



EDUCATIONAL VISITS POLICY

Agreed by Governors on; 21/03/2016

Signed by Chair of Governors: Sally Birkbeck

Sally Birkbeck

Statutory policy NO

Frequency of review period; 2 years

Document History

Date	Description
21/03/2016	Agreed by Governors
01/03/2018	Review due by Governors

Education visits policy

March 2016

Statement of Intent

Delius Special School recognises that well planned opportunities for outdoor learning make a valuable contribution to the experience and achievement of all of our students. We actively promote a variety of residential/outdoor activities and educational visits for each student. Delius takes the health and wellbeing of our staff and students very seriously. We take reasonable steps as stated in the Health and Safety at Work Act 1974. This policy has been designed in line with the Department for Education (DfE) and Health and Safety Executive (HSE)'s guidance and details our responsibilities for students while out on educational visits. The Academy also subscribes to the Local Authority's Educational Visits Advisory Service, and may consult with the Educational Visits Advisor, particularly on more complex visits or high risk activities.

Signed by
Head Teacher

date: _____

Chair of Governors

date: _____

Rational for Education visits

We believe educational visits play an invaluable role in a child's education. Visits enrich and reinforce learning and first hand experiences are particularly rewarding and important for our children. They help to develop a pupil's investigative skills and longer visits in particular, encourage greater independence. We ensure visits are planned carefully to support learning across the curriculum.

At Delius the development of social and life skills are fundamental in preparing our pupils for life long education and personal development.

The aims of our education visits are:

- To reinforce classroom based learning.
- To develop social and interpersonal skills
- To develop an awareness and appreciation of the outside environment.

At Delius Special School Equal Opportunities plays an integral part in all aspects of teaching and learning. The school acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of young people. Children should go on a variety of school visits whilst they are pupils at Delius. Ideally visits will support the work in the classroom. Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school.

The range of activities which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Adventurous Activities.

Education visits guidelines

- All educational visits must be approved by the Head Teacher or designated EVC lead (Deputy Head Teacher) in advance.
- The group leader should be fully conversant with the Educational Visits Policy and related procedures.
- Any queries regarding the educational visits procedures should be made to the Head Teacher or designated EVC lead (Deputy Head Teacher).
- A full risk assessment must be carried out by the group leader taking into account travel to/from the venue, activities undertaken and the students attending.
- Any student who has additional needs must be considered in the risk assessment. It may be necessary for the group leader to obtain risk assessments from the venue, eg, in the event of high risk activities.
- No student should be prevented from attending a visit, unless in negotiations with the Head Teacher or designated EVC lead (Deputy Head Teacher) and other relevant parties, it is deemed to be in the best interests of the students' education not to go or they present an unacceptable risk to themselves or others.

- The group leader should ensure that parents/carers are given sufficient information in writing and are invited to any briefing sessions.
- The parental consent form should be completed in advance and returned to school for each student participating in a visit. The exception to the latter is in the case of frequently occurring, low risk activities within the school day, for which an annual consent form is sufficient.

Education visits procedures

- Educational visits approval by Head Teacher or designated EVC lead (Deputy Head Teacher) – appendix 1
- Governing body approval (where required)
- Planning and preparation checklist – appendix 3
- Risk assessment – appendix 4
- Letters to parents/consent
- Parental consent form for overnight or high risk activity – appendix 2
- Evaluation – appendix 5

Key roles and responsibilities:

Delius Special School Governing Body are responsible for:

- The overall responsibility for the aim and objectives of the Educational Visits Policy and related procedures.
- The overall responsibility for ensuring that the Educational Visits Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the Delius's Complaints Policy.

The Head Teacher (designated EVC lead) is responsible for:

- The authorisation of visits and notification, where appropriate to the stakeholders, eg, Governing Body, Local Authority etc.

The Educational Visits Coordinator (EVC) is responsible, on behalf of the Head Teacher for:

- The day-to-day implementation and management of the Educational Visits Policy and related procedures
- Making staff aware of this policy
- Ensuring adequate insurances are in place to secure the health, safety and welfare of students and staff
- Authorising training for relevant staff with regard to the policy
- Ensuring that staff are competent to lead the visit

Group leaders, staff and accompanying adults attending educational visits are responsible for:

- Following the Educational Visits Policy and for ensuring students within their care also do so
- The designated group leader of any educational visit has a duty of care over the students in place of a parent/carer for the health, safety and welfare of the group, eg medication, care plans equipment used etc.
- The designated group leader will be responsible for using their discretion to deal with emergency situations, but will be in constant contact with school leaders and contactable at any time during the visit.
- The group leader is responsible for coordinating any safe guarding issues and following Delius procedures on safeguarding whilst on the visit. If any serious issues arise, the group leader must contact the Head Teacher immediately.
- Group assistants and accompanying adults must act as supervisors, following the instruction of the group leader.

Parents are responsible for:

- Ensuring that their child arrives promptly for the start of a visit, with appropriate clothing and kit
- Ensuring that the Delius is aware of any medical or other needs/requirements in advance, which may need to be considered
- Having completed all relevant forms of emergency contact and signed approval

Safe staffing ratios:

No set staffing ratio is in place, each class will work with an appropriate ratio dependent on need. PMLD 1:1, SLD/ASD 2:1 and where appropriate 3:1 if deemed safe. On educational visits where the risk to child safety is higher, this ratio will be revised by the Head Teacher in conjunction with the group leader.

Risk Assessment: (appendix 4)

All educational visits must be risk assessed to ensure the safety and well-being of both pupils and staff. The initial risk assessment is done through EVOLVE.

The Group Leader will be responsible for logging the details of the visit on the EVOLVE system and attaching the relevant documents. This will enable the EVC and the Principal to view, query and authorise the visit.

Procedure (see appendix 3)

- Ensure all RA's are dated and named with all relevant information
 - Lead name of assessor
 - RA log number or name
 - Place of visit, details of activity
 - Dates
 - Manager responsible (signed on final page)
 - Risk rating
 - Review dates (generally half term after, which would consider your evaluation)

- Work through (left to right) the possible risks/hazard.

Identify risk

Identify who is at risk

Identify possible outcome if risk is not stopped

Rate the risk using the risk calculator (on front page)

What controls will you put in to place to alleviate risk?

Identify any further controls or RA's (pupil, equipment etc)

Re calculate risk

If the risk cannot be alleviated, then the trip, visits or event should not take place.

- Management agreed page
Senior leaders (EVC and/or Head Teacher or Deputy Head Teacher) should have the final look at the RA to ensure it meets all safety requirements

'MANAGEMENT AGREED ADDITIONAL CONTROL MEASURES REQUIRED'

Notice of educational visit (for office)

As well as the risk assessed activity each leader must provide a notice of the visit (appendix 4) which provides the school office and EVC with all relevant contact details of the visit.

- Class or group lead
- Purpose and place of visit
- List of all pupils and staff on the visit
- First aider and relevant medical details
- Telephone contact details (mobile or land line of visit venue)

Emergency procedures framework during the visit

If an emergency occurs on a school visit the group leader should maintain or resume control of the group overall. In the case of accidents and injuries whilst on an educational visit, Delius's accident reporting process will begin as detailed in the Health and Safety Policy

The main factors to consider include:

- establish the nature and extent of the emergency as quickly as possible;
- ensure that all the group are safe and looked after;
- establish the names of any casualties and get immediate medical attention;
- ensure that a teacher accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together;
- notify the police if necessary;
- ensure that all group members who need to know are aware of the incident;

- ensure that all group members are following the emergency procedures and the roles allocated to them – revise procedures and re-allocate roles as necessary;
- Inform the school contact and provider/tour operator (as appropriate). The school contact number should be accessible at all times during the visit;
- details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);
- school contact should notify parents, providing as full a factual account of the incident as possible;
- notify insurers, especially if medical assistance is required (this may be done by the school contact);
- Ascertain phone numbers for future calls. Try not to rely solely on mobile phones;
- write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
- keep a written account of all events, times and contacts after the incident;
- Complete an accident report form as soon as possible. Contact HSE or local authority inspector, if appropriate;
- No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Refer media enquiries to a designated media contact in the home area;
- no-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from their LEA;
- Keep receipts for any expenses incurred – insurers will require these.

Other useful Publications

For further reading on roles and responsibilities when leading an off-site visit see the EVC for:

Health and Safety of Pupils on Educational Visits (Dee)

School Visits and Outdoor Activities Advice and Guidance (City of Bradford Metropolitan District Council)

Safe Practice In Physical Education (BAALPE)

DCR Code of Practice for Schools

EDUCATIONAL VISITS APPROVAL FORM

GROUP LEADER DETAILS	
Group Leader:	Relevant qualifications (if any):
Telephone:	Mobile:
Date From :	To :
VENUE	
Name:	
Address	
Telephone:	
Has an exploratory visit taken place? Yes/No	
Approved by:	
GROUP DETAILS	
Class:	Total Number of Students:
	Male: Female : Ages:
EDUCATIONAL PURPOSE OF VISIT	
Please record curriculum areas to be covered	
NATURE OF ACTIVITIES	
Activity	Led by: Contractor, Named School Staff
TRANSPORT AND TRAVEL ARRANGEMENTS	
e.g. school drivers/contractors (please append details – name, registration number, insurance details) Public transport	
Has the school kitchen been notified of student numbers for student grab-bags? YES/NO	

STAFFING ARRANGEMENTS

Staff (S) and Volunteers (V)	S / V	Main Duties / Relevant Qualifications (Deputy leader, activity assistant, first aider etc)	CRB (Y/N)

EMERGENCY CONTACT DETAILS

Number: Name : Number :	24 hr contact during visit: Name: Mobile: Name : Mobile:
--	--

FURTHER INFORMATION

Appended details	Notes
Letter to parents (copy enclosed):	
Itinerary:	
Cost of visit per student:	£

I confirm that the visit will be arranged in accordance with the Educational Visits Policy.

Signed Visit Leader: **Date:**

Signed Visit Co-Ordinator : **Date:**.....

I confirm the visit is approved.

Signed Principal: **Date:**

ACCEPTANCE / REJECTION COMMENTS
If the visit is rejected, please record below the further information / conditions of approval.

PARENTAL CONSENT FORM

Please provide full and accurate details. This information is strictly confidential and will only be used by group leaders responsible for the safety of activities.

DATE(S) OF VISIT	From:	To:
VENUE:		
STUDENT DETAILS		
Name:		Date of Birth:
Address:		Post Code:
Daytime Tel:	Evening Tel:	Mobile Tel:
EMERGENCY CONTACT DETAILS		
Parent / Next of Kin:		
Address:		Post Code:
Daytime Tel:	Evening Tel:	Mobile Tel:
Alternative Emergency Contact:		
MEDICAL INFORMATION (please give further details overleaf if required)		
Details of disabilities / special needs / dietary needs/ behavioural or emotional difficulties etc.		
Recent injuries, illnesses or contact with infectious diseases		
Medical conditions <u>and medication</u> e.g. asthma, epilepsy, diabetes, allergies (e.g. penicillin, nuts) etc.		
When did your son / daughter last have a tetanus injection? (Date)		
Doctor's name:		Telephone:
Address:		
1. Can your child swim?	25m () 50m () No ()	
2. Can your child tread water?	Yes () No ()	
3. Can your child ride a bicycle?	Yes () No ()	

PARENTAL CONSENT (for all participants under 18)

I wish my son/daughter to take part in the visit. I have been given an outline programme and information relating to safety on the trip

I consent to any emergency medical treatment, should it be deemed necessary by a qualified medical practitioner, provided that the delay required to obtain my signature might, in the opinion of the doctor or surgeon concerned, be likely to endanger my child's health and safety.

I accept that, in the event of my son/daughter's behaviour adversely affecting the safe and smooth running of activities, the leaders will remove him/her from activities and contact me. In such cases any payments made will not be refunded.

I declare that the information on this form is correct to the best of my knowledge and that if any changes occur before activities, I will inform the organisers.

I also agree/disagree to photographs being taken whilst on the visit

Signed (Parent/carer)

Date

Planning and Preparation check list

Discuss and agree the proposed visit with Head Teacher or designated EVC

- Speak to Business manager to ensure that adequate funding is in place to support the visit. Travel, admission, accompanying staff costs, drinks/refreshments should be taken into account
- Log visit on EVOLVE, complete form 1 (see Appendix 3), 'Educational Visits Approval Form' & attach to EVOLVE.
- This must be submitted a minimum of 6 weeks for adventurous activities & 2 weeks in advance for other educational visits and must be approved before any further action is taken.
- Where appropriate undertake a preliminary visit to the destination, particularly significant if the visit has high risk/hazardous activities planned
- Pass details of visit onto the administration office for letter home, consent form
- Attach letter and consent form onto EVOLVE
- Book travel, accommodation, activities etc.
- Carry out a thorough risk assessment by completing (see Appendix 3)
- Attach risk assessment(s) to visit on EVOLVE
- Check with business manager to ensure adequate insurances are in place
- Referring to 'Staffing ratios' of the Educational Visits Policy organise appropriate number of staff to accompany visit
- Prepare students for the visit so there is a clear understanding of what is expected of them in terms of behaviour and conduct, itinerary and arrangements, emergency procedures etc.
- Brief relevant staff on all aspects of the visit including itinerary and arrangements, expectations and responsibilities, code of conduct for staff and students, risk assessments and emergency

Risk Assessment

RISK ASSESSMENT DETAILS		DEGREE OF RISK		RISK RATING MATRIX																																																																
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">DIRECTORATE</td> <td>Delius SLT/Pool Team</td> </tr> <tr> <td>TEAM</td> <td>Class</td> </tr> </table>	DIRECTORATE	Delius SLT/Pool Team	TEAM	Class		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">LIKELIHOOD (L)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5</td> <td>Inevitable</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Highly Likely</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Possible</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Unlikely</td> </tr> <tr> <td style="text-align: center;">1</td> <td>Remote Possibility</td> </tr> </tbody> </table>		LIKELIHOOD (L)		5	Inevitable	4	Highly Likely	3	Possible	2	Unlikely	1	Remote Possibility	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" rowspan="2"></th> <th colspan="5" style="text-align: center;">SEVERITY</th> </tr> <tr> <th style="text-align: center;">1</th> <th style="text-align: center;">2</th> <th style="text-align: center;">3</th> <th style="text-align: center;">4</th> <th style="text-align: center;">5</th> </tr> </thead> <tbody> <tr> <th rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">LIKELIHOOD</th> <th style="text-align: center;">1</th> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <th style="text-align: center;">2</th> <td style="text-align: center;">2</td> <td style="text-align: center;">4</td> <td style="text-align: center;">6</td> <td style="text-align: center;">8</td> <td style="text-align: center;">10</td> </tr> <tr> <th style="text-align: center;">3</th> <td style="text-align: center;">3</td> <td style="text-align: center;">6</td> <td style="text-align: center;">9</td> <td style="text-align: center;">12</td> <td style="text-align: center;">15</td> </tr> <tr> <th style="text-align: center;">4</th> <td style="text-align: center;">4</td> <td style="text-align: center;">8</td> <td style="text-align: center;">12</td> <td style="text-align: center;">16</td> <td style="text-align: center;">20</td> </tr> <tr> <th style="text-align: center;">5</th> <td style="text-align: center;">5</td> <td style="text-align: center;">10</td> <td style="text-align: center;">15</td> <td style="text-align: center;">20</td> <td style="text-align: center;">25</td> </tr> </tbody> </table>								SEVERITY					1	2	3	4	5	LIKELIHOOD	1	1	2	3	4	5	2	2	4	6	8	10	3	3	6	9	12	15	4	4	8	12	16	20	5	5	10	15	20	25
DIRECTORATE	Delius SLT/Pool Team																																																																			
TEAM	Class																																																																			
LIKELIHOOD (L)																																																																				
5	Inevitable																																																																			
4	Highly Likely																																																																			
3	Possible																																																																			
2	Unlikely																																																																			
1	Remote Possibility																																																																			
		SEVERITY																																																																		
		1	2	3	4	5																																																														
LIKELIHOOD	1	1	2	3	4	5																																																														
	2	2	4	6	8	10																																																														
	3	3	6	9	12	15																																																														
	4	4	8	12	16	20																																																														
	5	5	10	15	20	25																																																														
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">RISK ASSESSMENT LOG REFERENCE</td> <td></td> </tr> <tr> <td>DATE</td> <td></td> </tr> <tr> <td>NAME OF ASSESSORS</td> <td></td> </tr> <tr> <td>MANAGER RESPONSIBLE</td> <td></td> </tr> <tr> <td>LOCATION</td> <td></td> </tr> <tr> <td>DETAILS OF ACTIVITY</td> <td></td> </tr> </table> <p>Other assessments which might also be required, <input checked="" type="checkbox"/> if needed</p> <ul style="list-style-type: none"> ▪ Manual Handling <input type="checkbox"/> REF ▪ COSHH <input type="checkbox"/> REF ▪ Personal Protective Equipment (PPE) <input type="checkbox"/> REF ▪ Noise <input type="checkbox"/> REF ▪ Other <input checked="" type="checkbox"/> REF 	RISK ASSESSMENT LOG REFERENCE		DATE		NAME OF ASSESSORS		MANAGER RESPONSIBLE		LOCATION		DETAILS OF ACTIVITY			<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">SEVERITY (S)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5</td> <td>Very High - Multiple Deaths</td> </tr> <tr> <td style="text-align: center;">4</td> <td>High - Death, serious injury, permanent disability</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Moderate – RIDDOR over 3 days</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Slight – First Aid treatment</td> </tr> <tr> <td style="text-align: center;">1</td> <td>Nil – very minor</td> </tr> </tbody> </table>		SEVERITY (S)		5	Very High - Multiple Deaths	4	High - Death, serious injury, permanent disability	3	Moderate – RIDDOR over 3 days	2	Slight – First Aid treatment	1	Nil – very minor	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">PERSONS AT RISK</th> </tr> </thead> <tbody> <tr> <td style="width: 80%;">PERSONS AT RISK</td> <td></td> </tr> <tr> <td>Employees</td> <td></td> </tr> <tr> <td>Pupils</td> <td></td> </tr> <tr> <td>Customers</td> <td></td> </tr> <tr> <td>Contractors</td> <td></td> </tr> <tr> <td>Members of the public</td> <td></td> </tr> <tr> <td>Work Experience students</td> <td></td> </tr> <tr> <td>Other Persons</td> <td></td> </tr> </tbody> </table>						PERSONS AT RISK		PERSONS AT RISK		Employees		Pupils		Customers		Contractors		Members of the public		Work Experience students		Other Persons																		
RISK ASSESSMENT LOG REFERENCE																																																																				
DATE																																																																				
NAME OF ASSESSORS																																																																				
MANAGER RESPONSIBLE																																																																				
LOCATION																																																																				
DETAILS OF ACTIVITY																																																																				
SEVERITY (S)																																																																				
5	Very High - Multiple Deaths																																																																			
4	High - Death, serious injury, permanent disability																																																																			
3	Moderate – RIDDOR over 3 days																																																																			
2	Slight – First Aid treatment																																																																			
1	Nil – very minor																																																																			
PERSONS AT RISK																																																																				
PERSONS AT RISK																																																																				
Employees																																																																				
Pupils																																																																				
Customers																																																																				
Contractors																																																																				
Members of the public																																																																				
Work Experience students																																																																				
Other Persons																																																																				
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">REVIEW DATES</th> </tr> </thead> <tbody> <tr> <td style="width: 80%;"></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>		REVIEW DATES								<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">RISK RATING SCORE</th> <th>ACTION</th> </tr> </thead> <tbody> <tr> <td>1-4</td> <td>Broadly Acceptable – No action required</td> </tr> <tr> <td>5-9</td> <td>Moderate – Reduce risks if reasonably practicable</td> </tr> <tr> <td>10-15</td> <td>High Risk – Priority Action to be undertaken</td> </tr> <tr> <td>16- 25</td> <td>Unacceptable – Action must be taken IMMEDIATELY</td> </tr> </tbody> </table>		RISK RATING SCORE	ACTION	1-4	Broadly Acceptable – No action required	5-9	Moderate – Reduce risks if reasonably practicable	10-15	High Risk – Priority Action to be undertaken	16- 25	Unacceptable – Action must be taken IMMEDIATELY																																															
REVIEW DATES																																																																				
RISK RATING SCORE	ACTION																																																																			
1-4	Broadly Acceptable – No action required																																																																			
5-9	Moderate – Reduce risks if reasonably practicable																																																																			
10-15	High Risk – Priority Action to be undertaken																																																																			
16- 25	Unacceptable – Action must be taken IMMEDIATELY																																																																			

MANAGEMENT AGREED ADDITIONAL CONTROL MEASURES REQUIRED	ACTIONED BY			ACTION COMPLETE	
	POSITION	NAME	DATE	MANAGER SIG	DATE

COMMUNICATION OF RISK ASSESSMENT FINDINGS TO STAFF				
REFERENCE OF FORMAL COMMUNICATION TO STAFF	METHOD	YES	DATE	COMMENTS
	Copy of risk assessment issued to staff			
	Other -			
ADDITIONAL METHODS OF COMMUNICATION	Induction			
	Team Meeting			
	Other - Briefing			

COMMENTS AND INFORMATION
(Use this section to record any dynamic risk assessment comments and information)

Do additional controls adequately lower high risk activities to an acceptable level ?	YES/NO If NO explain in comments box above	SIGNATURE OF MANAGER <i>"The risks identified in this assessment are controlled so far as is reasonably practicable"</i>	
		Signature:	Date:

EDUCATIONAL VISIT EVALUATION FORM

Visit Details

School / Group								
Group leader								
Number in group	Male		Female		Staff		Age range of students	
Venue							Dates	
Purpose(s) of Visit								
Providers / commercial organisations used								

Please comment on any relevant areas

Preparation and planning	In hindsight are there any aspects of this you would do differently?
Aims and objectives	Any comments about the aims e.g. did the visit allow you to meet them, were they sufficiently focussed or too narrow?
Staffing	Any comments about staff ratios and levels of competence required
Travel / Transport	Suitability of arrangements, problems encountered. Please rate any commercial provider
Venue	Suitability / appropriateness. Issues encountered or things you might change next time
Supervision	Any thoughts on the way supervision was provided – anything you may do differently next time?

First aid	Suitability of arrangements, first aid administered
Incidents or near accidents	Record here anything you feel was a potential problem for other groups which you would be aware of were to run the same visit again

Quality of providers

How would you rate the contractor? Please tick:	Very good, will use again	
	Good but minor issues need addressing	
	Would only use again if significant issues were resolved	
	Will never use again	
Positive comments		
Negative comments		

Any additional comments

Completed by _____

Date _____