

LONDON MEED PRIMARY SCHOOL

Learning Outside the Classroom and Off-site Educational Visits

February 2026

1. Introduction

London Meed school provides many opportunities for its pupils to learn and develop through Learning Outside the Classroom (LOtC) activities and visits, and recognise the key role they play in the development of an active curriculum. This encompasses both on-site and off-site learning, residential activities, environmental studies, sports, physical and cultural activities, business visits, and adventurous activities. Our aim is to ensure every member of our school community accesses LOtC activities throughout their curriculum and that LOtC is considered as an educational entitlement.

The value of LOtC activities and visits are well recognised by the Governing Body and fully supported throughout the school by all staff. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. The safety culture is such that children and young people are encouraged and supported to recognise hazards and manage risk in a way that supports their learning and development. Learning Outside the Classroom must be well managed with information communicated and responsibilities recognised as with any other learning that takes place within the school.

This document outlines the specific policies and procedures for **London Meed**. It supplements and follows the advice and guidance contained within the following significant publications:

- WSCC's Regulations and Notes of Guidance for Learning Outside the Classroom Activities and Visits.
- WSCC's Adventurous Activities Reference Document.
- The Department for Education (DfE) published guidance Health and Safety on Education Visits
www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
- OEAP National Guidance www.oeapng.info.

LONDON MEED PRIMARY SCHOOL

Learning Outside the Classroom and Off-site Educational Visits

February 2026

- DfE advice on health & safety: responsibilities and duties for schools
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
- The Health and Safety Executive statement: “School Trips and Outdoor Learning Activities – Tackling the Health & Safety myths. available at:
<http://www.hse.gov.uk/services/education/school-trips.pdf>

2. Roles and Responsibilities

The **Governing Body** satisfies itself that the appropriate procedures, risk management processes and control measures are in place and that the documented guidance notes are being followed. All residential experiences, and accompanying costs, need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.

The **Head Teacher** is delegated by the Governing Body to approve all LOtC activities and off-site educational visits of a low risk, local, daily or regular nature. This is recorded through use of the Evolve and a checklist form.

The **Educational Visits Co-ordinator** (EVC) ensures that all LOtC activities and visits follow the correct procedures. The person with these responsibilities will approve the Visit Leadership Team for every visit and monitor the risk management processes to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the Visit Leader/s in identifying the purpose and outcomes for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers. It is important to consider the continuing professional development needs of staff engaged in these activities.
- Ensure that Disclosure and Barring Scheme disclosures are in place, where necessary.
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event.

LONDON MEED PRIMARY SCHOOL

Learning Outside the Classroom and Off-site Educational Visits

February 2026

- Keep records and make reports of incidents, accidents and 'near misses'.
- Review and regularly monitor policies and procedures.
- Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC policies for Learning Outside the Classroom.
- Training for staff will be arranged by the EVC / school to include all aspects of supervision, on-going risk management (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency. Access to such training is also available through the Outdoor Education Adviser.
- In order to plan LOtC activities and visits the **EVC** should be involved in discussing plans at an early stage. Routine or local visits such as sports fixtures also need to be planned. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.

The **Trip Leader/s** is responsible for identifying the purpose and outcomes for the visit. Significant hazards and their control measures will need to be recorded and attached to the EVOLVE visit form (available at <http://www.westsussexvisits.org>).

This will take account of:

- Generic hazards (as identified in the school's Standard Operating Procedures).
- Event specific hazards as identified from a pre-visit or through knowledge or experience of the environment, accommodation, the competence of the staff team, the group and other factors such as transport.
- On-going hazards identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants (including any helpers on the trip) and staff

LONDON MEED PRIMARY SCHOOL

Learning Outside the Classroom and Off-site Educational Visits

February 2026

will be fully briefed on the purpose, outcomes and the risk management process.

- All policies that exist within the school that must be applied when working off-site, for example safeguarding, behaviour policy, managing medicines etc.
- At least one member of staff going on the trip must have visited the venue within the last calendar year. If not, a pre visit must be undertaken prior to the trip taking place.

Pupils are encouraged to consider hazards involved in LOtC activities and off-site educational visits and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose and outcomes of the visit and understand expectations of behaviour - this will be shared with them during a whole class discussion / briefing. They will be able to evaluate the experience and the impact it has had on their learning. Staff will share details of the trip and expectations with the learners a minimum of one day before going on the trip. Copies of the slides used in this briefing / discussion will be stored on the Google Drive for future reference.

Planning and evaluation

The trip leader should submit a Trip Proposal to the EVC at least six weeks before the planned date of the trip (Appendix C). If the EVC is content that the trip should go ahead, an EVOLVE Visit form will then be completed for all residential visits, visits abroad, visits out of county and or for all adventurous activities (whether on-site or off-site). The form will need to be submitted to the LA, four weeks in advance of the activity or visit date and before the school becomes financially committed. Residential visits need the Governing Body's approval. School Journey Insurance should be purchased for educational visits and evidence should be attached to the EVOLVE form. Visit Leaders should avoid duplicate of cover being provided by a tour operator, or external provider.

The OE2 form provides information on what WSCC expects an external provider to provide and deliver. It should be sent to any provider being considered for the first time and attached to the EVOLVE form as evidence of the planning process. Please note WSCC 'check' a number providers who are regularly used by WSCC establishments, these providers are listed on EVOLVE as 'checked' in addition providers who hold the LOtC Quality Badge are considered as suitable to offer activities and have achieved a nationally recognised accreditation.

LONDON MEED PRIMARY SCHOOL

Learning Outside the Classroom and Off-site Educational Visits

February 2026

On return the Visit Leader must report to the EVC and, where necessary, an evaluation report should be completed to support any learning about a 'near miss' or where an incident took place. If such a form was completed at the venue, there is a need to place such an occurrence on the record at the 'home' establishment. In addition, an evaluation of the visit's purpose and outcomes is carried out to review the learning achieved and educational value.

Risk management forms should be completed and attached to the EVOLVE form when risks are perceived as significant. Hazards that are considered part of children's every day experiences (eg walking on wet pavements, wearing seatbelts etc) will not be assessed for separately, though they will be discussed with the children prior to the trip. Potential hazards that are considered to be generic (ie part of most trips) are identified in the school's 'Standard Operating Procedure' (Appendix D). Any potential hazards outside of those identified on the S.O.P are identified and planned for on a separate risk assessment (Appendix E). External providers will have their own risk management documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required (see www.hse.gov.uk/aala). If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.

Providers that hold a Council for Learning Outside the Classroom (CLOtC) Quality Badge have been externally assessed and are acceptable as a 'checked' provider on the EVOLVE site.

Ratios and adult supervision

West Sussex County Council recommends adult to child ratios of: EYFS / KS1 1:6, KS2 1:10. As a school, we observe these ratios as a minimum, but may adjust them to a greater number of adults per child according to the activity.

For all activities and off-site visits there must be a responsible adult with a good working knowledge of first aid appropriate to the environment (e.g., urban, remote, water, etc.).

For EYFS visits, there must always be at least one member of staff present who holds a current paediatric first aid certificate.

A basic level of first aid knowledge may be suitable for routine urban visits; however, the nature of the visit may indicate that a formal qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed (for example, where a remote location is being used).

LONDON MEED PRIMARY SCHOOL

Learning Outside the Classroom and Off-site Educational Visits

February 2026

For parent / carer volunteers, a DBS check is not required as long as they will not be alone with children at any point during the trip. It is up to the trip leader to ensure that this is observed during the trip.

Inclusion

At London Meed, we aim to take all children who would like to go on any trip. The school will aim to meet any child's needs with reasonable adjustments made (eg additional adults, adapted activities, alternate travel arrangements); London Meed are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act 2010 does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled child or young person should not impinge unduly on the planned purpose of the activity. 'Reasonable adjustments' may include asking a parent or family member to accompany the child.

Cancellations / withdrawals

The school reserves the right to withdraw a child from a trip if a child displays unsafe behaviour and might be considered a risk to themselves or others on a trip. Prior to removal, a risk assessment would be completed and shared with parents. In this circumstance, the school will not refund any payments to parents or carers that have already been made. When a child has been suspended or permanently excluded over the duration of the trip, they may not be eligible for any refund.

If a child cannot attend a trip (eg if they are ill), the school cannot guarantee that a refund will be made; the school will contact the provider of any paid activities (eg a workshop), but it is at the provider's discretion as to whether they make any refund. The child's contribution towards travel costs (eg coach or train) cannot be refunded as this is usually a flat rate cost, not per child.

Expectations of parents and carers

Parents/carers are asked, at the beginning of the school year, or when their child joins the school, to sign a generic consent form, for those regular routine visits that are within walking distance, low risk activities or are a normal fixture (swimming or games). For all other activities, parents and carers are asked to give their consent via filling in an electronic form prior to the trip's date, as well as up to date information (next-of-kin telephone numbers, medical information and doctor's details, any additional needs) as appropriate. It is the responsibility of parents to make sure that this information is completed and shared with the school. It is the responsibility of parents and carers to make sure that the school is aware of any medical needs that their child may have, and to supply any medication that the child

LONDON MEED PRIMARY SCHOOL

Learning Outside the Classroom and Off-site Educational Visits

February 2026

may require during the trip. For residential trips, additional information may be asked for, and parents / carers with a child on the SEND register will be contacted by the EVC as a matter of course, to discuss any additional needs or adjustments that need to be made. An individual risk assessment may be completed for a specific child if felt necessary by the EVC or trip leader (Appendix F).

Parents will be provided with as much detail as possible prior to the visit, including, but not limited to: venue, travel arrangements, dates and times of departure, activities planned, kit needed, behaviour expected during visit, financial contribution, contact system in case of emergency. Parents will receive a text / email to say that the children have arrived safely, and, if expected outside of school hours, the same to say what time the children will be back at school.

Depending on the trip, the school may ask for parent helpers. It is up to the trip leader to select which parents / carers are attending and communicate this to them. It is also the trip leader's responsibility to ensure that they have been given the necessary information prior to the trip; this must include the parent briefing letter and medical information, appropriate risk assessments and an itinerary for the day.

Payment for all trips is voluntary, but a trip may be cancelled if sufficient payments have not been made. It is up to the EVC and trip leader to make a decision as to whether this threshold has been met.

For residential trips, a schedule of payment amounts and dates will be shared with parents / carers with initial information that is shared with them. The school will remind parents /carers of these deadlines and follow up any missing payments, however, missing payments may mean that a pupil loses their place on the trip, and their deposit may not be refunded; the decision for this lies with the Headteacher and EVC.

Parents and carers are encouraged to contact the school if they require any support with financial aspects of any trip.

Swimming

Children and young people must be supervised by a competent adult at all times whilst undertaking swimming activities. Swimming pools must be overseen by qualified lifeguards and pool operators have a duty to take all reasonable and practicable measures to ensure that teaching and coaching activities are conducted safely. Unless suitably qualified, the school's staff must not have responsibility for lifeguarding. However, they do retain a pastoral role for participants at all times.

LONDON MEED PRIMARY SCHOOL

Learning Outside the Classroom and Off-site Educational Visits

February 2026

For swimming lessons, the swimming teacher in charge, or other pool employees/responsible adults supervising the participants, are qualified according to the WSCC Supervision of Swimming Sessions in Schools or Public Swimming Pools (available via EVOLVE).

Transport

For any transport used, the school will book through reputable providers who have appropriate insurance. This may include public transport providers such as Southern Railways.

If travelling by coach: on arrival a member of the visit leadership team will meet the coach and ensure the driver is fully briefed, to include destination, timings, numbers, specific requirements. A member of staff will visually inspect the coach to ensure it appears safe key safety features are present e.g. fire extinguisher. The member of staff will raise any issues found with the driver. The member of staff will also satisfy themselves that the driver is fit to drive i.e. does not smell of alcohol, is not unduly tired.

If a coach suffers a breakdown the Visit Leader will discuss the best course of action with the driver to safeguard the children and young people e.g. on a motorway the likelihood is that all passengers will be instructed to leave the coach and gather beyond the crash barriers.

If travelling by train: large groups will be divided into sub-groups each with a competent adult leader. Children and young people will be assigned a 'buddy' with whom they must remain at all times whilst travelling. Group leaders will complete a register before entering the station. Group leaders will ensure the group moves in an orderly fashion. Group leaders will ensure everyone stays well back of platform edges. Where required only group leaders will press door open buttons. Leaders will board and disembark last. If trains are overcrowded it may be necessary for small groups to travel independently of the main group, if this is the case pre-determined and agreed meeting points must be known to all adults. Wherever possible children and young people will be seated. If any members of the party miss the train, they should remain on the platform from which the train departed and ideally wait with a member of station staff for the school member of staff to return. If travelling in London, the Visit Leader should advise TFL beforehand to take advantage of any additional assistance that may be available on platforms and with boarding and alighting from Tube trains

Emergency situations

LONDON MEED PRIMARY SCHOOL

Learning Outside the Classroom and Off-site Educational Visits

February 2026

The emergency contact card (Appendix A) must be taken by the Visit Leader. In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their school's emergency contact person. This should be a senior member of staff at the school.

In the event of an incident that does involve serious injury or fatality, any member of the group is at serious risk or has gone missing for a significant and unacceptable period, and/or is likely to attract media attention, the Visit Leader should adopt the protocol outlined in Appendix B.

Missing members of the party

If a member of the school party is discovered to be missing, the following protocol should be followed:

Gather everyone together, ensure their safety and keep them together.

Send a member of staff to check the last place the missing person is known to have been.

Send a member of staff to any key points where the missing person may have returned.

Try to contact the missing person via phone or messaging service.

Contact the Emergency Contact.

Notify local police, tour operator if applicable. Discuss with emergency contact/member of school leadership team whether group should continue with the visit as planned or be moved to another appropriate location,

Group moves on to next destination leaving a member of staff and tour company representative or other local expert to continue search (under direction of leadership team member and local authority).

Keep in regular contact with the member of staff left behind and with school's emergency contact.

Warn students and parents/carers in advance of the use of social media and the unnecessary concern this can cause.

Following any incident, all present not to use social media, mobile phones, or text home until you have given them clear information and permission. This will be after you have discussed with the Emergency Contact.

Appendix A

Emergency Contact Card

LONDON MEED PRIMARY SCHOOL

Learning Outside the Classroom and Off-site Educational Visits

February 2026

<p>Emergency Contact Numbers </p> <p>Give your name and telephone number, where you are calling from and details of what has happened and where, and details of those involved.</p> <p>Emergency services (including Mountain rescue)</p> <p>UK – 999 Europe – 112</p> <p>For support from WSCC: In hours – +44 (0) 1243 642104 Out of hours – +44 (0) 7623 512 200</p>
--

<p>Trip Emergency Contact Numbers </p> <p>Give your name and telephone number, where you are calling from and details of what has happened and where, & details of those involved.</p> <p>Daytime (8.00am – 5.00pm)</p> <p>.....</p> <p>Out of hours (5.00pm – 8.00am)</p> <p>.....</p> <p>Alternative contact</p> <p>.....</p>
--

Appendix B - Emergency Situation Protocol

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate. (999 or appropriate local number if abroad, Europe 112);
5. Request support from WSCC. (In hours: +44 (0) 1243 642104, Out of hours: +44 (0) 7623 512 200)

Contact the school, EVC or Emergency Contact and seek further advice. If practicable, delegate party leadership to the Deputy Leader, in order that the trip leader can be contactable at all times, and to enable them to coordinate all necessary actions; they will be provided with a dedicated number to refer all press, media, parental or other enquiries to WSCC and for continuing contact with WSCC during the incident. Wherever possible, they will prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by WSCC. They should not allow any member of the group to discuss liability with any other party.

When the incident is under control: they should seek further and full details of the incident, how and why it happened so far as can be established at this stage; maintain a detailed written log of all actions taken and conversations held, together with a timescale.

The school's Emergency Contact should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants, including staff. In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), they should: Confirm the phone number at which the caller can be contacted; Record their location; Determine the nature of the emergency; Determine the type of help required. If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention: Provide the required assistance if possible;

LONDON MEED PRIMARY SCHOOL

Learning Outside the Classroom and Off-site Educational Visits

February 2026

Seek further advice or pass on details to other school contacts who may be able to assist. If the incident does involve serious injury or fatality, and/or is likely to attract media attention and support is required from WSCC:

Inform the Visit Leader that someone will phone him/her back within 30 minutes; It is the responsibility of the Visit Leader to contact West Sussex. However circumstances may prevent this. If they cannot, this should be undertaken by the Emergency Contact.

WSCC may establish as required: a Tactical Management Team who will oversee the incident; an Area Support Team who will provide direct support to the school.

Appendix C

Trip proposal form

PART ONE (6 weeks before trip date)	
<p>Trip intent Where are you going? When? How will this contribute to children's education?</p>	
<p>Trip implementation What is the plan for the day? Are there any specific activities that the children will take part in?</p>	
<p>Ratio of adults to children (please highlight)</p> <p>Staff attending (please include details that may affect pay eg staff who usually work half a day)</p> <p>Total number of adults attending:</p> <p>Name of staff member</p>	<p>EYFS and KS1 - 1:6 Years 3 and 4 - 1:8 Years 5 and 6 - 1:10 Other:</p>

LONDON MEED PRIMARY SCHOOL

Learning Outside the Classroom and Off-site Educational Visits

February 2026

with First Aid qualification.		
% of class budget given towards trip		
Venue contact details:		
PART TWO (4 weeks before trip date)		
Pre visit undertaken by staff:		
Children with additional needs		Measures taken to support identified children:
Children with medical needs		Additional medical information (if appropriate):
Complete risk assessment (separate form)		
Parent helper letter altered by teaching staff. Teachers to let office know when to send out to parent helpers and confirm.		
Children not expected to be in school on day of trip / seeing therapists, counsellors etc After school clubs (inc Pioneer) (completed by office)		
PP/FSM (completed by office)		
Venue / activities cost (completed by office)		
Transport cost (completed by office)		
Staffing costs (if appropriate)		

LONDON MEED PRIMARY SCHOOL | POLICY REVIEWED IN November 2025 BY GOVERNORS |
POLICY REVIEWED ANNUALLY – NEXT REVIEW November 2026

Bravery.....Community.....Curiosity.....Resilience.....Respect

LONDON MEED PRIMARY SCHOOL

Learning Outside the Classroom and Off-site Educational Visits

February 2026

(completed by office)	
Cost per child (completed by office)	
PART THREE (1 week before trip)	
Confirmation of transport (completed by office)	
Confirmation of venue (completed by office)	
Any details on trip changed (completed by office)	
PART FOUR (up to 1 week after trip)	
Trip impact What impact will the trip have on learning?	
Other comments / points to consider if trip goes ahead again	

Appendix D

Standard Operating Procedure

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING (Low / Medium / High)
Uneven / slippery surfaces	Physical injury from falling or	Pupils Staff	-brief children beforehand -supervise children accordingly -warn children of possible	-make behavioural expectations clear prior to trip	Low

LONDON MEED PRIMARY SCHOOL | POLICY REVIEWED IN November 2025 BY GOVERNORS |
POLICY REVIEWED ANNUALLY – NEXT REVIEW November 2026

Bravery.....Community.....Curiosity.....Resilience.....Respect

LONDON MEED PRIMARY SCHOOL

Learning Outside the Classroom and Off-site Educational Visits

February 2026

	slipping		difficult areas -adults to hold hands of appropriate children		
Crossing roads	Physical injury from collision with vehicles	Pupils Staff	-children to wear high visibility jackets -at least two members of staff in road with children walking between them -children not crossing until instructed to do so -children walking, not running	-make behavioural expectations clear prior to trip	Medium
Coach travel	Physical injury - falling from seat	Pupils Staff	-children to remain seated when in motion -seatbelts worn if on coach -one child per seat	-make behavioural expectations clear prior to trip -adults to leave seats while in motion if necessary	Low
Travel sickness	Illness	Pupils	-children to take medication if appropriate (must be signed over by parents before trip) -use of bucket / bags	-check route with driver before trip	Low
Coach breakdown	Physical injury	Pupils Staff	-liaise with coach driver before taking action -see Emergency Plan for further details	-immediately liaise with school about possible delays / contingency plans	Medium
Road collision	Physical injury	Pupils Staff	-if possible remain on coach -if need to leave coach, children stand as far as possible from the road / traffic -if appropriate, await emergency services	-immediately liaise with school about possible delays / contingency plans	Medium
Picking up objects (eg field work)	Physical injury / illness	Pupils Staff	-children to not touch / pick up objects without asking a supervising adult first -children to wash hands after any handling / picking up	-make clear before trip of objects that must never be touched (eg broken glass on beach) -make behavioural expectations clear prior	Medium

LONDON MEED PRIMARY SCHOOL

Learning Outside the Classroom and Off-site Educational Visits

February 2026

				to trip	
Park / open space	Physical injury Children getting lost	Pupils	-clearly marked / delineated area within which children can move -area checked by a member of staff prior to children entering it -children made clear of members of public / pets (if appropriate) -regular registers taken by staff	-make behavioural expectations clear prior to trip	Low
Sporting activities	Physical injury	Pupils	-children clear on behavioural expectations before taking part -equipment / venue checked for suitability (if necessary) -in case of injury follow appropriate procedures and contact school / parents	-if visiting another venue, appropriate risk assessments received from staff there -make behavioural expectations clear prior to trip	Low
Asthma / long standing illness	Illness	Pupils	-medical needs list checked and completed before trip -medicine administered by staff in line with identified needs -parents spoken to before trip if clarification of medical needs is required	-contact school / emergency services if required	Low
Travel by car	Physical injury Safeguarding	Pupils	-child / booster seats used for all children -any parent / carer drivers to have full safeguarding checks undertaken first -business insurance used in all cars	-make behavioural expectations clear prior to trip	Medium
Food allergies	Illness	Pupils	-full list of children with known food allergies completed before visit -expectations made clear that		Low

LONDON MEED PRIMARY SCHOOL

Learning Outside the Classroom and Off-site Educational Visits

February 2026

			<ul style="list-style-type: none"> if eating packed lunches, children do not share food -if any food tasting, content of food checked by staff first -medication taken on trip of appropriate (eg Epipens) 		
Lost children	Physical injury Safeguarding	Pupils	<ul style="list-style-type: none"> -regular registers throughout trip -children made aware of physical boundaries (ie where they can and can't go) 	Lead teacher to contact trip hosts (eg museum staff) as soon as a child has been identified as missing.	Medium
Vehicles in playground / on school premises	Physical injury	Pupils	<ul style="list-style-type: none"> -children to remain at safe distance (as dictated by staff) if vehicle/s moving -children to not approach / touch / sit in vehicle unless invited to do so by supervising adult 	-make behavioural expectations clear prior to trip	Low
Ditches / ponds	Physical injury	Pupils	<ul style="list-style-type: none"> -children made aware of any ditches or ponds -adults to supervise children if working / moving near ditches or ponds 	-make behavioural expectations clear prior to trip	Medium
Using a playground / play space	Physical injury	Pupils	<ul style="list-style-type: none"> -staff to check equipment / space before children use it -children made aware of appropriate behaviour when using equipment -children to be supervised when using 	-make behavioural expectations clear prior to trip	Medium
Use of public toilets	Safeguarding	Pupils	<ul style="list-style-type: none"> -staff to check that toilets are vacant before children use them -a member of staff to remain in toilets until all children are out -register taken after using toilets 	-make behavioural expectations clear prior to trip	Low

LONDON MEED PRIMARY SCHOOL

Learning Outside the Classroom and Off-site Educational Visits

February 2026

Parent helpers	Safeguarding	Pupils	-all parent / carer helpers to have DBS check before joining trip -avoid having parent helpers alone with children unless in case of an emergency -parents to be fully briefed, and given helper handout, prior to trip		Low
Exposure to weather	Physical injury	Pupils Staff	-parents / pupils to be briefed on appropriate clothing (inc sunscreen) prior to trip -obtain spare clothing (eg sun hats) to give to children who have not brought them -weather forecast checked and plans altered accordingly		Low

Appendix E

Specific Risk Assessment

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING (Low / Medium / High)
--------	------	-----------------	------------------	-------------------	--

LONDON MEED PRIMARY SCHOOL | POLICY REVIEWED IN November 2025 BY GOVERNORS |
POLICY REVIEWED ANNUALLY – NEXT REVIEW November 2026

Bravery.....Community.....Curiosity.....Resilience.....Respect

LONDON MEED PRIMARY SCHOOL

Learning Outside the Classroom and Off-site Educational Visits

February 2026

--	--	--	--	--	--

Appendix F

Individual Risk Assessment

Individual risk assessment

Name of child:

Class:

Concern / area of risk:

LONDON MEED PRIMARY SCHOOL | POLICY REVIEWED IN November 2025 BY GOVERNORS |
POLICY REVIEWED ANNUALLY – NEXT REVIEW November 2026

Bravery.....Community.....Curiosity.....Resilience.....Respect

LONDON MEED PRIMARY SCHOOL

Learning Outside the Classroom and Off-site Educational Visits

February 2026

Measures taken (including adults responsible):

Protocols to be followed (if appropriate):

Additional information (including contact details):

Agreed by:

LONDON MEED PRIMARY SCHOOL

Learning Outside the Classroom and Off-site Educational Visits

February 2026