



# **Educational Visits Policy**

**Revised and applicable from 7th November 2023**

**Signed:**

A handwritten signature in black ink, which appears to read "Irene Papadopolou". The signature is written in a cursive style with a long horizontal stroke at the end.

**Chair of Governors**

Approved by: Governors Curriculum Committee 07.11.23  
Next review: Autumn term 2026 or earlier due to legislative/procedural change

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## **1. Aims and scope**

Educational visits are activities arranged by, or on behalf of, our school, which require students to leave the school premises, having been authorised to do so by the Head Teacher or other designated member of staff.

Educational visits are a valuable way to supplement and enhance the curriculum, expand students' education and provide enriching social and cultural experiences, teach life skills and promote independent learning, provide a foundation for lifelong learning and form an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our students and staff, and to make sure that our visits are available to all students. It sets out the roles and responsibilities of staff, students and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

## **2. Legislation and guidance**

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2023](#)

## **3. Roles and responsibilities**

### **3.1 Head Teacher**

The Head Teacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the Educational Visits Coordinator (EVC), have received any necessary training
- Working with the Governing Board to approve residential trips of more than 24 hours

### **3.2 The Educational Visits Coordinator (EVC)**

Louisa Sanderson, Assistant Head Teacher is the appointed EVC at our school. The EVC role is to:

- Oversee and guide other staff to arrange and organise educational visits

- Assess the ability of other staff to lead visits and a designate suitable Visit Lead for each visit
- Assess outside activity providers
- Advise the Head Teacher and Governing Board when they are approving visits
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

### **3.3 Visit Lead**

Every educational visit will have 1 member of staff designated as the Visit Lead. The Visit Lead will:

- Complete the preliminary planning visit and thoroughly plan the proposed visit, taking into account the health and safety risks to students, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the visit destination to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including coordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, students and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for students and others

### **3.4 Staff**

Staff have a responsibility to make sure all students and staff who take part in visits are kept safe and understand the proper way to prepare for visits, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the Head Teacher
- Carry out any required risk assessments and work with the Visit Lead
- Communicate with parents and carers and make sure visits are inclusive of all students' needs
- Look out for the health and safety of themselves and those around them
- Help manage student behaviour and discipline as required while on the visit
- Share any concerns or worries with the Visit Lead and others, as appropriate

### **3.5 Parents and carers**

By agreeing that students can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the student that may affect or impact their ability to safely take part in the visit

### 3.6 Students

Our school Behaviour Policy also applies to all educational visits. This includes the expectation that students will:

- Follow instructions given to them while on the visit
- Dress and behave as expected for the length of the visit
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or visit supervisor

Students will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's Behaviour policy at all times.

### 4. Planning and preparation

The decision on whether or not a visit will take place will be made by the panel of Head Teacher and two Deputy Head Teachers, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-student ratio

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

See **Appendix 1** for our visit information form for the planning and approval of a visit.

In cases where a visit involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Head Teacher will seek approval of the Governing Board.

Once the risk assessment has been approved by the Head Teacher, and the Governing Board where relevant, staff will communicate with parents/carers and provide visit information.

Written parental consent will be required for visits that take place outside of normal school hours, and for any visits requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

## **4.1. Inclusion**

All students, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a student with a disability or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the visit programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and students.

## **5. Risk assessment**

We will carry out a full risk assessment at least 2 weeks before the start of all visits.

This will be completed using the School's risk assessment template which can be found on our shared drive and in **Appendix 2**, and approved by the Line Manager, EVC and the Head Teacher. Existing risk assessments as well as those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and students), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff will make a preliminary visit to the visit destination as part of the planning and risk assessment process, but this is not mandatory.

Visit Leads will raise any concerns or questions about potential risks and safety measures with the EVC and, where appropriate, third party vendors.

Every risk assessment will be approved by the Line Manager, EVC and Head Teacher, and a copy taken on the visit and another copy left on file with the EVC.

### **5.1 Staff ratios and first aid**

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 supervising adult is present for every 10 students
- At least 1 supervising adult able to administer first aid is present on all visits
- Appropriate first aid equipment will be taken on all visits, in accordance with the School's First Aid and Health and Safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- The trip lead will take regular headcounts and/or roll calls

### **5.2 Transport**

Transportation for visits will be organised by the school, in line with our safety procedures. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to the school site.

### **5.3 Use of external organisations**

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

## **6. Communication and consent**

We will contact the parents and carers of pupils invited to take part in an educational visit at least 2 weeks before the proposed date of the trip. Communication will be via letter and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Student-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of students' failure to meet these standards

Parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Most visits during the school day will be part of the curriculum, however we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

## **7. Emergency procedures and incident reporting**

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The Visit Leader will be familiar with these plans for each visit.

In the case of an emergency, the Visit Leader or other supervising adult will contact the School Office. The School Office will then contact parents/carers as required, and inform them of changes to plans or cancellations of visits and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a pupil seeking medical treatment.

In the case of a student being unaccounted for, the Visit Leader will search the area while another member of staff remains in charge of other students. In the unlikely event that a student cannot be found within 30 minutes, the Visit Leader will contact the School Office who will notify the parents/carers. The Visit Leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the student when found. The remaining staff and adults will return to the school with the rest of the students.

All incidents and accidents will be reported in line with our Health and Safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

## **8. Charging and insurance**

We will follow our school's Charging and Remissions Policy at all times. Parents/carers will not be asked to pay for any educational visit that takes place during school hours. They also will not be asked to pay for any educational visit that takes place outside of school hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the visit.

We will make sure adequate insurance is in place for all visits, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover.

## **9. Residential visits**

The Head Teacher, together with the Governing Board, will approve all residential visits longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the Visit Lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the visit
- All adults have had adequate safeguarding checks.

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents/carers will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our Charging and Remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves



- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities holds the LOfC Quality badge or similar local accreditation. We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.

## **10. Review**

This policy will be reviewed every 3 years by the EVC and Head Teacher and presented for ratification to the Curriculum Committee of the Governing Board. At every review, the policy will be shared with the full Governing Board.

## **11. Links with other policies**

This policy links with the following policies and procedures:

- Health and Safety policy
- Charging and Remissions policy
- Behaviour policy
- Child Protection & Safeguarding policy
- First Aid policy
- Supporting Pupils with Medical Conditions policy
- Special Educational Needs (SEN) policy
- Equality Information and Objectives
- Accessibility Plan

## Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to EVC.

### Step 1:

- At least 4 weeks before, complete and sign a 'Application for a School Event or Visit' form and pass directly to your LT Line Manager for approval and consideration at Diary (Friday Lesson 1 weekly).

### Step 2:

- Complete your research and communications with the venue/provider to secure booking and make your Preliminary Planning Visit (PPV). Check Fire Evacuation information.
- Contact SBM if there are any issues regarding Disadvantaged Students volunteering contributions to the visit.

### Step 3:

- Draft your letter for parents/carers and share with ZeenatAra Ali, Head's PA for Rachel McGowan's approval.
- If you are requesting student voluntary contributions, liaise with our Finance Team once the letter has been approved.

### Step 4:

- Complete an Educational Visit Overview Form - using the document from our Plashet Staff Portal
  - Make a copy and include the relevant information - including the **exact** staff ciphers, number of students and a legible list with Student Name - Tutor Group and Medical Condition clearly listed (not a screenshot from Go4Schools).
  - Sign and pass directly to your LT Line Manager for approval.
- Complete a Main Risk Assessment - using the document template from our Plashet Staff Portal.
  - Make a copy and change any elements to fit your visit.
  - Sign and pass directly to your LT Line Manager for approval.
- If required, complete the relevant Transport Risk Assessment form - using the document template from our Plashet Staff Portal.
  - Make a copy and change any elements to fit your visit.
  - Sign and pass directly to your LT Line Manager for approval.
- Complete the Critical Incident Risk Assessment - using the document template from our Plashet Staff Portal.
  - Print, sign and pass directly to your LT Line Manager for approval.
- If available, print a copy of the venue/providers Risk Assessment.
  - Sign and pass directly to your LT Line Manager for approval.
- Make **3** copies of each of the above - please do not staple - just use paper clips to create 3 packs.

### Step 5:

- Pass the **3** completed and signed packs to Louisa Sanderson via her pigeon hole in the Comms Room on the South for approval.

**Step 6:**

- Meet with all staff involved in the visit and walk through expectations and the details of your visit.
- Please remember that any 1:1 LSAs working with SEND students **cannot** be counted as a member of staff in charge of 10 students.
- Imagine that you have not planned the visit - what do you need to know for it to be successful?
- What possible hazards/issues are there that are specific for this visit?
- What did you notice on your PPV?
- You need to relay all information clearly and concisely to the staff accompanying you. They need to be monitoring their 10 students constantly and dealing with any issues that arise immediately.

**Step 7:**

- Ensure that you have two registers to leave in Attendance and Main Reception.
- Ensure that you have collected Emergency Cards for students to carry from AVA.

**Step 8:**

- Before departing the site - complete two registers and make sure Attendance and Main Reception have them and your estimated arrival time back at Plashet School, including your phone number.
- Brief the students on Plashet expectations and distribute emergency cards for them to carry. Students will need to write the name of their 1:10 member of staff and the venue of the visit on the card.
- Leave from the Pedestrian Gate on Plashet Grove (you will return here at the end of your visit and complete a final register and dismiss students from our School site).

**Step 9:**

- Once you have returned back to site and dismissed all students - collect all medical lists, registers and risk assessment and dispose of them in a confidential shredding bag.

## Appendix 2:

### RISK ASSESSMENT FORM 2023 - 24

Risk Assessment is a legal requirement for all activities involving pupils which take place off the school site. A Preliminary Planning Visit is an essential part of this process and **must** be completed by the Visit Leader before any paperwork is submitted. This form must accompany planning submitted for authorisation of visit. A copy of this form must be given to all staff taking part in the visit alongside a briefing by the Visit Leader before the visit takes place.

|  |                                       |  |  |
|--|---------------------------------------|--|--|
| <b>Visit to:</b>                           |                                       |  | <b>Visit Leader:</b>   |
| <b>Date of Visit:</b>                      |                                       |  | <b>Year/Tutor Group(s):</b>  |
| <b>Date of preliminary planning visit:</b> |                                       |  | <b>Name of teacher who made PPV:</b>   |
| <b>What are the hazards?</b>               | <b>Who might be affected by them?</b> | <b>Overall Residual risk rating. How serious/likely? High/medium/low</b> | <b>Record safety measures that will be put into place to reduce the risk to an acceptable level</b>  |
| Trips and falls                            | Staff and students                    | Medium   | <ul style="list-style-type: none"> <li>• Students move in pairs within groups of 10.</li> <li>• Allocated member of staff has sight of all students in their group.</li> <li>• Allocated member of staff completes a check on any student who falls.</li> <li>• Allocated member of staff makes contact with the Visit Leader.</li> <li>• If the student requires first aid from our School First Aid kit, an allocated member of staff administers first aid.</li> <li>• If the student requires further medical support, either contact First Aid staff at the venue or ring for ambulance.</li> <li>• If a student is to return to School, two members of staff must escort if travelling on Public Transport, two members of staff from School will be sent to take over respective groups.</li> </ul> |
| Students getting lost/abducted             | Staff and students                    | Low  | <ul style="list-style-type: none"> <li>• Give out information about not wandering off the premises.</li> <li>• Alert students to the contact number of the school on their card.</li> <li>• Warn students of the risks of wandering off and about strangers approaching them.</li> <li>• If students require to use the bathroom, remote supervision will be in place outside the bathroom. Students should go in pairs.</li> <li>• Inform School or parents/carers if required.</li> </ul>  |
| Losing Students                            | Staff and students                    | Low  | <ul style="list-style-type: none"> <li>• Register and head count done frequently by the allocated member of staff.</li> </ul>  |

|   |                    |        |  |
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|   |                    |        | <ul style="list-style-type: none"> <li>● Inform students of the exact location of the designated area, in case of separation from the group.</li> <li>● Remind students of the card with a contact number for School for emergencies.</li> </ul>   |
| Hazards from within the venue                                   | Staff and students | Low    | <ul style="list-style-type: none"> <li>● Contact Venue First Aid Staff or treat with a first aid kit where necessary.</li> <li>● Inform students to be careful when walking around and watch out for possible hazards.</li> <li>● Students remain in their group of 10, with their allocated member of staff at all times.</li> </ul>  |
| Exit the venue in an emergency – Fire or bomb                   | Staff and students | Medium | <ul style="list-style-type: none"> <li>● Follow procedures of Venue Staff.</li> <li>● Give out information to students for what area to meet in.</li> <li>● Students remain in their group of 10, with their allocated member of staff at all times.</li> </ul>  |
| Tripping on general waste and rubbish                           | Staff and students | Medium | <ul style="list-style-type: none"> <li>● Insist Plaset Students throw all rubbish in bins.</li> <li>● Contact Venue First Aid Staff or treat with a First Aid kit where necessary.</li> <li>● Contact School or parents/carers if needed.</li> </ul>   |
| Serious accident i.e. trip. Fall or sudden illness of a student | Staff and students | Medium | <ul style="list-style-type: none"> <li>● Students move in pairs within groups of 10.</li> <li>● Allocated member of staff has sight of all students in their group.</li> <li>● Allocated member of staff completes a check on any student who falls.</li> <li>● Allocated member of staff makes contact with the Visit Leader.</li> <li>● If the student requires first aid from our School kit, an allocated member of staff administers first aid.</li> <li>● If the student requires further medical support, either contact First Aid staff at the venue or ring for ambulance.</li> <li>● If a student is to return to School, two members of staff must escort if travelling on Public Transport, two members of staff from School will be sent to take over respective groups.</li> <li>● Inform School and ask them to contact parents/carers if necessary.</li> <li>● Contact Venue First Aid Staff.</li> <li>● Call Emergency Services.</li> </ul> |
| Confrontation with members of the public                        | Staff and students | Medium | <ul style="list-style-type: none"> <li>● Inform students before leaving School about expectations regarding Plaset behaviour.</li> <li>● Move students away from confrontation.</li> <li>● If a member of the public is showing aggressive behaviour towards a student, inform the venue staff/security.</li> </ul>  |

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| <p>Acts of terrorism</p> <ul style="list-style-type: none"> <li>- Threats with weapons</li> <li>- Bomb threats</li> </ul>  | Staff and students                                  | Medium                   | <ul style="list-style-type: none"> <li>• Staff to brief students regarding protocol for behaviour before leaving school i.e. calm, remove self from anything suspicious, depart from situations rapidly if required, possessions do not matter.</li> <li>• Be very aware of where staff will be located in the venue.</li> <li>• Students to promptly meet at designated times/places.</li> <li>• Staff and students to be aware of unattended bags.</li> <li>• Students move away from anything suspicious.</li> <li>• Rapidly and immediately leave the site of confrontation.</li> <li>• Seek safe shelter if necessary.</li> <li>• Follow the instructions of Police or Emergency Service staff or Venue Staff.</li> </ul> |
| Fire   | Staff and students                                  | Low                      | <ul style="list-style-type: none"> <li>• Fire protection and evacuation procedures in place and checked on the pre-visit.</li> <li>• Staff briefed on exits to use if a student/group of students are detached from the main group.</li> <li>• Follow directions of venue staff for evacuation to the correct evacuation point.</li> </ul>   |
| Insurance  | Staff and students                                  | Low                      | <ul style="list-style-type: none"> <li>• Appropriate School Journey Insurance in place</li> <li>• Evidence of Public Liability Insurance in place - checked with host</li> </ul>   |
| Inappropriate behaviour  | Staff and students                                  | Low                      | <ul style="list-style-type: none"> <li>• Give students clear instructions about behaviour expectations before leaving Plashet School.</li> <li>• Ring School. Consider deploying two members of staff to accompany student(s) back to the School site, or arrange for a colleague to collect.</li> <li>• At school, discipline student(s) and inform parents/carers. Also inform YC/AYC and Line Manager.</li> </ul>   |
| Choking when eating lunch/snacks   | Staff and students                                  | Medium                   | <ul style="list-style-type: none"> <li>• Ensure behaviour is appropriate for eating and there is no silliness which could lead to choking.</li> </ul>  |
| Weather related issues - e.g. sunburn or getting wet   | Staff and students                                  | Low                      | <ul style="list-style-type: none"> <li>• Inform students that they should dress according to the weather.</li> <li>• Students asked to bring sun cream where appropriate/umbrellas etc.</li> <li>• Move the students inside the venue for lunch if it is a particularly hot day or raining.</li> </ul>   |
| <b>Plan B</b>  |   |                          |  |
| <p><b>Record emergency procedure</b></p> <ul style="list-style-type: none"> <li>• Student or staff member falls/trips</li> <li>• Accident crossing the road</li> </ul> | <p>Staff and students</p> <p>Staff and students</p> | <p>Low</p> <p>Medium</p> | <ul style="list-style-type: none"> <li>• If a student falls seriously ill or is seriously injured, call an ambulance. If it is a student, 1 staff member should accompany the student to the hospital. The other staff members remain with the group and contact the School about procedure with regards to returning home.</li> </ul>   |

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| <ul style="list-style-type: none"> <li>• Inclement weather</li> <li>• Terror Alert / bomb exploding</li> </ul> | <p>Staff and students</p> <p>Staff and students</p> | <p>Low</p> <p>Low</p> | <ul style="list-style-type: none"> <li>• If a staff member falls seriously ill or is seriously injured, call an ambulance, Staff member goes in the ambulance. The Visit Leader should contact the School and ascertain if the other staff members should wait for a replacement member of staff before they return students to the school.</li> <li>• Before departure: Consider postponing a visit based on the weather forecast/current situation. If during the visit - return home, contact the school to inform.</li> <li>• Follow the evacuation procedure of security staff. Travel back to school by alternative route if possible. Find info on local school to take students in an emergency (borough guidelines) contact school for advice</li> </ul> |
|--|---|-----------------------|---|

**IN THE EVENT OF AN EMERGENCY**

1. Please contact the school on: 020 8471 2418. If after hours, please contact your Line Manager.
2. If your Line Manager is unobtainable please contact Rachel McGowan, Head Teacher.
3. If neither is available, contact Geetha Unnithan at NPW who has oversight of critical incident support: During office hours 0208 249 6900 ext 173 or 07807 727 366. Out of hours NPW on call service: 07770 227 094

**Visit Leader's Signature:**

**Date**

**Line Manager's Signature:**

**Date**

**EVC's Signature:**

**Date**