

BLACKFRIARS ACADEMY

EDUCATIONAL VISITS and LOCAL AREA VISITS POLICY

Date Reviewed:

April 2024

Next Review:

April 2025



Educational Visits Policy

Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The Academy Council and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be not be possible. All off-site activities must serve an educational purpose, enhancing and enriching our students's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all staff and students at all times. Within these limits we seek to make our visits available to all students, and wherever possible to make them accessible to those with physical disabilities. The visits usually take place within the school day, but on occasions, take place after school or may include residential trips. Our school adopts the LA guidance when planning Educational Visits.

Aims

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our students;
- provide a wider range of experiences for our students than could be provided on the school site alone;
- promote the independence of our students as learners, and enable them to grow and develop in new learning environments.

Curriculum links

For each subject in the curriculum there is a range of possible supporting programmes of activities for which examples follow.

- English – theatre visits, visits by authors, poets and theatre groups
- Science – use of the school grounds, visits to science centres
- Mathematics – use of shape and number trails in the local environment, visits to shops for money skills
- Art and design – art gallery visits, use of the locality
- PE – a range of sporting fixtures, extra-curricular activities, visits by specialist coaches
- Music – visit local theatres and concerts
- Design and technology – visits to local factories or design centres
- ICT – its use in local shops/libraries
- Humanities - castle visits, study of local housing patterns, local museums; use of the locality for fieldwork, village trails; visits to local centres of worship, visits by local clergy
- Preparation for Adulthood – shops, cafes libraries
- Preparation for Employment – charitable organisations, farms, Trainee organisations, care homes

Residential activities

Some of our students have the opportunity to take part in a residential visit. The residential visit enables students to take part in outdoor and adventure activities. These visits are usually organised in conjunction with a recognised LA authorised activity centre or National Centre. The centres provide qualified instructors for all specialist activities that are undertaken. We undertake these visits only with the written agreement of Entrust through the EVOLVE on-line Educational Visits system.

How visits may be authorised

The visit leader will:

- obtain initial verbal consent from the Principal to plan the visit with consideration the visit can be accommodated within the Academy timetable and the ethos of the visit is one with which the Academy wishes to be associated.
- complete all planning and booking for the visit including organising staff cover (J. Gilby to support) for their classes affected within school. Break, lunchtime and late duties are covered for Teaching and non- teaching staff
- obtain any permission and monetary contributions needed for the trips from parents or carers (school office to set up Parentpay)
- Submit all relevant risk assessments, lists of students and staff involved and any documentation given to parents through the on-line EVOLVE system no later than 2 weeks prior to the planned trip, this will then be approved by the Educational Visits Coordinator and then subject to final approval by the Principal.
- Liaise with minibus driver giving clear numbers of seats/wheelchairs/clamping/extra equipment needed
- Inform any other relevant school staff who may be affected by the visit – kitchen staff, personal care team, physio etc.
- Appoint a deputy trip leader who would be able to run the trip in the absence of the trip leader if staffing allowed
- Share all risk assessment procedures with all staff on the trip
- check that all necessary permissions and medical forms are obtained
- Ensure all necessary care plans, emergency contact details and medication is being carried for the trip
- Ensure the use of any private cars or volunteers have the relevant checks/documentation
- Ensure the venue is appropriate by visiting or obtaining as much information as possible prior to the visit.
- Review any visits. Any incidents or accidents will be reported in accordance with the reporting requirements. Leaders of visits that have involved considerable time or financial resources, such as residential visits are recommended to produce a short report evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit and submit this to the Principal or EVC.

Local Area Visits

This LAV section of the document has been prepared in accordance with:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

<https://oeapng.info/download/1184/> - OEAP NG 5.3b How to write an establishment visit policy.

<https://oeapng.info/download/1144/> - OEAP NG 4.3c Risk management – an Overview

General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day following the Operating Procedure below.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module.
- do not require parental consent for each visit but at the start of the visit cycle, a consent letter must be obtained signed by parents / carers who understand that this will be a rolling programme of visits.
- do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the Local Learning Area includes, but is not limited to, the following frequently used venues:

e.g.

- Newcastle Town Centre
- Morrisons
- Tesco Express
- Longton Park
- Trentham Gardens
- Bridgewater Nursery and Garden World
- Landau
- Martec
- Belong
- Caudwell
- Westport Lake
- Keele University
- Queen's Gardens

- Local area walk (no further than 1m from school, surrounding residential area)
- Blakeman’s Butchers
- Sainsburys
- Garners Garden Centre
- Café Indi @Pavillion
- Louis’ Cafe
- Community Junction
- B&Q Talke
- Affinity Shopping Centre
- Brampton Museum
- Hanley Museum
- Emma Bridgewater

‘No-go’ areas within the Boundaries

e.g.

- The public conveniences in Longton Park

Transport to the Local Learning Area

The methods of transport will be school mini-buses, supplementary staff cars or walking. If using an outside provider please revert to the full visit form.

Local Learning Area LLA

Operating Procedure

Establishment: BLACKFRIARS ACADEMY	Date: 10.03.24	Staff completing RA: Bethany Walton
Activity/Location & Date: Cadburys World		

PART A:

Hazards identified:	Chronologically list any reasonable hazard (include travel here too)	Indicate Risk Rating (without controls in place)
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		HIGH (H)	MEDIUM (M)	LOW (L)
	1. Minibus travel – trip/fall getting on/off. Injury due to collision. Breakdown, some staff in own car. Walking / being pushed, self-propelled / independent electric wheelchair use	H	M	L
	2. Students needing 1:1 support (for named reason) eg behaviour, epilepsy, asthma, wheelchair pusher	H	M	L
	3. Student getting separated from the group or lost	H	M	L
	4. Emergency/communication procedures	H	M	L
	5. Dangers of site	H	M	L
	6. Weather conditions	H	M	L
	7. Other people, members of the public, animals	H	M	L

PART B:

Who is at risk (tick)	Employees	<input checked="" type="checkbox"/>	Students	<input checked="" type="checkbox"/>	Visitors/Public	
	Contractors	<input type="checkbox"/>	Others (specify)	<input type="checkbox"/>		

PART C:

Control measures required to manage health and safety:	
1.	Students will closely be supervised by staff when getting on and off the mini bus, the retractable step will be used. The tail lift will be operated by experienced staff. The bus will be driven by a County Council assessed driver. All staff and students will wear seat belts and are reminded not to distract the driver. Wheelchairs will be clamped by trained and experienced staff and checked by the driver prior to departure. The minibus driver is familiar with procedures for breakdown and accident as documented in 'Information for minibus drivers', the trip leader is also familiar with emergency procedures when travelling in the minibus. Particular vigilance will be used on car parks and if getting on/off the bus near busy roads.

	<p>Staff cars will only be used if correct documentation eg, insurance etc is logged. Two members of staff to accompany students in staff cars.</p> <p>Walking – students will be closely supervised especially when crossing a road. Students will be supervised in a safe place, then in groups of 1-2 students will cross the road, Students will cross the road alongside an adult or independently with adult supervision either side of the crossing – this will be at the teacher’s discretion based on an individual case. A member of staff with be on either side of the crossing at all times. Cross the road will be done, where possible at a crossing. Subways to be used where available to avoid high density traffic.</p> <p>Staff pushing wheelchairs must not exceed the advised weight limit. Students must be secured in correct position. Both handles need to be held at all times and brakes should be checked before departure. If electric chair is being used, tight supervision when on public roads. On an individual basis, staff decide if reversion to manual is required for road crossings.</p>
2.	<p>1:1 needs to familiarise themselves with care plans, PRSPs and needs of student. Copies to be incorporated into Trip Leader paperwork taken in locked bag with required medication</p>
3.	<p>Students will be supervised at all times and remain as a group at all times. Trip leader to assign named students to each member of staff.</p>
4.	<p>In the event of an emergency the visit leader informs school to contact the relevant persons. Group leaders, driver and other members of staff may use personal mobile phones to contact each other on trips and in the event of emergencies. If a trip is running late, the trip leader will ask the school to contact parents. School holds the mobile number of the driver and group leader. All staff must have emergency school contact number – in school hours & out of school hours.</p>
5.	<p>Some trips will involve students crossing a road– students will be supervised at all times. Students will be supervised in a safe place, then in groups of 1-2 students will cross the road, Students will cross the road alongside an adult or independently with adult supervision either side of the crossing – this will be at the teacher’s discretion based on an individual case. A member of staff with be on either side of the crossing at all times. Cross the road will be done, where possible at a crossing.</p> <p>Some of the trips may involve on site equipment, including, but not limited to, gym equipment and playground equipment. All students will be made aware of how and if they can use the equipment and all students will be supervised when using the equipment.</p> <p>Some trips will involve students being in close proximity to water, eg. Westport Lake, Longton Park. Students will be very closely supervised and taught about water safety prior to the visit.</p>

	Personal Protective equipment must be worn when designated by setting eg, Martec – steel toe capped boots.
6.	Weather conditions – staff to make dynamic decisions dependent upon condition on day eg, taking adequate water / sun screen availability. staff to monitor local weather conditions and amend / delay / cancel visit to ensure that students are not affected by adverse weather conditions.
7.	<p>Students will be reminded that there will be members of the public in most of the destinations and that the students need to be aware of what is happening around them. All students will be assigned to a group with an adult who will keep close supervision.</p> <p>Where animals are present, students will have been advised in advance of appropriate behaviours and handling procedures. Hygiene will be explained before, during & after any encounter with animals.</p>

In addition, risks are managed by a combination of the following:

- A member of the Senior Leadership Team or EVC must give verbal approval before a group leaves.
- Only teachers or HLTAs are to lead groups under the LAV Policy
- There will always be a minimum of two adults, with the exception of work experience where 1 member of staff may accompany a small group
- Staff are familiar with the area, including any ‘no-go’ areas, and have practised appropriate group management techniques.
- Students have been trained and have practised standard techniques for road crossings in a group.
- Where appropriate, students are fully briefed on what to do if they become separated from the group. This needs a decision and will depend on the area you are in – return to school, wait where they are, go to x and ask for help, etc)
- Students’ clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant student medical information and ensure that any required medication is available.
- Staff will either record the activity on EVOLVE (Local Area Visit module) or leave a completed ‘Signing out’ sheet with the office.
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves,)

First Aid Policy for LLA

The majority of Teaching Assistants will have had basic 1st Aid training. As Local Learning Areas are close, contactable, and easily reached, a minimal first aider policy based on the

schools existing procedures and the likely activities undertaken, should be sufficient. Care Plans and emergency meds will be in the locked rucksack and 1st Aid kits are available on the mini buses and can be put in the locked rucksack if walking.

Review Period for the Local Learning Area

The review period for the local Learning Area must be set with a suggestion that is termly in the first year (to account for seasonal variations and learning) with regular contributions and updates from the visit leader team as they dynamically risk assess new elements.

Monitoring for the Local Learning Area

The Head, EVC or their delegate should provide a monitoring visit initially once a term then regularly thereafter depending on risk and number of visits.

Responsibilities

The Principal is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the Academy wishes to be associated.

The school's Educational Visits Coordinator, who may be the Principal, will be involved in the management of off-site visits. S/he will:

- check that risk assessments are completed and effective
- support the Principal in their decisions on approval;
- approve the assigned staff to lead and help with trips;
- organise related staff training;
- remind to check that all necessary permissions and medical forms are obtained
- communicate any questions or concerns regarding a planned trip through the EVOLVE note system
- keep records of visits (through EVOLVE), and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures (National Guidance "NG") as detailed on the EVOLVE system.

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the Principal will seek the approval of the Academy Council and the Evolve Educational Visits advisor before permitting the activity to take place. Any residential trip must be submitted on the EVOLVE system at least SIX WEEKS in advance of the trip taking place.

Risk assessment

A comprehensive risk assessment (Appendix A) is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff should document specific considerations according to the identified needs of students in form (Appendix B).

Staff planning an off-site activity should make a preliminary visit to the venue or telephone the venue in order to gain as much information as possible about potential risks and in order to obtain any site specific risk assessments. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the students. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgments about the risks it may involve.

An activity should normally have sufficient adults taking part to provide the correct ratios (informed by National Guidance and by completion of Staff and Student List that details the medical, behavioural and mobility needs of the students). Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases. Ratios are subject to specific needs of our individual students and these needs must be identified on the "Staff and Student List" (Appendix B).

The risk assessment must also cover transport to and from the venue. This may include walking, use of the school's minibuses, use of public transport, use of private coach firms or the use of staff or parent cars. Risk assessments for transport must include consideration of the following...

- supervision for students getting on and off modes of transport
- the provision and required use of seat belts and booster seats (if required)
- proper insurance/training for the driver
- breakdown procedures/accident
- DBS checks on any drivers that may in direct supervision of our students
- Road safety

The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the Academy day this includes designating a home contact from the Academy who may be needed as a link between the party, the parents, the Academy and the Shaw Education Trust in the event of an emergency.

In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the Academy must be contacted as soon as possible to inform the Principal or designated deputy so that they can decide: -

If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.

However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the Principal, deputy or the home contact will inform the designated senior officer of the Education Service (Director or Deputy Director) and the Academy will instigate its critical incident plan (as identified in ***Coping with a Crisis***, produced by Student and Student Services). Officers of the authority will be allocated to support the Academy with the immediate incident and any necessary follow up or inquiry.

In the event of a party being overdue and without contact by more than 1 hour, the Academy, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.

The group leader will double-check that all adults helping to supervise the trip have been subject to police checks.

A copy of the completed risk assessment will be uploaded onto the EVOLVE system and will be shared with all adults supervising the trip.

Cost

The costing of off-site activities should include any of the following that apply:

- transport
- entrance fees
- insurance
- provision of any special resources or equipment
- costs related to adult helpers
- any refreshments the school has opted to pay for

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches and minibuses fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Where private cars are used for transport, the group Leader is responsible for checking that the insurance of each driver covers such journeys, and double-checking that each driver has been subject to the normal police checks.

Our minibus meets LA guidelines, and each seat has a belt. We instruct all students, whether travelling by car, minibus or coach, to attach their seat belts, we also identify any students

that need assistance to attach seatbelts or who need additional support to be safe on the transport.

Communication with parents

The parents of students taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities if the activity lasts for more than half of the school day. For visits that form part of the weekly curriculum or that last for only a morning or an afternoon session, permission is not sought unless the activity incurs a cost or is considered to exacerbate an existing medical condition. However, it is good practice to inform parents that these weekly curriculum trips will be taking place by means of a letter at the start of the year/term.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits). This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from an activity (that takes place during normal school hours) because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school website and letters sent home about intended visits.

The timetable for the payment of contributions should allow for the Principal to make a decision about the financial viability of the activity in reasonable time.

Further health and safety considerations

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number and/or the group leaders number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a party leaves school, the school office should be provided with a list of everyone, students and adults, travelling with the party, together with the risk assessment and details of the venue and travel times.

The safety of the party, and especially the students, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by care plans, and ensuring that students are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Principal the possibility of making additional /alternative arrangements for that child.

Group Leaders' planning

Group Leaders must be fully aware of the school's Educational Visits Policy.

They must complete all sections of the EVOLVE on—line Educational Visits Planning form which must include the following...

EVOLVE

The EVOLVE planning form for intended educational visits must include the following:

- risk assessment/s
- staff and student list detailing any specific medical conditions, mobility issues and additional adult support entitlement
- travel schedule
- accommodation plan (if applicable)
- full plan of activities with times (if appropriate)
- fire precautions and evacuation procedures (included on RA on venue if applicable)
- intended arrangements for supervision (RA)
- insurance arrangements (as an Academy we are no longer covered by Staffordshire County Council’s Travel Insurance)
- emergency contacts and procedures
- PRSP’s
- Identification of students with care plans
- individual student Risk Assessments (if applicable)

Monitoring and review

Visit leaders are encouraged to evaluate visits, taking into account the successful and less successful parts of the visit, and considering ways in which the visit could have been improved. Informal conversations might take place between the visit leader(s) and the EVC or Principal regarding the outcome of the visit.

This policy is monitored by the governing body and will be reviewed every two years, or before if necessary.

Name of Policy	Educational visits and Local Area Visits policy	
Approved		
Review Date	April 2025	Review Cycle: every 2 years
Signed by Principal		Alison Parr
Signed by Chair of Academy Council		

APPENDIX A

Establishment: BLACKFRIARS ACADEMY	Date:	Staff completing RA:
Activity/Location & Date/time:		

PART A:

Hazards identified:	Chronologically list any reasonable hazard (include travel here too)	Indicate Risk Rating (without controls in place)		
		HIGH (H)	MEDIUM (M)	LOW (L)
	1. Minibus travel – trip/fall getting on/off. Injury due to collision. Breakdown, some staff in own car	H	M	L
	2. Students needing 1:1 support (for named reason) eg behaviour, epilepsy, asthma, wheelchair pusher – see student considerations document if a tick appears in the box it must be mentioned here	H	M	L
	3. Student getting separated from the group or lost	H	M	L
	4. Emergency/communication procedures	H	M	L
	5. Please add visit specific risks if necessary			

PART B:

Who is at risk (tick)	Employees	<input checked="" type="checkbox"/>	Students	<input checked="" type="checkbox"/>	Visitors/Public	
	Contractors	<input type="checkbox"/>	Others (specify)	<input type="checkbox"/>		

PART C:

Control measures required to manage health and safety:	
1.	Students will closely supervised by staff when getting on and off the mini bus, the retractable step will be used. The tail lift will be operated by experienced staff. The bus will be driven by a County Council assessed driver: NAME. All staff and students will wear seat belts and are reminded not to distract the driver. Wheelchairs will be clamped by experienced staff and checked by the driver prior to departure. The minibus driver is familiar with procedures for breakdown and accident as documented in 'Information for minibus drivers', the trip leader is also familiar with emergency procedures when travelling in the minibus. Contact details for breakdown on dashboard. Particular vigilance will be used on car parks and if getting on/off the bus near busy roads.
2.	Examples of documenting 1:1 support: Name has epilepsy. They will be monitored by the class TA (NAME) who will administer medication in the case of emergency according to their care plan, the second medically trained TA is NAME. NAME has asthma and will be monitored and care plan followed by class TA when needed. The group leader will redirect staff and move students to a suitable place until the emergency has been dealt with. NAME is unsteady on his feet and may need supervision or use of wheelchair if prolonged walking/uneven surfaces NAME will need to remain with a member of staff at all times as he wanders off and has no awareness of dangers. He wears a backpack with a strap held by an adult. NAME will require a pusher for her wheelchair.

	<p>NAME will use a wheelchair sent in from home on the day to ensure his safety. He will require water via a PEG at 11am and 2pm which will be carried out by a trained TA.</p> <p>NAME has individual RA - some students may need an individual RA if their behaviours are challenging or there is a past history of difficulty on a trip.</p> <p>NAME, NAME AND NAME can be supervised by 1 member of staff as part of a group.</p>
3.	Students will be supervised at all times at the venue.
4.	In the event of an emergency the visit leader holds all the contact details of students. They will either inform school to contact the relevant persons or ring themselves depending of the emergency itself. Group leaders, driver and other members of staff may use personal mobile phones to contact each other on trips and in the event of emergencies. If a trip is running late, the trip leader will ask the school contact to inform parents. School holds the mobile number of the driver and group leader.

PART D:

Overall risk rating with controls in place (tick):	Are any control measures in Part C not implemented? (tick):	If yes, state below:	To be actioned by:
HIGH	YES		
MEDIUM			
LOW ✓	NO ✓		

PART E:

Frequency of review (tick):	6 Months:	12 Months:	24 Months:
Signature of Staff completing RA:			
(2)			

APPENDIX B

Trip Leader:	Please state Teacher /TA or other.	Additional Staffing: Please state Teacher/TA or other. Please indicate whether 1:1 followed by student's initials.		
Destination(s):		Date(s) of visit: Time of visit:		

Student Details:

Name:	Class Group:	Epilepsy:		Asthma:	Independent W/C or supervision /pusher needed*		Wheelchair (1:1 pusher needed)	Walking with 1:1 support	Behaviour may pose risks on trips:		E N funded	Other Considerations eg Allergy, diabetic
		Res Med	999		Man	Elec			PBSP	1:1		

CONSIDERATIONS

PLEASE CONSIDER EACH OF THE BELOW	<u>PLEASE TICK TO ACKNOWLEDGE YOU HAVE ADDRESSED THIS ISSUE</u>	<u>PLEASE DETAIL HOW THIS WILL BE ADDRESSED</u>
All relevant paper work has been submitted 2 weeks prior to the visit – if not please document the reason in the end column		
COVER: Please document cover arrangements organised with JG for Teacher and TA		
DUTIES: for Teacher and TA – breaktime, lunchtime, lates.		
LUNCHES: Has the kitchen been informed which students are out. Have lunches been ordered/cancelled?		
How many seats/w/c clamps are needed, have you agreed enough room with driver?		
What extra equipment needs to be transported – fold up wheelchair, walking frames – is there enough room?		
Have you informed the Personal care team? They may need to rearrange their rota.		
Have you informed the enteral feeding nurse?		
Have you shared your risk assessments with all relevant staff? Who is your deputy trip leader?		
Have you visited the venue before and consider it to be appropriate and safe for the students you are taking?		