



Appleton Academy

Outdoor and Educational Visits Policy



Approved By	Approval Date	Next Review
Appleton Academy Local Advisory Board	March 2019	2022/23 – Term 2
Appleton Academy Local Advisory Board	October 2023	2025/26 – Term 2

1.0 Introduction

- 1.1 Appleton Academy provides many opportunities to enrich the curriculum for students through off-site activities and educational visits. These include; visits to museums and galleries; sporting venues; outdoor adventure sites; field studies sites, factories and offices; theatres and concert venues and to other schools.
- 1.2 The value of off-site activities and educational visits is well recognised positively encouraged by the Governing Body and fully supported throughout the school. Safety is recognised as crucial and careful planning and adherence to statutory procedures is required. Off-site activities and educational visits must be well managed and responsibilities recognised.
- 1.3 This document outlines the specific policies and procedures for Appleton Academy. It supplements and follows the guidance, regulations and advice contained within the following significant publications:
 - DFE Guidance: Health and Safety on Educational Visits (November 2018)
 - The Outdoor Education Advisers' Panel (OEAP) National Guidance (<https://oeapng.info>)

2.0 Visit Notification

- 2.1. EVOLVE visit notifications will, as a minimum, state
 - the educational purpose of the visit,
 - its aims and objectives and
 - how it conforms to the school's curriculum aims.
- 2.2 EVOLVE will be used to provide assurance that each visit is methodically and suitably planned.
- 2.3 Approval of visits will be outlined within the arrangements section of this policy.
- 2.4 Competencies required for the nominated Visit Leader and supervisors will be clearly defined.
- 2.5 Where the school uses external providers, the visit leader must satisfy themselves that they will deliver quality; have public liability insurance; and meet health & safety standards. This can be done by consulting Evolve; KADDI; and/or the use of E2 & E3 provider forms.
- 2.6 Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.
- 2.7 The timescales for the proposal, approval and departure of each visit will be included in the arrangements section of this policy in line with EVOLVE.
- 2.8 Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should accompany the trip.
- 2.9 No child will be allowed to embark on any visit without producing a consent form signed by their parent/guardian.
- 2.10 Every trip or visit will be subject to a review on EVOLVE.
- 2.11 All off-site activities and educational visits that are residential, hazardous or overseas will need the approval of the Trust CEO and Chair of the Local Advisory Board and the Bradford LA representative via EVOLVE.

3 Roles and Responsibilities

- 3.1 Executive Headteacher
 - The Executive Headteacher will be responsible for ensuring that Educational Visits are planned in accordance with national guidance and procedures, that the supervisors are competent, physically and mentally fit and that Trust assent has been given if required.
 - The Executive Headteacher will be responsible for ensuring that trips are efficiently organised, undertaken, monitored and reviewed

- The Executive Headteacher will submit an overview of the planned activity undertaken as Level 3 and above is submitted to the Chair of Governors and Trust CEO at the beginning of the academic year for outline approval.
- The Executive Headteacher will identify the EVC and agree the duties delegated to the EVC.
- The Executive Headteacher will authorise all visits via EVOLVE.

3.2 Educational Visits Co-ordinator (EVC)

- The school's Educational Visits Co-ordinator is: Craig Armitage
- They will undertake duties as agreed between them and the Executive Headteacher in line with the responsibilities listed in the Outdoor Education Advisers' Panel (OEAP) National Guidance.
- The EVC will be trained and fully conversant with the Policy Handbook for Educational Visits; OEAP National Guidance web site; and have access to the afPE Safe practice in Physical Education, School Sport and Physical Activity.
- be able to confirm that the leadership of the visit is appropriate and check staff qualifications, this to include accompanying staff and volunteers;
- organise the training of leaders and volunteers, and organise thorough induction of staff and volunteers new to the visit;
- ensure that procedures for Criminal Records Bureau disclosures are in place as necessary;
- ensure that all visits are submitted via EVOLVE within the agreed timescales and the agreed documentation is submitted.
- ensure that liaison with parents/guardians and obtaining consent are effective;
- ensure that the establishment has robust emergency procedures in place and knows how to liaise with the Trust and LA team should an emergency occur;
- ensure that the establishment complies with requirements for reporting incidents and accidents (including 'near misses')
- support the Executive Headteacher in the management of and evaluation of educational visits;
- use and apply suitable record keeping practices for both children and young people and leaders off-site;
- learn from previous experience, recording successful practice and contacts, and be able to use them and move on, in particular where staff personnel change;
- monitor and review what is going on, establishing a clear picture of current practice. Be able to both report on successes and set targets for improvement. Be ready to intervene where practice is incorrect or unsatisfactory.

3.3 Visit Leader

The Visit Leader named for each visit will have overall responsibility for the visit whilst it is underway. The Visit Leader must:

- be approved to carry out the visit and suitably competent and knowledgeable about the school and LA's policies and procedures;
- comply with the requirements outlined in this policy and their role as defined in the OEAP National Guidance web site. plan and prepare for the visit and assess the risks with the EVC;
- define the roles and responsibilities of other staff and children and young people and ensure effective supervision of what they do;
- ensure that the notification is completed on EVOLVE and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place obtain the school Executive Headteacher's approval for the visit;
- have enough information on the children and young people taking part in order to risk assess their suitability for the visit or specific activity;
- ensure that all parents of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place. consider stopping the visit if the

risk to the health and safety of the children and young people is unacceptable and have in place procedures for such an eventuality;

- ensure the leaders have details of the school contact;
- ensure the leaders and others have details of the child's or young person's special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- share risk assessments and procedures, in advance, with staff, children and young people taking part
- undertake an evaluation of the visit on EVOLVE within 28 days following the visit.

3.4 Supervisory staff

All staff assisting with supervision on any trip will be conversant with their responsibilities as stated in this policy. They should feel confident to challenge any unsafe practice observed.

- ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.
- ensure that once the trip has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Visit Leader.
- will feedback information to the Visit Leader to enable a full evaluation of the trip to be completed.

3.5 Parents

- provide the EVC with emergency contact number(s);
- sign the consent form;
- give the EVC information about their child's or young person's emotional, physiological and physical health which might be relevant to the visit;
- agree the arrangements for sending a child or young person home early and who will meet the cost.

3.6 Children/young people

- not take any unnecessary risks
- follow the instructions of the leader and other supervisors including those at the venue of the visit
- dress and behave appropriately and responsibly
- if abroad, be sensitive to local codes and customs
- look out for anything that might hurt or threaten himself or herself or anyone in the group and inform the group leader or supervisor

4. Arrangements

4.1 Proposals

- The Visit Leader will submit a proposal to the Executive Headteacher before starting an Evolve notification. The Evolve notification must be submitted within the following timescale for each category of visit to the EVC as identified in Appendix I. Exceptions are possible but MUST be cleared.
- The EVOLVE notification must be completed for all visits.
- Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit taking place outside school hours. They must sign the relevant consent form (s), and provide emergency contact number(s) and all relevant medical details. (Curriculum activities taking place within the school day do not require individual consent. Annual consents are increasingly popular).
- Where coach or minibus travel is to be used it must be in accordance with LA and Trust regulations.

4.2 Notification

- Notification will be made using EVOLVE within the time scales in Appendix I.
- The Visit Leader is responsible for planning the visit and completing the Evolve notification.

5 Undertaking the visit

- Once the notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Visit Leader and a dynamic risk assessment made prior to the alteration taking place.
- A record must be kept of all such instances for evaluation and review purposes.
- Any accidents or near misses that occur during a visit will be reported to Executive Headteacher and EVC. The EVC will complete an investigation which will be submitted to the Executive Headteacher. The Executive Headteacher will ensure the Trust CEO is aware of the incident providing regular updates where necessary
- Any accidents that result in a pupil or member of staff having to go to hospital must be telephoned to the school immediately. The Visit Leader will use the or emergency contact for accidents taking place outside school opening hours. Upon receipt of any such calls the school contact will immediately inform the Trust and LA emergency team.

6 Monitoring

- The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.
- On occasions the EVC, Headteacher, Senior Manager or member of the Governing Body will accompany a group.
- The school will review category 3, 4 and 5 activities annually with an external Outdoor Education Adviser.

7 Evaluation and Review

- An evaluation will be completed on EVOLVE.
- The Visit Leader will report any significant issues with the visit to the EVC
- Every visit will be reviewed by the Visit Leader.
- The results of the evaluation and review process will be available to the Headteacher via EVOLVE.

8 List of Appendices

Appendix 1: Supervision ratios and qualifications guidance for off-site activities

Appendix 2: Guidance Notes for Off-site Activities and Educational Visits

Appendix 3: Parental Consent Form

Appendix 4: Emergency Contact Details

Appendix 5: Risk Assessment Document

Appendix 6: Guidance Questions

Appendix 7: Off-site Activities and Educational Visits Checklist

Appendix 8: Emergency Procedures

Appendix 9 Health, Safety and Emergency Policy

Appendix I

Supervision ratios and qualifications guidance for off-site activities

- All Supervision must be active
- Appropriate Supervision should be part of the planned arrangements and needs to be maintained throughout an excursion. Staff to children and young people ratios should reflect the specific needs of the group, the venue and the programme.

	Activity	Qualifications/ Staffing	Ratios	Notes
Category 1: Local Area Visits	<p>Local visits E.g. Visits within the local area, regular timetabled visits and sporting activity</p> <p>Permission request submitted: Implied permission within the BD12 area 8 weeks prior to visit</p> <p>Risk Assessments submitted: 4 weeks in advance subject to Executive Headteacher's discretion</p>	<p>An experienced group leader</p> <p>Other qualified leader(s) (numbers as required)</p> <p>Other responsible adult(s) in support</p> <p>A minimum of two leaders required, unless in exceptional circumstances.</p>	<p>1 to 2-3 children in LFS</p> <p>1 to 3-6 (UFS)</p> <p>1 to 6 (KS1)</p> <p>1 to 10- 15 (KS2)</p> <p>1 to 15-20 (KS3&4)</p>	<p>** Group Leader qualification dependent on type of activity rather than local/day etc</p> <p>Leaders should reflect the gender of the group.</p>
Category 2: Day Visits	<p>Day visits E.g. more than 60 miles or one hour from base, visits to recognised attractions, simple country walking on very well defined pathways, close to habitation.</p> <p>Permission request submitted: 8 weeks prior to visit</p> <p>Risk Assessments submitted: 4 weeks in advance subject to Executive Headteacher's discretion</p>	<p>An experienced group leader</p> <p>Other qualified leader(s)(number as required)</p> <p>Other responsible adult(s) in support</p> <p>A minimum of two leaders required.</p>	<p>1 to 2-3 children in LFS</p> <p>1 to 3-6 (UFS)</p> <p>1 to 6 (KS1)</p> <p>1 to 10- 15 (KS2)</p> <p>1 to 15-20 (KS3&4)</p>	<p>** Visit Leader qualification dependent on type of activity rather than local/day etc</p> <p>Leaders should reflect the gender of the group.</p>

<p>Category 3: Residential Visits</p>	<p>Residential visit, UK or abroad, and visits abroad</p> <p>Permission request submitted: 8 weeks prior to visit</p> <p>Risk Assessments submitted: 6 weeks in advance for approval by Trust CEO and Bradford LA</p>	<p>An experienced group leader</p> <p>Other qualified leader(s)(numbers as required)</p> <p>Other responsible adult(s) in support</p> <p>A minimum of two leaders required.</p>	<p>1 to 2-3 children in LFS</p> <p>1 to 3-6 (UFS)</p> <p>1 to 6 (KS1)</p> <p>1 to 10- 15 (KS2)</p> <p>1 to 15-20 (KS3&4)These ratios do not include the centre/ residential base staff</p>	<p>As above, however it is recommended that the ratio of qualified leader to responsible adult support is low, at 1:1 or 1:2.</p> <p>Leaders should reflect the gender of the group.</p>
<p>Category 4: Land Based Adventure Activities</p>	<p>Land based adventure activities: low level countryside walking (within 30 mins easy access of habitation), hill and mountain walking, lightweight camping, winter hill walking and mountaineering, caving etc</p> <p>Permission request submitted: 12 weeks prior to visit</p> <p>Risk Assessments submitted: 8 weeks in advance for approval Trust CEO and Bradford LA</p>	<p>Specific group leader qualification required – Refer to EVC for guidance regarding Legal and Bradford requirements</p>	<p>Dependent on activity – see EVC and Bradford requirements – Guidance available</p>	<p>Group leaders will need to submit evidence of qualifications Adventure Activities Leader via EVOLVE</p> <p>Leaders should reflect the gender of the group.</p>
<p>Category 5: Water Based Adventure Activities</p>	<p>Water based adventure activities: Canoeing and Kayaking, sailing, windsurfing</p> <p>Permission request submitted: 12 weeks prior to visit</p> <p>Risk Assessments submitted: 8 weeks in advance for approval Trust CEO and Bradford LA</p>	<p>Specific group leader qualification required – Refer to EVC for guidance regarding Legal and Bradford requirements</p>	<p>Dependent on activity – see EVC and Bradford requirements –</p>	<p>Group leaders will need to submit evidence of qualifications Adventure Activities Leader via EVOLVE</p> <p>Leaders should reflect the gender of the group.</p>

Appendix 2

Guidance Notes for Off-site Activities and Educational Visits

- To ensure good practice and to comply with the necessary regulations it is expected that all group leaders will familiarise themselves with the published guidance and attend training when appropriate which is available through the Outdoor Education Adviser.
- The EVC should be involved in discussing plans for any off-site activity at an early stage. All off-site visits are categorised into five groups based on frequency, activity and distance travelled. (see Appendix 1). All visits need to be planned including local and routine visits e.g. to businesses or for games matches. No non-returnable financial commitment should be agreed until all relevant approvals have been gained. The approved centre list should be consulted and if the provider for a hazardous activity is not listed, the Outdoor Education Adviser should be contacted.
- Parental consent needs to be obtained and copies of the medical/dietary requirements and emergency contacts details should be taken on the visit by the group leader. A copy will need to be held by the emergency contact person for residential visits. See Appendices C and D.
- An internal approval form will need to be completed when the visit is non-residential, non-hazardous and in the UK and checked by the EVC as outlined in table. (See Appendix 1).
- Visit Risk Assessment forms should be completed for all aspects of the visit e.g. the journey, activities and down time if a residential (See Appendix 6).
- Several example risk assessments are available for all types of transport and several frequently needed risk assessments. These are available from the EVC/ visits folder.
- External providers may have their own risk assessments that will need to be seen, and signed, by the group leader.
- A pre-visit is essential to support the risk assessment process and should be carried out whenever possible.
- If volunteers are being used for the visit, they will need to be fully briefed and a CRB check must be carried out if they are used regularly and if the visit is residential.
- Parents will be informed of the type of transport used. When private cars are used, various checks will need to be carried out and guidance provided to volunteer drivers. When coaches and minibuses are used the leaders should ensure the children and young people are wearing seat belts and that the driver has the appropriate permit/license.
- If the visit is mainly within school hours or for the curriculum, a voluntary contribution may be requested. Other visits may be charged for.
- School Journey Insurance may need to be arranged depending on the nature of the visit e.g. if deposits are paid, the children or young people are taking belongings and the visit is abroad. Parents should be informed of the insurance arrangements.

- The supervision ratios need to meet the requirements summarised in Appendix I though these are minimum ratios and the group leader must consider the children and young people involved, the type of activities, the site and the experience and competency of the supervising adults.
- The leaders need to know that in an emergency they should:
 - Ensure the children and young people are safe
 - Contact their emergency contact person and give them the details
 - Follow the procedures to be followed in the event of a serious accident/incident or fatality. (See Appendix 8)
- On off-site visits there must be a trained first-aider and a first-aid kit carried.
- On return from the visit, the group leader should report to the EVC and complete an evaluation report via EVOLVE and where necessary, e.g. when the visit involved an external organisation/was notable in terms of positive outcomes/gave rise to significant concerns, a copy of which should be sent to the Trust
- All the planning of the visit must be supported by the use of the checklist. (See Appendices 6 and 7)
- When children and young people are attending external training providers/off-site organisations, the following must be in place:
 - A partnership agreement between the school and the external training providers/off-site organisations.
 - A risk assessment for the children's and young people's journeys to and from the provider/off-site organisation
- Requirements of the Alternative Provision Procedure

Sleeping arrangements

- Wherever possible, there should be separate male and female sleeping/bathroom facilities for children and young people and staff. If this is not possible, a rota system must be implemented.
- Wherever possible, staff should supervise the children and young people at night and remain in gender specific rooms.
- A rota should be devised to enable the maximum supervision possible. The on call person should not retire until the children and young people have been settled for one hour.
- Individual/group needs must be taken into consideration at night e.g. a child or young person may prefer not to sleep in a dormitory setting. Are there any child or young person protection issues? Sleeping arrangements must reflect the fact that staff have considered the individual needs of and associated risks to children and young people on the activity.
- Sleeping arrangements must be detailed in the plan and approved by the Centre Manager.
- Security arrangements must be implemented at night. Wherever possible, a child or young person should be prevented from absconding.
- the group's immediate accommodation is exclusively for the group's use;
- teachers (of both genders where appropriate) have sleeping accommodation on the same floor immediately adjacent to the children's and young people's accommodation;
- there is a teacher present on that floor whenever the children and young people are there;
- staff, whether in a relationship or not, should not sleep together during the visit unless part of an approved sleeping arrangement
- child and young person protection arrangements are in place to protect both children and young people and staff;
- where hotel/hostel reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visits;
- in the absence of 24 hour staffing of reception, external doors must be made secure against intrusion and windows closed as necessary to prevent intrusion;
- where possible, internal doors are lockable but staff must have reasonable access to the child and young person accommodation at all times;

- where children’s and young people’s doors are locked, teachers have immediate access, as necessary, to a master key;
- all staff and children and young people know the emergency procedures/escape routes in the event of a fire. Where windows and doors are locked against intrusion at night, ensure that alternative escape routes are known and that all fire doors function properly.
- **Don’t be lulled into a sense of false security by local assurances, such as “no need to lock doors in this part of the country”. The presence of the group may attract unwelcome attention that is unusual in the locality.**
- Staff on residential visits are still expected to adhere to the Exceed Safer Working Practice Guidance. **This includes the consumption of alcohol which is strictly prohibited.**

Appendix 3

PARENTAL CONSENT FOR ACADEMY VISIT

(to be distributed with information sheet giving full details of the visit)

Please give information as fully as possible. The information is for instructors and group leaders and will be strictly confidential to them. Please return this form to the organiser.

Details of visit to:			
Start Date		Time	
Return Date		Time	
Participant Details			
Participant Name		Date of Birth	
Parent/ Carer or Next of Kin Name			
Address			
Phone Number (day)		Phone Number (evening)	
Emergency Details			
Parent/ Carer or Next of Kin Name			
Address			
Phone Number (day)		Phone Number (evening)	
Medical Information			
Details of any disabilities / special needs:			
Recent injuries or illnesses e.g. back strain, flu			

Medical conditions and any medication e.g. asthma, epilepsy, diabetes, allergies (e.g. penicillin):			
Is your son/ daughter allergic to any medication?	YES / NO		
Name of G.P			
Address:		Phone Number	
NHS Number			
Please give any other information which you feel is relevant e.g. behavioural difficulties, emotional difficulties, dietary needs etc. on the back of this sheet.			
For residential visits and exchanges only			
To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?	YES/NO		
If YES, please give brief details:			
Parental Consent			
Declaration			
I give consent for my son/ daughter to take part in this visit. I have been given an outline programme and information relating to safety on the trip.			
I agree to my son/ daughter receiving medication as instructed and any emergency dental, medical or surgical treatment including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. In the event of an emergency, every effort will be made to contact you.)			
I understand the extent and limitations of the insurance cover provided.			
I accept that, in the event of a participant's behaviour adversely affecting the safe and smooth running of activities, the Leaders will remove them from activities and contact parents/ carers. In such cases, payments made will not be refunded.			
I declare the information on this form is correct to the best of my knowledge and that if any changes occur before the visit, I will inform the organisers.			
Signed: _____ (Parents) Date: _____			

THE GROUP LEADER MUST TAKE THIS FORM OR A COPY ON THE VISIT. A COPY SHOULD BE RETAINED BY THE SCHOOL CONTACT

Appendix 4

EMERGENCY CONTACT INFORMATION

To be completed before the visit. Copies to be held by the group leader and school emergency contact.

School/group:							
Name of group leader:				Phone No:			
Visit departure date:							
Return information							
Date		Time:		ETA		Departure Location:	
Group: Total Number:							
Adults				Pupils			
Group Members:							
Do you have an emergency contact list for everyone in the Group? (If no, obtain one. If yes, attach it to this sheet.)				YES/NO			
Emergency contact information:							
During school hours:				Phone:			
Deputy/other:				Phone:			
Out of Hours Contact:				Phone:			
Travel Company (including Rep name)				Phone: Email:			
Company Rep Name				Phone: Email:			
Accommodation Contact				Phone: Email:			
Other Emergency Contacts							

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Appendix 5

Risk Assessment

Assessors Name:		Persons Involved in Task/Activity:	Participants and staff members
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Complete all boxes as fully as possible

RISK ASSESSMENT		Activity:		Location:		Date of Assessment :	
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Non actioned	Monitor & Review	Timed Action Required	Urgent action required	Stop activity
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Persons at Risk	Employee		Likelihood(L)	1	Very Unlikely 1:1,000,000	Consequences (c)	1	No Injury	Risk Grade (LX C)
	Young Person			2	Unlikely 1:10,00,000		2	Minor Injury 1 st Aid	
	Contractor			3	Likely 1:10,000		3	Absence up to 3 Days	
	Public			4	Very Likely 1:1000		4	Major Injury over 7 days report to RIDDOR	
	Other site User			5	Certain 1:100		5	Fatal	

Hazard Identification		Existing Control		Initial Risk Rating			
				L	C	LxC	Risk
A	•		•				
B	•		•				
C	•		•				
D	•		•				
E	•		•				
F	•		•				
G	•		•				

Risk Assessor:			Remedial action completed: <i>All measures are now in place and the activity has been monitored to ensure that all reasonably foreseeable risks have been identified and properly controlled. The new arrangements have been implemented through safe systems of work.</i> <i>Signed:.....Date:.....</i>
Name	Signed	Date	

Appendix 6

Guidance Questions

CHECKLIST FOR CHILDREN AND YOUNG PEOPLE GOING ON A VISIT TO ANSWER

- Who is the group leader?
- Where am I going to visit?
- How can I contact my group leader?
- How do I use the phone if help is required?
- What will be done to keep me safe and secure on the visit?
- What should I do if I get lost or into difficulties when not with the group leader?
- What is written in the code of conduct for my visit?
- What do I do to keep my money and valuables safe?

FOR RESIDENTIAL VISITS AND EXCHANGES:

Do I know?

- The address(es) and telephone number(s) of the place(s) where I shall be staying?
- How should I behave (house rules) where I am staying?
- Where am I to sleep and where am I to dress?
- What do I do if I am worried/unhappy about anything when staying with a host family?

Appendix 7

Off-site Activities and Educational Visits Checklist [to be kept under review and updated]

Is there an identified visit leader who meets the definition of a leader in the OAEP?	
Is there a clearly identified purpose and specific objectives for the visit?	
Is there an identified location for the visit which suits the purpose?	
Have the risk assessments been written for: <ul style="list-style-type: none"> • the journey(s) • the down time if necessary • the activities if necessary 	
Have the risk assessments for the activities provided by the centre/venue been seen by the group leader?	
Have the plans been discussed with your EVC and approved by the Executive Headteacher?	
If the visit is hazardous according to the OAEP and/or residential and/or abroad, have the plans been approved by the LA via EVOLVE, the Trust CEO and LAB Chair	
Are the staff and volunteers suitably qualified and competent?	
Have CRB checks been carried out if required (essential for residential visits)?	
Are the staff/children and young people ratios acceptable according to the policy and for the activities proposed?	
Does the gender of adults reflect the children's young people's gender (essential for residential)?	
Has a preliminary visit been made?	
Has parental/guardian consent been obtained?	
Have the staff and volunteers been made aware of the children's/young people's dietary and medical needs?	
Is a first aider and first aid kit available?	
Is insurance arranged where necessary?	
Have Medical Cards/2005 E111 forms been acquired for visits to Europe?	
Has appropriate legal transport been arranged?	
Have adequate arrangements been made to finance the visit?	
Have all the children and young people been properly briefed e.g. clothing, significant hazards, rendezvous points, groups, behaviour?	
Have all the staff and volunteers been properly briefed e.g. roles and responsibilities, supervision styles, significant hazards and their management, groups, emergency procedures?	
Has an emergency contact person been arranged through the school who has copies of the children and young people and visit information?	
Have other staff who will be affected by the visit been notified?	
Have arrangements been made for an evaluation after the visit to be shared with the Executive Headteacher/submitted on EVOLVE?	

Appendix 8: EMERGENCY PROCEDURES

If an accident happens, the priorities are to:

- assess the situation;
- safeguard the uninjured members of the group;
- attend to the casualty;
- inform the emergency services and everyone who needs to know of the incident.

Who will take charge in an emergency?

The **visit leader** would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged. The group leader should liaise with the representative of the tour operator if one is being used.

Pre-arranged school home contact

The school contact's main responsibility is to link the group with the school, the parents/guardians, the Trust and the LA (where appropriate), and to provide assistance as necessary. The named person should have all the necessary information about the visit. See Appendix 8 for a suggested checklist for the named person.

Emergency procedures framework

All those involved in the trip, including supervisors, children and young people and their parents/guardians, should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.

Emergency procedures framework during the visit

If an emergency occurs on an educational visit the main factors to consider include:

- establishing the nature and extent of the emergency as quickly as possible
- ensuring that all the group are safe and looked after
- establishing the names of any casualties and getting immediate medical attention for them
- ensuring that all group members who need to know are aware of the incident and that all group members are following the emergency procedures
- ensuring that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together
- notifying the police if necessary
- notifying the British Embassy/Consulate if an emergency occurs abroad
- informing the school contact. The school contact number should be accessible at all times during the visit

EMERGENCY PROCEDURES

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);

Other actions include;

- notify insurers, especially if medical assistance is required (this may be done by the school contact)
- notify the provider/tour operator (this may be done by the school contact)
- ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties, and should not replace usual communication procedures
- 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. Media enquiries should be referred to a designated media contact in the home area;

No-one in the group should discuss legal liability with other parties.

Appendix 9

Health, Safety and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 associated Regulations for visits taking place in the UK, and has a written 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 children and young people for relevant criminal history and suitability for 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 radical changes to the programme if necessary and the reasons for such changes will be made known to school staff.

Insurance

6. The provider has public liability insurance for at least £5 million with a clause giving "Indemnity to Executive Headteacher".

Accommodation

7. U.K. accommodation is covered by a current fire certificate or advice which has been sought from a fire officer and implemented and a fire risk assessment has been completed.
8. If abroad, the accommodation complies with the fire and health and safety legislation that applies in that country.
9. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
10. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is close to children's and young people's accommodation.

Registration for activity leader - ADVENTURE ACTIVITIES

11. Adventure Activities licensing Authority (AALA) Licence

12. AALA Reference

No:.....

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

Activity Management

13. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.
14. 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.
15. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have their competencies confirmed by an appropriately qualified and experienced technical Adviser.

16. Where there is no National Governing Body for an activity, operating procedures and staff training and requirements are explained in the provider's code of practice.
17. Participants will at all times have access to a person with a current first aid qualification. Staff are practised and competent in accident and emergency procedures.
18. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
19. All equipment used in activities is suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records of maintenance checks kept as necessary.

SECTION C – TOUR OPERATORS

When a tour operator delivers services to schools using other providers (e.g. ski schools, 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 that meet the relevant legislation applying in the country of operation.

20. Sections A and B of the form, as relevant, have been completed to show that suitable and sufficient checks of providers to be used have been made, records of which are available for inspection.
21. The Tour Operator complies with the Package Holidays and Package Tours Regulations 1992 and the Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001, including bonding to safeguard customers' monies.
22. ATOL, ABTA or other bonding body name and numbers

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If any of the above specifications cannot be met or are not applicable, please give details:

Details of any other accreditation with national governing bodies, tourist boards etc:

Signed.....Date.....

Name in Capitals.....

Position in Organisation.....

Name and address of provider or tour operator:.....

.....

Tel.....Fax.....e-mail.....

Website.....

Thank you for completing this form. Please return it to the teacher and school named overleaf.

