



**St. George's Catholic Primary
Voluntary Academy**
(Part of Blessed Holy Family Academy Trust)

Educational Visits Policy

We are learning and growing together as God's family. We will always do our best to love and help each other as we prepare for our future

January 2022

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“HSE fully recognises that learning outside the classroom helps to bring the curriculum to life – it provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives. Striking the right balance between protecting pupils from risk and allowing them to learn from school trips has been a challenge for many schools but getting this balance right is essential for realising all these benefits in practice”. HSE “School Trips & Outdoor Learning Activities” June 2011.

1. Aims and Purpose of Educational Visits

St. George’s Catholic Primary Voluntary Academy recognises that educational visits are a valuable and integral part of the learning process, which contribute towards the development of the whole person. We strive for high quality visits which ensure that the health, safety, and welfare of all are guaranteed and in doing so maximise the educational benefits for our whole school community.

What are the benefits of Educational Visits?

- Enhancement of pupils’ self-esteem and confidence
- To stimulate enquiry and independent learning
- To bring breadth to the learning experience
- To extend and enrich the curriculum for all.
- To improve pupils’ social skills
- To have FUN and a memorable experience
- To experience real environments
- To improve self-reliance
- To develop trust in others

2. Statement of Intent

The Headteacher, the senior leadership team (SLT) and governors of the school are committed to ensuring students will experience a wide range of activities that are well planned and managed. To follow best practice, the academy adopts the 'Outdoor Education Advisers' Panel National Guidance': www.oeapng.info. A common-sense approach will be used in assessing and managing the risks of any activity. We consider that it is important for students to learn to understand and manage the risks that are a normal part of life. Health and safety measures will always be proportionate to the risks of an activity. All staff will be given the training they need so they can keep themselves and children safe and manage risks effectively.

The Headteacher, SLT, and governors are committed to ensuring:

- The risk assessments will focus attention on real risks, not risks that are trivial and fanciful.
- Proportionate systems and procedures are in place and followed to ensure that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving, or water-based activities) are properly planned and assessed.
- Those planning the trips are properly supported to ensure that teachers can readily check if they have taken sufficient precautions or whether they should do more.

The Policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation and has been consulted with staff and their safety representatives (Trade Union and Health and Safety Representatives).

Name: _____ **Signature:** _____ **Date:** _____
(Chair of Governors)

Name: _____ **Signature:** _____ **Date:** _____
(Headteacher)

Policy to be reviewed: January 2023

Review Procedures

This Policy will be reviewed regularly and revised, as necessary. Any amendments required to be made to the Policy because of a review will be presented to the Governing Body for acceptance.

Distribution of copies

Copies of the Policy and any amendments will be distributed to the Headteacher; Health and Safety Representatives; All Staff; Board members and Administration office.

3. Roles and Responsibilities

3.1 The Governing Body

- 3.1.1 Responsible for health and safety all people involved in educational visits. Ensure the aims and objectives of every visit conform to the school's wider curriculum aims.
- 3.1.2 Ensure that the Headteacher/Educational Visit Coordinator show how their plans comply with regulations and guidelines, including the Health and Safety Policy and that the Group Leader report back after the visit.

- 3.1.3 Ensure that they are informed about and assess routine visits well in advance, and in particular, those visits which involve an overnight stay or travel outside of the UK and hazardous or adventure activities.
- 3.1.4 Ensure the students are well supervised and the visit is well planned so that students, staff, and others are kept free from harm.

3.2 Headteacher- D Monaghan

- 3.2.1 Responsible for ensuring suitable and sufficient risk assessments are completed for all educational visits, and all risks are assessed and controlled.
- 3.2.2 Ensure all students benefit fully from the visit and that their experiences, as far as can be controlled by the school, are positive.
- 3.2.3 Appoint an Educational Visits Coordinator and provide them with suitable training and information.
- 3.2.4 Appoint Group Leaders, which are of sufficient seniority to direct other accompanying staff and provide them with suitable training and information.
- 3.2.5 Ensure that the Educational Visits Coordinator and Group Leaders are competent to fulfil their role.
- 3.2.6 Carry out due diligence checks and authorise visits when all the requirements set in this Policy are met.
- 3.2.7 If an Educational Visits is not appointed, fulfil that role.

3.3 Educational Visits Coordinator (EVC)- Carol Goold

- 3.3.1 To ensure that the planning and approval of off-site visits are structured, and to help fulfil its health and safety obligations for visits and support the Headteacher.
- 3.3.2 Ensuring that all visits and trips are planned, organised, controlled, monitored, and reviewed in accordance with this Policy and other relevant regulations and should only authorise visits when everything is fully in place.
- 3.3.3 Advice when the contents of this Policy need to be updated.
- 3.3.4 Assist the Headteacher with the selection of a Group Leader for every visit and assist Group Leaders in meeting their responsibility for the preparation, supervision and conduct of the visit.
- 3.3.5 Ensure that all people going on a visit are appropriately vetted, and careful consideration should be given as to whether voluntary helpers are engaging in Regulated Activity. If so, they should be required to have a Disclosure and Barring Service (DBS) Enhanced check with barred list check. Regulated Activity includes taking sole responsibility for a group of children or participating on a regular basis.
- 3.3.6 Ensure feedback is obtained from all educational visits which can be used to enhance and improve any future arrangements.
- 3.3.7 Support the Headteacher in ensuring that competent staff are assigned to lead and accompany visits and with approval and other decisions. The competence of the Group Leader is the single most important contributory factor in the safety of participants. The

EVC will consider the following when assessing the competence of a member of staff to lead a visit: -

- a) What experience has the leader in leading or accompanying similar or other visits?
- b) Is the leader competent in planning and managing visits?
- c) What are the leader's reasons for undertaking the visit?
- d) Does the leader have the ability to manage the pastoral welfare of participants?
- e) Does the leader exhibit sound decision-making abilities?
- f) What experience has the leader of the participants he/she intends to supervise?
- g) What experience has the leader of the environment and geographical area chosen?
- h) Does the leader possess appropriate qualifications?
- i) If appropriate, what is the leader's level of skill in the activity, and fitness level?
- j) Is the leader aware of all relevant guidelines and able to act on these?

3.4 Group Leaders

3.4.1 Are responsible for being conversant with this Policy, any other relevant policies, and procedures, and DfE guidance on Educational Visits.

3.4.2 Liaise with the EVC throughout the planning and preparation of their visit to ensure that any activities or events that may place staff or other participants at significant risk are assessed, that safety measures are in place prior to the visit taking place and suitably manage the visit. This may involve an exploratory visit to a venue.

3.4.3 Keep all the documentation relating to a visit they are leading as well as providing information for the EVC and provide all information required for the specific activity. The information required will vary dependant on the trip. This will include the following for low-risk educational visits:

- a) Providing venue details or and being familiar with the visit location and centre.
- b) Ensuring that all those accompanying the trip understand child protection issues.
- c) General details of the activity for parents and students (a letter to parents) and a signed parental consent form.
- d) Assess the students on the trip to ensure all specific medical needs are considered.
- e) Liaising with the location/centre to inform them that a visit is planned for a specific date.
- f) Ensuring that the Educational Visits Coordinator is suitably notified in order that transport can be organised (if required).

3.4.4 Additional information and procedures is required for higher risk, out of hour's visits and residential trips. This may include the following:

- a) Parental consent forms.
- b) Specific risk assessments of the activity/trip.
- c) A completed Provider Form (Appendix 7) if the external provider is not in possession of an LOtC (Learning Outside the Classroom) Quality Badge.
- d) Risk assessments from the centre or activity provider.
- e) Emergency contact details for students.
- f) A suitability assessment of those students potentially completing visit (consideration for those with special educational needs).

3.4.5 Ensure that all parents of children on their visit are provided with all the required information, which may include risk assessment information, equipment needed, standards of behaviour expected from the pupils and that any questions raised are answered prior to the visit taking place.

3.4.6 Be fully familiar with emergency procedures and contact numbers and assign a Deputy Group Leader as required to be fully conversant with all the visit information.

3.4.7 Has evaluated the visit following completion.

3.5 **Staff and Volunteers**

3.5.1 To take care of pupils in the same way that a prudent parent would do so. This includes not forcing students to take part in any activities they may not wish to do so.

3.5.2 Assist with supervision on the visit and be conversant with this Policy and the specific risk assessments for a visit.

3.5.3 Ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

3.5.4 Ensure that once the visit has commenced, where any previously unforeseen hazards or risks are identified; they are brought to the attention of the Group Leader.

3.5.5 Follow the instructions of the Group Leader:

- a) Help to maintain control and discipline.
- b) Be prepared to stop any activity if they feel the risk to health and safety is unacceptable.
- c) Not be left in sole charge of students except where it has been previously agreed as part of the risk assessment i.e., ensure the staff to student ratio is always maintained.
- d) Inform the group leader if they are concerned about the health and safety of students during the visit.

3.5.6 After the visit, provide feedback to the Group Leader to enable a full review of the visit completed.

3.6 **Students**

Students must:

- a) Dress/behave sensibly.
- b) Follow instructions given to them by any accompanying adults.
- c) Must not take any unnecessary risks or place their fellow students at unnecessary risk.
- d) Report to any supervising adult any concerns they may have during the visit.
- e) Follow the School Behaviour and Discipline Policy and not bring the school into disrepute.

4. Arrangements

4.1 Approval Procedure and Consent

4.1.1 The Headteacher has nominated Carol Gould as the Educational Visits Co-ordinator (EVC), and the Governing Body has approved this appointment.

4.1.2 The Governing Body has delegated the consideration and approval of educational visits and other off-site activities to the Headteacher and has nominated the Chair of the Governing Body as a signatory to this Policy on behalf of the governing body.

- 4.1.3 A minimum of **4 working weeks'** notice is required for **day visits** and **8 weeks' notice for overnight and overseas trips**. Wherever possible proposed trips should be in the calendar at the start of the school year.
- 4.1.4 The Visit leader must consult the EVC in advance with the proposed dates and timings of the educational visit so that clashes can be avoided, cover factored in and the impact on the wider school community can be assessed.
- 4.1.5 Before a visit is advertised to parents, the Headteacher must approve the initial plan. The Educational Visits Co-ordinator ensures the visit document pack is complete. In approving visits, the Headteacher and EVC will ensure that the Group Leader has been appropriately inducted/trained and is competent to lead the visit.
- 4.1.6 Responsibility for sign-off of the completed plan and risk assessments (where applicable) will depend on the type of visit as follows:

Visit Type	Approval Required By
'Ad hoc' Activities ¹	Headteacher
Activities involving Travel in the UK	Headteacher
Overseas Visit	Headteacher
Residential Visits	Headteacher
Visits which include Adventurous Activities led by an External Provider	Headteacher
Visits which include Adventurous Activities led by a Member of Staff	Headteacher

See Appendix 2 for the definition of an Adventurous Activity.

- 4.1.7 If possible, an exploratory visit should be made to the planned venue. If this is not practicable alternative arrangements will be made to gain as much knowledge of the site as possible by liaising with officials at the site or seeking advice from colleagues who have made previous visits. Site officials will be asked for copies of specific site risk assessments and emergency arrangements.
- 4.1.8 Where external providers are involved in organising all or part of the visit, the contract will be made with the school on behalf of the students.

Parent or Carer Consent

- 4.2.1 Consent from parents is required for pupils ParentPay to take part in all off-site activities organised by the school even though these activities take place during school hours and are a normal part of a child's education at school. Parents will always be told where their child will be and of any extra safety measures required.
- 4.2.2 Parents will be told in advance of each activity and given the opportunity to withdraw their child from a particular activity or trip. For residential trips they will be given the timetable for the activities that pupils are involved in

4.3 Approval of Staff to Lead an Adventurous Activity

- 4.3.1 What is and what is not an 'Adventurous Activity' is set out in Appendix 2.
- 4.3.2 Approval will normally be given where the leader of the activity has recent relevant experience, and:

¹ Local visits which are a planned part of the curriculum

a) - is appropriately qualified through the relevant National Governing Body,
or

b) - has a 'Statement of Competence' from an appropriate 'technical adviser.'

4.3.3 For most activities, the competence required of a 'technical adviser' is stipulated by the activity's National Governing Body.

4.3.4 In some cases, approval may be granted where no qualification is held, but the person concerned is deemed by the school to have a sufficient level of competence in addition to recent relevant experience.

4.3.5 In cases where no National Governing Body exists, the school will decide based on factors which may include technical advice, the leader's stated competence, observed competence, experience, and attendance at training courses.

4.3.6 Approval will always be subject to a requirement that the leader must always act within the remit of his/her qualifications, and in accordance with National Governing Body Guidelines where these exist.

4.3.7 Approval to lead an adventurous activity is specific to the technical aspects of the adventurous activity detail. It is not an indication in respect of other aspects of the visit, such as general management and supervision skills, the assessment of which will be the responsibility of the Headteacher and/or EVC.

4.4 Using an External Provider

4.4.1 An 'External Provider' is one that provides an element of instruction, staffing, or guiding, for example:

- Activity Centre.
- Educational Tour Operator.
- Overseas Expedition Provider.
- Climbing Wall where instruction is provided by climbing wall staff.
- PGL or Freelance instructor of adventurous activities.
- Voluntary organisation (e.g., Scout Association), where instruction is provided.

The decision about the use of an external provider is the responsibility of the Group Leader, EVC, and Headteacher.

4.4.2 To confirm that all aspects of the operation of the provider are satisfactory, the school will ensure that either:

- a.) The Provider holds an LOtC Quality Badge, or
- b.) A 'Provider Form' (see Appendix 7) has been satisfactorily completed by the provider.

(If a Provider holds an AALA license_(or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.)

4.4.3 For Providers that hold an LotC Quality Badge no further action is necessary, other than to check the suitability of the provider/venue in relation to the intended aims or learning outcomes for the group.

4.5 The expectations of Students and Parents

- 4.5.1 The school has a clear code of conduct for educational visits based on the school's 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents and include the potential of withdrawal of a student prior to or during the visit if such conduct places a child or children at risk and would have led to a temporary exclusion from school.

4.6 Planning

- 4.6.1 Risks are expected to be reduced to an acceptable or tolerable level, and not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity.
- 4.6.2 Visit planning should focus on those issues that are individual to the specific event, considering the needs of the group (including special and medical needs), the experience and competency of the staff team, and the leader in the context of the event.
- 4.6.3 Planning that includes adventurous activity commonly involves delivery by an external provider, and the provider will have responsibility for managing the activity. As such, the provider's risk assessment is not the concern of the group leader and does not need to be requested from the provider.
- 4.6.4 Alternative arrangements should be included within the planning process where appropriate, for example, where weather conditions or water levels might be critical, or where an overcrowded venue might necessitate an alternative option.
- 4.6.5 It is good practice to involve participants in the planning and organisation of visits, as in doing so they will make more informed decisions and will become more 'risk aware' and hence at less risk. They will also have greater ownership of the event.

4.7 Safety During the Visit

- 4.7.1 Prior to the visit, staff must ensure that all participants understand what is expected of them. This includes any 'rules' that will be in place. These should be re-emphasised as appropriate during the visit.
- 4.7.2 Monitoring of the visit must be ongoing, and this contributes towards both enjoyment and safety.
- 4.7.3 It is primarily the responsibility of the Group Leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity to suit changed or changing circumstances.
- 4.7.4 Following the visit, the Group Leader should record any significant issues as a note on for both reference and inform future visits.

4.8 Staffing/Supervision

- 4.8.1 The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge, and safety on a visit. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.
- 4.8.2 On all visits, there must be an 'effective level of supervision' that has been approved by the EVC and Headteacher, and where applicable is in accordance with Governing Body policy.
- 4.8.3 Staffing ratios will vary according to the activity, age, group, location, and resources. Ratios should not be finalised until the general assessment of the activity is complete. Lower risk activities may require lower staff to student ratios.

4.8.4 EYFS 1 – 5 PUPILS and HAVE at least 1 person who has a current paediatric first aid certificate accompany pupils on the outing. Children aged 2 At least 1 member of staff for every 4 children At least 1 member of staff must have a full and relevant level 3 qualification. If other members of staff are needed to fulfil the ratio, at least half of them must half a full and relevant level 2 qualification.

Age Group	Recommended Minimum Ratio
<p>Low risk e.g.</p> <ul style="list-style-type: none"> -Trips to museums / galleries - Visits to local places of worship or a local walk - Seminars / talks at other educational establishments 	<p>EYFS: See Above (4.8.4)</p> <p>KS1: 1 - 8</p> <p>KS2: 1 - 10</p>
<p>Medium risk+ e.g.</p> <ul style="list-style-type: none"> -Journeys involving an overnight stay either at or away from the school, in this country or abroad - Any day trip outside of the United Kingdom -Visits to activity centres - Day visits involving activities near water (e.g., river, lake, canal), coastal or high-risk areas i.e., mountainous areas or other such adventurous activities -Swimming in swimming pools where lifeguard cover is not provided -TFL e.g tube, trains -Many venues e.g., Hampton Court Palace 	<p>EYFS: See Above (4.8.4)</p> <p>KS1: 1 - 8</p> <p>KS2: 1 - 10</p>

4.8.5 Residential visits and adventure activities will require higher levels of supervision, and all accompanying staff and volunteers must be DBS (formally CRB) checked.

4.8.6 For all other visits, the Group Leader, EVC and Headteacher must make a professional judgement regarding the number and suitability of staffing on an individual visit basis, after consideration of the following factors:

- the type, level, and duration of activity.
- the nature and requirements of individuals within the group, including those with additional needs.
- the experience and competence of staff and other adults.
- the venue, time of year and prevailing/predicted conditions.
- the contingency options.

4.8.7 A visit must not go ahead where either the Group Leader, EVC, or Headteacher is not satisfied that an appropriate level of supervision exists.

4.8.8 Staff who are assigned to support the special needs of an individual, cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

- 4.8.9 Group leaders will also need to consider the needs of students with SEN and/or physical disabilities. Known behaviours, learning and physical needs should also be considered.
- 4.8.10 The group leader should discuss this with the Educational Visits Coordinator to ensure any judgement is proportionate and not prohibitive.
- 4.8.11 **Abroad:** The school Policy is that visits abroad should be accompanied by a minimum of one adult to 15 students.
- 4.8.12 **Volunteer Adults:** At least half of the adults accompanying an educational visit should be staff based at the school (teachers or other members of staff). Organisers are encouraged to use other adults to meet (or exceed) the minimum staffing requirements. Any volunteer helpers should be properly briefed on their responsibilities and especially on safety procedures and must be DBS checked if volunteering regularly or on a residential visit.
- 4.8.13 **Exchange Parties:** Staff organising exchanges should send a list of host families to the Child Protection Co-coordinator for his/her information. This is to ensure that we do not place a visiting youngster in a home which is potentially unsuitable.
- 4.8.14 All groups must be led by a teacher or the school Learning Mentor (Mrs Angela Conway)
- 4.8.15 Particular consideration should be given to the additional implications that may arise if staff are to be accompanied by family members (or partners) on visits.
- 4.8.16 **Supervision:** Young people must be supervised throughout all visits.
- 4.8.17 In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.
- 4.8.18 Teachers and other staff are encouraged and supported to develop their abilities in organising and managing students' learning in a variety of environments through induction and training.
- 4.8.19 Where it is appropriate the school will ensure that DBS (formally CRB) screening is available for volunteer adults assisting with educational activities and visits.
- 4.8.20 The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit (if practical and necessary), briefing teachers and other staff, accessing training courses, reviewing, and evaluating the visit or identifying the time when the Group Leader and EVC might work in partnership to undertake planning and risk assessments (if applicable).

4.9 Risk Assessment

- 4.9.1 Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity.
- 4.9.2 The school will take a common sense and proportionate approach, remembering that risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether, but it should avoid needless or unhelpful paperwork.

4.9.3 Some activities, especially those happening away from the school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out.

4.9.4 Risk assessment is nothing more than a careful examination of what could cause harm to people. It can then be decided whether everything reasonably practicable has been done to prevent harm. The organisers of each visit and journey should assess risks when planning journeys and visits. The risk assessment should be an on-going process undertaken by accompanying staff, in liaison with staff providing any services throughout the journey/visit.

The risk assessment should be based on the following considerations:

- what are the hazards?
- who might be affected by them?
- what safety measures need to be in place 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, e.g., road traffic accident, member of staff being admitted to hospital etc.

4.9.5 Organisers need to list all the activities that are part of the entire journey or visit. e.g., travel; sleeping arrangements etc. and complete an assessment for each.

Risks should be assessed **LOW, MEDIUM, and HIGH** considering:

- the type of activity and the level at which it is being undertaken.
- the location.
- the competence, experience, and qualifications of school supervisor staff.
- the ratio of competent, experienced, and qualified Centre staff to students.
- the age, competence, fitness, and temperament of the students.
- seasonal conditions, weather, and timing.
- the controls put in place.

LOW	No additional action required only basic controls. Monitoring required ensuring that controls are maintained.
MEDIUM	Action should be taken to reduce the risk through improved control measures.
HIGH	The activity should not take place until the risk has been reduced.

4.9.6 The Headteacher, in conjunction with the Educational Visits Coordinator will ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned.

4.9.7 **A risk assessment is not required every time an activity is undertaken that usually forms part of the school day, for example, taking pupils to a local venue which is frequently visited, such as a park, or place of worship. Any risks of these routine activities will have been considered when agreeing the school's general health and safety policies and procedures.** A regular check with the educational visit coordinator to make sure the precautions remain suitable is all that is required.

4.9.8 The school requires group leaders in conjunction with the Educational Visits Coordinator to:

- a) Follow a common sense and proportionate approach to risk assessment with the focus being on significant risks.
- b) For higher-risk activities a full risk assessment must be undertaken before the visit.
- c) Complete the school educational visits risk assessment (where applicable).

- d) Consider that risk assessment is not a one-off exercise. It is a dynamic process; the group leader and other supervisors should monitor the risks throughout the visit and take appropriate action, as necessary.
- 4.9.9 Group Leaders and the EVC should note that for providers that hold an LotC Quality Badge, activity risk assessments do not need to be completed by the school. The risk assessments pertaining to the activities organised and led by the provider have been externally assessed, and they have been awarded the LotC Quality Badge.
- 4.9.10 When planning an activity that will involve adventure activities such as climbing, trekking or water sports, the EVC must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland, and Wales, but these arrangements may be subject to change in the future.
- 4.10 Transport - General**
- 4.10.1 When hiring buses and coaches, liaise with **office staff and EVC** who will book the transport. Local Authorities can provide an up to date 'Approved Bus and Coach Operators List' to enable the school to identify those operators who are able to provide vehicles and drivers to a minimum standard at all times.
- 4.10.2 The vehicle should be provided with seatbelts on all seats – with all seats forward-facing, as the law requires for school trips.
- 4.10.3 **If parents' or teachers' private vehicles are used (EV6 form must be completed by the member of staff)** the vehicles must be roadworthy and adequately insured. Documentation must be checked by the Group Leader. All cars must be fitted with suitable child restraints. Parents must provide specific permission for their child to be transported in a private vehicle.
- 4.10.4 If public transport is used, it is advisable to make party bookings in advance and ensure that the risk assessment adequately covers all potential hazards.
- 4.11 Minibus Transport**
- 4.11.1 **The school policy is that all Drivers of the school minibus above the specified weight limit must hold a D1 License (those who obtained a license before January 1997 will have one). All those who do not have a D1 license will be required to complete a D1 license test before being permitted to drive.**
- 4.11.2 **Drivers will only be permitted to drive a minibus without a D1 license if the following conditions are met:**
- a) **The minibus weighs no more than 3.5 tonnes**
 - b) **The minibus has no more than 16 seats**
 - c) **The driver is over 21 years of age**
 - d) **The driver has been driving on a full license for more than two years**
 - e) **The driver is not specifically remunerated for driving through their contract of employment.**
- 4.11.3 **All drivers are required to complete a MIDAS or equivalent minibus driving training course (usually one day) before being permitted to drive.**
- 4.11.4 Driver fatigue or distraction has been highlighted as a factor in recent minibus incidents nationally.
- 4.11.5 For all journeys there should always be an additional adult to the driver on the school minibus.

4.11.6 Drivers must not drive if unwell or if on medication or receiving medical treatment which advises against driving.

4.11.7 Seat Belts: Students and staff travelling in minibuses must wear seat belts by law.

4.11.8 15 pupils only to travel on the minibus.

4.11.9 Overloading: The minibus is overloaded if the total weight (bus + fuel + passengers + luggage) exceeds the **maximum laden weight** for the vehicle. This weight is printed on the vehicle and in the handbook. For guidance, the vehicle should only carry passengers, driver and hand luggage.

LIABILITY FOR DRIVING AN OVERLADEN VEHICLE RESTS WITH THE DRIVER

4.12 **First Aid and Medical Needs**

4.12.1 It is advisable that one member of the accompanying staff is first aid trained and is also able to provide any necessary support for students with medical needs, e.g. use of EpiPen. The EVC will work with the group leader to ensure suitable medical/first aid cover has been provided. This will be assessed considering the activity and students participating.

4.12.2 'Emergency First Aid,' e.g. a 3-hour non-assessed course, is generally suitable for routine urban visits. However, the nature of the visit may indicate that a higher-level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed.

4.12.3 A travel first aid kit should be carried and also details of any students with medical needs.

4.13 **Water-Margin Activities**

4.13.1 This section applies to activities that take place near or in water – such as a walk along a riverbank or seashore, collecting samples from ponds and streams, or paddling or walking in gentle, shallow water². It does not apply to swimming and other activities that require water safety or rescue qualifications and equipment, or water-going craft.

4.13.2 At the outset, the Group Leader must decide whether the activity falls within the definition above – if not, guidance on 'adventurous activities' should be referred to, see Appendix 2.

4.13.3 All staff involved in water-margin activities should be conversant with the guidance contained within Group Safety at Water Margins. This document must be made available to all supervising adults in advance of the visit.

4.14 **Residential and Overseas Visits**

4.14.1 For all visits, it is essential that consideration is given to the following:

- Culture: food and drink, local customs, religion, expected behaviour/dress, gender issues, sanitary arrangements, corruption, political stability, local financial information, alcohol & drugs.
- Accommodation: checked for suitability, security, safety precautions and emergency evacuation.
- Transport systems have been assessed as safe for use.

² 'Gentle, shallow water' is slow moving and not above the knees of the participants

- 4.14.2 The Group Leader should consider the relevant country information from the Foreign and Commonwealth Office website. All relevant FCO information should be circulated amongst the staff team.
- 4.14.3 For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all participants must hold a valid EHIC (European Health Insurance Card).
- 4.14.4 For exchange visits, the school has adopted the Outdoor Education Advisers' Panel guidance document: *Young People's Exchange Visits*
- 4.15 Weather, Clothing & Survival**
- 4.15.1 Where appropriate, the leader must obtain and act upon recent weather forecasts and local advice.
- 4.15.2 Participants should be adequately clothed appropriate to the nature of the visit and the environment, the experience and strength of participants, the time of year and expected weather conditions, altitude and exposure to elements.
- 4.15.3 When venturing away from immediate help, leaders should consider the need for comfort, insulation and shelter for a casualty, or for the whole group, and provision of emergency food and drink etc. The need for signalling equipment and/or mobile phones and torches should also be considered.
- 4.15.4 It is primarily the responsibility of the Group Leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity to suit changed or changing circumstances, for example, over-busy lunch area, rain, rising water levels, etc.
- 4.16 Swimming - General**
- 4.16.1 All swimming activities and venues must be included within the visit plan, and lifeguarding arrangements checked in advance. This is particularly important in respect of visits abroad, where for example, a hotel pool may be available.
- 4.16.2 Young people must be supervised by a competent adult at all times whilst undertaking swimming activities.**
- 4.17 Swimming pools (lifeguarded)**
- 4.17.1 UK Swimming Pool safety: Pool operators have a duty to take all reasonable and practicable measures to ensure that teaching and coaching activities are conducted safely.
- 4.17.2 For publicly lifeguarded pools abroad, the assurances must be sought that appropriate lifeguard cover is in place prior to participants entering the water.
- 4.17.3 Unless suitably qualified, the school staff should not have responsibility for lifeguarding. However, they do retain a pastoral role for participants at all times, either through direct or 'remote' supervision.
- 4.17.4 For swimming lessons, the school should ensure the swimming teacher in charge or other pool employees/responsible adults supervising the participants are qualified according to current guidelines.
- 4.18 Hotel (and other) swimming pools**

4.18.1 Lifeguarding³ arrangements will be checked in advance of any visit.

If lifeguarding arrangements are not provided at the pool, then the Group Leader will bear the full responsibility for ensuring swimming safety, and specific approval to lead the activity will be required.

4.18.2 The role of the lifeguard is:

- a) To directly supervise the pool and the pool users, exercising appropriate levels of control. (Note: the lifeguard should remain on the poolside at all times except in the case of an emergency)
- b) If necessary, brief pool users in advance regarding rules (e.g. no diving, running, etc.).
- c) To communicate effectively with pool users.
- d) To anticipate problems and prevent accidents.
- e) To intervene to prevent behaviour which is unsafe.
- f) To carry out a rescue from the water.
- g) To give immediate first aid to any casualty.

4.18.3 The above must be accomplished in the context of the normal operating procedures and the emergency plan for the pool, which should be considered before swimming takes place. Full familiarisation of the systems described should be walked through at the pool.

4.18.4 Staff must be aware of the procedures in the event of an emergency, and who at the venue will provide back up. Staff should also know if they have exclusive use of the pool, as other pool users may increase the supervision role of your lifeguard.

4.18.5 If a young person holds an appropriate qualification then their role should be emergency lifeguard action, and supervision should remain the responsibility of the school staff

4.19 The school does not participate in open water swimming.

5.1 Conclusions

5.1.1 This Educational Visits policy reflects the school's serious intent to accept its responsibilities in all matters relating to the management of Educational Visits. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this Policy.

³ A valid RLSS UK National Pool Lifeguard Qualification (NPLQ), or equivalent in the country visited is appropriate accreditation

Appendix 1 - EMERGENCY PROCEDURES

Introduction

Despite good planning and organisation, there may be accidents and emergencies which will require on the spot response by the group leaders. Adequate provision for minor first aid must be available when the party is 'in the field', and the leader should ensure that the levels of supervision are sufficient to allow the group to be split where necessary. A mobile phone is a useful aid. Activity centres should have their own emergency procedures. Details of these must be obtained in advance of the visit and compared with the recommended framework below if there is any doubt about the safety of the arrangements, the trip should not take place.

Procedures

The school will appoint the Headteacher or Deputy Headteacher (Helen Arthur) in her absence as the emergency contact for each visit. All major incidents should immediately be relayed to the school office; the office will inform of the problem to the HT or DHT, especially those involving injury or that might attract media attention.

In out of school hours and emergency the HT's mobile 07771906497 and the DHT is 07745716128

The Group Leader will leave full details of all students and accompanying adults on the visit with the emergency contact, including the home contact details of parents/guardians and next-of-kin. The Group Leader will always keep this list with them during the trip.

All incidents and accidents occurring on a visit will be reported back through the school reporting systems.

The Group Leader will complete the following:

1. Establish the nature and extent of the emergency.
2. Make sure all other members of the party are accounted for and safe.
3. If there are injuries immediately establish their extent, so far as possible, and administer appropriate first aid.
4. Establish the names of the injured and call whichever emergency services are required.
5. Advise other party staff of the incident and that the emergency procedures are in operation.
6. Ensure that an adult from the party accompanies the injured child/children to the hospital.
7. Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to school.
8. Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all students and staff are accounted for.
9. Control access to phones until contact is made with the Headteacher emergency contact point or designated senior member of staff and he or she has had time to contact those directly involved.

Give full details of the incident to the Headteacher or designated contact:

- Name.
- Nature, date and time of the incident.
- Location of the incident.
- Details of injuries.
- Names and telephone numbers of those involved.
- What action was taken.
- A telephone number for further contact.

Serious Incidents

For serious incidents where the media may be involved, the group leader or other party members must not discuss matters with the media. Under no circumstances should the name of any casualty be divulged to the media.

The Headteacher or designated senior staff member should arrange to contact parents/carers of those involved. For a serious incident, the Headteacher or designated senior staff member should contact parents of all-party members.

The group leader should write down, as soon as practicable, all relevant details while they are still fresh in the memory. Other staff members might also be asked to do so. A record should be kept of the names and addresses of any witnesses. Any associated equipment should be kept in its original condition.

Legal liability should not be discussed or admitted.

All accident forms should be completed as soon as possible, and Insurers, the Health and Safety Executive, should be informed as appropriate.

Appendix 2 - ADVENTUROUS ACTIVITIES

The following activities are regarded as 'adventurous':

- All activities in 'open country' (Normally defined as land above 300m, or more than 1km from vehicular access)
- Swimming (all forms, excluding publicly lifeguarded pools)
- Camping
- Canoeing/kayaking
- Sailing/windsurfing/kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft.
- All other forms of boating (excluding commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hillwalking and Mountaineering
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coaststeering/coastal scrambling/sea level traversing
- Underground exploration
- Shooting / archery / paintballing
- Snowsports (skiing, snowboarding, and related activities), including dry slope.
- Air activities (excluding commercial flights)
- Horse riding
- Motorsport – all forms
- High-level ropes courses
- Off-road cycling
- 'Extreme' sports
- Other activities (e.g., initiative exercises) involving skills inherent in any of the above

The following activities are **NOT** regarded as adventurous but must be supervised by a member of staff who has previous relevant experience and who in the opinion of the EVC and Headteacher is competent to supervise the activity:

- Walking in parks or on non-remote country paths
- Field studies - unless in the environments stated in 'open country'.
- Swimming in publicly lifeguarded pools
- Theme parks
- Tourist attractions
- Pedal go-karts
- Farm visits
- Local traffic survey
- Museum, library, etc.
- Physical Education and sports fixtures (other than the above)
- Water-margin activities, e.g., activities that take place near or in water – such as a walk along a riverbank or seashore, collecting samples from ponds and streams, or paddling or walking in slow-moving, shallow (typically up to the knees of the participants) water. It does not apply to swimming and other activities that require water safety or rescue qualifications and equipment, or water-going craft.
- Travelling on London public transport.

Safety during Adventurous activities

The responsibility for the safety of participants in an adventurous activity will rest with either:

a) An external provider

Any external provider must hold an LOTC Quality Badge or complete a Provider Form (Appendix 3). (If a Provider holds an AALA license_(and/or any other accreditation) but not an LOTC Quality Badge, then a Provider Form is still required.)

Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

or

b) A member of the school staff

Water-Based Activities

To participate in water-based activities, participants should normally be water confident. Participants who lack water confidence may still be able to take part subject to consideration of all factors, including the activity itself, and supervision arrangements. The level of water confidence of all participants must be known by the activity leader prior to the commencement of water-based activities.

Leaders should have knowledge of the water conditions/hazards (and potential changes) that might be encountered and prepare accordingly. Local advice must be sought where appropriate, e.g., coastguard, harbour master, other site users, etc.

Personal buoyancy conforming to the appropriate National Governing Body guidance must be always worn by all participants in water-based activities, except, at the discretion of the activity leader, where the activity:

- a) takes place in a swimming pool, or
- b) is 'swimming', or
- c) is an activity for which personal buoyancy would not normally be worn by young people.

Linked Policies:

- **Critical Incident Policy**
- **Behaviour and Discipline Policy**
- **School Code of Conduct for Staff and Pupils**
- **First Aid Policy and Administration of Medicines**
- **Health and Safety Policy Appendix – School Minibus Procedures**

St. George's Catholic Primary Voluntary Academy

OFF SITE ACTIVITIES

Date of visit or trip	Destination and mode of transport	Description of Activity Departure & Return Time	Lead Person	Names of other adults	Year groups and number of pupils	Number/Ratio of adults to pupils. Not less than 1:15 - 20	Approval* by Headteacher Sign & Date	Forms Seen* and checked by EVC Sign & date

* In signing the above I confirm that:

The planning and risk management for the visit has been checked and approved by the EVC with adherence to the 'Educational Visits Checklist', and the appropriate training/induction of the visit leader. The Governing Body Policy on Educational Visits has been complied with.

This form should be retained by the EVC on file at school, together with all other documentation relating to the visit(s).

This Approval Form must be completed for all visits that are : overseas

Please tick which apply: residential
 involving an adventurous activity and or led by school staff (EV3)
 involving an adventurous activity led by an external provider

School: St. George's Catholic Primary Voluntary Academy		Name of EVC:	
Date of visit:		Approx. No. of Pupils:	Year Group/s
Venue Name Address and telephone No.			
Educational aims: (must include) Educational Activities:			
Name and contact number of any external provider/s:			
Travel arrangements: (include departure and return times)			
Visit Leader name & contact number/s:	Name:		
Nominated member of staff for contact or/and emergency contact number/s for this trip. (emergency contact remaining in the UK)	Name:		
School emergency contact numbers:	0208 422 1272 School Tel	Individual members of staff are nominated for different trips and emergency contact numbers are given to parents.	
Names of accompanying staff/adults		Contact Numbers of accompanying staff/adults	

- a) *The planning and risk management for the above visit has been checked and approved according to the Educational Visits' policy including adherence to the 'Educational Visits Checklist':*
- b) *The Visit Leader has received appropriate training/induction;*
- c) *The Governing Body policy on educational visits has been complied with;*
- d) *I/we will approve the Event Specific Risk Assessment prior to the visit;*
- e) *(If using an External Provider): I am in receipt of a completed (unmodified or agreed) Form EV4.*

EVC	<i>signed & date</i>	Headteacher	<i>signed & date</i>
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The following is available for inspection if required (please tick):

- Information letter/s to parents or carers Form EV5 Event Specific Risk Assessment (ESRA)
 Internal (school) approval documentation Other:

Appendix 6:

EV3

Approval of a member of staff to Lead an adventurous activity

School	St. George's Catholic Primary Voluntary Academy
Name of activity Leader	
Proposed activity	
Details of intended venture/s -venues, dates, numbers, etc	

Qualifications in the activity specified:

Personal proficiency	
Teaching/coaching awards	

Are these awards still valid? YES / NO

Experience in the activity specified:

Personal	
Teaching / Leading	
Do you have recent relevant experience in the activity?	YES / NO
If Yes to the above Please give details:	

Signature of applicant: _____

Date: _____

APPROVAL GRANTED / NOT GRANTED *(delete as appropriate)*

Name:

Signature: _____

Date: _____

SUBJECT TO THE FOLLOWING CONDITIONS:

- 1) Adherence to National Governing Body guidelines (where these exist)
 - 2) The above named must operate within the remit of his/her qualifications and experience at all times
- Copy to applicant Copy to EVC

Appendix 7: PROVIDER FORM

EV4

Providers that do not hold an LOtC Quality Badge are required to complete and return this Form in advance of the school making a commitment.

Staff member in charge.....

Date(s) of visit.....

Name of provider.....

The provider or tour operator providing services to the school is asked to give careful consideration to the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications which do not apply to your provision.

Section A should be completed for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.

SECTION A - ALL VISITS

Health, Safety, and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health And Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection.
2. Accident and emergency procedures are maintained, and records are available for inspection.

Vehicles

3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

Staffing

4. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability to work with young people.
5. There are adequate and regular opportunities for liaison between school staff and the provider's staff, and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to school staff.
6. The provider has never been dismissed from any employment or had a contract ended

Insurance

7. The provider has public liability insurance for at least £5 million with a clause giving 'indemnity to principal'.

Accommodation (if provided)

8. UK accommodation is covered by a current Fire Risk Assessment available for inspection.

9. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned.

10. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.

11. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants' accommodation.

SECTION B - ADVENTURE ACTIVITIES AND OUTDOOR FIELD STUDIES

12. Adventure Activities Licensing Authority (AALA) Licence covering dates of visit

YES OUT OF SCOPE

13. If YES, AALA Licence number R

For AALA licensable activities in the UK, the specifications in this section are checked as part of the AALA inspection. However, providers licensed with AALA are asked to consider these specifications with respect to any activities or aspects of provision not covered by the licence.

Activity management

14. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with responsibility for participants are competent to undertake their duties.

15. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.

16. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser.

17. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is in line with current good practice within the UK, and this includes appropriate instructor competencies.

18. Participants will, at all times have access to a person with an appropriate First Aid qualification. Staff are practiced and competent in accident and emergency procedures.

19. There is a clear definition of responsibilities between providers and visiting staff regarding the supervision and welfare of participants.

20. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.

SECTION C - TOUR OPERATORS

Where a tour operator delivers services to school using other providers, e.g. ski establishments, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in Sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

22. Sections A and B of this form, as appropriate, have been completed to show that checks have been made. Records are available for inspection.

23. The Tour Operator complies with the package travel regulations, including bonding to safeguard customers' monies.

24. ATOL, ABTA or other bonding body name and numbers.....

SECTION D - OVERSEAS EXPEDITIONS

25. The provider complies with 'Guidance for Overseas Expeditions, Edition 3' (GOE3). If any of the above specifications cannot be met or are not applicable, please give details:

Details of any other accreditation, e.g. with National Governing Bodies, tourist boards, etc.

DECLARATION

I hereby certify that I am an authorised signatory to enter into this Agreement and to bind the said company, firm, person or corporation to the terms and conditions herein.

Signed: _____ **Date:** _____

Name (print): _____ **Position in organisation:** _____

Full name and address of company, firm, person or corporation:

Tel: _____ **Fax:** _____ **Email:** _____

EDUCATIONAL VISIT RISK ASSESSMENT FORM

(This form should be completed, in addition to any generic risk assessments that might be used, if there are any specific risks associated with the particular **activities** undertaken, the actual **locations** visited, or any **individuals** involved).

St. George’s Catholic Primary Voluntary Academy	Group Leaders Name:	Ages/Year Group(s) of Students:
EDUCATIONAL VISIT DETAILS		
Educational Visit Date:		
Location:		
Event/ Activity		

Generic risk assessments to be followed for this visit (please list below): e.g. Travel by Coach

<p>Specific Individuals at Risk</p> <p>(e.g. staff or students who may be particularly at risk of harm, or who might present a hazard to others – including risk factors)</p> <p>e.g. Fred Smith - occasional epileptic seizures</p>	<p>Control Measures</p> <p>(e.g. what steps are being taken to reduce the risk of the hazard?)</p> <p>e.g. Fred Smith – regular checks, ensure medication is taken, staff/students aware and trained</p>

<p>SIGNIFICANT HAZARDS (e.g. how might people foreseeably be harmed?) (e.g. Fast incoming tides, trapped, drowning or fall from a cliff)</p>	<p>CONTROL MEASURES (e.g. what steps are being taken to reduce the risk of the hazard?) (e.g. Ring Coastguard – check tides and weather – inform of visit – depart from beach 2 hours before high tide)</p>	<p>COMMENTS or EXTRA ACTION REQUIRED BEFORE DEPARTURE (e.g. Check if "Spring Tides", Add coastguard tel. no. to leader's mobile phone)</p>	<p>RISK RATING (Low/Med/High) (Take into account both <u>seriousness</u> and <u>likelihood</u> of hazard)</p>

IMPORTANT: The Risk Assessment should be shared and discussed with **all** the leaders of the visit, and should **only** be approved once all significant hazards have been identified, the control measures are agreed and will be implemented, AND the overall risk ratings are considered acceptable. In most circumstances, if the Risk rating is considered "Med" or "High", the activity/event should be cancelled, or additional control measures put in place to reduce the risk to "Low".

Risk assessment completed by:		
Name:	Position:	Date:
Risk assessment approved by:		
Group Leader's Name:	Position:	Date:
Educational Visits Coordinator:	Position:	Date:

Use of a private car to transport Pupils

1	To: The Headteacher _____ Scho ol
----------	--------------------------------------

I confirm that I am willing to use my own vehicle for transporting Pupils on educational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is roadworthy in all respects.

2	Signed: _____ Print name: _____
----------	------------------------------------

3	Address: _____ _____ _____ _____
----------	---

4	Name of Insurance: _____
----------	--------------------------

5	Date: _____
----------	-------------

The school reserves the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence

	Insurance cover required
For teachers	<i>'Use by the Policyholder in connection with the business of the Policyholder'</i>
For parents and other volunteers	<i>'Use for social, domestic and pleasure purposes'</i>

St. George's Catholic Primary Voluntary Academy Educational Visits Checklist

This checklist is an essential part of the risk management process and is applicable for **all** visits.

The visit should only go ahead if the answer to all applicable questions is 'YES'

This checklist to be completed In advance of the visit by the group leader and checked by Headteacher.

- | | | | |
|-----|---|--------------------------|------------------------------|
| 1. | Have the educational aims of the visit been clearly identified? (see Section D) | <input type="checkbox"/> | |
| 2. | Is the visit appropriate to the age, ability and aptitude of the group? | <input type="checkbox"/> | |
| 3. | Has there been suitable progression/preparation for Pupils prior to the visit? | <input type="checkbox"/> | |
| 4. | Does the visit comply with any guidelines specific to your school? | <input type="checkbox"/> | |
| 5. | Does the visit comply with any specific LA guidelines? (see relevant sections) | <input type="checkbox"/> | |
| 6. | If a member of staff is going to <u>Lead</u> an adventurous activity, do they have the relevant qualification or 'Statement of Competence | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| 7. | If using an external provider or tour operator, does the provider hold an LOtC Quality Badge | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| 8. | If using an external provider or tour operator who does not have a LOtC Quality Badge has the provider satisfactorily completed and returned an 'Provider Form'? (see Section AA) | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| 9. | Are transport arrangements suitable and satisfactory? (see Section L) | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| 9. | If the visit is residential, have appropriate measures been taken to ensure the suitability of accommodation? (see Section O) | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| 10. | If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of pupils? (see Section P) | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| 11. | Have you conducted a pre-visit? (normal procedure for most visits within the UK).
If not, have appropriate additional checks been made? | <input type="checkbox"/> | |
| 12. | Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations). | <input type="checkbox"/> | |
| 13. | Have any adult helpers (not employees at the school) been approved by the Headteacher as to their suitability? | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| 14. | Is the level of staffing sufficient for there to be an appropriate level of supervision at all times?
This will be determined by: a) the type, level and duration of activity b) the nature and requirements of the group c) the experience and competence of staff d) the venue, time of year and prevailing or predicted conditions. e) 'Plan B' | <input type="checkbox"/> | |

15. Does the Visit Leader possess the necessary competence to lead the visit and is he/she comfortable with their role?
16. Are all staff aware of and comfortable with their roles?
17. Are all helpers aware of and comfortable with their roles?
18. Has Event Specific Risk Assessment (ESRA) been carried out and will this be shared with all relevant parties? (see Section G and Form EV5)
19. Is insurance cover adequate? (see Section K)
20. Does the visit leader and at least one other member of staff know the Pupils that are being taken away, including any behavioural traits?
21. Have Pupils been advised in advance about expectations for their behaviour? If appropriate, are Pupils aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with Pupils and staff?
22. Are Pupils aware of the nature and purpose of the visit?
23. Are parents fully aware of the nature and purpose of the visit, including contingency plans, and has written consent been obtained? (see Section J)
24. Have all relevant details been issued? (eg. itinerary, kit lists, etc?) n/a
25. Are staff aware of any medical needs and/or other relevant details of Pupils?
26. Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training? n/a
27. Are staff aware of any relevant medical conditions of other staff/helpers within the group? n/a
28. Does at least one responsible adult or member of staff have a 'good working knowledge' of First Aid appropriate to the environment? (see Section W)
29. Is a first aid kit (appropriate to the visit) available? (see Section W)
30. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. **eg. 'Plan B'**, and have these plans been risk assessed and has parental consent been obtained?
31. For journeys taking place outside school hours or abroad, will Form EV7 be carried by the Visit Leader? Will all staff be made aware of this form and all other 'Useful Contact' emergency numbers? n/a
32. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see Section X) and will Form EV7 be with the visit leader at all times?
33. Are full details of the visit held at the school with the EVC? This must include full contact details of staff, list of pupils and full contact details.
34. If appropriate does the nominated emergency contact at the school hold a copy of 'Useful Contact' emergency numbers as well as phone numbers for staff accompanying the visit?
35. Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? (see Section M) n/a

36. If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? (see Section R) n/a
37. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? If possible please contact service provider as well as intended place of stay. n/a
38. Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? n/a
39. Does any specialist equipment conform to the standards recommended by responsible agencies? n/a
40. Have all financial matters been dealt with appropriately? Please ensure you have discussed this with School Manager.
41. Has the visit been approved by the Headteacher and Educational Visits Coordinator (EVC), and in line with Governing Body policy? (see Section C)

To be completed before or during the visit

41. Do all staff have a list of Pupils/groups? (+ emergency contact details if out of school hours)
42. Does the school office have a list of the names of all pupils, including adults (+ contact details if out of school hours)
43. Do staff have sufficient funds to allow for any contingencies? n/a
44. Do staff have any relevant literature, work sheets, clipboards, etc? n/a
45. Do staff have other items, eg. first aid kit, + sick bags, litter sack, etc., if needed?
46. Are Student numbers being checked at appropriate times?
47. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully? n/a
48. Are Pupils aware of the procedure in areas where there is traffic? (eg. if walking, is it in pairs, singles, groups? - may Pupils run? - are Pupils aware of the procedure at road crossings? etc.) n/a
49. Has a clear recall system been arranged if the group is working away from you? 'Remote Supervision' Do Pupils understand this and will they be able to respond effectively? n/a
50. If a rendezvous for the group has been arranged after a period of time, does each Student and member of staff know exactly where and when to meet? 'Remote Supervision' n/a
51. Do Pupils know what action they should take if they become separated from the group?
52. Is on-going risk assessment being conducted, and the programme adapted if necessary to suit changed or changing circumstances? eg. Plan B

At the end of the visit

53. Are appropriate arrangements in force for the dismissal of Pupils?

- | | | | |
|-----|---|--------------------------|------------------------------|
| 54. | Has the visit leader reported back to the Educational Visits Co-ordinator? | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| 55. | Has the group been debriefed and any relevant follow-up work completed? | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| 56. | Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc? | <input type="checkbox"/> | |
| 57. | Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits? | <input type="checkbox"/> | |
| 58. | Have all staff and helpers involved in the visit been thanked for their input? | <input type="checkbox"/> | |

Appendix 11: EMERGENCY PLAN PROCEDURES

The following provides information to be used by the group leader in the event of an emergency.

Educational Visit:	
Date of Visit:	
Group Leader:	

Emergency plan for:	
Loss of transport provider:	
Loss of residential provider:	
Serious accident/illness during the visit:	
Senior management contact details:	

Further Guidance

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The H&S lead in the school will keep under review to ensure links are current.

- HSE
<https://www.hse.gov.uk/>
- HSE – school Trips
<https://www.hse.gov.uk/services/education/school-trips.htm>
- Department for Education - Health and safety on educational visits
<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
- The Royal Society for the Prevention of Accidents (RoSPA) - Planning and Leading Visits and Adventurous Activities
- <https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/school-visits-guide.pdf>
- National Education Union (NEU) – Educational Visits
<https://neu.org.uk/advice/educational-visits>

Further Resources

- EVOLVE visits - online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities
<https://edufocus.co.uk/pages/evolve/visits.asp>