

EDUCATIONAL VISITS – FLOWCHART

Required Actions

Forms

Start of each School Year

- Obtain consent forms for new pupils
- Review Risk Assessments for regular visits and update as required

Consent form
Health and Safety Policy

For each new planned visit

- For new Adventurous / Hazardous visit request information from Provider and consider initial visit
- Complete Risk Assessments relevant to activities / location / travel
- Obtain Information from volunteer drivers where appropriate
- Complete Proposal for Approval by Head Teacher – for Adventurous / Hazardous activities seek *initial* approval and when full information to hand obtain final approval

Questionnaire – provider
Risk Assessment template
Application and Proposal form
Volunteer Driver form

Before the visit occurs

- Group Leader to identify actions through use of Procedures Checklist and keep updated
- Obtain relevant information for Contact List
- Use Group Leader Checklist to confirm all actions have been completed

Procedures Check List
Contact List
Group Leader Checklist

Paperwork to be taken on Visit

- Contact Form with Emergency information on reverse
- First Aid / Incident Form
- Risk Assessment(s)
- Checklists
- Any other relevant paperwork

First Aid / Incident Form

Ensure copies of relevant paperwork provided to Home based Contact(s)

The reverse of this Flowchart provides guidance on the Risk Rating of visits / trips

ACTIVITY		LOW RISK	MEDIUM RISK	HIGH RISK
LOCAL (island) – not falling into Adventurous or Hazardous Activities below	General	Low risk does not mean “no risk” and establishments must ensure staff leading trips are competent and that appropriate Risk Assessments have been undertaken	Will usually require enhanced competence and staff leading trips should hold appropriate National Governing Body qualification if they are supervising activities. Third-party competence may be used / required at some venues / centres	A high level of competence is required in the form of National Governing Body qualification (except for trips abroad and residential where no adventurous / hazardous activity is planned - the Head Teacher should ensure staff competence). Use AALA providers where possible
	Farms and Zoos	Day trips (not falling in other categories) Educational attractions e.g. churches, museums, theatres	Working Farms – privately managed with Visitor Attraction Status (e.g. Coleman’s Farm)	Working Farms – privately managed
	Horse & Pony	Visits to stables of reputable riding schools	Horse and pony riding at reputable riding stables	Horse / pony trekking – remote areas
	Residential	Mainland day trips (not falling in other categories)	Island located residential visits	All trips abroad
OFF- ISLAND	General	Robin Hill; Blackgang Chine; Needles Park ; Paulitons Park; Thorpe Park and other “family friendly” Theme Parks	Activity centres managed by Local Authority e.g. Calshot	Activity Centres – Privately Managed Camping
	Activities where height may present hazards (i.e. falling objects or falls)	Guided walks / studies at Dinosaur Isle; Ventnor Coastal Centre	Climbing walls Cliff and landslip studies – school led	Natural rock or ice climbing Abseiling / high Rope courses Air activities (excluding commercial flights) Caving, Pot holing and Mine exploration
	Water margin & water activities	Pond dipping at school pond Beach games – no entry to water Guided walks / studies at Dinosaur Isle; Ventnor Coastal Centre Swimming at pool – LA managed with lifeguards full-time	Beach, rock pool or river study visits – no entry to water planned Pool Swimming – private managed with lifeguards full time	Any activity on or in natural waters (excluding commercial ferries) Pool swimming – school provision of lifeguard cover
	“Remote” activities Skating and Skiing	On island walks – i.e. Parkhurst Forest	Remote ¹ walks Skiing – dry ski slope Skating – Roller / Ice	D of E expeditions and orienteering Skiing / sledging / snow-boarding on piste
	Wheeled activities	Skateboarding ; roller skating and cycling - on school grounds	Cycling on public roads / trials / public cycle way and woodland trails	Any motor vehicles including karting / stock cars etc.
	Shooting activities	Laser combat		Archery, crossbows, air weapons, live firing weapons, paint balling etc.

There will be occasions when an activity / trip falls into more than one risk category – in these cases the assessment of risk should be at the highest level identified Activities classified as “high risk” should not deter the activity from taking place – good safety management and appropriate competence will reduce potential risks

¹ Remote areas are classified as being more than 30 minutes walk from a road or refuge or over 600m above sea level

² For Adventurous and / or Hazardous activities where these are “in-house” staff should be competent to lead these; where an external provider is used organisation should be AALA licensed