EYNSHAM PARTNERSHIP ACADEMY

Educational Visits Policy

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CHAIR OF TRUSTEES SIGNATURE	
CEO SIGNATURE	

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SECTION 1 – Statement Policy

The Eynsham Partnership Academy Trust (EPA), senior leadership team and governors of the School are committed to ensuring students will experience a wide range of activities. Off-site visits and related activities are a valuable part of their education and so the Academy fully supports and encourages those that are well planned and managed.
To follow best practice, the School 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 children to learn to understand and manage the risks that are a normal part of life. Health and safety measures must always be proportionate to the risks of an activity.

Staff will be given the training they need so they can keep themselves and children safe and manage risks effectively.

The Headteacher, senior leadership team and governors are committed to the following:

Risk assessment 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.

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

Document / revision no.	Date	Status / Amendment	Approved by

Distribution of copies
Copies of the policy and any amendments will be distributed to: All staff, Governor and Trustees.

Section 2 - Arrangements

2.1 Aims and purposes of Educational Visits

Each year the School will arrange a number of activities that take place off the site and/or out of normal hours, which support the learning and achievement aims of the School.

The range of activities are outlined on the School website along with the criteria by which students are able to join in them and the methods by which parents will be notified and asked for their consent. (check this is the case for your school).

Within each curricular programme of work the teachers plan educational visits and activities that support the students' learning. We plan activities in advance and inform parents of these in due course.

2.2 Role of the Educational Visits Coordinator

To ensure that the planning and approval of offsite visits is structured, and to help fulfil its health and safety obligations for visits, the School will appoint an Educational Visits Coordinator (EVC) who will support the Headteacher. In small schools the EVC may also be the Headteacher. Should the school choose not to appoint an EVC, those functions will automatically fall to the Head.
The EVC should be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the school. The EVC will be trained as necessary.
The EVC will support the Headteacher in ensuring that competent staff are assigned to lead and accompany visits, and with approval and other decisions.
Approval Procedure and Consent

The Headteacher has nominated himself (William Reeves) as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment.

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

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 (see appendices for forms). In approving visits the Headteacher and EVC will ensure that the visit leader has been appropriately inducted/trained, and is competent to lead the visit.

We will ensure when we organise trips that each trip will be planned so that where possible, it is not 'Outside the coping mechanisms of the staff on the trip'. If this is the case, then the child will not attend the trip and there will be an alternative provision made within school for the child in question. This is done in line with OEAP guidance.

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' Activities1	EVC or HEAD
Activities involving Travel in UK	HEAD
Overseas Visit	HEAD
Residential Visits	HEAD
Visits which include Adventurous Activities led by an External Provider	HEAD
Visits which include Adventurous Activities led by a Member of Staff	HEAD

See Section 5 for the definition of an Adventurous Activity.

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.

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.

2.3 Parent or Carer Consent

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the School(with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra safety measures required.

Written consent is only required for activities that need a higher level of risk management or those that take place outside school hours.

Parents will be told in advance of each activity and given the opportunity to withdraw their child from a particular activity or trip. They will also be given the timetable for the activities that pupils are involved in and will be informed (by letter/phone call/through their son/daughter) if an activity has to be cancelled. For all residential visits, parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

[1] Local visits which are a planned part of the curriculum

2.4 Using an External Provider

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

Activity Centre;
Ski Company;
Educational Tour Operator;
Overseas Expedition Provider;
Climbing Wall where instruction is provided by climbing wall staff;
Freelance instructor of adventurous activities;
Youth Hostel (where instruction is provided);
Voluntary organisation (e.g. Scout Association), where instruction is provided.
The decision about the use of an external provider is the responsibility of the visit leader, EVC, and Headteacher.
To confirm that all aspects of the operation of the provider are satisfactory, the school will ensure that either:
The Provider holds an LOtC Quality Badge, or

A 'Provider Form' (see Appendix A) 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.)
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 particular group.
The expectations of Students and Parents

The School has a clear code of conduct for educational visits based on the School '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.

Section 3. – Management of Educational Visits

3.1 Guidance for Group Leaders

The employer (Academy Trust) is responsible for health and safety, though tasks may be delegated to staff. Employees also have a duty to look after their own and others' health and safety.

Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.

Group leaders will be selected by the Headteacher in conjunction with the Educational Visits Co-ordinator and be given overall responsibility for the preparation, supervision and conduct of the visit. They should be of sufficient seniority to direct other accompanying staff.

The Group Leader must ensure that they have completed a Visit Pack, suitably manage the visit and provide all information required.

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

A completed Provider Form (Appendix A) if the external provider is not in possession of an LoTC Quality Badge.
Risk assessments from the centre or activity provider;
Emergency contact details for students;
A suitability assessment of those students potentially completing visit (consideration for those with special educational needs).

3.2 Accompanying Staff and Volunteers must:

- Follow the instructions of the group leader
- Help to maintain control and discipline
- Be prepared to stop any activity if they feel the risk to health and safety is unacceptable
- Not be left in sole charge of students except where it has been previously agreed as part of the risk assessment
- Inform the group leader if concerned about the health and safety of students during the visit.
- Adhere to the school Safeguarding Policy and Keeping Children Safe in Education.

3.3 Planning

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.
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.

3.4 Safety During the Visit

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.

Monitoring of the visit must be ongoing, and this contributes towards both enjoyment and safety. It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity to suit changed or changing circumstances.
Staffing/Supervision

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.

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.

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.

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

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

3.5 Ofsted Recommendations

Primary:

For local walks and visits to historical sites, museums, places of worship and other low risk venues:

1 adult for every 6 pupils in school years 1 to 3 (under 5s reception classes should have a higher ratio.

1 adult for every 10-15 pupils in school years 4 to 6;

The group must be led by a teacher.

(Ratios for Early Years are specified and must be adhered to, see Statutory Framework for the Early Years Foundation Stage)

Secondary:

UK: One adult per 15 students, with a minimum of two adults. The group leader must be a qualified teacher or other approved person employed by the school. In mixed parties, one male and one female adult. This applies up to and including Year 11 students.

For Year 11 students the ratio is the same for camps and journeys, but for day visits Year 12 and 13 may be accompanied by one adult for up to 20 students of one sex. Mixed sex groups still require one male and one female adult.

Sixth Form: Day visits of a routine nature may be made unaccompanied if authorised by the Principal or Deputy and advised to parents.

Abroad: Visits abroad should be accompanied by a minimum of one adult to 15 students. Foreign Language Assistants may accompany trips, but do not count as adults in this calculation.

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.

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.

All groups must be led by a teacher.

3.6 Remote Supervision

Young people must be supervised throughout all visits. Where they are unaccompanied by a member of staff or other responsible adult, e.g. D of E expeditions, 'down time' in a shopping mall, etc., this is known as 'remote' supervision.
'Remotely supervised' activities can bring purposeful educational benefits, and the progression from dependence to independence is to be encouraged. Such activities develop essential lifelong skills, including managing risk, self-sufficiency, interaction with the public and social skills,, decision making, etc.
In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

The decision to allow remote supervision should be based on professional judgement taking into account such factors as:

- Prior knowledge of the individuals (including their maturity and levels of responsibility)
- Venue and conditions
- The activity taking place
- Preparatory training
- The competence of the supervising staff
- The emergency systems in place.

Where it is appropriate the EPA will ensure that DBS (formally CRB) screening is available for volunteer adults assisting with educational activities and visits.

3.7 Risk Assessment

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.

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.

3.8 Transport

When hiring buses and coaches it is essential that the company is reputable. Local Authorities can provide an up to date 'Approved Bus and Coach Operators List' to enable School to identify those operators who are able to provide vehicles and drivers to a minimum standard at all times.

The vehicle should be provided with seatbelts on all seats – with all seats forward facing, as the law requires for School trips.

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.

3.8a Minibus Transport

The EPA Minibus Policy must be used for all visits.

3.9 First Aid and Medical Needs

See First Aid and Administration of Medicines Policy.

3.10 Water-Margin Activities

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 water[2]. It does not apply to swimming and other activities that require water safety or rescue qualifications and equipment, or water-going craft.

At the outset the leader must decide whether the activity falls within the definition above – if not, guidance on 'adventurous activities' should be refered to , see Section 5 below.
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.

3.11 Overseas Visits

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

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

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.

The visit 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.
For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all participants must hold a valid GHIC (Global Health Insurance Card).

3.12 Weather, Clothing & Survival

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.

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.

It is primarily the responsibility of the visit 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.

3.13 Swimming

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.
Young people must be supervised by a competent adult at all times whilst undertaking swimming activities. The following criteria apply:

Swimming pools (lifeguarded)
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.

For publicly lifeguarded pools abroad, the assurances must be sought that appropriate lifeguard cover is in place prior to participants entering the water.

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.

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.

Hotel (and other) swimming pools
Lifeguarding[3] arrangements will be checked in advance of any visit.

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

The role of the lifeguard is:

- 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)
- If necessary, brief pool users in advance regarding rules (e.g. no diving, running, etc.).
- To communicate effectively with pool users.
- To anticipate problems and prevent accidents.
- To intervene to prevent behaviour which is unsafe.
- To carry out a rescue from the water.
- To give immediate first aid to any casualty.

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.

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.

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
Open water swimming (i.e. not in a swimming pool and not a 'water-margin' activity)
Particular consideration should be given to the following factors:

- Unknown locations and hazards, especially overseas.
- Changing environmental conditions.
- Supervisor complacency.
- Adherence to local advice.
- Preparation and knowledge of young people, i.e. is it a planned activity?

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

- The designated lifeguard[4] must be dedicated exclusively to the group, and the location used must fall within the RNLI/RLSS definition of a 'safer bathing area'.
- Local advice must always be sought.

[4] For free swimming activity: A valid National Beach Lifeguard Qualification (NBLQ) or equivalent in the country visited, see www.lifesavers.org.uk Note: this is for beach/sea only, not inland water. ***Or***

For structured or programmed activity: A valid RLSS UK National Rescue Award for Swimming Teachers and Coaches (NRASTAC) or equivalent - see www.lifesavers.org.uk *or* a valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement.

Section 4 – Emergency Procedures

4.1 Introduction

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.

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.

4.2 Procedures

The School will appoint a member of the SLT/Headteacher as the emergency contact for each visit. All major incidents should immediately be relayed to the SLT/Headteacher, who is the responsible for notifying the CEO of the Trust.

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 keep this list with them at all times during the trip.

The Group Leader will also take with them a copy of the School Critical Incidents Policy.

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

The Group Leader will complete the following

Establish the nature and extent of the emergency;

- Make sure all other members of the party are accounted for and safe;
- If there are injuries immediately establish their extent, so far as possible, and administer appropriate first aid;
- Establish the names of the injured and call whichever emergency services are required;
- 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.
- Advise other party staff of the incident and that the emergency procedures are in operation;
- Ensure that an adult from the party accompanies the injured child/children to hospital;
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to school;
- 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.

4.3 Designated Contact

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

Name;

Nature, date and time of incident;

Location of incident;

Details of injuries;

Names and telephone numbers of those involved;

Action taken so far;

Telephone number for further contact.

4.4 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.

Section 5 – Adventurous Activities

5.1 Definition of an 'adventurous activity'

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
- Hill walking and Mountaineering
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coasteering/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
- Motor sport – 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 Head 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
- Ice skating (rink)
- Farm visits
- Local traffic survey
- Museum, library, etc.
- Physical Education and sports fixtures (other than the above)
- Water-margin activities *i.e. 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.*

5.2 Safety during Adventurous activities

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

- An external provider

Any external provider must hold an LotC Quality Badge or complete a Provider Form (Appendix

- (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.

5.3 Water-Based Activities

In order 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 worn at all times 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.

5.4 Open-country activities

The following minimum levels of technical competence apply where a member of the establishment's own staff intends to lead an open-country activity:

a) For leaders of walking groups in mountainous terrain within the UK and Ireland:
Mountain Leader Award (Summer or Winter as appropriate) www.mltuk.org, or
A written statement of competence by an appropriate technical adviser.

b) For leaders of walking groups in summer conditions in non-mountainous hilly terrain (known variously as upland, moor, bog, hill, fell or down), with well defined obvious boundaries, such as roads and coastlines, and where any hazards within it are identifiable and avoidable, and where wild camping or movement on steep ground is not involved:

Walking Group Leader Award www.mltuk.org **or** A written statement of competence by an appropriate technical adviser

c) For leaders of walking groups in terrain 'easier' than that defined in b):

- The leader must demonstrate an appropriate level of competence. This may include one or more of the following:
- Countryside Leader Award. See www.countrysideleaderaward.org;
- Sports Leaders UK Level 2 Award in Basic Expedition Leadership (BEL);
- Completion of a suitable 'Leader Training' Course;
- A written statement of competence by an appropriate technical adviser;
- Evidence of recent, relevant experience, appropriately corroborated;
- An assessment of competence (written or implied) by the Headteacher.

5.5 Snowsports

A member of staff intending to organise a snowsport visit (but not instruct, lead or supervise on snow) must hold the Snowsport Course Organiser Award (SCO), administered by Snowsport England -www.snowsportengland.org.uk -and must have previously accompanied at least one educational snowsports visit.

Young people may only participate in snowsports when under the direction of an appropriately qualified and competent person. This would normally be an instructor employed by the local snowsports school. Leaders should therefore consider the merits of fully instructed lessons of 4/5 hours duration per day.

A member of staff intending to lead skiing or snowboarding (i.e. not using a ski school instructor) must be qualified as follows :

Skiing: The minimum qualification to lead skiing on snow is:

The Alpine Ski Course Leader Award (ASCL) ww.snowsportengland.org.uk;
or
The Alpine Ski Leader Award (ASL) www.snowsportscotland.org;
or
A statement of competence by an appropriate 'technical adviser'
Snowboarding: The minimum qualification to lead snowboarding on snow is:

The Snowboard Leader Award (SBL) administered by www.snowsportscotland.org or statement of competence by an appropriate 'technical adviser'.

Pupils may only take part in off-piste activities if under the direction of a suitably qualified local instructor, AND they will remain within the designated controlled areas, AND off-piste activities are specifically included within the visit insurance policy.

5.6 Overseas Expeditions

Overseas Expeditions are defined as those which typically involve journeying in remote areas of the world and/or in developing countries.

Overseas Expeditions will only be approved if the provider either:
a) Holds an LOtC Quality Badge or
b) Provides a statement of compliance with Guidance for Overseas Expeditions, Edition 3.

For providers that do not hold an LOtC Quality Badge, 'Guidance for Overseas Expeditions, Edition 3' should be referred to when the proposal is initiated. This document contains information for both establishments and providers, and includes a checklist of vital aspects that must be considered prior to the establishment making a commitment with an external provider. Overseas expedition providers are required to comply with the minimum standards specified in this document.

6.0 - Preschool Specific Educational visits

Planning and preparation

- Outings have a purpose with specific learning and development outcomes.
- If staff are 'borrowed' from another area to maintain ratios on an outing, they are fully briefed about the children they are accompanying.
- The excursion does not go ahead if concerns are raised about its viability at any point.
- Parents/carers are informed of an outing and staff check that consent forms on children's registration were signed.
- A minimum of two staff accompany children on outings. There is a ratio of 1:2 for babies in buggies, some disabled children, and children up to 3 years. Older children have a ratio of 1:4, depending on the risk assessment.
- Children are specifically allocated to each member of staff/volunteer; they are responsible for supervising their designated children for the duration of the excursion.
- Parents/carers on outings are responsible for their own children only.
- Parents/carers who have undergone vetting as volunteers may be included in the ratio.
- A mobile phone belonging to the setting, and small first aid kit is taken out.

- Staff make sure they have water, plastic cups, spare nappies/change of clothes and wet wipes for the children going out appropriate to the length of time they are out for.
- Sun cream is applied as needed and children are clothed appropriately.
- Children wear badges or 'high viz' vests with the name and number of the setting.
- Staff have emergency contacts, medication and equipment needed for children.

Risk assessment

- Risk assessment if required, is completed prior to the outing and signed off by the setting manager and all staff taking part. Any existing risk assessments are reviewed/amended as required.
- Children with specific needs have a separate risk assessment if necessary.

Outing venue (larger outings)

- Venues used regularly are 'risk assessed' and an initial pre-visit is made to look at the health and safety aspects. If pre-visits cannot be made, risk assessment is achieved by calling the venue and asking for their risk assessment.

Transport

- If coach hire is required for an outing, only reputable companies are used.
- The setting manager ensures that seat belts are provided on the coach, and that booster seats and child safety seats are used as appropriate to the age of the children.
- The maximum seating capacity of the coach or minibus is not exceeded.
- Contracted drivers are not counted in ratios.
- Public transport should always be within a ratio of 1-2 (unless agreed with the setting manager).

Where transport is provided by the setting

- Records are kept including insurance details and a list of named drivers.
- Drivers using their own transport should have adequate insurance cover.

Farm and zoo visits

Staff are aware of the risks posed by infections such as E. coli being contracted from animals. They are also aware of toxic substances used on farms that could be hazardous to health. Staff are vigilant of the natural dangers presented by a farm or zoo visit and conduct a risk assessment prior to the visit.

- The venue is contacted before the visit to ensure no recent E. coli outbreaks or other infections. If there has been an outbreak the visit will be reviewed and may be postponed.
- Hands are washed and dried thoroughly after touching an animal.
- Nothing is consumed whilst going round the farm. Food is eaten away from animals, after thoroughly washing hands.
- Children are prevented from putting their faces against animals or hands in their own mouths.
- If animal droppings are touched, hands are washed and dried immediately.
- Shoes are cleaned and hands washed thoroughly as soon as possible on departure.
- Staff or volunteers who are or may be pregnant, should avoid contact with pregnant ewes and may want to consult their own GP before the visit.
- Farmers have a responsibility to ensure that hand washing and drying facilities are available and are suitably located, that picnic areas are separate and clean, and that all other health and safety laws are fully observed.

For further guidance, refer to the insurance provider.

Larger outings checklist

There is an identified lead person for the outing.

- The outing has an educational purpose and has been agreed with the setting manager.
- Risk assessments if required, are completed/updated and shared with every staff, student/volunteer accompanying the children.
- Staff understand the potential risks when they are out with children and takes all reasonable measures to remove minimise risks.
- Bouncy castles and similar attractions are not accessed by children on an excursion.
- The designated lead is the last to leave the venue, or transport being used.
- The designated lead conducts a 'safety sweep' before during and after the outing.

Further guidance

Daily Register and Outings Record (Alliance Publication)

Introducing Forest School in the Early Years (Alliance Publication)

Preventing Accidents to Children on Farms (Health and Safety Executive 2013)

6. Appendices

6a. Provider Form

Providers that do not hold a 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 a 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 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 eg. 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, eg 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 organization .....

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

Tel ..... E-mail .....

6b. Parental Consent Form

CONSENT FORM FOR EDUCATIONAL TRIPS AND OTHER OFF-SITE ACTIVITIES

PARENTAL CONSENT FORM	
Student Name:	
Class (Form Group/Year):	
Please note the following important information before signing this form:	
The trips and activities covered by this consent include; • all visits (including residential trips) which take place during the holidays or a weekend • adventure activities at any time • off-site sporting fixtures outside the academy day, • all off-site activities for nursery schools.	
The academy will send you information about each trip or activity before it takes place.	
You can, if you wish, tell the academy that you do not want your child to take part in any particular academy trip or activity.	
Written parental consent will not be requested from you for the majority of off-site activities offered by the academy – for example, year-group visits to local amenities – as such activities are part of the academy's curriculum and usually take place during the normal academy day.	
Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above. Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:	
MEDICAL INFORMATION	

Please sign and date the form if you are happy for your child: To take part in academy trips and other activities that take place off academy premises; and To be given first aid or urgent medical treatment during any academy trip or activity.	
Parent Name:	
Signed:	
Date:	

6c. Further Guidance

Group Safety at Water Margins

Click on link to follow up to date and current guidance.

6d 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 visit:	
Senior management contact details:	

6e. School Visits Pack