

VISITS PROCESS FLOW CHART

Category 1

Regular and routine day visits and activities with no additional significant hazards

- * On-site activity (non-adventurous)
- * Sport Fixtures
- * Visits in and around the establishment locality
- * 14-19 multi-site delivery
- * Multi-establishment delivery

Follow Establishment Visits Policy
+
Blanket Parental Consent

Category 2

Day visits (inc programmes) with no adventurous activity

- * Visits requiring transport
- * One-off visits
- * Visits requiring enhanced planning:
 - Swimming (excluding open water)
 - Activities at water margins- Inland
 - Activities at water margins-Coastal
 - Farm visits
 - Forest School

Plan and record on EVOLVE

Category 3

Residential visits
Visits abroad
Adventurous Activities

- * Residential Visits & Overnight Stays
- * Camping
- * Overseas and exchange visits abroad
- * Adventurous Activities (Licensable):
 - * Climbing
 - * Caving
 - * Trekking (Inc DofE)
 - * Watersports
 - * Activities in Open/Remote Country

Plan and record on EVOLVE
*** Adventurous**
*** Residential**
*** Overseas**

NO Additional Hazards

Identified Additional Hazards

RISK ASSESSMENT

Visit Specific Risk Assessment
+ Transport SWP +
Adventurous (staff led)
Specific Activity SWP
UK Residential
Residential SWP
Overseas
Residential SWP
Overseas SWP
Ski SWP (if planned)
+ environment SWP as required
Exchange Abroad
Residential SWP (if hotel)
Overseas SWP
Exchange Visit SWP
+ environment SWP as required

RISK ASSESSMENT

Establishment Specific Local Visits risk assessment reviewed

RISK ASSESSMENT

Establishment Specific Local Visits risk assessment reviewed
+ Transport SWP

RISK ASSESSMENT

Specific Visit Risk Assessment
+ Transport SWP
+ Environment SWP

NOMINATED LOCAL MANAGER APPROVAL

NOMINATED LOCAL MANAGER APPROVAL (EVOLVE)
(Headteacher, Centre Manager, Service Manager)

LOCAL AUTHORITY APPROVAL (EVOLVE)