



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 relevant and appropriate [DBS checks](#)

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

- Their suitability and competence
- 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 assessment processes should include for consideration:

- 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

Visit leaders should use the Generic Risk Assessments (in EVOLVE) when planning to undertake adventure activities

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

For all visits:

- Wherever possible (and especially for complex/higher risk visits), 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 2017, section 3 safeguarding and welfare requirements, is essential guidance for staff working with pupils under 5 years old for:

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

Useful web links/resources:

- [Sheffield Educational Visits resources & online approval system \(EVOLVE\)](#) (log on required)
- [Thornbridge Outdoors Centre](#)
- [Health & Safety: advice for schools, DfE 2014](#)
- [Keeping Children Safe in Education, 2016](#)