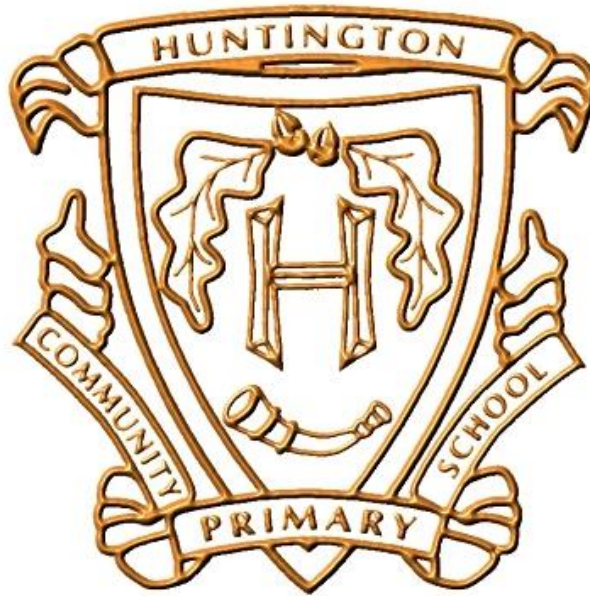


HUNTINGTON COMMUNITY PRIMARY SCHOOL



Learn to Live
Live to Learn

Educational Visits Policy

This policy was approved by the Curriculum Committee on 12/06/24

Signed: 

Position: Chair of Governors

Date: 12/06/24

Signed: 

Position: Headteacher

Date: 12/06/24

The next revision date is: Summer term 2027

CONTENTS

<u>Statement of intent</u>	p.3
1. <u>Legal framework</u>	p.4
2. <u>Definitions</u>	p.4
3. <u>Key roles and responsibilities</u>	p.5
4. <u>Planning educational visits</u>	p.7
5. <u>Risk assessment process</u>	p.7
6. <u>Vetting Providers</u>	p.9
7. <u>Equal Opportunities</u>	p.9
8. <u>Parental consent</u>	p.9
9. <u>Staffing ratios</u>	p.10
10. <u>Insurance and licensing</u>	p.10
11. <u>Accidents and incidents</u>	p.10
12. <u>Missing person procedure</u>	p.11
13. <u>Pupils with SEND</u>	p.12
14. <u>Finance</u>	p.12
15. <u>Residential visits</u>	p.13
16. <u>Foreign visits</u>	p.13
17. <u>Evaluating Educational Visits</u>	p.13
18. <u>Monitoring and review</u>	p.13

APPENDICES

1. Local Visits Consent Form
2. Parental Consent Form
3. Risk Assessment Template
4. Risk Assessment Guidance

STATEMENT OF INTENT

Huntington Community Primary School understands that educational visits can be effective ways of motivating pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

Ideally, every class will participate in an educational visit (or residential visit) at least once every term.

The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits.

1. LEGAL FRAMEWORK

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

1.2. This policy operates in conjunction with the following school policies:

- *Complaints Procedures Policy*
- *Behaviour Policy*
- *Business Continuity Plan*
- *Critical Incident Policy*
- *Health and Safety Policy*
- *Charging and Remissions Policy*
- *Pupil Equality, Equity, Diversity and Inclusion Policy*

2. DEFINITIONS

2.1. '**In loco parentis**' means that the group leader of any educational visit has a duty of care over the pupils in place of a parent.

2.2. '**educational visit**' means any learning activity organised by the school which takes pupils and staff members off-site.

2.3. '**residential**' means any educational visit which includes an overnight stay.

2.4. Activities of an '**adventurous nature**' include, but are not limited to, the following:

- Trekking
- Water Sports
- Climbing

3. KEY ROLES AND RESPONSIBILITIES

- 3.1. The **Governing Board** is responsible for:
- The overall implementation of this policy.
 - Ensuring that this policy complies with the Equality Act 2010.
 - Ensuring educational visits positively impact on pupils' lives, teaching them new life skills and providing new experiences.
- 3.2. The **Headteacher** is responsible for:
- The day-to-day implementation and management of this policy.
 - Appointing an Educational Visits Coordinator, liaising with the LA as necessary.
 - Liaising with the Educational Visits Coordinator and communicating information regarding any planned visits to parents.
 - Liaising with the governing board regarding the organisation of extra-curricular visits and activities, including settling any disputes.
 - Being part of the approval process for extra-curricular visits and activities.
 - Ensuring the Educational Visits Coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
 - Completing relevant paperwork, including risk assessments, for extra-curricular visits and activities.
 - Ensuring suitable safety measures are in place prior to each educational visit or activity.
 - Overseeing the work of the Educational Visits Coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular visits and activities.
 - Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the educational visit or activity.
- 3.3. The **Educational Visits Coordinator** is responsible for:
- Overseeing all issues and controls regarding extra-curricular activities and visits.
 - Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and visits.
 - Working with the local outdoor education adviser to help staff assess and manage risks (including completing and submitting an online *Evolve* form for all residential visits).
 - Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
 - Taking part in relevant additional training to ensure they remain up-to-date with relevant educational visit information and health and safety guidance.
 - Overseeing the planning of the educational visits, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated visit leader.

- Approving all relevant documentation, including risk assessments, to ensure educational visits have been well planned for and are safe.
- Appointing an appropriate and competent member of staff to be the designated leader for each visit.
- Ensuring the competency of the designated visit leader, in consultation with the Headteacher, by organising training for staff and volunteers.

3.4. The designated **Visit Leader** selected to be in charge on an individual visit is 'in loco parentis' and has a duty of care to all pupils on the visit. They are also responsible for:

- Checking the schedule is free on the school calendar prior to planning an educational visit.
- Identifying the educational purpose of the extra-curricular visit or activity and presenting its benefits to the Headteacher.
- Liaising with the Headteacher to ensure sufficient staff are available to meet the recommended staff:pupil ratio (taking account of the age of the children and any special pupil requirements).
- Undertaking any relevant training or courses which are arranged by the Educational Visits Coordinator.
- Completing all essential documentation for the visit and ensuring it has been approved by the Educational Visits Coordinator.
- Conducting a risk assessment prior to educational visits to ensure pupil and staff safety, and submitting this to the Headteacher at least one week in advance of day visits, and five weeks in advance of residential visits.
- Creating an itinerary, including a timetable and pupil/adult allocation plan, prior to an educational visit, and distributing this to all adults supporting the visit to ensure responsibilities are clear and the visit is well organised and safe. This itinerary should be distributed to staff members on the day preceding the visit at the latest, and to other accompanying adults (usually parents) prior to the visit commencing.
- Liaising with the venue/provider regarding any special pupil requirements (e.g. dietary, disabled access).
- Informing parents of the proposed extra-curricular visit or activity at least two weeks in advance.
- Distributing online permission surveys to parents prior to the visit and following up with non-respondents.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the educational visit or activity.
- Ensuring all adults on the visit are aware of their responsibilities and that the necessary DBS checks have been carried out on volunteers.

3.5. The designated **Deputy Visit Leader** supports the designated visit leader and will assume the designated visit leader's responsibilities if the designated visit leader is no longer fit to lead the visit (e.g. is unwell at short notice). They are also responsible for:

- Supporting the designated visit leader in completing all their relevant responsibilities by assuming any delegated tasks.

- 3.6. **School staff** are responsible for:
- Adhering to this policy and applying its principles when participating in extra-curricular visits and activities.
 - Ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
 - Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- 3.7. **Volunteers** on the trip are responsible for:
- Adhering to this policy and applying its principles when participating in extra-curricular visits and activities.
 - Supervising and ensuring the safety of pupils by following the procedures outlined by the designated visit leader.
- 3.8. **Pupils** are responsible for:
- Following instructions from staff while on school visits or activities.
 - Keeping pride in their presentation, understanding that they are representing the school whilst on an education visit or activity.
 - Behaving in a manner which matches the ethos of the school, and for following the behaviour rules set out in the school's Behaviour Policy.

4. PLANNING EDUCATIONAL VISITS

- 4.1. Prior to planning an educational visit, the following guidance will be read by the organisers:
- DfE (2018) 'Health and safety on educational visits'
 - HSE (2011) 'School trips and outdoor learning activities'
- 4.2. A thorough risk assessment will be conducted by the designated visit leader during the planning of the visit, to ensure pupil and staff safety (see section 5).
- 4.3. When taking part in adventure visits, activities will always be identified at the planning stage and never added during the visit. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.
- 4.4. The school will do everything in its power to ensure that all pupils are given an opportunity to participate in educational visits.

5. RISK ASSESSMENT PROCESS

- 5.1. Our risk assessment process is designed to manage risks when planning visits, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

5.2. The Risk Assessment process is as follows:

1. Pre-visit (Visit Leader)

- Carry out a pre-visit to venues which have not previously been used by the school, making a note of any potential hazards.
- For venues that have been visited before, any changes to the site should be established by communicating with staff at the venue. A further pre-visit is, however, recommended if possible.

2. Evaluate documentation/risk assessments supplied by the provider (Visit Leader)

- Analyse documentation supplied to assess whether hazards identified during the pre-visit have been considered, and which elements need to be included within the school's own risk assessment document.

3. Complete a Risk Assessment - using the template in Appendix 3, referring to the Guidance in Appendix 4 (Visit Leader)

- Identify the *Potential Hazards* (including medical/other needs of pupils participating).
- Explore the *Control Measures* to be considered.
Record the precautions to be taken (Establishment specific control measures, arrangements and/or actions to be taken).

4. Submit the Risk Assessment to the Headteacher for approval, at least one week in advance of the visit (Visit Leader)

- Submit the Risk Assessment to the Headteacher by email/other electronic form, for approval (at least one week in advance of the visit).
- For Residential visits, the Risk Assessment must be submitted five weeks in advance, to enable consideration by the Headteacher before submission for Local Authority approval via the *EvoVe* system (for which 20 working days' notice are required).

5. Review the Risk Assessment promptly (Headteacher)

- The Headteacher will either approve the document or suggest amendments, giving sufficient time for these to be considered and implemented by the Visit Leader.
- The Headteacher will place a copy of the finalised Risk Assessment in the file *Risk Assessments – Current Year*.

6. Implement the control measures itemised in the Risk Assessment (Visit Leader)

7. Distribute the Risk Assessment to school staff supporting the visit (Visit Leader)

- The finalised Risk Assessment should be distributed to school staff the day before the visit (earlier if possible).
- Copies of the Risk Assessment should be available to all school staff during the visit itself.

8. Review Risk Assessment after the visit, if necessary (Headteacher/Visit Leader)

6. VETTING PROVIDERS

- 6.1 When considering external providers for activities, the Educational Visits Coordinator will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.
- 6.2 If a provider does not hold the badge, the educational visits coordinator will check the following to ensure they are a suitable organisation to work with:
- Their insurance arrangements
 - Their adherence to legal requirements
 - Their control measures
 - Their use of vehicles
 - Staff competency levels
 - Safeguarding policies
 - The suitability of their accommodation
 - Any sub-contracting arrangements in place
 - The presence of necessary licences
- 6.3 If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet the school's standards, they will not be considered.

7. EQUAL OPPORTUNITIES

- 7.1 The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a visit. The extra-curricular visits and activities offered to pupils will provide new experiences and develop life skills. Extra-curricular visits and activities are organised, managed and conducted in accordance with the school's *Pupil Equality, Equity, Diversity and Inclusion Policy*.
- 7.2 Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular visits and activities.

8. PARENTAL CONSENT

- 8.1. Written parental consent is required for all off-site activities.
- 8.2. Parents will be asked to complete a local visits form (Appendix 1) at the start of each year, giving permission for all off-site visits within walking distance. The school will still, however, communicate details of any such visit in advance (via class letter, electronic message and/or the school website).
- 8.3. Specific parental permission will be sought for all off-site visits which cannot be accessed on foot.

9. STAFFING RATIOS

- 9.1 There will be sufficient staff to cope in an emergency and generally.
- 9.2 Parent volunteers may assist on daytime visits and be included in the supervision ratio.
- 9.3 Our recommended minimum adult to pupil ratios are as follows:
 - Overnight: 1:10 (with a First Aider on-site)
 - Daytime:
 - Year 6-3 1:10
 - Year 2-1 1:6
 - Reception/Nursery more than 1:6

10. INSURANCE AND LICENSING

- 10.1. Insurance to cover all visits is purchased on an annual basis through the Local Authority.
- 10.2. When planning activities of an adventurous nature in the UK, the Educational Visits Co-ordinator will check that the provider of the activity holds a current licence. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover.
- 10.3. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
- 10.4. Medical expenses will be recorded and stored in the school office.

11. ACCIDENTS AND INCIDENTS

- 11.1. In the case of accidents and injuries while on an educational visit in the UK, the school's accident reporting process will begin, as detailed in the *Health and Safety Policy*.
- 11.2. The Headteacher will keep written records of any incidents, accidents and near misses.
- 11.3. Media enquiries will be referred to the Headteacher or, if they are not available, the deputy headteacher – refer to the procedures within the *Critical Incident Management Plan*.
- 11.4. Staff will use guidance as set out in the *Critical Incident Management Plan*, in particular the 'initial response' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack. Staff will be briefed on how to react and respond should an emergency situation occur. Relevant risk assessments will be undertaken before the trip, including for points of interest such as museums. Pupils and staff will be informed of an evacuation plan before entering visit venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.
- 11.5. To ensure pupils are easily identifiable, they must wear their school jumpers or polo shirts. Younger pupils may be provided with fluorescent jackets for both safety and ease of identification.

12. MISSING PERSON PROCEDURE

- 12.1. The school places pupil and staff safety as its top priority during their participation in educational visits.
- 12.2. All staff members on the visit will be provided with the contact details of the other accompanying staff members, in the event they are unable to locate their group.
- 12.3. All staff members should carry a mobile phone with them at all times.
- 12.4. Upon arriving at every venue, the designated trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group.
- 12.5. Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.
- 12.6. In the event someone goes missing whilst on an educational visit:
 - The Visit Leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing - if an adult is missing the Visit Leader will attempt to contact them by telephone initially.
 - The Visit Leader will immediately identify one adult to start looking for the person – this member of staff will look for the person until, where necessary, the police arrive.
 - Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
 - If the person cannot be contacted or located within ten minutes, the local police should be contacted.
 - If the police are called, the Visit Leader should contact the Headteacher (or their designate) to inform them of what has happened.
- 12.7. If the police, or another authority, is called to an incident of a missing person, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.
- 12.8. If the missing person cannot be found, the group will return to school as soon as is practicable.
- 12.9. If a member of the party has gone missing and is subsequently found, the Visit Leader will:
 - Review the group sizes and staffing ratios to ensure no one becomes separated from their group during the remainder of the visit.
 - Review whether more head counts/registers should be conducted throughout the visit.
 - Assess which venues they are to attend to ensure they are suitable for the group.
 - Make recommendations to the Educational Visits Co-ordinator to ensure similar incidents can be avoided in the future.

13. PUPILS WITH SEND

- 13.1. Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The SENDCo will liaise with pupil's parents, where appropriate, to consider what reasonable adjustments may be necessary.
- 13.2. Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils.

14. FINANCE

- 14.1. The financial procedures outlined in the school's *Charging and Remissions Policy* will always be followed when arranging educational visits.
- 14.2. The school will act in accordance with the DfE's guidance document *Charging for school activities (2018)* and, therefore, will only charge for visits which are classed as an 'optional extra'. This is education provided outside of school time which is not:
 - Part of the national curriculum.
 - Part of a syllabus for an examination that the pupil is being prepared for at the school.
 - Part of religious education.
- 14.3. Voluntary contributions will be requested to cover the costs of educational visits which are not classed as 'optional extras'.
- 14.4. Pupil Premium funding will be used to cover part of the cost of participation of Disadvantaged pupils in all educational visits (daytime or residential).
- 14.5. Voluntary contributions for educational visits will always be paid directly to the school (via electronic payment).
- 14.6. In the event that an educational visit is cancelled due to unforeseeable circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents, although it is expected that a full refund will be provided unless there are exceptional circumstances. If the Headteacher is considering not providing a refund, in whole or in part (taking into account the cost to the school, including alternative provision costs) they will consult the Governing Board on the matter.
- 14.7. In the event that a pupil cancels their place on a visit, it is at the Headteacher's discretion as to whether a refund is given to parents. If the Headteacher is considering not providing a refund, in whole or in part, they will consult the Governing Board on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the visit, and whether the space on the visit can be offered to someone else.
- 14.8. The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- 14.9. Any charge, or request for a voluntary contribution, made in respect of pupils will not exceed the actual cost of providing the visit, divided equally by the number of pupils participating.
- 14.10. Once visit arrangements are booked and confirmed, if contributions exceed the total cost of the visit then a refund will be given where the excess is greater than £1 per pupil.
- 14.11. Any excess of expenditure will be subsidised by the school budget.

15. RESIDENTIAL VISITS

15.1. Residential visits can be of particular value in:

- improving student's engagement with learning
- improving students' knowledge, skills and understanding
- supporting students' achievement
- fostering deeper relationships
- improving students' resilience, self-confidence and wellbeing
- boosting cohesion and a sense of belonging
- widening and developing teachers pedagogical skills

Brilliant residential visits and their impact on children, young people and schools

Paul Hamlyn Foundation (2015)

15.2. The school is committed to providing residential visits for all Key Stage 2 pupils, if possible.

15.3. Our residential visits will have a particular curriculum focus – at present (2024-25) these are:

- Year 3: PE - Outdoor and Adventurous Activities (RobinWood, Wrexham)
- Year 4: Geography - Contrasting UK Locality (The Lake District)
- Year 6: PE – Outdoor and Adventurous Activities (Conway Centre, Anglesey)

16. FOREIGN VISITS

16.1. At present the school does not anticipate arranging educational visits for pupils to foreign destinations.

16.2. Staff involved in foreign exchange visits to partner schools (e.g. Westcott Primary in Cape Town, our partner school) should discuss their visit with the Educational Visits Co-ordinator. If approved, the Educational Visits Co-ordinator will then submit an online *Evo/ve* form to seek approval from the LA.

17. EVALUATING EDUCATIONAL VISITS

17.1. Following an educational visit, the Educational Visits Co-ordinator will meet with any staff members present on the visit to assess its success in respect of both educational value and safeguarding effectiveness.

17.2. Based on this assessment, recommendations may be made to improve future educational visits.

18. MONITORING AND REVIEW

18.1. The effectiveness of this policy will be monitored by the Headteacher. Any necessary amendments may be made immediately.

18.2. The Curriculum Committee of the Governing Body will review this policy every three years.

APPENDIX 1 LOCAL VISITS CONSENT FORM



HUNTINGTON C.P. SCHOOL

PARENTAL CONSENT FOR REGULAR OFF-SITE VISITS / ACTIVITIES

SEPTEMBER 2023 – JULY 2024

Below is the consent form to cover all local visits. We will of course inform you whenever we take your child out of school. Please sign and return this to school as soon as possible.

Child's name.....Year.....

I hereby agree to my child participating in recognised activities off the site, but in the neighbouring area, for example, environmental studies, joint activities with other schools or walking to St. Luke's Church or Bishops' High School.

I understand that:

- such activities will not often extend beyond the school or establishment day, but that if, occasionally, they are likely to do so, adequate advance notice will be given so that I may make appropriate arrangements for his/her safe return home.
- my specific permission will be sought for any out-of-school or establishment activities beyond those outlined above and which could involve commitment to extended journey times, expense or hazards.
- all reasonable care will be taken of my child in respect of the activity/visit
- my child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal school or establishment discipline during the visit/activity
- any medical condition or physical disabilities will be notified to the school or establishment as and when they arise
- my child may be given First Aid or urgent medical treatment if necessary during any educational visit
- all young people are covered by the Cheshire West and Chester Council's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school establishment premises or equipment or attributable to negligence by the Council or one of their employees. These arrangements do not provide personal accident cover
- you may decline permission for your child to attend specific educational visits

Signature of parent/carer:

Date:

Appendix 2 PARENTAL CONSENT FORM



Name: _____

FORM 'C'

CHESHIRE WEST & CHESTER COUNCIL & HUNTINGTON COMMUNITY PRIMARY SCHOOL

PARENT / GUARDIAN CONSENT FOR AN EDUCATIONAL VISIT

To be distributed with an information sheet giving full details of the visit

Establishment/Group: _____

Details of Visit to: _____

From: Date _____ Time: _____ To: Date _____ Time: _____

I agree to _____ (name taking part in this visit)

I have read the information sheet I agree to _____ 's participation in the activities described.

I acknowledge the need for _____ to behave responsibly throughout the visit.

1. Medical information about your child

a) Any conditions requiring medical treatment, including medication? YES/NO

If YES, please give brief details:

b) Please outline any food or other allergies and special dietary requirements of your child:

c) Any recent illness or accident staff should be aware of?

d) The type of pain/flu relief medication your child may be given if necessary:

For residential visits and exchanges only

e) 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 infections? YES/NO

If YES, please give brief details:

f) Is your son/daughter allergic to any medication? YES/NO

If YES, please specify:

g) When did your son/daughter last have a tetanus injection?

Declaration

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. I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers:

Work: _____ Home: _____

Home address: _____

Email address: _____

Alternative emergency contact:

Name: _____ Telephone number: _____

Address: _____

Email address: _____

Name of family doctor: _____ Telephone number: _____

Address: _____

Signed: _____ Date: _____

Full name (capitals): _____

As part of the activities your son/daughter/ward are involved in Cheshire West & Chester Council may take photographs or video footage to use in printed publications or publicity or promotional material including the local press.

Can we use the young person's photograph in this way? YES / NO

Signed: _____ Date: _____

Full name (capitals): _____

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

APPENDIX 3 RISK ASSESSMENT TEMPLATE



Educational Visits & LOtC Risk Benefit Assessment

Visit to:

Dates of Visit

Leader in Charge of Visit

Persons considered in the assessment:

Carried out by:

Date of Assessment

GENERIC BENEFITS - WHY ARE WE DOING THIS?	SPECIFIC OUTCOMES
EG Comparing and contrasting environments	EG Young people experience an environment they may never otherwise access

POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND/OR ACTIONS TO BE TAKEN BY
<p>1 ENVIRONMENTAL ISSUES</p> <p>e.g. Weather,</p>	<ul style="list-style-type: none"> • <i>Weather forecast checked were appropriate</i> • <i>Activities programme amended where necessary</i> 	
<p>2 TRANSPORT</p> <p>e.g. vehicles, drivers, arrival and departure of vehicles, breakdowns</p>	<ul style="list-style-type: none"> • <i>Driving hours limited, with back-up driver on long journeys</i> • <i>Seat Belts used at all times</i> • <i>Marshalling as group leaves coach, etc</i> • <i>Appropriate stops for eating and care arrangements en route</i> • <i>LA guidance on transport in private cars, booster seats, minibuses, and public transport followed.</i> 	
<p>3 EQUIPMENT CLOTHING SUBSTANCES</p>	<ul style="list-style-type: none"> • <i>All clothing appropriate to the activities and location, including the use of weatherproof clothing</i> • <i>Appropriate footwear worn</i> • <i>Special equipment checked</i> • <i>All equipment appropriate to the activities and location</i> 	
<p>4 ACTIVITIES and PROCEDURES</p>	<ul style="list-style-type: none"> • <i>Detailed programme, including alternatives for bad weather</i> • <i>'Down time' arrangements</i> • <i>Adequate supervision at all times, with a duty rota in</i> 	

<p>e.g. Programme of activities, down time etc</p>	<p><i>place</i></p> <ul style="list-style-type: none"> • <i>Agree standards of behaviour and conduct</i> • <i>Equipment suitable for activities and abilities of pupils</i> 	
<p>5 SUPERVISION COMPETENCE DISCIPLINE</p>	<ul style="list-style-type: none"> • <i>Prior assessment of leaders and helpers in relation to the visit, the pupils involved and the activities taking place</i> • <i>Supervision ratio to keep sufficient check on all the party- including accompanying children other than pupils</i> • <i>Code of conduct established and maintained</i> • <i>Adequate staffing numbers available</i> • <i>Appropriate voluntary helpers used and fully briefed on their responsibilities</i> • <i>Police check for helpers under the Child Protection Act</i> 	
<p>6 OVERALL PLANNING MONITORING AND CONTROL</p> <p>e.g. Accommodation</p> <ul style="list-style-type: none"> • Emergency Contacts and Communication • Insurance • LA Approval via EVOLVE • Medical Arrangements • Parental Information • Research • Special Needs 	<ul style="list-style-type: none"> ▪ <i>Only suitable accommodation used and checked for appropriate facilities. Fire precautions and certification checked and a fire drill carried out</i> ▪ <i>Emergency arrangements include carrying the contact numbers for all the participants, the emergency contact person at the establishment and for emergency services maintained by the leader of the party</i> ▪ <i>Mobile telephone available for emergency use</i> ▪ <i>Established appropriate emergency contacts with schools and parents</i> ▪ <i>Critical incident procedure functions properly</i> ▪ <i>Set up effective communication procedures with the group</i> ▪ <i>Insurance cover checked and parents informed of the limits of cover provided</i> • <i>Prior approval via EVOLVE of adventurous activities,</i> 	

<ul style="list-style-type: none"> • Visits Abroad 	<p><i>overseas visits and or residential visits</i></p> <ul style="list-style-type: none"> • <i>Specific adventure activity guidelines being followed</i> • <i>All relevant medical information of all participants maintained</i> • <i>All appropriate medical arrangements, including first aid</i> • <i>Special potential health hazards associated with the site</i> • <i>Is it necessary to notify parents? Check this document and local policy</i> • <i>Have you provided appropriate information for parents?</i> • <i>Meeting with parents</i> • <i>Parental Consent</i> • <i>Do you need and have they given their consent</i> • <i>Researched the area, site accommodation, company</i> • <i>Pre visit carried out</i> • <i>Full account taken of any special needs involved</i> 	
<p>OTHER</p>		

--	--	--

**A COPY OF THIS RISK ASSESSMENT, WITH VISIT SPECIFIC CONTROL MEASURES IS TO BE PROVIDED TO THE EVC,
HEADTEACHER/MANAGER AND ADDED AS AN ATTACHMENT TO THE EVOLVE VISIT FORM**

Signed

Date

Please ensure that the risk benefit assessment actually relates to this visit or Learning Outside the Classroom activity.

i.e. It reflects this activity/these activities, at this location/these locations, led by these staff with these young people. Account has been taken of any young people with particular needs and an informed judgment regarding weather and water levels (if relevant) has been made. Please ensure this is shared and understood by all involved in leading the visit. The last column requires specific written control measures; a 'tick' or a 'yes' would probably not be considered suitable or sufficient evidence that a control measure is in place.

APPENDIX 4

RISK ASSESSMENT GUIDANCE



Educational Visits & LOtC Risk Benefit Assessment

Visit to: Ensure This is accurate

Dates of Visit Ensure Correct

Leader in Charge of Visit Should match Name on EVOLVE form

Persons considered in the assessment: Everyone

Carried out by: This should be VL

Date of Assessments should be recent

GENERIC BENEFITS - WHY ARE WE DOING THIS?

SPECIFIC OUTCOMES

This document is meant to be edited to fully reflect the shape of the visit being planned. The statements are meant to act as a prompt and should not be answered with YES NO or N/A

Your comments should outline clearly what your school staff will do to keep your pupils and staff safe

POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND/OR ACTIONS TO BE TAKEN BY
<p>1 ENVIRONMENTAL ISSUES</p> <p>e.g. Weather,</p>	<ul style="list-style-type: none"> • <i>Weather forecast checked where appropriate</i> • <i>Activities programme amended where necessary</i> 	<p>Where an activity is outside and dependent on the weather then school staff should involve themselves in checking the forecast. If using an external provider they should be aware of decisions made by the provider. How will this be done?</p> <p>PLAN B staff should know what will happen if an activity is cancelled</p>
<p>2 TRANSPORT</p> <p>e.g. vehicles, drivers, arrival and departure of vehicles, breakdowns</p>	<ul style="list-style-type: none"> • <i>Driving hours limited, with back-up driver on long journeys</i> • <i>Seat Belts used at all times</i> • <i>Marshalling as group leaves coach, etc</i> • <i>Appropriate stops for eating and care arrangements en route</i> • <i>LA guidance on transport in private cars, booster seats, minibuses, and public transport followed.</i> 	<p>Supervision of pupils in transit is the school staff responsibility (duty of care)</p> <p>What will this look like? seatbelts, behaviour, supervision getting on and off.</p> <p>If a comfort stop is needed how will it be managed supervision on car parks in public toilets etc.</p> <p>What is the procedure if there is an accident or breakdown. Visit Leader holds duty of care for this decision</p> <p>Register of pupils to be checked particularly before transport sets off!!</p> <p>Rather than do this for every visit Why not use generic Transport Assessment to be found on EVOLVE in Documents.</p> <p>Air travel: Flight details with times, supervision in airports how do you supervise your pupils</p> <p>Underground Transport: Tickets how are they managed, what happens if an individual</p>

		<p>becomes isolated?</p> <p>Own Mini Bus: Good practice says driver + support adult.</p> <p>Private car: must have evidence of: tax, MOT, Insurance, current Driving Licence, DBS</p> <p>Ferry: supervision, no access to outside deck, car deck, collection points.</p>
<p>3 EQUIPMENT CLOTHING SUBSTANCES</p>	<ul style="list-style-type: none"> • <i>All clothing appropriate to the activities and location, including the use of weatherproof clothing</i> • <i>Appropriate footwear worn</i> • <i>Special equipment checked</i> • <i>All equipment appropriate to the activities and location</i> 	<p>Why not upload list as shared with parents to the EVOLVE form and make note here.</p>
<p>4 ACTIVITIES and PROCEDURES</p> <p>e.g. Programme of activities, down time etc</p>	<ul style="list-style-type: none"> • <i>Detailed programme, including alternatives for bad weather</i> • <i>'Down time' arrangements</i> • <i>Adequate supervision at all times, with a duty rota in place</i> • <i>Agree standards of behaviour and conduct</i> • <i>Equipment suitable for activities and abilities of pupils</i> 	<p>Add a detailed itinerary to EVOLVE. Include who is leading activities.</p> <p>Don't forget evening activities</p> <p>If an activity is led by school staff it is legal requirement that a Risk Assessment is produced</p> <p>All staff led activities should be reflected here in this document.</p> <p>What are we doing, what are the risks, what controls are we putting in place to safeguard all on the visit.</p> <p>Don't forget Down time, hand over between activities, overnight supervision. Can pupils access staff and vice versa? Safety of rooms what if you need to gain access?</p> <p>Ratios: School must make a judgement based on SAGED Staff Activity Group Environment and distance from support.</p> <p>The nature of these variables dictate ratios. There is some broad guidance in our policy.</p>

		<p>If you are using remote supervision how will this work, pupils need staff contacts and vice versa, pupils need emergency procedures crib info.</p> <p>Staff need to ensure that supervision is in place and understood by all on the visit, staff rota, how</p> <p>will this be done if pupils in groups but not enough staff to cover each group?</p> <p>If appropriate produce a behaviour contract.</p>
<p>5 SUPERVISION COMPETENCE DISCIPLINE</p>	<ul style="list-style-type: none"> • <i>Prior assessment of leaders and helpers in relation to the visit, the pupils involved and the activities taking place</i> • <i>Supervision ratio to keep sufficient check on all the party- including accompanying children other than pupils</i> • <i>Code of conduct established and maintained</i> • <i>Adequate staffing numbers available</i> • <i>Appropriate voluntary helpers used and fully briefed on their responsibilities</i> • <i>Police check for helpers under the Child Protection Act</i> 	<p>This is done when EVC & Head approve a visit</p> <p>Need to be happy that the V.L and other staff are competent, suitably qualified and experienced to run the visit.</p> <p>V.L. should be suitably qualified e.g. Skiing S.C.O. as a minimum, DofE appropriate qualification M.L. etc.</p> <p>Put these details on staff personal details section of EVOLVE</p> <p>Supervision what happens if you lose a member of staff can you manage what happens to you ratios. Skiing has every ski group got a member of school staff? If not how is supervision managed?</p>
<p>6 OVERALL PLANNING MONITORING AND CONTROL</p> <p>e.g. Accommodation</p> <ul style="list-style-type: none"> • Emergency Contacts and Communication 	<ul style="list-style-type: none"> ▪ <i>Only suitable accommodation used and checked for appropriate facilities. Fire precautions and certification checked and a fire drill carried out</i> ▪ <i>Emergency arrangements include carrying the contact numbers for all the participants, the emergency contact person at the establishment and for emergency services maintained by the leader of the party</i> 	<p>Carry out checks.</p> <p>Where will rooms be, do they have balconies (how will this be managed) is there a pool (swimming? Need a lifeguard) Safety brief should be carried out on arrival. Pre-visit to check facilities. Are members of the public sharing accommodation(implications)</p> <p>Details of all on the visit should be held at school and accessible to emergency contacts. Should also be out on the visit preferably held by two people.</p>

<ul style="list-style-type: none"> • Insurance • LA Approval via EVOLVE • Medical Arrangements • Parental Information • Research • Special Needs • Visits Abroad 	<ul style="list-style-type: none"> ▪ <i>Mobile telephone available for emergency use</i> ▪ <i>Established appropriate emergency contacts with schools and parents</i> ▪ <i>Critical incident procedure functions properly</i> ▪ <i>Set up effective communication procedures with the group</i> ▪ <i>Insurance cover checked and parents informed of the limits of cover provided</i> • <i>Prior approval via EVOLVE of adventurous activities, overseas visits and or residential visits</i> • <i>Specific adventure activity guidelines being followed</i> • <i>All relevant medical information of all participants maintained</i> • <i>All appropriate medical arrangements, including first aid</i> • <i>Special potential health hazards associated with the site</i> • <i>Is it necessary to notify parents? Check this document and local policy</i> • <i>Have you provided appropriate information for parents?</i> • <i>Meeting with parents</i> • <i>Parental Consent</i> • <i>Do you need and have they given their consent</i> • <i>Researched the area, site accommodation, company</i> • <i>Pre visit carried out</i> • <i>Full account taken of any special needs involved</i> 	<p>Ensure emergency contacts at school available 24/7 and can access info.</p> <p>Will staff use their own phones in case of emergency or will they have school dedicated phone?</p> <p>All staff to know and understand the emergency procedures hold copies of protocol and numbers.</p> <p>Have you allowed enough time for approval Residential, Overseas, Adventurous 20 working days</p> <p>Overseas: are you using a provider Do they have LOTC Quality Badge? Fine!!</p> <p>No LOTC badge you need to send a provider form</p> <p>Are you organising this visit yourself you need to undertake all the tasks of a provider, flights, transport accommodation, activities etc.etc. and you need to evidence this!!</p> <p>Is your provider running Adventurous Activities they need an AALA Licence</p> <p>Medical Europe has everyone got an EHIC Card?</p> <p>Further afield do you need immunisation?</p>
<p>OTHER</p>		

**A COPY OF THIS RISK ASSESSMENT, WITH VISIT SPECIFIC CONTROL MEASURES IS TO BE PROVIDED TO THE EVC,
HEADTEACHER/MANAGER AND ADDED AS AN ATTACHMENT TO THE EVOLVE VISIT FORM**

Signed

Date

Please ensure that the risk benefit assessment actually relates to this visit or Learning Outside the Classroom activity.

i.e. It reflects this activity/these activities, at this location/these locations, led by these staff with these young people. Account has been taken of any young people with particular needs and an informed judgment regarding weather and water levels (if relevant) has been made. Please ensure this is shared and understood by all involved in leading the visit. The last column requires specific written control measures; a 'tick' or a 'yes' would probably not be considered suitable or sufficient evidence that a control measure is in place.