



# Educational Visits

**Adults should always take care when supervising students on visits & outings, particularly where the setting is less formal than the usual workplace.**

Adults are in a position of trust and their behaviour should remain professional at all times.

The owners/managers of establishments used for visits from educational settings are responsible for ensuring that:

- They comply with health & safety regulations
- The setting & equipment is fit for purpose
- Their staff are trained in safeguarding and have appropriate DBS checks

**Prior to booking any visit, consider issues for staff and volunteers, including:**

- Their suitability
- Have they received appropriate & up to date safeguarding children training
- Do they understand 'abuse of trust' issues
- Do they have up to date [DBS checks](#)

**All risk assessments should include:**

- Transport issues
- First aid & medication arrangements
- Specific safeguarding issues relating to a student included on the visit, e.g. health, disability, access, support
- If site security & surveillance is appropriate
- Staff to child ratios
- Intimate care & personal hygiene issues
- Fire practice, health & safety issues
- Consideration of other needs of students e.g. gender identity & religious issues
- The suitability of sleeping arrangements for overnight stays e.g. separate rooms for boys and girls and the location of staff bedrooms to ensure adequate supervision

**The school visit leader should conduct generic Risk Assessments relating to any adventure activities they will be doing.**

**Any safeguarding issues occurring during a visit must be reported to the Designated Safeguarding Lead or Deputy immediately.**

**For all visits:**

- Wherever possible undertake a pre-visit to gauge the suitability of the venue before making any arrangements
- If the venue/visit has an element of adventure, or the provider is delivering the activity, additional assurances should be sought from the owner/manager (see Sheffield City Council Educational Visits Guidance and Generic Risk Assessment 4)
- The Educational Visits Coordinator must be informed & must obtain permission from:
  - The Governing Body in principal, including assurance about risk assessments
  - The Head Teacher for approval for each visit to go ahead

**Permission is required from a person with parental responsibility before any child or young person can take part in an educational visit.**

Arrangements for pupils under 18 to be cared for/accommodated by a **host family** that is paid and to whom they are not related, could amount to "[private fostering](#)" and/or regulated activity.

**[The Early Years Foundation Stage Framework 2014, section 3 safeguarding and welfare requirements](#), is essential guidance for staff working with pupils under 5 years old for:**

- Staff, qualifications, training, support and skills
- Staff to child ratios
- Health, accidents & injury, behaviour
- Risk assessment and outings
- Special education needs
- Information and recording

**Useful web links/resources:**

- [Sheffield Educational Visits resources & online approval system \(EVOLVE\)](#) (log on required).
- [Thornbridge Outdoor Centre, Sheffield City Council](#)
- [Health & Safety: advice for schools, DfE 2014](#)
- [Keeping Children Safe in Education, 2015](#)