Educational Visits Policy

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1. Purpose and scope

Bishopswood School recognises educational visits, community learning and learning outside the classroom as an important part of pupils' education, independence, communication, engagement and personal development.

This policy sets out the school's arrangements for planning, approving and managing all off-site visits. It applies to curriculum visits, local and community visits, enrichment activities, sporting and recreational activities, adventurous activities, residential visits and overseas visits, whether they take place during or outside the normal school day.

The policy is intended to set clear expectations and responsibilities without duplicating detailed national or local authority guidance. Staff must use professional judgement within the framework set out below.

2. Policy framework

Bishopswood adopts the principles of OEAP National Guidance and follows the educational visits requirements of its employer/local authority. Where there is any apparent conflict, the employer/local authority requirement takes precedence and advice must be sought from the Educational Visits Coordinator (EVC).

- Department for Education: Health and safety on educational visits.
- OEAP National Guidance for outdoor learning, off-site visits and learning outside the classroom.
- Oxfordshire County Council educational visits requirements and approval arrangements.
- Equality Act 2010 and SEND Code of Practice.
- Keeping Children Safe in Education 2026.
- Early Years Foundation Stage requirements, where applicable.

The school's eVisit system is the authoritative planning and approval record for educational visits. All visits must be created, managed and approved through eVisit before they take place.

3. Roles and responsibilities

3.1 Governing Board

The Governing Board provides strategic oversight of educational visits as part of its health and safety and safeguarding responsibilities. It receives assurance that suitable arrangements, competent leadership and monitoring are in place.

3.2 Headteacher

- Has overall accountability for educational visits and ensures that the school follows employer/local authority requirements and this policy.
- Ensures a suitably trained and experienced EVC is appointed and has access to appropriate advice.
- Provides final school approval in eVisit, or delegates approval where this is permitted.

- Ensures staff are given sufficient time, training and support to plan visits safely.
- May refuse, postpone or cancel a visit where planning, staffing, risk management or approval requirements are not satisfactory.

3.3 Educational Visits Coordinator (EVC)

- Supports and oversees visit planning and ensures that visits follow this policy, Oxfordshire requirements and OEAP National Guidance.
- Assesses the competence of Visit Leaders and advises on staffing, supervision, providers and risk management.
- Reviews visits and risk assessments in eVisit and returns plans for amendment where required.
- Ensures Category C or other visits requiring external approval are submitted through eVisit within the required timescale.
- Monitors educational visits, identifies training needs and uses evaluation and incident information to improve future practice.

3.4 Visit Leader

Every visit must have a named Visit Leader. The Visit Leader is responsible for the planning and safe delivery of the visit and must:

- create and manage the visit in eVisit within the school timeline.
- define the educational purpose, itinerary, cohort, staffing, transport and contingency arrangements.
- complete or select the appropriate risk assessments in eVisit and ensure that individual pupil needs are addressed.
- ensure staff are competent for their allocated roles and are briefed before departure.
- ensure relevant consent, medical information, emergency contacts and medication arrangements are complete.
- Complete on-the-day sign out sheet with adult and pupils on the trip, and any amendments required to the risk assessment should be noted on the risk assessment and given to SLT for sign off.
- carry out ongoing dynamic risk assessment during the visit and change or stop an activity if it cannot be undertaken safely.
- complete the post-visit evaluation and report incidents, accidents and near misses.

3.5 Accompanying staff

Accompanying staff must receive and read the relevant visit risk assessment and controls before departure. The Visit Leader must actively communicate the risk assessment to the team, check that staff understand the controls that apply to their role and communicate any last-minute changes to all affected staff before the visit proceeds. Staff must follow the Visit Leader's instructions, contribute to dynamic risk assessment and raise concerns promptly.

4. Planning and approval through eVisit

4.1 Oxfordshire visit categories

Bishopswood uses Oxfordshire County Council (OCC) Categories A, B and C. The category is based on the nature, location and complexity of the visit and determines the approval route. The Visit Leader must agree the category with the EVC at the start of planning and record the visit in eVisit.

Category	What it means	Typical examples	Approval route
A	Visits close to school, undertaken regularly, in environments known to staff; normal daily-life or other regular non-complex activity.	Local walks; local church or library; regular local community visits; school sporting fixtures; other regular non-complex activities.	Formal approval is delegated by Oxfordshire to the Headteacher/Manager. Bishopswood records and approves the visit through its school/eVisit process as applicable.
B	Visits beyond the local area, usually one-off or irregular, involving more complex environments or activity. The EVC must be satisfied that the Visit Leader is competent; some activities may require additional familiarisation or training.	Museums; farm visits; parks further afield; off-site swimming pools; zoos; sporting festivals or larger tournaments; basic outdoor education activity.	Formal approval is delegated by Oxfordshire to the Headteacher/Manager. Bishopswood school approval is completed through eVisit.
C	Residential visits, overseas visits, adventure activities and activities involving planned use of water outdoors.	UK residentials; overseas visits; DofE/expeditions; hills and mountains; motor sports; adventurous water activity; field studies involving water.	School approval is completed first. Category C also requires Oxfordshire Off-Site Visits Officer endorsement where the OCC approval arrangement applies. Category C plans must be submitted through eVisit for OCC review at least 4 weeks before the visit.

If the activity, environment or visit arrangements change, the category must be reconsidered. Where staff are uncertain, they must seek advice from the EVC before progressing.

Category A - regular/local visits

Category A visits are close to the school, take place regularly and involve environments known to staff. They include normal daily-life activities and other regular, non-complex activity, for example local walks, visits to the local church or library, regular community visits and school sporting fixtures. OCC delegates formal approval of Category A visits to the Headteacher/Manager. Bishopswood will use eVisit and its school approval arrangements as applicable to the visit.

Category B - visits beyond the local area/more complex activity

Category B visits take place beyond the local area and involve more complex environments or activity. They are typically one-off or irregular visits. Examples include museums, farm visits, parks further afield, off-site swimming pools, zoos, sporting festivals, larger tournaments and some basic outdoor education activity. The EVC must be satisfied that the Visit Leader is competent to lead the visit. OCC delegates formal approval of Category B visits to the Headteacher/Manager. At Bishopswood, Category B visits follow the six-week planning process and are managed and approved through eVisit.

Category C - residential, overseas, adventurous and water-based activity

Category C includes residential visits, overseas visits, adventure activities and activities involving water. Examples include UK residentials, overseas visits, expeditions, hills and mountains, motor sports, adventurous activities on water and field studies involving water. Category C follows the school approval process and also requires endorsement by OCC's Off-Site Visits Officer where the OCC approval arrangement applies. Category C plans must be prepared in eVisit, approved through the school process and submitted to the OCC Off-Site Visits Officer at least four weeks before the visit. Bishopswood requires UK residential planning to begin at least eight weeks before departure; overseas visits should begin earlier.

4.2 eVisit planning and approval

All educational visits must be created, recorded and approved through eVisit. eVisit is the school’s main source for visit risk assessments, approval records and supporting visit documentation. A visit must not proceed unless the required approvals are visible in eVisit.

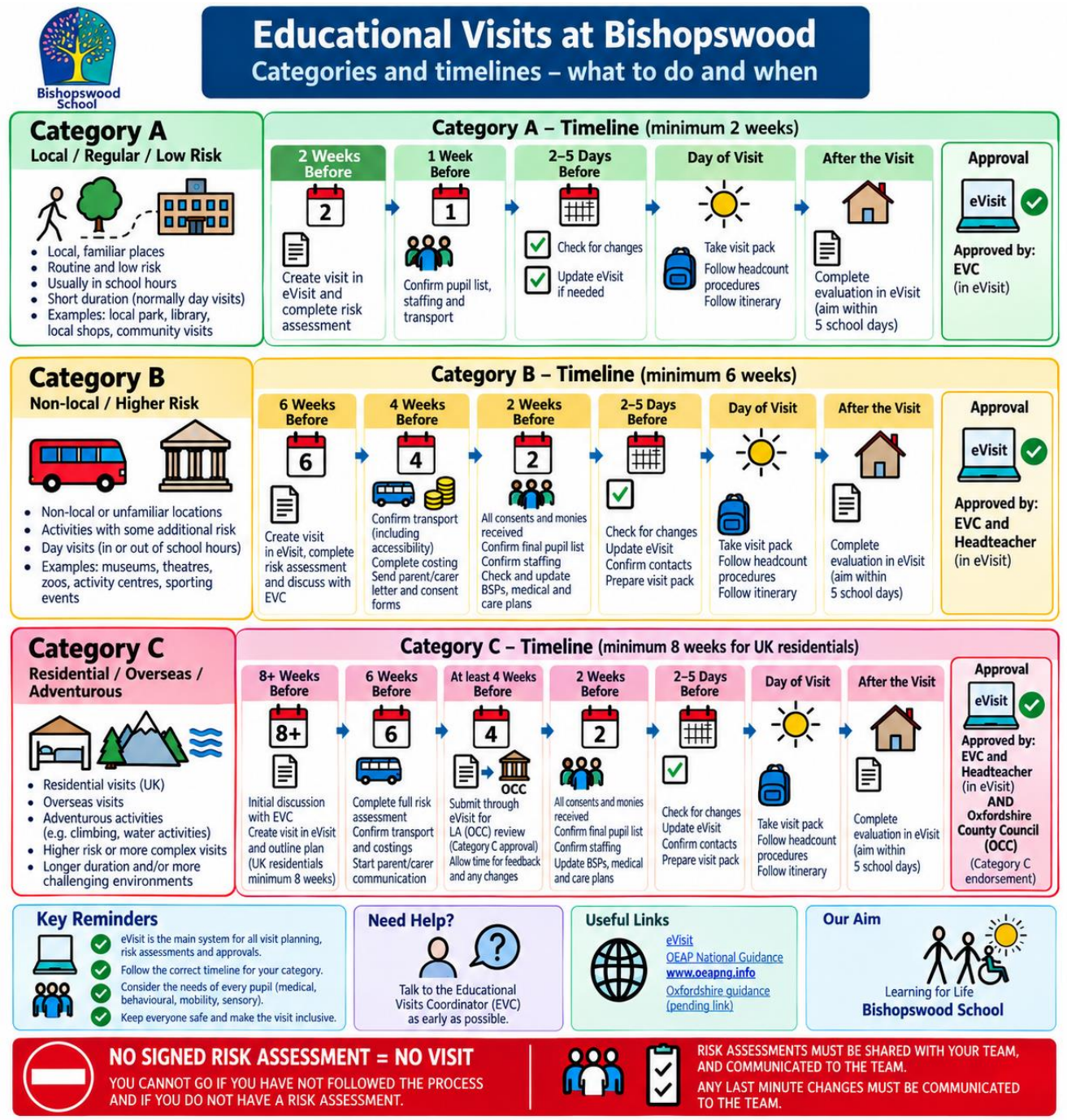
The Visit Leader should begin planning early enough to meet the timeline in section 5.

The level of planning must be proportionate to the visit and the genuine risks involved.

- educational purpose and intended outcomes.
- location, itinerary and travel arrangements.
- pupil group and individual needs.
- staffing, effective supervision and staff competence.

- medical, behavioural, communication, sensory, mobility and personal care needs.
- first aid and medication arrangements.
- venue/provider information and any specialist activity requirements.
- emergency arrangements, communications and a practical Plan B.
- cost, insurance and parent/carer communication.

Staff quick visual guide



Visual summary only: the detailed policy wording and eVisit record take precedence. Category A follows a proportionate school process; Category B follows the Bishopswood six-week process;

Category C requires the longer lead-in shown and, where OCC arrangements apply, must be submitted through eVisit to the OCC Off-Site Visits Officer at least four weeks before the visit.

Category definitions and Oxfordshire approval arrangements are based on Oxfordshire County Council Educational Visits Service guidance current at September 2026.

5. Visit planning timeline

The timetable below sets Bishopswood's minimum planning expectations. Category A is managed proportionately to the visit. Category B follows the six-week school process. Category C requires a longer lead-in and Local Authority endorsement where the OCC approval arrangement applies. Where eVisit or OCC requires an earlier deadline, the earlier deadline applies.

5.1 Category A timeline

At least 2 weeks before: create the visit in eVisit, confirm it as Category A with the EVC and complete the proportionate visit risk assessment. By 1 week before: confirm the pupil list, staffing, transport/route, venue arrangements and relevant individual pupil needs. At 2-5 school days before: check for changes and update eVisit where required. On the day: take the approved visit information/risk assessment, brief the team, follow the planned controls and complete headcounts. After the visit: complete the evaluation in eVisit, normally within 5 school days, and record incidents, near misses and learning.

5.2 Category B timeline

At least 6 weeks before: create the visit in eVisit, confirm Category B with the EVC, complete the visit risk assessment and submit it for EVC review. By 4 weeks before: address EVC actions, confirm accessible transport and costings, and issue parent/carer information and consent/payment requests where required. By 2 weeks before: finalise pupils and staff, medical information, BSP/care plans and individual risk arrangements, and complete final school approval. At 2-5 school days before: recheck material changes, update eVisit and brief the team. On the day: take the approved visit information/risk assessment and follow the agreed controls and headcount procedures. After the visit: complete the evaluation in eVisit, normally within 5 school days.

5.3 Category C timeline

At least 8 weeks before for UK residentials: discuss the visit with the EVC, create it in eVisit and establish the outline plan. Overseas visits require an earlier lead-in agreed with the EVC. By 6 weeks before: complete the full visit risk assessment, confirm transport and costings and begin parent/carer communication. At least 4 weeks before: the Category C plan must have progressed through the school approval route sufficiently to be submitted through eVisit to the OCC Off-Site Visits Officer for Local Authority review/endorsement where OCC arrangements apply; allow time

to address feedback. By 2 weeks before: finalise pupils, staffing, medical information, BSP/care plans and individual risk arrangements and address all EVC/OCC actions. At 2-5 school days before: check for changes, update eVisit and brief the team. On the day: take the approved visit information/risk assessment and follow the agreed controls and headcount procedures. After the visit: complete the evaluation in eVisit, normally within 5 school days.

When	Visit Leader / teacher action	EVC / school action	Required position
6 weeks before	Discuss the visit with the EVC. Create the visit in eVisit. Confirm purpose, venue, cohort, staffing, transport and cost. Complete a pre-visit where needed. Complete the initial visit risk assessment in eVisit, including individual pupil needs and Plan B, and submit it to the EVC for review.	EVC advises on category, competence, staffing and approval route and begins review of the submitted visit/risk assessment.	Visit established in eVisit; initial risk assessment submitted to EVC.
4 weeks before	Address EVC amendments. Confirm transport and costings. Provide parent/carer information and issue consent/payment requests where required.	EVC completes the first formal review. Category C is submitted through eVisit to the Oxfordshire Off-Site Visits Officer by this point where OCC endorsement applies.	Risk management and key logistics sufficiently complete for the approval route.
2 weeks before	Confirm final pupil list, named staff, ratios, consent where required, emergency contacts, medication, care/BSP information and any individual risk assessments. Complete EVC amendments in eVisit.	EVC checks final paperwork, supervision, transport and risk controls. Headteacher/delegated approver confirms school approval when satisfied.	Visit ready for final approval. Missing information may prevent the visit proceeding.
2-5 school days before	Recheck weather/conditions, provider or venue changes, staffing, pupil presentation and medical information.	EVC/SLT available for material changes or concerns.	Final arrangements remain current and workable.

	Update eVisit if anything material has changed. Brief all staff.		
Day of visit	Complete departure checks; fill in the sign out sheets, amend risk assessment if required, take required emergency/medical information and medication; brief staff; check attendance/headcounts; use dynamic risk assessment throughout.	School base contact available in accordance with the visit plan.	Only approved arrangements are implemented; changes are managed safely.
After visit	Record incidents/near misses promptly and complete a short evaluation in eVisit as soon as practicable, normally within 5 school days.	EVC reviews significant issues and ensures learning informs future visits and risk assessments.	Visit closed and learning captured.

Residential visits

UK residential visits are Category C and must therefore follow section 5.3. The minimum Bishopswood lead-in is eight weeks. Overseas visits require earlier planning agreed with the EVC. Category C must also meet the OCC/eVisit four-week submission requirement where OCC endorsement applies.

6. Risk management and risk assessments

Risk management must be sensible, proportionate and focused on significant and foreseeable hazards. The purpose is to enable worthwhile learning, not to remove all risk.

6.1 eVisit as the main risk assessment record

The primary source of educational visit risk assessments is eVisit. Visit Leaders must use the relevant risk assessment records, templates and supporting documents available through eVisit and attach or reference additional information there where required. Separate paper or shared-drive versions must not become the controlling version of the assessment.

No signed/approved risk assessment = no visit. A visit must not proceed where the required process has not been followed, the risk assessment has not been completed and approved, or the required approval is not visible in eVisit.

Existing pupil risk assessments, Behaviour Support Plans, medical/care plans, transport assessments and other school assessments should be used where relevant. They support the

visit assessment but do not remove the Visit Leader's responsibility to consider how the specific visit changes the context or level of risk.

6.2 What the assessment must consider

- the venue, route, environment and activities.
- travel and transport.
- the group's characteristics, including communication, mobility, sensory, medical and behavioural needs.
- staff competence, supervision and contingency staffing.
- first aid, medication and emergency arrangements.
- weather, water, remoteness or other environmental factors where relevant.
- foreseeable changes and Plan B arrangements.

All accompanying staff must be familiar with the risk controls that apply to their role. Risk assessments must be shared with the team and communicated through a staff briefing. Any last-minute change to pupils, staffing, transport, venue, activity, weather or other significant arrangements must be communicated to the team and updated in eVisit where required. During the visit, staff must continue to assess changing conditions dynamically. If the risk cannot be managed to an acceptable level, the activity must be changed or stopped.

6.3 Provider information

Provider documentation may support the school's planning, but the school remains responsible for the aspects of the visit it controls. Staff should not routinely request a provider's full risk assessment where recognised assurance or suitable provider information is available; instead, they should obtain the information needed to manage the school's responsibilities and any pupil-specific needs.

7. Staffing and effective supervision

Bishopswood does not rely on a single fixed staffing ratio for all visits. Supervision must be determined for each visit using professional judgement and the needs of the group. The Visit Leader and EVC will consider the STAGED factors:

Staffing: competence, experience, familiarity with pupils, first aid/medication competence and availability.

Timing: time of day/year, duration, out-of-hours arrangements and availability of school support.

Activities: what pupils will do, the degree of challenge and any specialist competence required.

Group: age/development, communication, behaviour, mobility, medical needs, prior experience and individual risk.

Environment: public/crowded or controlled setting, indoor/outdoor conditions, traffic, water, terrain and weather.

Distance/remoteness: distance from school, access to help, communications and emergency response.

There must always be sufficient competent supervision to manage the planned activity and reasonably foreseeable emergencies. Any use of indirect or remote supervision must be specifically justified in the risk assessment and appropriate to the pupils involved.

8. Inclusion, SEND, medical and behavioural needs

Visits should be planned inclusively. Reasonable adjustments must be considered so that pupils are not placed at a substantial disadvantage because of disability or SEND.

For Bishopswood pupils, planning must actively consider communication, sensory regulation, mobility, medical needs, personal care, behaviour and familiarity with staff and environments. Relevant BSPs, care plans and individual risk assessments must be checked as part of the eVisit planning process.

A pupil should not be excluded from a visit solely because of SEND, disability or behaviour. Where participation presents additional risk, the school will consider reasonable adjustments, additional staffing, adaptation of the itinerary or other proportionate measures. Any decision that a pupil cannot safely participate must be individual, evidence-based and discussed with the Headteacher/EVC and parents/carers.

Required emergency medication and trained staff must be available. A pupil must not leave school for a visit if essential medication or agreed medical arrangements are not in place.

9. Venues, providers and adventurous activities

The Visit Leader must obtain enough information to judge whether a venue and provider are suitable. A preliminary visit should be undertaken where it would materially improve planning, particularly for unfamiliar or complex venues.

Recognised assurance schemes, such as the Learning Outside the Classroom Quality Badge or relevant adventure activity licensing/accreditation, should be used where applicable. Where a provider does not hold recognised assurance, the EVC/Visit Leader must make proportionate checks of matters such as insurance, legal compliance, safeguarding, staff competence, emergency arrangements, accommodation and any required licence.

Adventurous activities must be identified in advance. Activities must not be added informally during a visit where they require specialist competence or additional risk assessment.

10. Transport

Transport arrangements must be suitable for the pupils, journey and activity and must be recorded in eVisit. Accessibility, supervision during travel, safe embarkation/disembarkation, seat belts or restraints where applicable, driver competence, medication and emergency arrangements must be considered.

School vehicles and minibuses must be used in accordance with the school's transport and driving arrangements. Public transport or hired transport must be risk assessed proportionately.

11. Communication and consent

Parents/carers will receive sufficient information about the purpose, date, times, destination, transport, activities, cost where applicable, required clothing/equipment and any significant arrangements relevant to their child.

Written consent will be obtained where required by law, DfE guidance, local authority arrangements or the nature/timing of the visit. For many routine curriculum visits involving pupils above nursery age, specific written consent may not be required, but parents/carers will still be informed and given the opportunity to raise relevant information or concerns.

The Visit Leader must ensure current emergency contacts, medical information and other essential pupil information are available before departure.

12. Safeguarding and volunteers

The school's Child Protection and Safeguarding Policy applies on all educational visits. Safeguarding is everyone's responsibility and concerns must be acted on without delay in accordance with Keeping Children Safe in Education 2026.

Staff, volunteers and providers must be subject to the safeguarding checks appropriate to their role. An enhanced DBS check is not automatically required for every adult on every visit; the school will apply safer recruitment and regulated activity requirements according to the role and level of supervision.

Volunteers must be briefed on their role, boundaries, confidentiality, safeguarding, emergency procedures and who to report concerns to. A volunteer who has not undergone the checks required for unsupervised activity must not be given sole responsibility for a pupil.

13. Emergency procedures and incident reporting

Each visit must have an emergency plan proportionate to the activity. The Visit Leader and school base contact must know how to activate it.

- protect the group from immediate danger and provide first aid.
- contact emergency services where necessary.
- contact the school emergency/base contact as soon as practicable.
- maintain supervision and account for all pupils and adults.
- preserve relevant information and records.
- do not speak to the media; communications with parents, the local authority, insurers or media will normally be coordinated by the school/base contact.

Accidents, safeguarding concerns, significant incidents and near misses must be reported through the school's normal systems and reflected in the post-visit evaluation. Where statutory or external reporting is required, the Headteacher/EVC will ensure this is completed.

14. Residential and overseas visits

Residential visits require early planning because of accommodation, overnight supervision, safeguarding, medical arrangements and extended duty of care. UK residential visits must be raised with the EVC at least 8 weeks in advance and follow the timeline in section 5.

Overseas visits require earlier consultation with the EVC and must address travel documentation, insurance, foreign travel advice, medical arrangements, communications, accommodation, emergency response and any enhanced activity risks. The applicable Oxfordshire/eVisit approval route must be followed.

15. Evaluation, monitoring and review

The Visit Leader will evaluate the visit after completion. Evaluation should identify whether the educational purpose was achieved, whether planning and risk controls worked as intended, and any learning from incidents, near misses or changes made during the visit.

The EVC will monitor educational visits and may observe planning or delivery in practice. Themes from evaluations, incidents and approval issues will inform staff development and improvements to school procedures.

This policy will be reviewed annually, or earlier following significant changes to guidance, local authority requirements, eVisit processes or learning from incidents.

16. Linked policies

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Behaviour Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Charging and Remissions Policy
- Accessibility Plan / Equality information and objectives
- Transport / Minibus procedures where applicable

Appendix 1 - Visit Leader checklist

This checklist supports the eVisit process. It does not replace eVisit or create a separate approval route.

Deadline	Visit Leader check
At least 6 weeks before	Visit discussed with EVC; category confirmed; visit created in eVisit; purpose, venue, cohort, staffing, transport and cost identified; initial visit risk assessment completed in eVisit and submitted to EVC; pre-visit considered.
By 4 weeks before	EVC first review completed; required amendments addressed; transport/costing confirmed; parent information issued. For Category C, the plan must be submitted through eVisit to the OCC Off-Site Visits Officer at least four weeks before the visit where OCC endorsement applies.
By 2 weeks before	Final pupil and staff list; consent where required; medical and emergency information; medication; BSP/care plans/individual risk assessments; EVC amendments completed.
2-5 school days before	Weather/conditions and material changes checked; eVisit updated; staff briefing completed; emergency/base contact confirmed.
Day of visit	Attendance/headcounts; sign out sheet, amended risk assessment, medication and first aid; emergency information; school phone; dynamic risk assessment; approved plan followed.
Within 5 school days after	Evaluation completed in eVisit; incidents/near misses reported; learning shared with EVC.

Bishopswood School – Educational Visits

Quick Guide for Staff: From Planning to Evaluation



1 Plan

Define the visit and purpose



- Identify the educational purpose and link to learning.
- Decide the visit type (curriculum, local, enrichment, residential etc).
- Check the visit category and timeline (see policy).
- Discuss plans with the EVC early.
- Consider pupils' needs (SEND, medical, behaviour) and inclusion.

2 Create in eVisit

Record full details



- Create the visit in eVisit within the school timeline.
- Add itinerary, location, dates, times and transport.
- Add cohort, staffing and supervision ratios.
- Upload/select risk assessments.
- Include consent, medical information and emergency contacts.
- Submit for EVC and Headteacher approval.

3 Risk Assess

Manage and minimise risks



- Complete or select the appropriate risk assessments in eVisit.
- Consider venue, activities, transport, weather and specific pupil needs.
- Identify control measures and contingencies.
- Ensure staff are competent for their roles.
- For Category C or higher risk visits, submit for external approval via eVisit (Oxfordshire).

4 Get Approvals

Follow the correct process



- EVC reviews and advises.
- Headteacher provides final approval in eVisit (or delegated approval if permitted).
- Category C and required visits are submitted to Oxfordshire within the required timescale.
- Visits must be approved in eVisit before they take place.

5 Prepare

Make sure everyone is ready



- Brief all staff, pupils and volunteers.
- Check consent, medical information and medication.
- Confirm transport and booking details.
- Ensure safeguarding and volunteer checks are complete.
- Prepare emergency procedures and contact details.
- Share key information with parents/carers.

6 On the Day

Safety and supervision



- Conduct a pre-departure briefing.
- **Complete the on-the-day risk assessment**, noting any changes to the original assessment.
- **Complete the sign out sheet** with all adults and pupils on the trip.
- Maintain effective supervision at all times.
- Follow the planned itinerary and control measures.
- Keep records of any incidents, accidents or significant changes.

7 During the Visit

Keep everyone safe and informed



- Follow risk control measures and safe systems of work.
- Monitor pupils' wellbeing, behaviour and any medical needs.
- Stay in regular contact with school as agreed.
- Be prepared to adapt plans if needed (e.g. weather, pupil needs, unexpected changes).
- Follow emergency procedures if required.

8 After the Visit

Review and improve



- Complete evaluation in eVisit.
- Report and record any incidents or near misses.
- Share positive learning and feedback.
- Identify any improvements for future visits.
- Use evaluation to inform future practice.

Visit Leader Checklist

Key actions to complete (aligned with the Educational Visits Policy)

1. Planning

- ☐ Purpose and learning objectives clear
- ☐ Visit type and category confirmed
- ☐ Discussed with EVC
- ☐ Pupil needs considered (SEND, medical, behaviour)

2. eVisit

- ☐ Visit created in eVisit
- ☐ Itinerary, dates, transport added
- ☐ Cohort and staffing details included
- ☐ Risk assessments added
- ☐ Consent, medical info and emergency contacts complete

3. Risk Assessment

- ☐ Relevant risk assessments completed/selected
- ☐ Control measures identified
- ☐ Individual pupil needs addressed
- ☐ Staff competence confirmed

4. Approvals

- ☐ EVC review complete
- ☐ Headteacher approval in eVisit
- ☐ External approval (if required) submitted
- ☐ Final approval confirmed before visit

5. Preparation

- ☐ Staff, pupils and volunteers briefed
- ☐ Consent and medical information checked
- ☐ Transport and bookings confirmed
- ☐ Safeguarding checks **complete**
- ☐ Emergency procedures **prepared**
- ☐ Parents/carers informed

6. On the Day

- ☐ Pre-departure briefing completed
- ☐ **On-the-day risk assessment completed and any changes noted**
- ☐ **Sign out sheet completed (adults and pupils)**
- ☐ Effective supervision maintained
- ☐ Records kept of any incidents or changes

7. During the Visit

- ☐ Follow risk control measures
- ☐ Monitor pupil wellbeing and behaviour
- ☐ Keep in contact with school
- ☐ Adapt plans if needed
- ☐ Follow emergency procedures

8. After the Visit

- ☐ Evaluation completed in eVisit
- ☐ Incidents/near misses recorded
- ☐ Feedback gathered
- ☐ Improvements identified