

Compass Learning & Education

Educational Visits & Trips Checklist



Visit Title:

Location:

Date(s):

Visit Lead:

Staff Attending:

Number of Learners:

Supervision Ratio:

Section 1 – Initial Planning

- ☐ Educational purpose clearly identified and linked to curriculum / personal development
 - ☐ Visit approved in principle by Head of Provision
 - ☐ Suitable staff supervision ratio agreed (minimum adjusted for SEMH risk)
 - ☐ Individual learner needs reviewed (behaviour, medical, SEND)
 - ☐ Preliminary risk assessment completed
 - ☐ Budget agreed (if applicable)
 - ☐ Transport arrangements identified
-

Section 2 – Risk Assessment

- ☐ Full written risk assessment completed
- ☐ Specific environmental hazards identified
- ☐ Travel risks assessed
- ☐ Behavioural risks considered
- ☐ Dynamic risk assessment expectations clarified with staff
- ☐ Emergency procedures included
- ☐ Nearest hospital identified
- ☐ Mobile phone coverage confirmed
- ☐ Weather contingency plan in place (if applicable)
- ☐ Cancellation criteria defined

Head of Provision Approval: ☐ Yes ☐ No

Date Approved: _____

Section 3 – Learner Considerations

- ☐ Individual risk overlays completed where required
- ☐ Medical conditions reviewed
- ☐ Medication arrangements confirmed
- ☐ Emergency contact details updated
- ☐ Consent forms signed and returned

- ☐ Code of conduct shared with learners
 - ☐ Clear behavioural expectations communicated
 - ☐ Sanctions for unsafe behaviour explained
-

Section 4 – Staffing & Competence

- ☐ Visit Lead identified
 - ☐ First Aider confirmed
 - ☐ Staff roles clarified (front, middle, rear supervision if walking)
 - ☐ Staff briefed on emergency procedures
 - ☐ Staff briefed on safeguarding responsibilities
 - ☐ Relevant training confirmed (e.g. outdoor, manual handling, construction safety if applicable)
-

Section 5 – Transport

- ☐ Driver suitability confirmed
 - ☐ Driving licence checked (if staff driving)
 - ☐ Vehicle insurance covers business use
 - ☐ Vehicle roadworthy check completed
 - ☐ Seatbelts functional and required
 - ☐ Breakdown cover confirmed
 - ☐ Pick-up and drop-off points risk assessed
-

Section 6 – Equipment & Resources

- ☐ First aid kit checked and packed
 - ☐ Medication packed and recorded
 - ☐ Emergency contact list printed
 - ☐ Risk assessment copy carried
 - ☐ High visibility vests (if required)
 - ☐ Appropriate PPE (if vocational/outdoor visit)
 - ☐ Weather-appropriate clothing confirmed
 - ☐ Water and food arrangements confirmed
-

Section 7 – On-the-Day Briefings

- ☐ Staff briefing completed
 - ☐ Learner safety briefing delivered
 - ☐ Behaviour expectations reinforced
 - ☐ Emergency meeting point identified
 - ☐ Boundaries and supervision expectations explained
 - ☐ Register taken before departure
-

Section 8 – During Visit Controls

- ☐ Head counts conducted at key points
 - ☐ Supervision ratios maintained
 - ☐ Dynamic risk assessment actively applied
 - ☐ Behaviour monitored
 - ☐ Adjustments made where required
-

Section 9 – Post-Visit

- ☐ Final register taken
 - ☐ Incident/near miss recorded (if applicable)
 - ☐ Feedback gathered from staff
 - ☐ Any risk assessment updates required identified
 - ☐ Report provided to Head of Provision (if required)
-

Emergency Information (To Be Completed for Each Visit)

Emergency Contact Number: _____

Nearest Hospital: _____

Emergency Grid Reference (if outdoor location): _____

Meeting Point in Emergency: _____

Final Sign-Off

Visit Lead Signature: _____ Date: _____

Head of Provision Signature: _____ Date: _____