St Joseph's Catholic Primary School

Policy for the Management of Outdoor Education, Visits and Off-Site Activities (Primary)



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Document Control **2**
Version Changes **3**
1. Introduction **14**
2. Responsibilities of the Headteacher / Executive Headteacher **14**
3. Responsibilities of the Educational Visits Co-ordinator **14**
4. Responsibilities of the Visit Leader **15**
5. Responsibilities of Additional Members of Staff **16**
6. Responsibilities of Pupils **17**
7. Responsibilities of Parents **17**
8. Risk Assessment **17**
9. Approval of Off-site Activities **18**
10. Safeguarding **19**
11. The Provision of Training and Information **19**
12. Action in the Case of Emergency **19**
13. Monitoring and Review **20**
14. Submission of Visit Form Timescales **20**
Appendix 1 - Staff Declaration Form **21**
Confidential – For School Safeguarding and Risk Assessment Purposes 21
1. Staff Member Details 21
2. Relevant Experience and Competence 21
3. Confidential Health, Medical & Wellbeing Information 22
4. Safeguarding and Supervision Declaration 23
5. Emergency Contact Information 24
6. Additional Information 24
7. Staff Declaration 24
For School Use Only (Risk Assessment Review) 24
Appendix 2 - Initial Assurance Checklist **25**
1. Visit Overview 25
2. Risk Management & Safety 25
3. Staffing & Competence 26
4. Safeguarding 26
5. Parental Communication & Finance 26
1. Visit Overview 28
1. Compliance & Approval Timelines 28

Document Control

Review Frequency	Biennial review
Review Date	September 2026
Ratified By	Plymouth CAST SELT

Date of Ratification	14th September 2026
Lead/Owner	Chief Operating Officer
Target Audience	Executive Headteacher / Headteacher, EVC, Visit Organisers, Local CAST Board
Document Version	1.1

The electronic version is the definitive version of this document.

The content of this procedure may be subject to revision from time to time in line with the policy review schedule or when legislation changes or operational reasons arise.

Version Changes

Version	Section Reference	Details of Change	Agreed By	Date
1.0	N/A	New policy distributed to primary schools.	SELT.	06/01/25.
1.1	Document Control	• **Document Title/Scope**: Scope expanded from "Headteacher" to "Executive Headteacher / Headteacher". • **Ratification Details**:	Plymouth CAST SELT.	01/06/26.

		Ratification date and policy document date updated to 1st June 2026.		
1.1	Section 2: Responsibilities of the Headteacher / Executive Headteacher	• **Role Expansion**: Section title and scope updated to include "Executive Headteacher". • **Added Responsibilities**: Inserted several new duties including assessing individual student risks, reviewing staff declaration forms and the "Staff Safe" system for residential trips, and ensuring compliance with the Safeguarding Policy and Staff Code of Conduct.	Plymouth CAST SELT.	01/06/26.

1.1	Section 3: Responsibilities of the EVC	• **Added Focus Areas**: Expanded delegation tasks to explicitly mandate "individual student risk assessments in accordance with the needs of the trip cohort". • **Framework Collaborators**: Added collaboration with the "Head of School (where appropriate) " alongside the Headteacher and DSL. • **Administrative Note Removed**: Deleted the bracketed guidance text instructing schools to limit the EVC list to administrativ	Plymouth CAST SELT.	01/06/26.

		e tasks if the EVC lacks practical leader experience.		
1.1	Section 4: Responsibilities of the Visit Leader	• **Leader Competence**: Added a requirement that the Visit Leader must have "practical experience in leading and managing the nature and range of activities within the proposed visit". • **Cohort Risk Management**: Explicitly added the mandate to undertake individual student risk assessments based on cohort needs. • **Mandatory Form Submission**: Added requirement	Plymouth CAST SELT.	01/06/26.

		to complete and submit a staff declaration form for residential trips.		
1.1	Section 5: Responsibilities of Additional Members of Staff	• **Residential Compliance**: Added requirement for additional staff/volunteers taking part in residential trips to complete and submit the staff declaration form.	Plymouth CAST SELT.	01/06/26.
1.1	Section 8: Risk Assessment	• **Healthcare Integration (New Point 8.4)**: Inserted a brand new clause stating individual student risk assessments must be completed where needs dictate, incorporating references to individual healthcare	Plymouth CAST SELT.	01/06/26.

		plans. Subsequent paragraphs were renumbered accordingly.		
1.1	Section 9: Approval of Off-site Activities	• **Escalated Trust Approvals**: Removed local options to "amend to reflect local arrangement ". Replaced basic local approval with a mandatory process requiring the Headteacher /Executive Headteacher to submit an "Initial Assurance Checklist" (Appendix 2) to the Trust's SELT for Category B and C trips. • **Category C Restrictions**: Category C trips now strictly require express written authorizatio	Plymouth CAST SELT.	01/06/26.

		n from the Trust's SELT before submission to the LA on Evolve. • **Final Assurance**: Added requirement to submit a "Final Assurance Checklist" (Appendix 3) to SELT following LA endorsement.		
1.1	Section 10: Safeguarding	• **Immediate Reporting & Escalation**: Strengthened instructions to mandate that the Visit Leader contact the Designated Safeguarding Lead *immediately, including outside of normal hours*. Explicitly adjusted procedures from the local	Plymouth CAST SELT.	01/06/26.

		"school's policy" to the "Trust's child protection/safeguarding policy and procedures".		
1.1	Sections 11, 12, & 14: Operational Roles & Sign-off	• **Section 11 & 12**: Standardized the responsible oversight party strictly to the "Headteacher/Executive Headteacher", removing localized variant tags. • **Section 12.3**: Upgraded emergency incident reporting from "establishment policy arrangements" to the overarching "Plymouth CAST health and safety policy". • **Signatures & End Matter**:	Plymouth CAST SELT.	01/06/26.

		Updated the footer sign-off line from "Headteacher" to "Headteacher/Executive Headteacher" and removed the old diary reminder note.		
1.1	Appendices (New Frameworks)	Added three entirely new compliance appendices to the policy structure: • **Appendix 1**: Comprehensive Staff Declaration Form covering experience, training, special category medical data, and explicit KCSiE safeguarding tracking. • **Appendix 2**: Initial Assurance Checklist mapping out risk	Plymouth CAST SELT.	01/06/26.

		boundaries and mandatory staff-to-pupil ratios for staff-led adventurous activities (e.g., Archery, Climbing, Paddle Sports, Moorland Walking). • **Appendix 3**: Final Assurance Checklist enforcing LA Evolve confirmation and strict submission lead times.		
1.2	Sections 3, 4, 8, 12 & Appendices	Updated to incorporate mandatory requirements of the *Plymouth CAST Allergy Safety Policy v1.0*: establishing mandatory trained staffing thresholds for pupils at risk of anaphylaxis,	SELT	14 September 2026

		pre-departure physical AAI verification checks, venue non-exclusion rules, and primary sports fixture host notifications.		

1. Introduction

1.1 This policy covers all off-site visits and activities organised through the school and for which the Local CAST Board and Headteacher are responsible. The school endorses the Devon County Council /Torbay Council policy document *"Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2024"* (OEVOSA) as the basis for the school's policy for the management of visits and off-site activities.

1.2 The purpose of this policy is to explain *how* the overall OEVOSA policy will be applied in practical terms at a local level and, in particular, the specific roles, responsibilities and arrangements that will apply at St Joseph's Catholic Primary School.

1.3 This policy also complements and should be read in conjunction with the Plymouth CAST's Health & Safety and Safeguarding policies.

2. Responsibilities of the Headteacher / Executive Headteacher

2.1 The Headteacher / Executive Headteacher will:

- ensure all visits and off-site activities have specific and appropriate educational objectives
- have overall responsibility for the approval of all visits and activities, based on compliance with the OEVOSA document and recognised good practice, even where this task may have been delegated to another named person
- ensure that all off-site visits, and especially residential visits, are carried out with reference to the Safeguarding Policy and Staff Code of Conduct
- ensure that there is a suitably experienced and competent Educational Visits Co-ordinator (EVC) to oversee adherence to the OEVOSA policy and that the tasks associated with this role are clearly outlined in this policy
- approve the suitability of the Visit Leader by ensuring that off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group
- provide relevant induction, training and other Continuous Professional Development opportunities for staff involved in the provision of visits and off-site activities
- ensure that for all off-site visits and activities risks (including individual student risk assessments as appropriate) have been assessed, the significant findings of these assessments recorded, and any appropriate safety measures implemented accordingly.
- ensure that all off-site visits, and especially residential visits, are carried out with reference to the Safeguarding Policy and Staff Code of Conduct
- for residential trips, review the staff declaration forms and the Staff Safe system and approve all members of staff who are named as participating in the trip.

3. Responsibilities of the Educational Visits Co-ordinator

3.1 Although holding the ultimate responsibility, the Headteacher / Executive Headteacher has delegated specified tasks to a suitably experienced and competent EVC.

Name of EVC: Mrs Rachel Spinks

3.2 The EVC is responsible for carrying out the following agreed tasks and attending the relevant training and update training provided by the Local Authority (LA).

3.3 The functions delegated to the EVC are:

- to be the Headteacher / Executive Headteacher contact with the LA over planned visits;
- to establish monitoring systems to ensure that educational visits are undertaken in accordance with OEVOSA and the college specific arrangements named in this policy;
- to ensure that the management of visits and off-site activities is informed by an appropriate risk assessment, including individual student risk assessments in accordance with the needs of the trip cohort;
- to work with the Headteacher / Executive Headteacher, Head of School *(where appropriate)*, Designated Safeguarding Lead (DSL) and other Senior Leaders to establish Standard Operating Procedures to guide the risk assessment process for visits and non-adventurous activities;
- to manage and update the Evolve website, including updating staff lists and training records;
- to ensure that approval and endorsement arrangements for all visits are in accordance with OEVOSA requirements;
- to provide staff with support, advice and information that they need to comply with OEVOSA requirements;
- to ensure that leaders and staff have any relevant qualifications and are competent to lead and support particular visits and activities as outlined in OEVOSA;
- to ensure that procedures to inform parents and to obtain their consent where necessary are in place;
- to work with each Visit Leader to ensure that appropriate emergency arrangements are in place for visits and off-site activities;
- to review accident and incident reports relating to visits and off-site activities to ensure that any lessons are learnt;
- to ensure that any third-party provider / contractor / coach has been vetted for competence in accordance with the requirements of OEVOSA;
- ensure that all off-site visits, and especially residential visits, are carried out with reference to the Safeguarding Policy and Staff Code of Conduct;
- to ensure that no off-site visit involving a primary pupil at risk of anaphylaxis is approved without verifying that at least one physically present accompanying staff member is fully trained in emergency allergy response and AAI administration;

- to verify that pre-departure physical checks are established, ensuring pupils prescribed AAIs have two in-date devices physically verified before departure.

4. Responsibilities of the Visit Leader

4.1 The Visit Leader will:

- have practical experience in leading and managing the nature and range of activities within the proposed visit;
- have overall responsibility for the supervision and conduct of the visit or activity;
- obtain approval and, where appropriate, LA endorsement for the visit in line with OEVOSA and the specific arrangements of this policy prior to undertaking the activity;
- assess the risks to staff, young people and members of the public presented by the visit or activity in order to identify and implement any safety measures, including undertaking individual student risk assessments in accordance with the needs of the trip cohort;
- carry out specific activities in accordance with the detail of OEVOSA;
- use the school planning checklist provided in OEVOSA to ensure all procedures have been followed;
- vet any third-party provider / contractor / coach for competence in accordance with the requirements of OEVOSA;
- brief all supervising staff, volunteers and pupils in roles, responsibilities and expectations;
- inform parents about the visit and gain their consent in accordance with arrangements described in OEVOSA;
- establish appropriate emergency and contingency arrangements for the planned visit or activity which will include the identification of sufficient First Aid cover;
- continually re-assess risks dynamically during the activity and make adjustments accordingly;
- In the case of Visit Leaders undertaking residential trips, complete and submit the staff declaration form.

4.2 Allergy Safety & Primary Emergency Preparedness Controls

- **Mandatory Staffing Threshold:** Ensure that any primary visit involving a pupil at risk of anaphylaxis includes at least one physically present staff member trained in emergency allergy response and AAI administration.
- **Pre-Departure Physical Verification:** Conduct a formal pre-departure check confirming that:
    1. The pupil's own two in-date, prescribed AAIs are physically present and verified.
    2. An SSS-certified staff member is explicitly assigned to the pupil's immediate supervision group.

3. Destination venue catering arrangements and allergen controls have been verified.

- **Non-Exclusion Venue Protocol:** If an external venue or provider states in writing that they cannot cater for a pupil's food allergy, the pupil **must not be excluded**. The Visit Leader will coordinate with parents/carers to arrange alternative food for the pupil to bring.
- **Primary Sports Fixtures:** Staff managing off-site sports fixtures must ensure that any host school receiving pupils is formally notified of participating pupils' severe allergies at the time the fixture is arranged.

5. Responsibilities of Additional Members of Staff

5.1 Members of staff, volunteers and parent helpers should:

- Assist the Visit Leader to ensure the health, safety and welfare of others including young people on the visit
- Take time to understand their roles and responsibilities whilst taking part in a visit or activity
- in the case of staff undertaking residential trips, complete and submit the staff declaration form.

6. Responsibilities of Pupils

6.1 Whilst taking part in off-site activities pupils also have responsibilities about which they should be made aware by the Visit Leader or other members of staff, for their own health and safety and that of the group. Young people should:

- Avoid unnecessary risks
- Follow instructions of the party leader and other members of staff
- Behave sensibly, keeping to any agreed code of conduct
- Inform a member of staff of safety concerns.

7. Responsibilities of Parents

7.1 Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity parents should:

- support the application of any agreed code of conduct
- inform the party leader about any medical, psychological or physical condition relevant to the visit
- provide an emergency contact number
- Provide consent in accordance with the requirements of OEVOSA.

8. Risk Assessment

8.1 The school is committed to providing a wide variety of outdoor activities and visits designed to challenge and develop young people. These inevitably feature a degree of risk that demands management. Arrangements will be achieved by a risk assessment led by the Visit Leader for each activity/visit or series of visits undertaken. This process is guided by establishment specific Standard Operating Procedures (SOP) documents which have been created to establish minimum standards and expectations for Visit Leaders. There are currently 8 SOP documents for various categories of visit. These are:

- Alternative Provision
- UK Residential Visits
- Overseas Visits
- Day Visit's walking from establishment
- Day Visit's using transport – coach travel
- Day Visit's using transport – Mini bus
- Day Visit's using transport – private cars
- Day Visit's using transport – Public transport

8.2 These outline the minimum control measures that will apply to all such visits and off-site activities and have been drawn up by the Headteacher / Executive Headteacher, EVC and other Senior Leaders. They will be brought to the attention of anyone undertaking the role of Visit Leader.

8.3 In assessing the risks presented by a planned visit or activity, the Visit Leader must judge if the controls described in the SOP are adequate for controlling the risks. For each visit/activity, add any additional control measures needed in the enhanced risk assessment column of the SOP document.

8.4 Individual student risk assessments must be undertaken where needs dictate, explicitly incorporating Individual Healthcare Plans (IHPs) and clinical Allergy Action Plans (AAPs). Risk assessments for all off-site visits must explicitly manage potential allergen exposure risks (including food and non-food allergens, such as insect venom, latex, or animal dander) during transport, activities, and mealtimes.

8.5 Any activities delivered by school staff falling within the definition of Category B (adventurous), will have a separate stand-alone risk assessment; Adventurous Activities Led by School Staff Risk Assessment.

8.6 This process will be undertaken by the Visit Leader who, whilst being supported by the EVC, will be competent and equipped to complete this task. To meet statutory requirements and to ensure sufficient communication with other staff involved, this risk assessment will be recorded using the risk assessment format on Evolve.

9. Approval of Off-site Activities

9.1 In the case of Category B and Category C visits, as identified in paragraph 9.3, the Headteacher / Executive Headteacher will be responsible for providing details of the trip to the Trust's Senior Executive Leadership Team for information **using the Initial Assurance**

Checklist at Appendix 2. The Initial Assurance Checklist must be emailed to: offsitevisits@plymouthcast.com

9.1.1 In the case of Category C visits, the Headteacher / Executive Headteacher must await express authorisation from the Trust's Senior Executive Leadership Team for authorisation to proceed to submit the visit for endorsement by the Local Authority on the Evolve system.

9.2 The Headteacher / Executive Headteacher will be responsible for approving all off-site activities subject to assurances from the EVC that arrangements are in line with this policy and risks are adequately controlled and, in the case of Category C visits, subject to express authorisation from the Trust's Senior Executive Leadership Team. This includes approving the Visit Leader and additional members of staff for each visit or off-site activity.

9.3 There are 3 categories of visit:

Category A:
Non-adventurous visits i.e. visits to local places of worship, farms, public places etc
Non-adventurous residential visits i.e. cultural visits to towns/cities etc

Category B:
Adventurous visits where activities are *delivered* by school staff (i.e. Ten Tors, kayaking etc)
Adventurous day visits led by external providers (i.e. visits to climbing centres, a pony trekking centre etc)
Adventurous residential visits to outdoor centres etc.

Category C:
Visits of all types outside the UK

9.4 In-line with the requirements of OEVOSA, details of Category B and C visits will be uploaded to the Evolve on-line system to facilitate the approval by the Headteacher/Executive Headteacher ahead of final endorsement by the Local Authority Adviser for Outdoor Education.

9.5 In the case of Category C visits, it will be the responsibility of the Headteacher/Executive Headteacher to provide a final compliance and assurance statement to the Trust's Senior Executive Leadership Team **using the Final Assurance Checklist at Appendix 3** once final endorsement has been received from the Local Authority Adviser for Outdoor Education**.**

9.6 The policy of St Joseph's Catholic Primary School is that Category A visits will be uploaded to the Evolve system to allow the EVC and school leaders to monitor the management of off-site visits.

10. Safeguarding

10.1 The safety and welfare of children is paramount. In the event of a safeguarding issue or concern being identified during the trip or visit, the visit leader should follow the Trust's child protection/safeguarding policy and procedures and contact the school's Designated Safeguarding Lead immediately, including outside of normal hours if necessary. All staff and volunteers on the trip should be made aware of these before the trip or activity takes place.

10.2 Arrangements should be in place to enable contact with the school's Designated Safeguarding Lead outside normal college hours if necessary. Contact details should be

communicated to all staff/volunteers on the trip (as well as the visit leader) in case the safeguarding concern is about the visit leader.

11. The Provision of Training and Information

11.1 A copy of this policy, along with the overall OEVOSA document, will be made available to all staff within the school who may be responsible for participating in off-site visits and activities and to any parent requesting a copy. Access will also be made available to the overarching OEVOSA policy, and additional guidance information, via the Evolve system.

11.2 The Headteacher/Executive Headteacher will ensure that staff leading or participating in visits are competent for the activities involved. When required, specific training will be undertaken, and competencies maintained in accordance with the requirements of OEVOSA. This process will be overseen by the Headteacher/Executive Headteacher and records of qualifications will be uploaded to the Evolve system.

12. Action in the Case of Emergency

12.1 The Headteacher/Executive Headteacher will ensure that emergency arrangements are in place before approving visits. The Visit Leader will identify these arrangements via a process of risk assessment. Where necessary, this assessment must include the identification of contingency plans.

12.2 It will also include the identification of sufficient First Aiders, as well as emergency contact details which must include a school contact for outside normal hours if necessary.

12.3 Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the Plymouth CAST health and safety policy. Accidents and incidents will subsequently be reviewed within the school to identify any learning points.

12.4 In the event of a pupil or staff member displaying signs of anaphylaxis off-site, adrenaline must be administered immediately (within 5 minutes). Staff must call 999 immediately, stating "anaphylaxis", but must not delay administering adrenaline to make the call. If a pupil's prescribed AAIs are unavailable or misfire, staff are authorized by law and Trust policy to use a "spare" AAI or take reasonable action to save life without delay.

13. Monitoring and Review

13.1 School leaders will monitor the application of this policy in operational practice by providing assurance through the SG 1 form return and compliance will be monitored by the Trust's Safeguarding Officer.

13.2 This policy will be reviewed:

- Every two years
- After any significant changes to the management of outdoor education locally
- After any significant changes to the OEVOSA document
- After a significant incident

14. Submission of Visit Form Timescales

14.1 Visit forms must be submitted by the Visit Leader to the EVC in accordance with the following timescales. Failure to meet these timescales may result in the planned visit being postponed or cancelled. Note that Category B & C visits also require Trust approval before submitting on EVOLVE.

Category A Day Visits – **one week before the date of the visit**

Category A Residentials – **one week before the start date of the residential**

Category B Adventurous Day visits – **three weeks before the date of the visit**

Category B Adventurous Residential visits – **three months before the start date of the residential**

Category C Overseas visits – **four months before the start date of the residential**

Chair of Local CAST Board Date

Headteacher/Executive Headteacher Date

Appendix 1 - Staff Declaration Form

Confidential – For School Safeguarding and Risk Assessment Purposes

This form supports the school in meeting its safeguarding, health and safety, and duty of care obligations when organising educational visits. Information provided will help the Visit Leader and Senior Leadership Team plan appropriate supervision, risk mitigation, and support arrangements.

Information will be handled in accordance with the UK GDPR and the Plymouth CAST Data Protection Policy and the Plymouth CAST Child Protection and Safeguarding Policy.

Information will be shared only with relevant staff responsible for trip planning and safeguarding.

1. Staff Member Details

Full Name:

Role / Position:

Department:

School:

Educational Visit Name:

Visit Location:

Date(s) of Visit:

Visit Leader:

2. Relevant Experience and Competence

Please provide details of your experience that may support supervision and safety during the visit.

Previous experience of supervising educational visits:

☐ None

☐ Limited

☐ Moderate

☐ Extensive

If applicable, please provide details:

Examples may include:

- Previous residential trips
- Outdoor learning supervision
- International travel with pupils

- Activity-based visits (e.g., sports, fieldwork, adventure activities)

Details:

Relevant qualifications or training

Please list any relevant training or qualifications that may assist in supporting pupils during the visit.

Examples:

- First Aid qualification
- Safeguarding training
- Behaviour management training
- Outdoor activity or coaching qualifications
- Educational Visits Coordinator (EVC) training

Details:

3. Confidential Health, Medical & Wellbeing Information

Note on Data Privacy: Information in this section is classified as Special Category Data. The legal basis for processing this data is Employment, Social Security and Social Protection Law to ensure the school meets its Health and Safety and Safeguarding duties. Access is strictly limited to the Visit Leader and Headteacher on a "need-to-know" basis.

Please disclose any medical conditions that may affect your ability to participate in activities or supervise pupils safely.

This information enables the school to plan appropriate support and ensure safe participation.

Medical condition affecting supervision or activity participation (if applicable):

Medication required during visit (if applicable):

Any relevant triggers or limitations:

Emergency response required (if applicable):

Please list any allergies or dietary requirements that may need to be considered during the visit.

Allergy/Dietary Requirement:

Severity (if applicable):

Required precautions:

Please detail any physical considerations that may affect your ability to participate in planned activities.

Examples may include:

- Mobility limitations
- Lifting restrictions
- Activity limitations (e.g., hiking, swimming supervision)

Details:

Staff may disclose any wellbeing considerations that could impact their ability to safely supervise pupils during the visit.

This is optional and intended to allow the school to provide appropriate support and risk mitigation where necessary.

To maintain high confidentiality, you may submit this information in a sealed envelope to the Headteacher.

4. Safeguarding and Supervision Declaration

Please confirm the following in line with the Child Protection and Safeguarding Policy:

☐ I have read and understood Keeping Children Safe in Education (KCSiE) 2026 Part 1 and Annex B.

☐ I understand my safeguarding responsibilities when supervising pupils during the visit.

☐ I will follow the school's Safeguarding Policy, Behaviour Policy, and Educational Visits procedures.

☐ I understand my role in Filtering and Monitoring while pupils are online during the trip.

☐ Reporting Mandate: I will report any safeguarding or welfare concerns to the Visit Leader or Designated Safeguarding Lead (DSL) immediately. I acknowledge that all concerns must be recorded on CPOMS as soon as possible and always within 24 hours.

5. Emergency Contact Information

Emergency Contact Name:

Relationship:

Contact Number:

6. Additional Information

Please include any additional information that may assist the Visit Leader in planning supervision arrangements or mitigating risks.

Details:

7. Staff Declaration

☐ I confirm that the information provided in this form is accurate to the best of my knowledge and is shared to support safe supervision, safeguarding arrangements and risk mitigation during the educational visit.

☐ I understand this form will be handled in accordance with UK GDPR and the Trust's Data Protection Policy.

Retention: This form will be retained in line with the Trust Data Retention Schedule and securely destroyed once the post-trip review is complete, unless a medical or safeguarding incident requires longer retention.

Name:

Signature:

Date:

For School Use Only (Risk Assessment Review)

Reviewed by:

Role:

Risk assessment adjustments required:

☐Yes

☐No

Details:

Date reviewed:

Appendix 2 - Initial Assurance Checklist

To be completed by the Headteacher/Executive Headteacher for Category B and C Visits.

1. Visit Overview

- **Establishment Name:** _____
- **Visit Leader:** _____
- **Destination & Purpose:** _____
- **Visit Category:** Category B (Adventurous) |Category C (Overseas)
- **Dates of Visit:** _____

2. Risk Management & Safety

- **Standard Operating Procedures (SOP):** An establishment-specific SOP has been completed, including an "Enhanced Risk Assessment" column for this specific cohort.
- **Adventurous Activity Risk Assessment:** For staff-led Category B activities, a separate stand-alone risk assessment has been recorded on Evolve.

Comment:

- **Individual Student Assessments:** Specific risk assessments have been undertaken for students with additional medical, behavioural, safeguarding or physical needs.

Comment:

- **First Aid:** Sufficient First Aid cover has been identified based on the activity type and proximity to emergency help.
- **Allergy & Anaphylaxis Staffing Threshold:** For any trip involving pupils at risk of anaphylaxis, at least one accompanying staff member is physically present and certified in emergency allergy response/AAI administration.
    - Yes / No

- **Pre-Departure Medication Check:** Procedures are in place to physically verify that 2 in-date prescribed AAIs physically accompany the primary pupil before departure.
    - Yes / No

3. Staffing & Competence

- **Leader Competence:** The Headteacher/Executive Headteacher has verified the Visit Leader is competent, experienced in the activity, suitably trained and possesses any required National Governing Body (NGB) qualifications.

- **Staffing Ratios:** Minimum ratios are met

  1:15 for Category B;

  1:10 for Cat C;

  1:6 for Special Needs;

  and include at least two adults.

- **Staff Led Activity Ratios:** For adventurous activities led by school staff, specific minimum are met:
    - **Archery:** 1:8.
    - **Bouldering / Climbing (Indoor/Outdoor):** 1:6.
    - **Caving:** 1:8.
    - **Coasteering / High Ropes:** 1:6.
    - **Mountain Biking / Cycling:** 1:10 (minimum).
    - **Open Water Swimming:** 1:10 (minimum 2 adults).
    - **Paddle Sports:** 1:8 (standard, but dependent on NGB syllabus).
    - **Walking (Moorland/Mountain):** 1:15 for moorland; 1:8 for summer mountain; 1:6 for winter mountain.

- **Staff Declarations:** For residential trips, all participating staff have completed and submitted the required staff declaration forms.

4. Safeguarding

- **Vetting:** All staff and volunteers have been checked against the Safeguarding Policy and Staff Code of Conduct and the Staff Safe system.

- **DSL Contact:** Arrangements are in place to contact the school DSL outside of normal hours if a safeguarding concern arises during the trip.

- **External Providers:** Any third-party provider has been vetted for competence and, where they do not DBS check their own staff, school staff will accompany pupils at all times.

5. Parental Communication & Finance

- **Informed Consent:** Parents have been provided with full details (itinerary, emergency contacts, insurance, and code of conduct) and have provided visit-specific consent.

- **Insurance:** Adequate insurance is in place, including public liability (minimum £5m) and cover for cancellations.

Headteacher/Executive Headteacher Signature:_____ Date:

Approved by Plymouth CAST SELT: Yes / No Date:

Appendix 3 - Final Assurance Checklist

To be completed by the Headteacher/Executive Headteacher for Category B and C Visits.

1. Visit Overview

- **Establishment Name:** _____
- **Visit Leader:** _____
- **Destination & Purpose:** _____
- **Visit Category:** Category B (Adventurous) |Category C (Overseas)
- **Dates of Visit:** _____

1. Compliance & Approval Timelines

- **LA Endorsement:** Final endorsement has been received via the Evolve system from the LA Adviser for Outdoor Education.

- **Submission Timeline:** The visit form was submitted in accordance with the required minimum lead times:

  - *Category B Day:* **three weeks before the date of visit**
  - *Category B Residential:* **three months before the start date of the residential**
  - *Category C Overseas:* **four months before the start date of the residential**

Headteacher/Executive Headteacher Signature: _____ **Date:**