



# EDUCATIONAL VISITS AND OUTDOOR LEARNING POLICY

|  |                                 |
|--|---------------------------------|
| Approved/Reviewed: Lucy Hall                           | Next review due: September 2024 |
| Governing Body Committee: Full Governing Body          | SLT contact: Heidi Hoskin       |
| Policy adopted by the Governing Body on: December 2023 |                                 |



### STEP BY STEP GUIDE TO ORGANISING A SCHOOL TRIP

As soon as you decide on a trip, start to organise it by following the structure below. Refer to your class Educational Visits folder for all of the documents referenced below:

Reminder of minimum notice requirements – this is the timeframe prior to the trip going ahead within which the following forms/procedures must be completed by.

- Day visit – 2 weeks
- Residential – 3 months
- Adventure – 3 months
- Foreign Visits – 6 months

**Refer to class Educational Visits pack:\***

#### **Prior to the trip:**

1. Complete page 1 of the EV form and the School Trip Costing Sheet and hand to an EVC. This will allow you to get approval in principle before planning the trip in depth.
2. Complete rest of the EV form
3. Complete risk assessments on Assessnet for all aspects of your trip ([www.assessnet.co.uk](http://www.assessnet.co.uk) – seek advice from EVC's if you're unsure) - attach all completed to EV form (Appendix A1) along with any provider risk assessments.
4. Send out Parental Consent Form – you will need to add a covering letter to this, detailing more information about the trip.
5. Arrange and hold Student/Parent Trip Briefing in appropriate and necessary.
5. Ensure staff attending the trip have signed to say that they have read and understood the Cornwall Council Emergency Procedures for Educational Visits document (ensure that you update the Emergency Numbers section prior to signing it).
6. Complete relevant forms linked to driving school vehicles or own vehicle if necessary.
7. Hand all of the above documents to EVC within minimum notice requirement time.

#### **Other documents that you will need to prepare:**

1. Collect individual safety plans, risk assessments, wellbeing behaviour plans – ensure that Trip Leader and other adults on the trip are aware of key information.
2. Collect Parent/Carer contact information for each student going on the trip.
3. Staff contact list to be filled in with names and numbers of staff attending the visit. Copies to be given to each member of staff on the trip and a copy to be left with Reception.
4. Complete the information needed on the EV Blue form.
5. Complete the Allocation Record to Staff/Learners form – ensure this is shared with and signed by staff attending before the trip takes places.

**No less than 24 hours before the trip:**

1. Visit leader check list to be completed and given to EVC/Headteacher for final approval for the trip to go ahead.

**On the day of the trip:**

1. EV Blue form – to be signed by 9:00am on the morning of the trip. Copy to go with trip leaders and copy to be left at main Reception

2. Ensure that relevant people have copies of the information within the Cornwall Council Emergency Procedures for Educational Visits document (including people on the trip and the Reception staff at school). One copy of this that has been signed by all staff members attending the trip should be included with all of the above documents and handed to EVC's.

3. Complete sensitive information signing in / out sheet with Reception staff – sealed envelope to be taken on the visit including individual safety plans, risk assessments, wellbeing behaviour plans and parent contact numbers.

4. Ensure that Reception staff have a copy of the names and numbers of staff members on the trip and an up to date list of students that are on the trip (accounting for any absences on the day). This must be handed to them as you leave for the trip.

5. Ensure that you call school and inform them when you have arrived at your destination and when you have departed your destination.

After Trip complete the post visit debrief within 48 hours and return to the EVC

All classes have a hard-copy Educational Visits packs that contain all of the documents listed above. An online copy is saved on the Staff Shared Drive in the Educational Visits folder.

**\*\*EV forms** – For local day visits, a paper copy EV form (Appendix A1) must be completed. For foreign, residential visits, adventure activity and visits that are more than 50 miles from base, you require the Manager/Headteacher's approval to be endorsed by Cornwall Outdoors acting on behalf of the employer, in which case the online EV system must be used to submit information to the Manager/Headteacher/EVC then Cornwall Outdoors. In this case, the online EV form would be filled in, not a paper copy. The online EV form allows you to attach Risk Assessments directly to the system.

<https://services.cornwall.gov.uk/educationalvisits/>.

## **SCHOOL VISITS AT DOUBLETREES SCHOOL**

### **‘Students remember school trips for the rest of their lives’**

One measure of the quality of education at Doubletrees School is the range of visits offered to students during their time here. These visits will range from those supporting the curriculum, participating in teams, to trips which involve adventure and the exposure to new activities which contain an element of risk. School trips help students to take responsibility for themselves, develop life skills and leadership qualities.

Clearly as teachers/adults organising trips, we have a DUTY OF CARE to plan and execute safe trips. This will involve planning and the assessment of risks and an inevitable amount of paperwork so that ALL trips fit in with the School schedule, have appropriate staffing and offer our students valuable experiences.

Educational Visits Coordinators

Lucy Hall (Ready to Learn)

## Off-Site Visits and Outdoor Learning Policy- Overview

This policy document sets out the purpose and priorities of all visits undertaken by the School, both during school hours and outside school hours, at home and abroad.

1. A school visit is one where teachers plus other staff and named adult helpers take responsibility for students at the school on a 'loco parentis' (plus) basis. There may be visits organised by members of staff, which do not easily fall into this definition (e.g. theatre visits where parents or others take responsibility for the pupils). It is important however that such trips, which use school time and 'name' to promote and organise visits and the school financial system to handle finances do follow the essentials of this policy and certainly the procedures which are relevant to them.
2. The School seeks to promote visits as a positive contribution to its curriculum and to the academic and personal development of students. These benefits will be carefully weighed against the costs of visits in relation to the School's normal routines.
3. All visits will be agreed to in advance of the commencement of procedures for organising them. Visits abroad must be agreed by the School Leadership Team, by Governors and by the Local Authority. A minimum notice of 6 months is required for foreign visits, 3 months for residential and 2 months for adventure activities.
4. Visits must not be promoted before approval has been secured from the EVC responsible, who may seek further approval.
5. Any proposed activity will be supported by a rationale and related where appropriate to the Schemes of Learning.
6. There will be a system of priorities established which relates to the educational relevance and importance of particular visits. It will be necessary to allow certain activities (e.g. Ten Tors) to approach students in advance of other to support this system of priorities. The following indicates a priority order:
  - (a) visits which are an essential part of the curriculum;
  - (b) visits which support the taught curriculum;
  - (c) visits which help to promote team work and students' social development;
  - (d) Visits that promote independent skills, inclusion and next steps.
7. The School will seek to establish a range of visits, those directly supporting the curriculum, others which extend and enhance the curriculum. This range of visits must be as accessible as possible to the whole range of backgrounds from which students come so that these experiences are not out of the reach of students.
8. Subject to the School's and LA's charging policy the School will subsidise curriculum visits for students whose families are in receipt of income support or are otherwise in dire financial need.
9. The School will provide the climate to allow as many staff as possible the opportunity to arrange visits; this may require a formal process by which staff can approach SLT to make proposals. Additionally SLT must ensure that staff's involvement in arranging visits contributes positively to their professional responsibilities and development.
10. There will be within the set of procedures supporting this policy a clear open system of financial management of visits which will be acceptable to the auditors. This will include arrangements for staff costs (free places) and administration.
11. The School has adopted Cornwall's guidance, systems and processes for supporting and monitoring off-site activities and outdoor learning. Cornwall Council has formally adopted "Outdoor Education Advisers Panel (OEAP)
12. National Guidance" as its "Employer Guidance for Children, Schools and Families Directorate". This guidance can be found on the following website: <http://oeapng.info/>. Guidance is also contained in Cornwall Council's Children, Schools and Families Directorate Policy for the Management of Off-Site Visits and Outdoor Learning. Leaders must form a professional judgement in terms of assessment for each visit and complete risk assessment forms.
13. There can be no commitment to provide supply cover for School visits. It may be possible to provide some but this will depend on the availability of funding.
14. The School will ensure that opportunities for relevant training will be made available to those staff

taking part in School visits.

This policy is supported by a range of procedures designed to ensure the safe and efficient conduct of all visits.

## SECTION ONE

### Introduction General

#### 1.1 Understanding the risks in Educational Visits

All teachers and supervisors, whether in full or part time employment, who are responsible for looking after others have a duty of care in common-law. If the persons in their care are under the age of 18 they are said to be “in loco parentis” – and are expected to exercise the same degree of care as a reasonable, prudent and careful parent. **Because teachers are trained, professional people, courts have tended to expect them to exercise a higher standard of care than that which might be expected from an ordinary parent.** Whilst the principle of “in loco parentis” does not apply to students over 18, teachers are expected to exercise a similar duty of care. This duty of care extends to all who assist in the Authority’s schools in a voluntary capacity.

All activities that take place off the School premises are included in this guidance; the nature of the activity itself does not necessarily imply that there is a greater, or lesser, degree of safety for the participants. The so-called hazardous activities (such as climbing, skiing, canoeing) have a good safety record – because they are carefully regulated and under the control of trained and experienced people exercising close supervision. **Accidents are more likely to result from situations involving road traffic, activities near water, or a general lack of supervision in everyday situations.**

Activities that take place on a routine or regular basis are just as likely to result in an accident as occasional or “one-off” activities. Repetition of activities, whilst usually leading to improved organisation, can result in a false sense of security, complacency and a lack of vigilance. The same high levels of supervision and vigilance are necessary in all activities regardless of their nature, frequency or duration. Once the responsibilities of being “in loco parentis” have been assumed they cannot be set aside until the children have been returned to the care of their parents or guardians.

#### 1.1 Terminology Used

|                     |  |
|---------------------|--|
| <b>Visit</b>        | Any venture taking place outside the physical bounds of the establishment, and including the entire period between departing and returning to that establishment.                      |
| <b>Activity</b>     | Any specific element of the planned programme for a visit.   |
| <b>Visit Leader</b> | A teacher approved by the Headteacher to plan and have overriding responsibility for the safety, the activities and the procedures involved in the visit.                              |
| <b>EVC</b>          | Educational Visits Co-ordinator. This person will be involved in the planning and management of educational visits and disseminating good practice amongst colleagues (see section 2). |
| <b>Staff</b>        | All adults with a supervisory responsibility for students on a visit   |

|                        |  |
|------------------------|--|
| <b>Teacher</b>         | A teacher employed by Doubletrees School.  |
| <b>Adult</b>           | A teacher not employed by Doubletrees School or an adult volunteer.  |
| <b>Home Contact</b>    | A member of the School Leadership Team of the school (or delegate) who will be available in the locality of the School to assist with any emergencies and who will hold all the emergency contact information. |
| <b>Instructor</b>      | A person with technical skills and qualifications contracted to instruct hazardous activities.   |
| <b>Approved</b>        | A person who holds a national governing body qualification to conduct a hazardous activity and/or who has been approved on behalf of the Local Authority (LA) to lead specific hazardous activities.           |
| <b>Risk Assessment</b> | A formal process of assessing the potential risks of an activity, procedure or location to cause harm to an identified person or group.  |
| <b>Risk Management</b> | The identification of a procedure or course of action to minimise a potential risk to an acceptable level.   |

Staff completing risk assessments must be competent to do so. They must seek advice from a School Health and Safety representative / senior member of staff to provide training or support as required. Any queries or concerns should be passed to the EVC.

Employees have responsibilities too. The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, apply to them as well.

**Employees must:**

- Take responsible care of their own and others' health and safety
- Co-operate with their employers
- Carry out activities in accordance with training and instructions
- Inform the employer of any serious risks.

## SECTION TWO

### LA Contact details for advice and support:

| Advice on  | Contact Person   | Contact Details  |
|--|--|--|
| Planning and Organisation<br>Assessing/managing risk Adventure<br>Activities Foreign Visits<br>County Policy<br>Educational Visit Safety | Head of Cornwall Outdoors<br>Andy Barclay                                    | Cornwall Learning, Carew House,<br>Beacon Technology Park, Dunmere<br>Road, Bodmin PL31 2QN<br>Tel: 07968892855<br><a href="mailto:abarclay@cornwall.gov.uk">abarclay@cornwall.gov.uk</a>              |
|  | <u>Main Contact:</u><br>Paul Parkinson<br>Senior Outdoor Learning Consultant | Cornwall Learning, Carew House,<br>Beacon Technology Park, Dunmere<br>Road, Bodmin PL31 2QNTel: 07973<br>241824<br><a href="mailto:pparkinson1@cornwall.gov.uk">pparkinson1@cornwall.gov.uk</a>        |
| Bookings and Finance   | Mandy Richards   | Chy Trevail, North 2, Beacon Technology<br>Park, Dunmere Road, Bodmin, Cornwall,<br>PL31 2FR<br>Tel: 01872326360<br><a href="mailto:mandy.richards@cornwall.gov.uk">mandy.richards@cornwall.gov.uk</a> |

### 2.1 Role of the Educational Visits Co-ordinator

The School must designate a member of staff as the Educational Visit Co-ordinator (EVC). This should be in recognition of existing expertise or a key role for a senior manager.

The EVC will advise in the planning and management of educational visits including adventure activities led by School staff. The EVC will support group leaders, the Headteacher and School Governors by ensuring that the LA's guidelines for leading educational visits are followed.

#### This person should:

- Have experience in leading and managing a range of educational visits, in particular, those which are common to the School.
- Be of sufficient status to be able to influence change in colleagues. This may be the Headteacher, but if not, must have the active support of the senior management team.

The EVC may be delegated many of the tasks assigned to the Headteacher. The principle day- to-day tasks may require an EVC to:

- Liaise with the LA to remain current and informed on good practice
- Support the Head and Governors in their decision-making
- Be able to confirm that the leadership of the visit is appropriate and to check staff qualifications; this is to include accompanying staff and volunteers
- Help organise the induction and training of staff and volunteers new to the venture
- Make sure that Disclosure and Barring Service checks are in place as necessary
- Be involved in educational visit management in order to ensure that the LA and School's policy and guidance are followed
- Work with leaders to ensure that the aims of the educational visits are achievable and in line with those of the School
- Ensure teachers are made aware of and understand the LA's emergency procedures
- Ensure the School has emergency procedures in place in case of a major incident on a school

visit. These should be discussed and reviewed by staff and Governors

- Confirm that consideration has been given to the group concerned and the location (check Visit Leader's group/site risk assessments)
- Ensure that the School has emergency procedures in place and knows how to liaise with the LA should an emergency occur
- Keep records of individual visits including reports of accidents and 'nearmisses'
- Learn from previous experience, recording successful practice and contacts, and be able to use them and move on, in particular where staff personnel change
- Monitor and review current practice. Be able to both report on successes and set targets for improvement. Be ready to intervene where practice is incorrect or unsatisfactory.

## 2.2 Role of the Visit Leader

Group leaders are responsible for the safe planning and execution of visits and should:

- Follow LA and School guidelines/policies
- Define clearly the educational objectives of the visit
- Appoint a deputy leader who can take over at any time
- Make a comprehensive risk assessment and management plan and submit it to the Headteacher/EVC for approval
- Clearly define the roles and responsibilities of all adult helpers
- Have qualifications (where appropriate), experience and training to manage the group and lead the staff team
- Be aware of child protection issues
- Ensure the ratio of adults to students is appropriate for the needs of the group
- Ensure adequate first aid provision is available
- Ensure all adults have information of any special or medical needs amongst students
- Establish emergency procedures of all elements of the visit
- Ensure all adults have details of the home contact and of emergency procedures
- Be conversant with good practice in planned activities he/she will not be instructing
- Prepare and brief the group and parents of the students
- Assess the members of the group for their suitability
- Have regard for health and safety of the group at all times
- Consider stopping the visit or activity if the risk to the health and safety of part members becomes unacceptable
- Follow up with parents / carers within two days of a student being hospitalised or injured during a trip or visit, and subsequent contact if necessary, to check on the health and wellbeing of the child and if any further support can be offered by the
  - School – updates to be e-mailed to the Headteacher and EVC

Staff should be particularly careful when supervising students in extended curricular activity. Typically a less formal approach is adopted. However, the standard of behaviour expected of staff will be no different from the behaviour expected in School.

Post Trip/Visit Evaluation Report. A Post Trip/Visit report must be completed by the Visit Leader for all residential/foreign trips; the requirement for a report for day visits/adventure activities should be discussed and agreed with the EVC. The report should include the following:

- A general overview of the success/shortcomings of the trip/visit
- Did the trip/visit meet the objectives/expectations/outcomes set?
- Was there adequate time?
- What might be done differently to make the trip/visit an even better experience in

the future?

- Were there any issues with the level of supervision?
- What special points should be emphasized next time?
- What problems/potential problems should Visit Leaders consider if planning a similar trip in the future?
- What would you change, if anything, to make the visit/trip a greater success?
- Any financial issues with the trip
- Any accidents/near misses/medical issues that had to be dealt with or addressed
- Any other relevant points that would help staff planning a similar trip/visit in the future.

The Post Trip/Visit Evaluation Report must be submitted to the Headteacher, and a copy to the EVC, **within two weeks** of returning from the trip/visit. Please note that any accidents, near misses or safeguarding issues should be reported to the Headteacher as soon as possible and the appropriate paperwork completed. The proforma for this can be found in the Educational Visits Pack.

Post Trip/Visit Meeting with the Headteacher. The Visit Leader of any residential and foreign trip must arrange to meet with the Headteacher within two weeks of their return to School to give a debrief on the trip. Visit Leaders of adventure or day trips must also arrange to meet with the Headteacher where there have been any safeguarding issues.

## SECTION THREE

### PLANNING

The term 'educational visits' encompasses a very wide range of activities, varying enormously in their duration and complexity. County policy takes account of that diversity by stipulating quite different levels of planning for each type of visit. Activities are divided into four groups.

#### 3.1 Categories of Visits refer to section 9

##### 3.1.1 Group 1

***Day visits in local school area, e.g. church, village, local surveys.***

The policy should make clear the processes by which parents will be informed that their children are engaging in these activities. For this type of activity please complete the relevant sections of the Education Visit (EV) form (see appendix 1A) Form and ensure that appropriate risk assessments are completed prior to the visit. It is recommended that parents are asked for their prior agreement in principle, to students being out of School for this type of activity, and that parents are notified in advance of all non-routine occasions when students will be out of School e.g. via sporting fixture lists or via standard letters.

##### 3.1.2 Group 2

***Non-residential visits to places of educational interest.***

A journey more than 50 miles from base.

These visits are typically more distant from the School locale than Group 1 activities and may be distinguished from Group 1 by the added difficulty an emergency would present over and above that of a local visit.

Examples might be:

- Where there is a breakdown with transport, parents cannot easily be called upon to assist in collecting their children
- Where the distance means that the length of the day is extended and using a minibus requires two drivers
- Where a student is hospitalised and the teacher is required to stay for an extended time with the student, thus necessitating significant changes to plans.

For this type of activity an online EV form will need to be completed and parental agreement specifically obtained. The EV form will be retained by the School.

### 3.1.3 Group 3

#### *All visits/journeys involving potentially hazardous/adventure activities*

These visits could take the form of:

- A one-off experience, e.g. within activities week
- A series of visits, e.g. a canoeing course within GCSE PE
- Part of the programme in a residential experience (see below).

**EV forms and parental consent forms must be completed. The LA Co-ordinator for Safety on Educational Visits must be notified of all such visits, preferably at the planning stage and at the very least two months in advance** (if a day visit) to give the LA sufficient time to perform its duty of care.

### 3.1.4 Group 4

#### *Residential visits within and outside the UK*

EV form and parental consent forms must be completed. The LA Co-ordinator for Safety on Educational Visits must be notified of all such visits at the planning stage, **at least 6 months in advance if the visit is abroad, and at least 3 months if within the UK**, to give the LA sufficient time to perform its duty of care. Where the foreign visit involves expedition work in remote parts of the world, the minimum notice period is 12 months.

### 3.1.5 Approval Arrangement

A checklist can be found at Appendix F to assist EVC's and Visit Leaders with the various stages of planning and approval. Heads are responsible for ensuring visits conform with the requirements of County policy. Heads should ensure that Governors are informed in advance of all residential visits being planned (via the EVC).

A copy of EV Form 'Proposal for Educational Visit' can be found at Appendix A. This Form is to be completed for all proposed educational visits in Groups 1, 2, 3 and 4 and retained within the School. The completed EV form must be held in the establishment in a secure place known to all staff who might be required to consult it in an emergency. It should be retained for at least 12 months after the end of the activity. This is to enable the Authority to monitor standards and procedures in the use of EV forms, as a part of its duty of supervision.

**For all proposed educational visits in Groups 3 and 4, a completed EV form along with the itinerary and risk assessment must be sent to the LA Co-ordinator for Safety on Educational Visits.**

## EDUCATIONAL VISITS AND OUTDOOR LEARNING POLICY

Notification by means of EV form must be given as soon as possible (before final booking commitments are made) – for foreign visits at least six months before the planned visit or activity; and at least two months before any adventure activity. All EV forms requiring LA approval must be sent to the Co-ordinator for Safety on Educational Visits at Cornwall Outdoors, via the EVC.

### 3.2 A PLANNING PATHWAY

In order to check the viability of any specific visit the following questions have been prepared. Please start at Question 1 and proceed according to your answer to the next appropriate question, or research a particular section of the document. .

|  | Y<br>E | N<br>O |
|--|--------|--------|
| <b>1. Has the LA framework for the planning and conduct of educational visits been followed?</b><br><br>All establishments must have a system whereby the planning for educational visits is brought together. Aide-memoires and planning checklists are provided in Appendix F.   | 2      | 18     |
| <b>2. Will the visit involve residential experience, adventure activity or travel outside the united Kingdom?</b><br><br>Residential visits, visits abroad and adventure activities all require approval from the Local Authority.   | 3      | 3      |
| <b>3. Has a pre-visit to the proposed destination been undertaken?</b><br><br>Whenever practical, educational visits should be preceded by an exploratory visit by the Leader or another designated adult.<br>This is designed to evaluate the suitability and potential of the venue for meeting the objectives of the visit for your group, and to assess the existence of potential dangers or areas of risk. It is important to re-assess venues regularly that have been used on previous occasions.  | 4      | 18     |
| <b>4. Is the proposed venue appropriate to the age and capability of the young people undertaking the visit?</b><br><br>Even essentially safe activities can become potentially dangerous in certain environments. In Cornwall, special attention should be given to moorland, military areas, the coastal zone (cliff top, beach and sea) and estuaries, farms, quarries and former mining areas.   | 5      | 5      |
| <b>5. Will the content of the visit be limited to low risk (Category A ) activities?</b>   | 8      | 6      |
| <b>6. Will the visit include any higher risk (Category B and C) activities?</b><br><br>A number of activities which are considered to involve a high degree of risk are listed in Section 9, Types of Visit. The list is not exhaustive and if you are contemplating an activity which you consider may fall into a higher risk category and which is not listed, you must consult the Co-ordinator for Safety on Educational Visits.  | 7      | 8      |
| <b>7. Have the potential providers of category B and C activities been approved by the LA or, where applicable, licensed through the Adventure Activities Licensing Authority?</b><br><br>Schoolteachers and youth workers are not required to hold an AALA licence when instructing their own pupils. However, they must hold suitable qualifications to lead their planned activities. Cornwall Outdoors, on behalf of the LA, maintains a database of those who are approved to lead adventure activities.<br><br>If the activities are being provided through an outside organisation, then it is likely that this provision will be subject to the Adventure Activities Licensing Regulation 1996. See Section 9 for further information. | 8      | 18     |

|   |    |    |
|---|----|----|
| <b>8. Will the visit include any persons with special needs?</b><br><br>People with special needs may well require the availability of special facilities, particularly where residence is involved. It is also important to remember that what may be a low risk activity for most individuals, could well become a high risk activity for those with special needs. | 9  | 9  |
| <b>9. Will the Education Authority's regulations for supervision ratios be satisfied?</b><br><br>The Education Authority requires that minimum ratios are applied in order for satisfactory levels of supervision to be maintained. See Section 4, Supervision.   | 10 | 18 |
| <b>10. Has transportation been arranged in accordance with Local Authority Guidelines?</b><br><br>Requirements concerning the use of coaches, minibuses and private cars must be followed. See Section 7, Planning Transport.   | 11 | 18 |

|   |    |    |
|---|----|----|
| <b>11. Have all voluntary helpers who are not employed by Cornwall Council completed an Enhanced Disclosure for positions in 'regulated activity'?</b><br><br>All adults, including volunteer drivers, who have significant contact with young people are required by law to disclose any cautions, bindovers, convictions or pending prosecutions of a criminal nature to Cornwall Council. For further advice and guidance contact the HR Safeguarding Team on 01872 323499 or 01872 323915.  | 12 | 18 |
| <b>12. Have emergency arrangements been drawn up?</b><br>Part of the organisation of any visit must include arrangements, which may be employed in the event of unexpected eventualities, such as illness, injury or other mishap. Refer to section 11, Emergency procedures, and ensure that Cornwall Council is notified using the electronic accident reporting system.  | 13 | 18 |
| <b>13. Have Risk Assessments been undertaken for the visit?</b><br><br>All the above questions have been about risk assessments. It is a Health and Safety requirement that risk assessments are completed for all educational visits, essentially using the LA's preferred option, the EEC risk assessment package. In addition, each establishment must annually review the range of risk in its educational visits and also, whenever there is a particular concern about an activity, an environment or a significant change to the practice.   | 14 | 18 |
| <b>14. Has appropriate insurance cover for the visit been arranged?</b><br><br>Different ventures require different levels of insurance. Consideration must be given to what journey insurance is required in respect of personal accident and loss of personal possessions. See Section 8, Insurance.  | 15 | 18 |
| <b>15. Have parents/carers of the young people involved been informed of the nature of the visit and the activities to be undertaken?</b><br>- <b>Has written consent been obtained for those young people, under the age of eighteen years of age, to participate in the visit and to be given emergency medical treatment?</b><br><br>It is vital that parents receive full information of the nature of the venture including the activities to be undertaken. See Section 6. Their acknowledgement of receipt of this information is essential as is the requirement to obtain consent for authorizing emergency medical treatment. Please refer to Appendix B. | 16 | 18 |
| <b>16. Has the Headteacher approved the visit?</b><br><br>EV proposal form must be approved by the Headteacher for all off site visits and prior to inviting students to participate. The Headteacher may, in some circumstances, wish to refer the proposed venture to the School Governors. It is recommended that this should be done for all residentials, adventure activities and visits abroad. In addition, for each of these three categories, the approval of the LA must be obtained.  | 17 | 18 |

|  |    |    |
|--|----|----|
| <p><b>17. Has the visit been approved by the LA?</b></p> <p>LA approval is required for all residentials, adventure activities and foreign visits. Approval should be obtained from the EVC using the online EV form. The electronic EV form can be used internally within the school/establishment to submit details of any educational visit to the Manager/Headteacher/Educational Visits Coordinator for approval. Foreign, residential visits, adventure activity and visits that are more than 50 miles from base require the Headteacher's approval to be endorsed by Cornwall Outdoors acting on behalf of the employer, in which case this system must be used to submit information to the Manager/Headteacher/EVC then Cornwall Outdoors. <a href="https://services.cornwall.gov.uk/educationalvisits/">https://services.cornwall.gov.uk/educationalvisits/</a></p> | 19 | 18 |
| <p><b>18. THE VISIT SHOULD NOT PROCEED</b></p> <p>Seek advice from your Headteacher to determine whether the visit might proceed if the arrangements are amended.</p>  |    |    |
| <p><b>19. THE VISIT SATISFIES CORNWALL COUNCIL'S REQUIREMENTS AND MAY THEREFORE PROCEED.....SUBJECT TO CONTINUOUS RE-APPRAISAL.</b></p>  |    |    |
|  |    |    |

### 3.3 A Checklist for Planning Visits (see policy)

It cannot be emphasised too strongly how critical it is to carry out detailed planning for educational visits in good time before the event. All aspects of the learning process, safety and enjoyment are more assured when careful groundwork has been undertaken. Even where an external body is being engaged to deliver a particular activity, the care with which that organisation has been selected, and the precision with which programmes have been specified in advance, will have a great bearing on the quality of the experience.

Students with disabilities should not be discriminated against when planning visits.

Teachers should use the following criteria when planning activities which take place off the School premises. Depending on the type of activity, some or all of the criteria will need to be applied:

- Does the activity have a clear educational purpose?
- Is the activity suited to the age, aptitude and experience of the students?
- Is the planning and preparation satisfactory?
- Has any external agency/provider been suitably vetted?
- Does the activity involve one of the listed Adventurous Activities in Section 9, Category C?
- Are the staff suitably qualified and/or experienced in the activity or activities concerned?
- Does the activity involve students working without direct supervision of leaders?
- Have risk assessments been carried out and significant findings recorded?
- Is there adequate supervision for the duration of the venture?
- Has adequate insurance cover been obtained?
- Have adequate procedures, including channels of communication, been established for use in case of an accident or emergency?
- Has approval been obtained from the Head/Governors/LA?
- Has best value been sought/obtained?
- Have the parents been informed and has parental consent been obtained?
- Has the Director of Business and Finance been notified?

The flow chart on the next page provides a summary of the necessary planning steps. Prior notification to the LA as soon as possible (preferably pre-booking) before the planned activity will be required for:

- Residential trips
- Trips abroad
- Potentially hazardous pursuits.

The financial arrangements are a particularly important part of planning, as parents will need as much notice as possible of what could be a substantial outlay. An explanation of the law on charging for a school activity can be found at Appendix H.

### 3.4 Planning the Visit

This page charts the likely stages of planning a visit.

Outline proposal to EVC (SLT/Headteacher or governing body), seeking approval in principle. Proposals should include:

Visit's objectives  
Likely date, duration, venue  
Student group, staffing  
Resources, estimates of costs  
(Proposals for longer visits may need to be made before the start of the relevant academic year)



#### Planning

Contact venue. Is it suitable for the group?  
What are the transport options?  
Who would lead the group and who would help to supervise it?  
Who would pay for the visit?  
Risk assessments,  
exploratory visit

Submit the completed EV form to the EVC (paper copy for Group 1 visits, online copy for Group 2, 3, 4 visits)



#### Group 1 / 2 Visits

(Day visits) Obtain approval and parental consent for visits

Inform parents as necessary of shorter routine visits

Brief students



Evaluate

#### Group 3 / 4 Visits

(Residential, adventure, foreign) Obtain approval for the visit and parental consent for the visit



#### Final Preparation

Information to and from parents

Briefing meeting for students/parents



Submit online EV form to Headteacher (and LA)



Go on visit, monitoring the risks at all time.



### 3.5 Risk Assessment

(Examples of risk assessments can be obtained through School Health and Safety representatives.) Risk Assessments are to be populated using **assessnet.co.uk**

Risk assessments are an essential element of all educational visits and journeys. All significant hazards should form part of a written risk assessment and the importance of this cannot be over-stated. It will be necessary to consider all visits including the use of detached facilities such as playing fields.

Risk assessments can usefully be considered as having 3 levels:

- Generic risk assessments which are likely to apply to the activity wherever and whenever it takes place
- Visit/site specific risk assessments, which will differ from place to place and group to group
- Ongoing risk assessments that take account of changes such as weather, illness of staff/students, and unavailability of preferred activity.

#### 3.5.1 Generic Risk Assessment

The LA document 'Risk Assessment in Outdoor Education – 1999' contains a variety of generic risk assessments which can form the basis for the specific needs of EVC's and visit leaders. The LA is developing a pool of generic Risk Assessments, available electronically. Many such RA's are readily available through the EEC software. EEC software can be accessed from the School network.

#### 3.5.2 Visit/Site Specific Risk Assessment

These are usually undertaken by the School and should be completed well before the visit. Site specific RA's for a range of Cornish venues and attractions are available on EEC software. They should be used to inform good practice and provide the basis for safe operating procedures. Visit/site specific examples might include:

- Specific health conditions in the group
- Safety of group in public areas (toilets, service stations etc) on journeys to activities
- Control of group during transportation
- Known/predictable site hazards (identified during pre-visit) i.e. unloading on side of busy road or near steep grassy bank or drop.

#### 3.5.3 Ongoing Risk Assessment

Group leaders have responsibilities for carrying out ongoing risk assessment throughout the visit. They must recognise their responsibilities to intervene, raise concerns or to stop activities at any stage, if they have concerns over safety standards of colleagues or providers, or if circumstances change. Examples might be:

- Group tiredness
- Illness
- Change in weather
- Potential threats to participants from other groups or the public.

Group leaders must not sanction activities that are not in keeping with the plan to which initial

authority was given; e.g. students undertaking activities within groups 1, 2 or 3 must not participate in hazardous activities, which fall into group 4.

For further information on Ongoing Risk Assessment, see 'A Handbook for Group Leaders'. A risk assessment for a visit need not be complex but it should be comprehensive. It does not generally require technical formulae or professional health and safety expertise, but specialised information for some visits may be necessary. Headteachers should ensure that the person assessing the risks is competent to do so. Specialist advice is available through Cornwall Outdoors and generic/site specific RA's are available on EEC software.

A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Students must not be placed in situations that expose them to unacceptable levels of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measure in place?
- What steps will be taken in an emergency?

The following factors are important when assessing the risks:

- The type of visit/activity and the level at which it is being undertaken
- The location, routes and modes of transport
- The competence, experience and qualifications of supervisory staff
- The ratios of teachers and supervisory staff to students
- The group members' age, competence, fitness, temperament and the suitability of the activity
- The special educational or medical needs of students
- The quality and suitability of available equipment
- Seasonal conditions, weather and timing
- Emergency procedures
- How to cope when a student becomes unable or unwilling to continue
- The need to monitor the risks throughout the visit
- A need to monitor students at night.

The person carrying out the risk assessment should record it and from the outcome, formulate a set of procedures for the safe management of the visit. These procedures **must be shared with all teachers/supervisors** on the visit, thereby enabling them to avoid or reduce the risk. The LA, Headteacher and governing body should also be given a copy so that approval, as necessary, can be given with a clear understanding the effective planning has taken place.

Frequent visits to local venues such as swimming pools may not need a risk assessment every time. Nevertheless, it is essential not to become complacent. Assessment of the risks of such visits should be made at regular intervals and careful monitoring should take place. EEC Risk Assessments software contains a number of site-specific RA's and can be added to if requests are received by Cornwall Outdoors Safety Co-ordinator. The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as

necessary.

### 3.5.4 External Providers/Tour Operators

Before booking a visit, the group leader should obtain a written or documentary assurance that providers such as tour operators have themselves assessed the risks and have appropriate safety measures in place.

## SECTION FOUR

### Supervision

The County Policy on minimum recommended levels of supervision is detailed below. It will be for the Headteacher (or delegate) to decide whether the particular circumstances of an educational visit require levels of supervision above the minimum requirement. The risk assessment process will help inform this decision and will take into account the following factors:

- Sex, age and ability of group
- Students with special educational or medical needs
- Nature of the activities
- Experience of the adults in managing educational visits and journeys
- Duration and nature of the journey
- Type of accommodation (if applicable)
- Competence of staff, both general and for specific activities
- Requirements of the organisation or venue to be visited
- Behaviour of students
- First aid provision.

### 4.1 Suggested Ratios

**The following ratios relate to the types of visits listed in Section One. Supervision**

- The teacher leading the trip will arrange the appropriate level of supervision with reference to the Risk Assessment. Because of the needs of some pupils, this may be a lower ratio than the suggested ratios in the document "Policy On The Management of Off-Site Visits and Outdoor Learning 2012" which are **Foundation – 1:3, Y1-3 – 1:6, Y 4-6 – 1:10/15, Y7 upwards – 1:15/20**
- The person signing the "Blue Form will decide if the levels of supervision are adequate when approving the trip.
- Any adults on a trip, including parent helpers, must have undergone a full DBS check if any "substantial unsupervised access" to pupils takes place on a trip (ie taking to toilet etc).
- Work experience students can go on trips but they do not count in supervision ratios and must themselves be adequately supervised.
- Children / relatives of staff at the school must not be going on trips unless over 16.
- In some circumstances, a Classroom Assistant will lead visits with small groups of pupils. In this instance, the necessary paperwork will have been completed by a teacher and the CA fully briefed.

#### 4.1.1 Activity Group Three (Adventure Activities)

Typically teachers leading adventure activities will be qualified through one of the following ways:

- National Governing Body certification (e.g. British Canoe Union)
- Local Authority scheme (e.g. Climbing Wall leader, South West Mountain and

- In-house training/experience (e.g. problem solving).

These awards suggest ratios for the various activities and teachers are advised to use these recommendations as the basis for deciding the number of students with whom they will work.

In addition, consideration must be given to the following factors:

- The nature of the activity
- Age and experience of the group involved
- Any special medical or educational needs of group members
- The prevailing and anticipated weather conditions
- The location of the activity
- Experience of the staff

#### **4.1.2 Supervision of 'other' group members. Adventurous Activities Categories**

National guidance provides clear advice regarding the assessment of leader competence. It is an expectation of Cornwall Council that all visit / activity leaders and their assistants have been formally assessed as competent to undertake such responsibilities as they have been assigned in line with Employer Guidance. Refer to the National Guidance document: "Assessment of Competence" 3.2d – <http://oeapng.info/wp-content/uploads/downloads/2012/04/3.2d-Assessment-of-competence-1.pdf>

#### **4.1.3 Activity Group Four (Residential and Foreign Visits)**

##### **Notes:**

The status and quality of the additional adult supporting the teacher is a critical factor in determining the number of participants and should be determined by the Headteacher/EVC.

Mixed parties must always be accompanied by at least one staff member or other adult of each gender.

## **SECTION FIVE**

### **5. Preparing Students**

Students who are involved in a visit's planning and organization, and who are well prepared, will make more informed decisions and be less at risk. Providing information and guidance to students is an important part of preparing for an educational visit. **Students should clearly understand what is expected of them and what the visit will entail. Students must understand what standard of behaviour is expected of them and why rules must be followed.** Lack of control and discipline can be a major cause of accidents. Students should also be told about any potential dangers and how they should act to ensure their own safety and that of others.

Students should also be involved in the planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This should include considering any health and safety issues. Any educational visit can provide an important medium for education about risk.

## 5.1 Participation

The visit leader should ensure that students are capable of undertaking the planned activity. Students, whose behaviour is such that it may compromise their safety, or that of the group, should be withdrawn from the activity. This may mean not participating from the outset, or an early return from a residential experience. Parents and students should be informed in advance of the visit about the procedures for dealing with misbehaviour, how a student will be returned home safely and who will meet the cost.

### 5.1.1 Information to Students

The visit leader should determine how information is provided but must ensure that students understand key safety information.

Prior to the visit, each student should be clear about:

- The aims and objectives of the visit
- Background information about the place to be visited
- How to avoid specific dangers and why they must follow the rules
- Why safety precautions are in place
- What standard of behaviour is expected of them
- Who is responsible for the group?
- Rendezvous procedures
- What to do if separated from the group
- Emergency procedures
- What to do if approached by anyone from outside the group
- Appropriate and inappropriate personal and social conduct
- Why special safety precautions are in place for anyone with disabilities
- Basic foreign words, where appropriate
- Relevant foreign culture and customs
- What not to bring back, either from within the UK or abroad (e.g. knives, drugs).

During the visit, each student should:

- Know who their supervisor is at any given time and how to contact them
- Have been given clear, understandable and appropriate instructions
- Rarely, if ever, be on their own
- Alert the supervisor if someone is missing or in difficulties
- Have a meeting place to return to, or an instruction to remain where they are, if separated
- Understand and accept the expected standards of behaviour, not least any foreign culture/customs/laws and law enforcement.

## 5.2 Special Circumstances

### 5.2.1 Residential Visits

All group members should carry the address and contact telephone number of the accommodation in case an individual becomes separated from the group (this could be a leader's mobile phone number - credit card sized identity cards are a good idea).

On exchange visits, students must know about any ground rules agreed between the leader

and the host family.

### **5.2.2 Remote Supervision**

The leader must ensure students are aware of the ground rules and are adequately equipped to be independent as a group. The size of each group should also be considered. As a minimum, students should have the following:

- Telephone numbers and emergency contacts if lost
- Money
- A knowledge of how to summon help
- A knowledge of out of bound areas and activities
- Maps and plans and any other information to enable them to act appropriately
- Location of local telephones with suitable coins
- Identity cards and a rendezvous point.

## **SECTION SIX**

### **Communicating with Parents and Parental Consent**

The importance of informed consent by parents cannot be over-stressed. Mutual trust lies at the heart of good school-home relations and this is never more critical than when children and young people are away from school and perhaps many miles from their homes.

Parents should always receive written information concerning activities which take place off the School premises and which are significantly longer than the normal school day, or where the parent would regard the activity as being unusual or a departure from the normal daily routine of the School.

Parental consent must be obtained for all activities that involve:

- Travel outside the United Kingdom
- Travel by air or sea
- Residence away from home
- Involvement in any adventurous activities
- Activities off the School premises, which are not directly supervised, e.g. Ten Tors expedition.

The need for the administration of medication to a student must also be established with the parent of the child participating in the activity. The parent may need to refer to the student's GP or other medical practitioner. The parent should then provide the details of any necessary medication.

The written information presented to parents must be a full and fair description of the venture to enable the parents to make an informed realistic appraisal before arriving at a decision.

Information should include:

- The aims of the venture
- Dates, times and costs

- Staffing arrangements
- Method of travel
- Risk assessments
- Clothing requirements
- Advice on pocket money
- Emergency contact arrangements
- Details of any periods when the children will not be directly supervised 'free time' must be clearly stated
- Details of the insurance which will be taken out on their behalf.

**Teachers who lead educational visits are entitled to an expectation of student safety / medically well enough to take part, discipline, common sense and responsible behaviour (related to age and ability) from the students in their care. Schools should provide clear information about the school's expectations on these matter and should insist on the parent's full support and co-operation to achieve this end.**

Parents must not be pressured into giving consent and schools must accept that consent will not always be forthcoming. Written information and any parents' briefings must take place sufficiently early in the planning stage to enable the parents to make an unhurried decision on consent and certainly before any financial commitment has to be made.

A sample Parental Consent Form can be found in Appendix B. The consent forms should always be completed for activities in Groups 2, 3 and 4. Parents should also be notified of activities in Group 1.

### **6.1 Checklist of Information to Parents**

Listed below is the information that must be given in writing to parents before obtaining their written consent for journey abroad or residential visits in the UK. Day visits require a shorter list but, if the return is after school hours and/or hazardous pursuits are included, most of the information below will be required.

- Date(s) of the visit
- Aim of visit and activities planned (any activity involving special hazards must be clearly specified)
- Times of departure/return and location where pupils will be collected and returned
- Method of travel, including name of any travel company
- Student target group, size of group
- Destination with address and telephone number
- Emergency contact arrangements at home and at destination
- Names of leader and accompanying staff including status (e.g. parent) of other accompanying adults, who will exercise some responsibility during the visit
- Significant findings from risk assessments
- Cost, methods of payment, cancellation arrangements
- Advice on pocket money
- Insurance effected on the students in respect of baggage, accident and medical cover
- Clothing/footwear and other items to be taken
- Prohibited items
- Code of conduct; detail relating to the standard of behaviour expected from the young people during the visit, including rules on smoking and alcoholic

drinks

- Parents should complete a medical form for all visits and give their written consent for emergency medical treatment
- The nature of the supervision must be made clear. Parents should be aware if there are proposed times when their youngsters will not be directly supervised
- Advance information regarding any vaccinations required for visits abroad
- Participants aged 18 years or over must have this information in order that they may give/sign confirmation on their own behalf.

The Visit Leader is to follow up with parents / carers within two days of a student being hospitalised or injured during a trip or visit, and subsequent contact if necessary, to check on the health and wellbeing of the child and if any further support can be offered by the School – updates are to be e-mailed to the Headteacher and EVC.

## SECTION SEVEN

### Planning Transport

#### 7.1 General Considerations for Use of Vehicle Transport, Coaches, Buses, Minibuses and Cars

Careful consideration must be given when making arrangements for transport. The main factors to consider are:

- Passenger safety
- The competence and training of the driver to drive the proposed vehicle and whether the driver holds an appropriate and valid licence
- Relevant experience of the driver, especially abroad
- All drivers, including sub-contracted drivers, hold an enhanced DBS check
- Number of driving hours required for the journey and the length of the driver's day (including non-driving hours)
- Type of journey – local or long distance
- Capacity of driver to maintain concentration (is more than one driver needed?)
- Traffic conditions
- Appropriate insurance cover
- Weather
- Journey time and distance
- Contingency funds and arrangements in the event of breakdown/emergency
- Supervision of passengers
- Stopping points on longer journeys for refreshment/toilets.

#### 7.2 Specific Considerations

##### 7.2.1 Supervision on Transport

The level of supervision necessary should be considered **as part of the risk assessment for the journey**. The driver should not normally be responsible for supervision. Driver supervision may be sufficient if a small number of older children are being taken on a short journey. An example of a short journey might be where a teacher is prepared to drive and supervise a small group of students on a sports fixture to another school within the County,

or a youth worker taking a small group of young people to a concert.

Factors that the group leader should consider when planning supervision on transport include:

- The need to cross roads as part of the journey
- Safety of group members whilst waiting at pick-up and drop-off points and when getting on or off transport
- Safety while on stops and rests during the journey.

Responsibilities of supervision include:

- Head counts by the group leader or another delegated teacher or supervisor, which should always be carried out when the group is getting off or on to transport.
- Checking that seat belts are fastened.

### 7.2.2 Seat Belts

It is a legal requirement that all minibuses and coaches that carry groups of three or more children aged between 3 and 15 years inclusive, must be fitted with a seat belt for each child, **the wearing of these seat belts is compulsory**. The school will follow guidelines when transporting students in wheelchairs and those that needs additional control measures due to required weight. The seats must face forward and seat restraints must comply with legal requirements. If private cars are used the driver is responsible for making sure that group members have a seat belt and use it all times.

### 7.2.3 Wheelchairs

If any of the group use a wheelchair the group leader should ensure that transport used has appropriate access and securing facilities. It may be appropriate to use portable ramps.

### 7.2.4 Coaches and Buses

The group leader is responsible for ensuring that coaches and buses are hired from a reputable company that has the appropriate Public Service Vehicle (PSV) operator's licence. When booking transport, the group leader should liaise with the coach company to ensure that all drivers hold an enhanced CRB / DBS check; it is also important to check that if the coach company is to sub contract the booking to another provider, that they too have undertaken the enhanced CRB / DBS check. Proof of this can be obtained by asking the original contractor for a letter of assurance or a copy of the agreement that exists between both the original contractor and the sub contractor. Check that seat belts are available for all group members. Whilst seat belts must be fitted on coaches which carry groups of children, they are not legally required on buses. Buses where seat belts are not fitted are not normally appropriate for visits involving long journeys.

**A member of staff must sit at the back of the coach during all journeys.**

### 7.2.5 Minibuses

Minibuses have a maximum capacity of 16 seated passengers plus the driver. The School's Minibus Policy must be complied with at all times when used for visits / activities.

### 7.2.6 Responsibilities of the Driver

The driver is legally responsible for the vehicle during the visit and must:

- Not drive when taking medication or undergoing treatment that might affect their ability or judgement
- Know what to do in an emergency
- Know how to use fire fighting and first-aid equipment
- Avoid driving for long periods and ensure that rests are taken in line with the School's Minibus Policy..
- Be medically fit to drive, verified by regular medical checks, e.g. eyesight.

For further guidance relating to use of minibuses, coaches or buses, contact Cornwall Council's Passenger Transport Unit. 01872 322145.

### 7.2.7 Private Cars

Young people are often conveyed on school or youth group activities in cars owned and driven by teachers or youth workers employed by Cornwall Council. Staff carrying young people must ensure their passengers' safety, that the vehicle is roadworthy and that they **have appropriate licence and insurance cover for such purposes**. Most insurance companies will provide this cover without an additional charge; but individuals **are to ensure, in writing, from their insurance companies that they are covered for transporting students, including out of school hours**.

When volunteers or parents cars are used on school or youth activities, leaders must notify drivers of their responsibilities to maintain suitable insurance cover, a taxed, roadworthy vehicle and a current valid driving licence without significant endorsements. A 'Volunteer Driver' declaration form, which must be used in such circumstances, can be found in Appendix D.

**It is not recommended that young people's cars (i.e. Sixth Formers) are used to transport other students/peers.**

Other considerations when using private cars are:

- The number of passengers carried in any vehicle must not exceed that vehicle's seating capacity
- Every young person travelling in a car should wear a seatbelt
- Vehicles without seat belts should not be used
- For the protection of both adults and students, all adult supervisors should ensure that they are not alone with a student
- The group leader should arrange a **central dropping point for all students rather than individual home drops**.

## SECTION EIGHT

### Insurance

8.1 There are a number of insurance policies available through Cornwall Council, some of which the School will already subscribe to, including:

- Public Liability

## MANAGEMENT OF OFF-SITE VISITS AND OUTDOOR LEARNING POLICY

- Employers Liability
- Officials Indemnity
- Libel and Slander
- Assault
- Volunteers
- Motor Vehicle
- Cash
- School Journey.

### 8.2 Pupils and Students

**Cornwall Council does not provide personal Accident Cover for pupils/student whilst engaged in the normal school activities or on educational visits except where specifically insured under the School journey Insurance.**

Students are covered by a personal Accident Policy whilst participating in approved work experience placements – **but only whilst at the place of work.**

Cancellation and Other Expenses – Sum insured – up to £1,000 for each person insured. This covers the loss of deposit or prepaid charges for travel or accommodation which are irrecoverable from any other source. This only applies to cancellation due to a fortuitous cause outside the control of the insured. In the event of illness a medical certificate will be required to make a claim. It is also possible for the insured to cancel if the parent or guardian is made redundant.

### 8.3 Additional Insurance

*School Journey Insurance (see the SPT's Head of Operations for further details)*

**The Council provides journey insurance for trips within this country. A single premium per annum is payable, the cost depending on the size of the school.**

**Journey insurance for foreign travel can be obtained via the Insurance Section at Cornwall Council. Separate application needs to be made for each and every journey.**

The limits of indemnity and scope of cover are too extensive to set out in detail in this document but can be obtained from the Council's Insurance Section.

All schools should have journey insurance before undertaking a journey. Details of the schedule can be obtained from the Director of Business and Finance.

### 8.4 Important Principles and Procedures

#### *Claims*

In the event the School becomes aware of a claim arising under any of the Council's / School's policies it is important that the Insurance Officer is notified without delay. Please liaise with the Director of Business and Finance regarding such matters. The Council is obliged to inform its insurers immediately of any claims being brought against it. Failure to comply with this procedure could have serious financial repercussions.

If a claim is made by a third party, no admission of liability should be made and the claimant should be advised that the matter is being dealt with by the Insurance Section. If a claim is

## MANAGEMENT OF OFF-SITE VISITS AND OUTDOOR LEARNING POLICY

received by means of a solicitor's letter the letter should be forwarded to the Risk Management and Insurance Section, Cornwall Council, 2<sup>nd</sup> Floor South Wing, New County Hall, Truro, TR3 3AY immediately. The school should not acknowledge the letter or reply to the solicitor in any way. The Council's insurer are entitled to receive all information or assistance they may require to enable them to deal with the claim and when requested this should be provided as quickly as possible.

### *Indemnities*

Any indemnities which schools or Schools are asked to give or sign by organisations providing a service to or being visited by a school should be referred to the insurance officer at Cornwall Council.

Although Cornwall Council has a comprehensive package in insurances there is nevertheless, an obligation on the part of every employee to take all reasonable precautions to prevent accident, loss, damage or injury.

## SECTION NINE

### Types of Visit

Section Three (Planning) divided educational visits into four groups.

#### 9.1 Categories of Visits

##### **Group 1**

Day visits in local school area, e.g. church, village, local surveys.

Time-tabled visits e.g. swimming and games.

Visits to local schools for combined work and sports.

Away fixtures for school teams.

##### **Group 1. Day visits in local (in St Austell/St Blazey/Par) school area require:**

- Written permission from parents.
- A Risk assessment written on the County preferred AssessNet software. *This only needs to be done once a year if it is a regular trip out but will need updating if circumstances change.*
- Completed "Blue Form" – this is a checklist that includes details of staff and pupils, transport, medication etc and incorporates the relevant information from the County EV form.
- **Paper copy EV form (Appendix A1)** be completed. Relevant risk assessments to be attached to it.
- Approval from a member of SMT & signature of EV coordinator or Deputy.
- Please complete all forms listed in the Educational Visits pack.
- The Blue Form to be displayed in the office (for Fire Regs).

##### **Group 2**

Non-residential visits more than 50 miles from base. Examples are visits to theatre, concerts, charity walks and ice-rinks.

##### **Group 2 - Day visits outside local school area require:**

- Written permission from parents.
- A Risk assessment written on the County preferred AssessNet software.
- Completed "Blue Form" – this is a checklist that includes details of staff and pupils, transport, medication etc and incorporates the relevant information from the County EV form.
- Approval from a member of SMT & signature of EV coordinator or Deputy.
- The Blue Form to be displayed in the office (for Fire Regs).
- Please complete all forms listed in the Educational Visits pack.
- Page 1 of paper copy EV form (Appendix A1) to be initially completed to gain approval in principle.

## MANAGEMENT OF OFF-SITE VISITS AND OUTDOOR LEARNING POLICY

- A completed **online EV form** – visit leader to submit form, this will be approved by an EVC and Headteacher before being to be sent to Andy Barclay at Cornwall Outdoors for LEA approval at **least 3 months in advance** of activity. <https://services.cornwall.gov.uk/educationalvisits/> - Cornwall Outdoors Educational Visits - This electronic EV form can be used internally within the school/establishment to submit details of any educational visit to the Manager/Headteacher/Educational Visits Coordinator for approval. Foreign, residential visits, adventure activity and visits that are more than 50 miles from base require the Manager/Headteacher's approval to be endorsed by Cornwall Outdoors acting on behalf of the employer, in which case this system must be used to submit information to the Manager/Headteacher/EVC then Cornwall Outdoors

### **Group 3**

All visits/journeys involving potentially hazardous/adventure activities.

#### **Group 3 - All visits involving potentially hazardous activities require**

- Written permission from parents.
- A Risk assessment written on the County preferred AssessNet software.
- Completed "Blue Form" – this is a checklist that includes details of staff and pupils, transport, medication etc and incorporates the relevant information from the County EV form.
- Please complete all forms listed in the Educational Visits pack.
- Staff leading the activities must hold the relevant Governing Body Qualification, as outlined in the Cornwall LEA document "Policy On The Management of Off-Site Visits and Outdoor Learning 2012".
- Page 1 of paper copy EV form (Appendix A1) to be initially completed to gain approval in principle.
  - A completed **online EV form** – visit leader to submit form, this will be approved by an EVC and Headteacher before being to be sent to Andy Barclay at Cornwall Outdoors for LEA approval at **least 2 months in advance** of activity. <https://services.cornwall.gov.uk/educationalvisits/> - Cornwall Outdoors Educational Visits - This electronic EV form can be used internally within the school/establishment to submit details of any educational visit to the Manager/Headteacher/Educational Visits Coordinator for approval. Foreign, residential visits, adventure activity and visits that are more than 50 miles from base require the Manager/Headteacher's approval to be endorsed by Cornwall Outdoors acting on behalf of the employer, in which case this system must be used to submit information to the Manager/Headteacher/EVC then Cornwall Outdoors
- Governors informed.

### **Group 4**

Residential visits within and outside the UK not involving any potentially hazardous activities.

#### **Group 4 - Residential visits within and outside UK.**

- Written permission from parents.
- **A Risk assessment written on the County preferred AssessNet software.**
- **Completed "Blue Form"** – this is a checklist that includes details of staff and pupils, transport, medication etc and incorporates the relevant information from the County EV form.
  - Staff leading the activities must hold the relevant Governing Body Qualification, as outlined in the Cornwall LEA document "Policy On The Management of Off-Site Visits and Outdoor Learning 2012".
  - Please complete all forms listed in the Educational Visits pack.
  - Page 1 of paper copy EV form (Appendix A1) to be initially completed to gain approval in principle.
  - A completed **online EV form** – visit leader to submit form, this will be approved by an EVC and Headteacher before being to be sent to Andy Barclay at Cornwall Outdoors for LEA approval at **least 3 months in advance (6 months if abroad)** of activity. <https://services.cornwall.gov.uk/educationalvisits/> - Cornwall Outdoors Educational Visits - This electronic EV form can be used internally within the school/establishment to submit details of any educational visit to the Manager/Headteacher/Educational Visits Coordinator for approval. Foreign, residential visits, adventure activity and visits that are more than 50 miles from base require the Manager/Headteacher's approval to be endorsed by Cornwall Outdoors acting on behalf of the employer, in which case this system must be used to submit information to the Manager/Headteacher/EVC then Cornwall Outdoors
- Governors informed.

This section is **particularly concerned with visits in Group 3, namely adventure activities.** Those most common in schools include climbing, canoeing, sailing, moorland walking and orienteering.

### 9.2 Categories of Activities

#### *Category A*

These comprise activities which present no significant risk and which may be supervised by a teacher deemed competent either by the EVC or LA, as appropriate. There is no need for National Governing Body (NGB) or other accreditation, though the activities should be conducted following standard LA procedures. Visits within Group 1 and 2 above would typically be made from activities within this category. Further examples might include:

- Walking in parks or non-remote country paths
- Field studies in environments presenting no technical hazards
- Town visits
- Farm visits.

#### *Category B*

These comprise some higher risk or higher profile activities. Safe supervision requires that, as a minimum, the leader should have undergone additional familiarisation or induction specific to the activity or location. He or she will be approved as competent by the LA, or EVC following LA guidance. Examples might include:

- Climbing wall supervision
- Camping (using Cornwall Outdoors sites or similar)
- Cycling on or off road
- Walking in non-remote country
- Sea/open water fishing.

Anyone contemplating leading Category B activities should always check such status with the LA through their EVC beforehand. Advice on farm visits, coastal visits and swimming in open water is available in 'A Handbook for Group Leaders' (Ref: DfES/0566/2002) and from Cornwall Outdoors.

#### *Category C*

This is the most demanding category and is typified by the list below:

- Airborne activities
- Camping, wild or remote
- Canoeing and Kayaking
- Canyoning
- Caving (including mines and quarries)
- Climbing
- Coasteering or Sea Level Traversing
- Field Study Courses in mountainous terrain
- Ghyll scrambling
- Gorge walking
- Mountain and Moorland walking
- Mountain biking (Moorland and mountainous terrain)
- Pony trekking

## MANAGEMENT OF OFF-SITE VISITS AND OUTDOOR LEARNING POLICY

- Power boat/Jet skiing
- Rafting
- River running
- Ropes Courses
- Sailing
- Skiing
- Sub aqua/snorkelling
- Surfing
- Water skiing
- Windsurfing.

Evidence of competence to lead such activities usually takes the form of national governing body certification. In some instances, leaders may be approved by the LA, or by the EVC following LA guidance.

### **Note:**

This list is not all-inclusive. Assault Courses, Rope Courses (High and Low), Para/Kite surfing, Banana and Bongo (tube) Riding all require careful consideration and Risk Assessments. Many of these hybrid or new activities have yet to develop a National Governing Body System of Instructor Qualifications or training and may have limited documented good practice manuals. The situation is changing and reference should be made to the LA Co-ordinator for Safety in Education Visits at Cornwall Outdoors. It is, therefore, very important that suitable and detailed checks should be made into the operational standards, experience and related qualifications of providers and the staff supervising these activities.

### **9.3 Provision of Adventure Activities and the Adventure Activities Licensing Authority**

Typically activities within category C might be delivered by:

- An external provider
- The School's own staff.

#### **9.3.1 External Providers**

Certain adventure activities fall under the remit the Adventure Activities Licensing Authority (AALA), depending on whether they are in scope or not. The Licensing Regulations came into effect in April 1996 and require providers of adventure activities to hold a licence to run certain adventure activities described as being 'in scope'. Upon their application, the government- appointed licensing authority inspects providers. Following a satisfactory inspection, they are issued with a licence which is reviewed regularly.

The Licensing Regulations apply only to providers who are:

- Providing activities to those under the age of 18
- Receiving payment for that provision.

The Scheme does not cover activities which are offered:

- By school teachers to their own students
- To young people accompanied by their parents/guardians

## MANAGEMENT OF OFF-SITE VISITS AND OUTDOOR LEARNING POLICY

- Outside England, Scotland and Wales
- By voluntary associations (e.g. scouts, canoe clubs) to their own members.

### 9.3.2 Activities covered by the Licensing Scheme

The activities which are in scope are caving, climbing, trekking and watersports.

|  |  |
|--|--|
| Caving includes potholing, cave diving and mine exploration  | Covers virtually all underground activities except visits to show caves and tourist mines  |
| Climbing includes climbing, abseiling, traversing and scrambling.  | Covers most activities involving movement over difficult terrain which requires use of hands and feet and where safety requires use of climbing equipment or climbing skills and techniques. Does not include purpose-built, manmade climbing walls/abseil towers but does include other structures such as railway viaducts.  |
| Trekking includes walking, running, pony trekking, mountain biking, off-piste skiing and related activities.   | Includes mountain or moorland country which is remote i.e. more than 30 minutes travelling time from the nearest refuge or accessible road. Trekking thus includes all travel which takes place.<br>a. either on moorland regardless of its height above sea level.<br>b. Or on any land above 600 metres.<br>And where the nearest refuge or accessible road is more than 30 minutes away. The distance must never exceed 2.5 km and must be over a safe route not involving steep ground or unfordable rivers. |
| Watersports includes canoeing, sailing, rafting and related activities but does not include rowing boats, surfing, water skiing or rafts towed or propelled by power. Sailing includes all craft mainly propelled by wind but not larger sailing craft requiring a certificate under the Merchant Shipping Act 1995. | Includes any activities on the sea or any tidal waters as well as inland waters where any part of the water is more than 50m from the nearest land (islands do not count as land within this definition) or where the water is made turbulent by fast-flowing currents, rapids, weirs or waterfalls.   |

### 9.3.3 Activities not covered by the Licensing Scheme

Surfing, snorkelling, sub aqua, climbing walls, abseil towers, power boating, rowing, archery, cycling on roads, tall ships sailing.

### 9.3.4 Implications for Visit Leaders:

- Be aware that not all adventure activities need a licence; see above.
- Be aware that adventure activities in certain locations do not require a licence.
- Ensure that you use a licensed provider of adventure activities when:
  - Your group members are under 18 years of age
  - The provider is operating in return for payment
  - The activity is in scope i.e. the nature and location of the activity fall within the guidelines above.

To check the credentials of the provider, simply ask for their licence number and ring AALA (029 2075 5715) to confirm that they are currently licensed for the activities being proposed. A directory of licensed providers can be found on the AALA website, <http://www.hse.gov.uk/aala/>

It is vital that even if an activity is deemed not to require a licensed provider that the provision of that activity is of an equivalent standard in all matters of health and safety for all participants.

#### 9.4 Adventure Activities led by School Staff

The LA maintains a database of teachers/youth workers who are approved to lead adventure activities. The technical competence of these individuals is evidenced either through a national governing body (NGB) qualification or an in-house award validated through the LA. The level of qualification determines the area where the holder may operate so that the higher the award, the more demanding an environment the holder may work in.

The matrices below provide guidelines for EVC's/Headteacher to gauge competence in the more common activities undertaken by schools and youth groups. For information on these or other activities, contact Cornwall Outdoors or the relevant national governing body.

##### 9.4.1 Climbing (Mountain Leader Training Board – MLTB)

| Hazard Level  | Qualification Required                                  |
|---|---|
| Winter climbing – snow & ice  | Mountain Instructor certificate (MIC)                   |
| Rock climbing – multi-pitch routes & scrambling                     | Mountain Instructor Award (MIA)                         |
| Gorge walking, ghyll scrambling, sea level traversing (coasteering) | MIA or in-house assessed depending on level of activity |
| Rock climbing – single pitch  | Single Pitch Award (SPA)                                |
| Climbing Wall   | Climbing Wall Leader (Cornwall)                         |

##### 9.4.2 Trekking – on foot (Mountain Leader Training Board – MLTB)

| Hazard Level                           | Qualification Required  |
|--|---|
| Non UK Trekking                        | European Mountain Leader (EML)  |
| Mountain county-winter                 | Winter Mountain Leader ward (WML)   |
| Mountain county - summer               | Mountain Leader – summer (MLA) or European Mountain Leader (EML)              |
| Non-mountainous high or remote country | Waking Group Leader (WGL)   |
| SW Moors                               | South West Mountain & Moorland Leader   |
| Open county – non-remote               | South West Coastal/Countryside Leader or Basic Expedition Leader Award (BELA) |

#### Notes

'Winter' means when winter conditions, including snow and ice, prevail or are forecast. This cannot be defined by a portion of the year. 'Summer' means any conditions not covered under 'winter'.

##### 9.4.3 Trekking – on bicycle (British Schools Cycling Association – BSCA)

| Hazard Level | Qualification Required |
|--------------|------------------------|
|--------------|------------------------|

## MANAGEMENT OF OFF-SITE VISITS AND OUTDOOR LEARNING POLICY

|  |  |
|--|--|
| Levels as per Trekking on foot, but when cycling | The appropriate on foot qualification plus BSCA Mountain Bike Leader |
|--|--|

### 9.4.4 Water Sports – canoeing and kayaking (British Canoe Union – BCU)

| Hazard Level   | Qualification Required           |
|--|----------------------------------|
| Advanced sea   | Level 3 Coach with 5 star sea    |
| Sea – journeys on simple coastline                                       | Level 3 Coach – sea              |
| Sea and large lochs – activities close to suitable beaches, not journeys | Level 2 Coach with 4 star sea    |
| Sheltered tidal waters, estuaries, tidal rivers                          | Level 2 Coach                    |
| Advanced surf – 1m+  | Level 3 Coach – surf             |
| Advanced white water – grade 3+  | Level 3 Coach with 5 star inland |
| White water – grade 2  | Level 3 Coach                    |
| Sheltered inland waters  | Level 2 Coach                    |
| Small, sheltered, simple water sites                                     | Level 1 Coach                    |

#### Notes:

Coach qualifications must be relevant to the discipline being delivered e.g. canoe or kayak.

White water grades are as defined by the International Canoe Federation.

The Surf award relates to repeated surf manoeuvres. The level 3 Coach Sea award covers access through surf or sea journeys.

### 9.4.5 Watersports – small boat sailing (Royal Yachting Association – RYA)

| Hazard Level   | Qualification Required |
|--|------------------------|
| Sea /tidal waters – from a harbour or suitable beach | Instructor – coastal   |
| Inland waters  | Instructor - inland    |

It is vital that even if an activity is deemed not to require a licenced provider that the provision of that activity is of an equivalent standard in all matters of health and safety for all participants.

## SECTION TEN

### Visits Abroad

Approval must be obtained from the LA. **The minimum notice for approval by Cornwall Outdoors for parties going abroad is 6 months.** Earlier notice should be given whenever possible to enable parents and students to have adequate time to organise the financing of the visit/exchange. Earlier notice is also essential when the proposed visit involves expedition work in remote areas. In order to gain approval, form EV in Appendix A must be completed and submitted to the Head of Cornwall Outdoors via the EVC.

For visits abroad the minimum adult/student ratio is **1:10**, although two adults must accompany each party. With mixed parties of boys and girls, supervision must include both male and female adults. Due to the particular nature of home/school exchange visits, different ratios may apply.

**The leader should carry out a preliminary visit and identify any particular hazards.** In

## SAFETY ON EDUCATIONAL VISITS

exceptional circumstances where a preliminary visit is not feasible, detailed information must be obtained about the residential facilities and the area to be visited.

When using commercial, charitable or private facilities, leaders should use the provider questionnaire in Appendix L and the completed form must accompany form EV (see Appendix A) when seeking Authority approval for the venture.

**In hostels and hotels the group should have adjoining rooms with staff quarters adjacent to the young people. Access by staff to the student rooms must be available at all times. The accommodation area should be as discrete to the group as possible and where there is not 24hr reception staff, security arrangements should be in force to deter unauthorised visitors. These matters should be checked during a leader pre-visit at which time other basic security checks can be made, such as ensuring there are working locks on windows or shutters etc. The leader should require a floor plan of the rooms designated to the group in advance.**

The adults accompanying the party should, **wherever possible, be able to speak the language of the Host Country**. If they are unable, other arrangements should be in hand, e.g. a travel company courier for whom the group has easy access. Good communication systems will also be essential if accommodation plans alter at the 11<sup>th</sup> hour. E.g. last minute change of resort for a ski visit due to lack of snow.

**The whole party should be aware of the layout of the accommodation, its fire exits, regulations and routine, and all should be able to identify key personnel**, i.e. other accompanying adults with the party and the resort or tour company representative designated to the group. A record of the young people's rooms must be made immediately on arrival. These lists should be checked at the beginning of the day and regularly thereafter. Briefings should be thorough on time schedules, codes of behaviour and actions in the event of an accident/emergency. **All members of the group should carry a note of the name, address and telephone number of the group accommodation.**

It is not recommended that any member of staff take their siblings on School visits.

Where the nature of the visit is an overseas expedition to a remote or developing country, the document 'Overseas Expeditions' written by the Outdoor Education Advisers Panel provides a series of guidelines for good practice in clarifying procedures and responsibilities. Copies of this document can be obtained from Cornwall Outdoors.

For home-school exchange visits, where students are 'paired' and reside in family homes, a sound liaison should result in careful 'pairing' arrangements, where host families are fully informed about any specific medical and dietary needs of their guests. Parents, students and the host establishment should fully understand the exchange programme, codes of conduct and the arrangements for collecting and distributing the students to the host families, in addition to restrictions and limitations concerning students participating in any hazardous activities with host families. Group activities should be arranged during the early part of the visit, to enable early accommodation 'pairing' problems to be highlighted and resolved. A straightforward communications system, known to all, should be in place to contact accompanying staff. Various check-lists within this document exist to aid the planning process for teachers. When completing form EV for such ventures, leaders will be asked to confirm that they have followed the guidance provided in these check-lists.

When considering transport arrangements leaders should refer to the guidance in Transport (Section 7) as careful consideration should be given to this potentially hazardous aspect of any venture. Reference should be made to Appendix C – 'Educational Group Travel with

## SAFETY ON EDUCATIONAL VISITS

Young People on Ferry Crossings' in order to develop an appropriate framework for the conduct and supervision of the group. For longer crossings when couchettes or cabins are used for overnight journeys, further considerations to supervision and safety are required.

**Normal School Journey insurance does not cover foreign visits. Journey insurance for foreign travel can be obtained via the Insurance Section at Cornwall Council. Separate application needs to be made for each and every journey.**

## SECTION ELEVEN

### Emergency Procedures

Emergency procedures are an essential part of planning an educational visit. All members of a party should be familiar with appropriate emergency procedures before departure; leaders of trips / visits must be fully conversant with the Emergency Procedures for Educational Visits and are responsible for taking a copy of the document with them. The Emergency Procedures for Educational Visits document can be found on the Shared Area Drive in the Educational Visits Folder.

## SECTION TWELVE

### ILLEGAL DRUG AND/OR ALCOHOL USE AND MISUSE POLICY WHILST ON AN EDUCATIONAL VISIT

Visit leaders and other adults will be given a briefing by the Educational Visits Co-ordinator in liaison with the respective member of School staff on how to proceed in handling drug related incidents whilst away from the School premises.

Visit Leaders should ensure that they are fully aware of the protocol and how to proceed in the handling of a drug/alcohol related incident involving a party member.

#### 12.1 Contact

In the event of an incident, the Visit Leader must contact the Headteacher or a member of the School Leadership Team to liaise, prior to taking anything other than emergency steps to secure health and safety of students, staff and others.

#### 12.2 Student(s)

If a student(s) breaches the rules and is returned home, parents/carers will need to meet the cost of these arrangements as identified on the Parental Consent form.

#### 12.3 Procedures and Laws

##### 12.3.1 Centre based residential trips in this Country

Whilst on a centre based residential trip in this country, staff are advised to follow the procedures outlined above and to work in liaison with the Centre Manager.

##### 12.3.2 Educational visits out of Country

Staff must be aware that laws on drugs and policing arrangements vary widely in other countries. The Visit Leader should ensure that all participants on the trip are fully aware of

### SAFETY ON EDUCATIONAL VISITS

these differences before departure, and should have considered in advance how they will respond to any drugs incident. For in-country advice, schools should contact British Embassy or Consulate staff.

Policies for dealing with students relating to a 'no alcohol' breach will be dealt with by the Visit Leader after taking advice from the Headteacher or delegated SLT member.



## **DOUBLETREES SCHOOL**

### **PROPOSAL FOR EDUCATIONAL VISITS (EV Form)**

#### **Doubletrees School**

This form is to be completed by the Visit Leader. It is essential that the School's Management of Off- Site Visits and Outdoor Learning Policy is referred to when completing the form, and advice sought from the Educational Visits Coordinator (EVC) where required.

This form should be submitted to the EVC for visits in all categories. The EVC should retain a photocopy on file and return the form to the Visit Leader following local and or LA approval.

#### **BEFORE PROCEEDING:**

**Check that the diary is clear (main office) – Lucy or Heidi H to sign.**

|  |   |
|--|---|
| Leader:  | Relevant qualifications: (where required) |
| Other staff:   |   |
|  |   |
| Contact number during visit:                               |   |
| Destination and purpose of visit: <i>(Include address)</i> |   |
| Cost per participant: £                                    |   |
| Students: (name of class, or year groups involved)         |   |
| Departure from School:                                     | Date:                      to             |
| Departure Time:  | Time Return to School:                    |
|  |   |
|  |   |

#### **Type of visit: (tick one box)**

Group 1 (2 weeks notice)

Day Trip (local)

☐

Group 2 (2 weeks notice)

Day Trip (distant)

☐

Group 3 (2 months notice)

Adventurous Activity

☐

Group 4\*

Residential or Abroad

*(Residential 3 months /Foreign 6 months notice)*

☐

A FULL ITINERARY AND COPY OF THE RISK ASSESSMENTS MUST BE FORWARDED TO THE EVC FOR VISITS LASTING MORE THAN ONE DAY – THESE WILL THEN BE FORWARDED TO THE LA.

\*FOR GROUP 4 TRIPS IT IS RECOMMENDED THAT YOU TAKE A COPY OF THE 'SAFETY ON EDUCATIONAL VISITS' HANDBOOK WITH YOU FOR REFERENCE.

If an adventurous activity has been ticked, describe here:

.....

.....

.....

**GET APPROVAL IN PRINCIPLE –  
(EVC) TO SIGN**

**Financial Arrangements (Appendix A2) approved – Finance Officer to sign**

# SAFETY ON EDUCATIONAL VISITS

## Appendix A1

**Numbers missing school lunch**  
(Remember to order free school meals)

**Attendance Officer to sign**

**Transport Arrangements:** Include the name of any transport company used and confirm that the driver holds a valid enhanced CRB / DBS check. If the School minibus is to be used, please give name of driver and confirm that they have received appropriate training. The minibus must comply with Cornwall Council Standards.

.....

.....

**Organising Company/Agency (if any):** (include the licence reference number if the body is registered with the Adventure Activities Licensing Authority)

Name: .....

Address: .....

.....

Tel/Fax: ..... AALA Licence No. if registered: .....

|  |  |  |
|--|--|--|
| <b>Students</b>  |  |  |
| Classes  |  |  |
| Supervision ratio  |  |  |
| Individual needs   |  |  |
| State the arrangements made for disabled pupils, for pupils with specific medical needs, or for students who require additional support ( <i>enclose a further risk assessment on the pupil if necessary</i> ). A nominal roll of students attending the trip / visit must be given to the school nurse to ensure / check for most recent Medical Plans in place and medication in date. |  |  |
|  |  |  |
|  |  |  |

**You must ensure that a list of the students' names, using the blue visits form and a copy of the completed EV form are passed to Main Reception immediately prior to leaving. Staff contact numbers whilst on the trip must also be written on the register.**

**Emergency Procedure:** The home contact details should be back at base and where taken on the visit are kept securely. In addition, that person should not have a child on the visit/trip and must be a member of staff.

Please ensure that the contact person is available out of school hours if necessary.

Emergency Contact (Staff Member):.....

School Telephone:..... Home Telephone: .....

Reserve Emergency Contact Name:..... Tel No: .....

Are appropriate insurance arrangements in place? YES/NO

Will young people, at any time during the visit, not be under direct supervision? YES/NO

If YES, please give details on a separate sheet.

## SAFETY ON EDUCATIONAL VISITS

### Appendix A1

#### Students' Briefing:

Took place on: ..... or is scheduled for: .....

#### Parents' Briefing:

Took place on: ..... or is scheduled for: ..... (for non-residential trips) letter with consent form sent out on: .....

#### Incidents

If there is a need to administer first aid whilst on the trip or there is an incident/near miss, I must inform the EVC as soon as possible on my return to School or in accordance with the School Policy.

#### Risk Assessments

A full risk assessment has been carried out regarding this trip and passed to the EVC if requested. I can confirm that as Visit Leader I have briefed all staff as to its contents.

*Signature of Visit Leader: .....*

*Signature(s) of supporting staff: (to say they have been informed of all the risk assessments)*

#### Checklist

I confirm that due consideration has been given to the following, in respect of County Policy for Educational Visits (please tick to confirm):

A full Risk Assessment completed: (see section 3)

☐

Visit is in School diary and

'Approval in principle' has been obtained (EVC)

☐

Financial Arrangements

☐

Catering Manager informed (*and free school meals ordered*)

☐

Supervision Arrangements agreed and staff absence requests have been submitted/approved for all staff

☐

Parental Notification

☐

Parental Consent

☐

Transport Arrangements

☐

Insurance Arrangements

☐

Any Commercial Centre Licensing Arrangements

☐

Any necessary Leader Qualifications

☐

Emergency Procedures (*and reporting of incidents/near misses*)

☐

Provider Questionnaire Received (*new providers only*)

☐

I am aware of the protocol relating to the Schools Drug/Alcohol Misuse Policy (*see section 12 of the EV Policy handbook*)

☐

Student Medical Action Plans/medical needs reviewed

☐

I have asked all adults attending the trip to declare any medical conditions (should they wish to do so) that they may have that we may need to be aware of in case of emergency and have shared this with others attending the trip if necessary and consented to.

☐

## SAFETY ON EDUCATIONAL VISITS

### Appendix A1

A copy of the EV form and an accurate list of staff and students  
will be handed in to Main Reception immediately prior to leaving

☐

Please refer to the Off-Site Visits and Outdoor Learning Policy should you need further advice

**APPROVAL BY HEAD TEACHER**

**Delegated to the EDUCATIONAL VISITS CO-ODINATOR**

The visit is being undertaken in accordance with Cornwall Council's Policy for the Management of Off-Site Visits and Outdoor Learning and is a component of the planned educational programme. Ratios, instructor qualifications, group sizes, insurance arrangements and emergency procedures conform to those set out in the County and School policies.

SIGNED: ..... DATE: ..... Visit Leader

SIGNED: ..... DATE: ..... EVC

SIGNED: ..... DATE: ..... Headteacher/SLT (only  
necessary for **group 3 & 4 visits**)

**For residential and foreign trips** a copy of this completed document must be sent to the Chair of Governors.

For activities in **groups 3 and 4**, this completed EV form plus any additional information, should be forwarded for approval by the EVC to:

*Head of Cornwall Outdoors  
Cornwall Learning  
Carew House  
Beacon Technology Park  
Dunmere Road  
Bodmin PL31 2QN*

N.B: For visits requiring LA approval, the following **minimum** notice periods apply:

**Foreign visits: 6 months**

**Residential visits: 3 months**

**Adventure Activities: 2 months**

**Where the nature of the visit is an overseas expedition to a remote or developing country, the notice period will be considerably longer, and may be in excess of 12 months.**

A copy of the approval form must be retained in the school.

## SAFETY ON EDUCATIONAL VISITS

## Appendix A2

| DOUBLETREES SCHOOL TRIP – COSTING SHEET                                  |  |
|--|--|
| <b><u>Expenditure</u></b>  |  |
| Based on ..... students  |  |
| Ticket Cost..... x ..... Students  |  |
| Coach/Travel Cost  |  |
| Incidental Expenses  |  |
| Staff Cover  |  |
| Any other Incurable Expenses   |  |
| <b>Total Expenditure</b>   |  |
| Total cost per student   |  |
| Deposit required   |  |
| Balance to be paid by Or<br>Pay by instalments of x .....                |  |
| Member of staff responsible for this trip                                |  |
| Authorised by EVC  |  |
| Please pass this form to the Finance Office once it has been authorised. |  |

**(APPENDIX B)****DOUBLETREES SCHOOL PARENTAL CONSENT FORM**

Data Protection Act. The information being collected on this form will only be used for the purpose of school administration of visits and journeys under the Department of Education and Skills guidelines. The data will not be disclosed to any external sources other than in an emergency, or to the Local Authority, without your written consent.

1. Details of visit to: .....
2. From: (date/time).....
2. Name of pupil: ..... Class ..... Age .....
3. Address: .....
4. Telephone Numbers: ..... Mobile.....
5. Emergency Address and/or Telephone Number: (if different from above) .....  
.....
6. **Personal Information: Please give details requested below and any additional personal information which may be relevant. If you feel that the School should be aware of any new or existing medical conditions concerning your child, please contact their House Leader of Learning.**
  - Has your child, to your knowledge, been in contact with any infectious illness in the last three weeks?  
YES ☐ NO ☐ If yes, give details:.....  
.....
  - Does he/she suffer from allergies, diabetes, migraine, epilepsy, bad period pains, sleep walking, bed wetting?  
YES ☐ NO ☐ If yes, give details: .....  
.....
  - Is he/she allergic to anything e.g. antibiotics, elastoplast, aspirin or any such medicines, any particular food/drink?  
YES ☐ NO ☐ If yes, give details: .....  
.....
  - Is he/she actively sensitive to penicillin?  
YES ☐ NO ☐ If yes, give details: .....  
.....
  - Is he/she receiving any medical treatment at present?  
YES ☐ NO ☐ If yes, give details of illness/disability and treatment  
.....
  - Does your child have any other illness or disability that the visit leader should be aware of?  
YES ☐ NO ☐ If yes, please give details  
.....
  - Date of last anti-tetanus injection:.....
  - Does he/she have any special dietary needs? .....  
.....

## SAFETY ON EDUCATIONAL VISITS

- Can he/she swim 50 metres (if applicable)?

YES ☐ NO ☐

- Name, Address and telephone number of own Doctor .....

**Insurance:** Please note that there is a limited amount of cover for personal accident and loss of personal belongings through School Journey Insurance. Participants are covered by Cornwall Council insurance in the event of negligence by one of its employees or agents. Details are available on request.

**Use of Digital / Video Images.** The use of digital / video images plays an important part in learning activities and staff / students may use these to record evidence of activities on trips and visits. These images may then be used in presentations in subsequent lessons, to celebrate success through their publication in newsletters, displays in the School, on the School website or Facebook page and occasionally in the public media. We will ensure that when images are used / published that the young people cannot be identified by the use of their names.

### PARENTAL CONSENT:

- (i) I have read the information provided and agree to my son/daughter taking part in the above activities.
- (ii) I acknowledge the need for him/her to behave responsibly at all times, in accordance with the School's Behaviour for Learning Policy.
- (iii) I understand that the staff responsible for the activities will take all reasonable care of participants.
- (iv) I consent to any emergency treatment necessary. I therefore authorise the party leader(s) to sign, on my behalf, any written form of consent required by the hospital authorities should medical treatment (a surgical operation or injection) be deemed necessary, provided that the delay required to obtain my signature might be considered, in the opinion of the doctor or surgeon concerned, likely to endanger my child's health or safety.
- (v) I consent to my child travelling in a motor vehicle driven by a member of staff or other adult in the event of an emergency and in accordance with associated LA guidance.
- (vi) I understand that if my child is returned home after breaching the rules relating to the School's Behaviour for Learning Policy, I will need to meet the cost of these arrangements.
- (vii) I agree / do not agree\* to the School taking and using digital / video images of my child. I understand the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the School.

**\*Please delete as appropriate**

Signature: ..... Print: ..... (Please print your name alongside  
your signature) Date: .....

**Please return this form, together with any deposit or payment required, to:**

Mr/Mrs/Ms ..... By (date) .....

## APPENDIX C

### EDUCATIONAL GROUP TRAVEL WITH YOUNG PEOPLE ON FERRY CROSSINGS

Every year many thousands of young people in school or youth group parties use ferries in their travel arrangements. Very often these ferries provide an interesting and exciting break especially for those groups that have already had a long coach or train journey to the port of departure. However, the behaviour of some group has been less than desirable. The following is particularly relevant to ferry crossings but the general principles also apply to train and bus journeys.

The environment of a ferry is potentially an area of risk. These guidelines give advice to leaders on the organisation of group travel, but the actual decisions on the style of supervision, activities and procedure in an emergency have been left to the leader's previous experience and knowledge. However, these decisions need to be appropriate to the group's size, age range and support staffing, together with consideration of the environment and the time of day.

To achieve good practice and develop a framework, the following guidance is offered:

(NB The length of time on board the ferry will have implications on all guidance)

1. Thorough briefings prior to a ferry crossing are an essential feature of the process. The group, the staff and the young people need to be aware of their responsibilities and what is expected of them.
2. Safety rules and socially acceptable standards of behaviour should be clearly agreed with all members of the group, including a policy regarding tobacco and alcohol.

The group will benefit from considering the following:

3. Actions of individuals in the event of an emergency, the location of 'muster stations', evacuation procedures in the event of collision or potential sinking, getting disorientated onboard, feeling unwell, the policy regarding access to areas including boat decks, duty free shops, bars and restaurants.
4. Consideration needs to be given to the levels of supervision, which are appropriate for the young people within a particular group. It should be noted that on ferry crossings the group leaders still have 'a duty of care'. On no account should young people be left to disturb other passengers.
5. A clear policy regarding 'sub groups' for supervision and the location of the leader needs to be established.
6. Group management is made easier with a clearly established 'base/meeting point' for the group. Some ferry companies will arrange this, other will insist upon it.
7. Consideration should also be given to the likely danger areas on board for the particular group. These areas may well alter as weather conditions change.
8. The ship's Purser could help in programme planning and in the resolution of any issues (i.e. with other passengers or groups on board).

#### SAFETY ON EDUCATIONAL VISITS

9. The structuring of the journey time with appropriate activities will help the educational value of the whole programme. This may be of practical benefit if delayed.
10. The group management of the dockside requires special consideration, taking into account immigration and customs procedures, road and rail traffic, foreign signs, unexpected hold-ups and the location of public facilities

## Appendix D

Information Classification: CONFIDENTIAL

# CORNWALL OUTDOORS

## Safety on Off-Site Visits and Outdoor Learning

### VOLUNTEER DRIVERS - DECLARATION FORM

This form should be completed by all volunteer drivers who will be transporting young people in private vehicles for the purposes of visits and journeys and is valid to the end of the calendar year in which it was signed.

|                       |  |
|-----------------------|--|
| School / Organisation |  |
| Calendar Year         |  |
| Make of Vehicle/CC    |  |
| Registration No.      |  |

### DECLARATION

1. I confirm that my vehicle is in a roadworthy condition and has a valid MOT certificate, if appropriate.
2. I am in possession of a current valid driving licence, free from any of the following endorsements: *Failing to stop after an accident. Failing to give particulars or to report an accident within 24 hours. Driving while disqualified by order of court. Attempting to drive while disqualified by order of court. Driving without due care and attention. Driving without reasonable consideration for other road users. Reckless driving. Driving while under the influence of drink or drugs.*
3. I confirm that I have a current policy of insurance in respect of my vehicle which covers the carriage of young people.
4. I confirm that I have no medical problem which might make the transporting of children an unacceptable risk.
5. I agree to produce the above-mentioned documents if requested to do so by any officer of the Council.
6. I undertake to ensure that seat belts (where fitted), will be worn.
7. I undertake to inform the school/organisation if the circumstances referred to in this form change.

|                               |  |  |          |
|-------------------------------|--|--|----------|
| Signature of volunteer driver |  |  |          |
| Name of volunteer driver      |  |  |          |
| Address                       |  |  |          |
|                               |  |  |          |
|                               |  |  | Postcode |
| Tel No                        |  |  | Date     |

Under no circumstances should volunteer drivers be engaged without a signed declaration being received.

SAFETY ON EDUCATIONAL VISITS

**SCHOOL JOURNEY INSURANCE POLICY**

**Definitions**

**The Insured**

Each and every member of a school journey party who shall be a person attending full time education or an employee of the County Council or a volunteer assisting the school.

**Period of Insurance**

From the time of assembly of the school journey party until dispersal.

**Geographical limits**

Great Britain, Northern Ireland, Isle of Man, Channel Islands

**Cancellation and Other Expenses**

Sum Insured – Up to £1,000 for each person insured.

This covers the loss of deposit or prepaid charges for travel or accommodation, which are irrecoverable from any other source. This only applies to cancellation due to a fortuitous cause outside the control of the insured. In the event of illness a medical certificate will be required to make a claim. It is also possible for the insured to cancel if the main breadwinner of the household becomes redundant.

**Personal Accident**

Capital sum of £7,500 for a child under 18, £15,000 for an adult.

**Personal Effects and Money**

This carries a £15 excess.

The limits of liability are: Up to £1,500 in all per person. £250 in respect of any one article, pair or set.

£200 per person in respect of money.

Any loss must be reported to the police and the appropriate report obtained.

**Personal Liability**

This is a brief resumé of the Council's School Journey insurance. Full policy details are available from the Insurance Section, Room 110, County Hall, Truro

## SAFETY ON EDUCATIONAL VISITS

### APPENDIX F

#### CHECKLIST FOR EVC's AND VISIT LEADERS – Proposal and pre-booking considerations

- ✓ Experience of leader and deputy is appropriate to nature of visit Educational Objectives of visit are identified
- ✓ Costings, paying in and accounting procedures are in place Transport arrangements comply with school and LA requirements Clear rationale for choice of tour operator/provider/location of visit Clear rationale for age group and proposed numbers
- ✓ Clear rationale for any other staff accompanying the visit (including family members) Staffing ratios are appropriate for the visit
- ✓ Emergency procedures are in place Full information to pupils and parents Appropriate insurance is in place Potential for pre-visit
- ✓ Security of the accommodation (including campsites) Qualifications of specialist staff (own or contracted) Generic risk assessments for the visit are in place

#### Travelling Procedures

- ✓ Passports/visas/E111s
- ✓ All drivers hold enhanced CRB / DBS checks
- ✓ All transport meets appropriate safety standards Transfer procedures (between coach/ferry, comfort stops) Food and litter
- ✓ Head count procedures Lost pupil/staff procedures Delay/breakdown of staff Late arrival
- ✓ Medical procedures

#### Living Procedures

- ✓ Food and stops en route Floor plan of accommodation
- ✓ Grouping of pupils for accommodation Grouping and location of staff
- ✓ Fire drill and emergency evacuation Security and assistance at night
- ✓ Location of any local hazards (busy roads, crime hot spots) Pocket money arrangements
- ✓ Contingency funds

#### Daily Procedures

- ✓ Code of conduct
- ✓ Daily routine/timetables and staff/pupil responsibilities Car of accommodation (bedrooms/tents/shred areas) Medical procedures Duty staff
- ✓ Signing in and out

#### Activity Procedures Qualifications/experience of technical staff Suitability and conditions of equipment

##### Clothing

- ✓ Weather
- ✓ Alternative activities in event of bad weather Hand over of responsibility
- ✓ Role of school staff during activities Medical emergencies
- ✓ 'down time' activities

#### Health and Emergency Procedures

- ✓ Home contact chains
- ✓ Student accommodation contact details (in case of being lost) Ongoing medical care
- ✓ Emergency repatriation procedures Alcohol and substance abuse Misconduct sanctions Serious misconduct
- ✓ Security of/loss of valuables or money School Accident Report Forms

## APPENDIX G

### CHECKLIST FOR HEAD TEACHER APPROVAL

- ✓ Leader has necessary experience, training and capability Deputy leader can replace leader if necessary Educational aims identified
- ✓ Contact details during visit are identified
- ✓ Transport arrangements comply with School and LA requirements
- ✓ Specialist qualifications/licences have been confirmed as a condition of booking Due attention has been given to selection of contracted agencies
- ✓ Pupil target group and size has been identified
- ✓ There is good developmental balance amongst the staff team Emergency procedures are in place
- ✓ Insurance is in place, which matches the nature of the visit Information to students and parents is in place
- ✓ Parental consent form meets LA requirements Paying in and accounting procedures are in place

## APPENDIX H

### CHARGING POLICY

#### *Summary of the main points of the LA Policy on Charging*

There are five principles underlying the provisions on charging:

1. That the education in schools should be free.
2. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability to help meet the cost.
3. That there is no statutory requirement to charge for any form of education, but that LAs and schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
4. That LA and school have the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.
5. No charge is made for a Supply teacher to cover for those teachers who are absent from school accompanying pupils on a residential visit

#### *Summary of main points:*

- Optional trips wholly or mainly (as defined in the Circular) outside school hours will be charged at full cost.
- Trips wholly or mainly (as defined in the Circular) during school hours may be funded by voluntary contributions. NO child may be excluded from such a trip because the parents are unable or unwilling to pay a voluntary contribution.
- Board of lodging costs on residential trips will be charged except to those parents in receipt of income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £16,105 (2016/17)), support under part VI of the Immigration and Asylum Act 1999 or disability working allowance.

## SAFETY ON EDUCATIONAL VISITS

- Individual tuition in the playing of a musical instrument by a teacher employed by the LA in or out of school hours will not be charged for. However, where tuition or ensemble activities are provided by external agencies and peripatetic teachers a charge may be made to pupils concerned.
- Re-sits of prescribed examinations where no further preparation has been provided by the school will be charged for.
- Entry to examinations which are not prescribed in regulations issued by the Secretary of State will be charged for.
- Schools may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish in advance to have the finished product.
- Schools may make charges for breakage's and damage to property.
- Governors may make provision through voluntary contributions for costs incurred by the children of parents who are unable or unwilling to make a voluntary contribution.

### ***Definitions:***

The most important definition concerns whether an activity takes place within, or out of, school hours.

If the number of school sessions missed by the pupils is less than 50% of the number of half days taken up by the activity, the activity is deemed to take place outside school hours. If the number of school sessions is 50% or more of the number of half days, the activity is deemed to take place during school hours.

Numbers of half days, or of school sessions, are to be rounded up as follows:

Where 6 or more hours in a half day is spent on a residential visit the whole of that half day counts as having been spent on the visit; where half or more of a school session is devoted to a residential visit the entire session counts as having been spent on the visit.

Organisers should not confuse these charges with those permissible under the heading of 'Voluntary Contributions', which are subject to less stringent restrictions.

### ***Voluntary Contributions***

The restrictions on charging for ventures do not in any way prohibit the LA or establishment from seeking voluntary contributions in support of a venture. Such contributions must, however, be genuinely voluntary.

Consequently, it must be made clear to parents that there is no obligation to contribute and students must not be treated differently according to whether or not their parents have made any contribution.

It is, therefore, very important to explain in a letter to the parents the nature of the proposed venture, the likely value in education terms and the financial contribution per student, which would be required if the activity were to take place.

The letter should emphasise that there is no obligation, to contribute and that no student will be excluded because parents are unwilling or unable to contribute. However, it must be made equally clear if the venture is likely to be jeopardised by lack of parental support in the form of insufficient contributions.

There is no limit on the level of voluntary contribution, nor is there any restriction on the way in which such contributions may be used. Thus voluntary contributions can be used to subsidise students of lesser means and to pay the travel and accommodation costs of accompanying teachers.

The importance of voluntary contributions is that parents must be made aware of the purpose for the request and must be warned if the receipt of insufficient contributions is likely to cause the cancellation of the venture.

## **APPENDIX I**

### **EQUAL OPPORTUNITIES AND INCLUSION**

Since September 2002, changes to the Disability Discrimination Act (1995) have placed new duties on local education authorities and schools not to discriminate against disabled pupils for reasons relating to their disabilities. LAs and schools are under new duties not to treat disabled pupils less favourably, without justification, than non-disabled pupils; and to make reasonable adjustments to schools' policies and practices to ensure that disabled pupils are not substantially disadvantaged in comparison with non-disabled pupils.

Governing Bodies should ensure that their 'inclusion' policies address the needs of young disabled people wishing to participate in extra-curricular activities, including education visits. This is referred to in the school's Charging and Remissions' policy (see APPENDIX H).

Schools will need to ensure that all reasonably practicable efforts have been made during the course of risk assessment to include disabled pupils in educational visits and to include disabled pupils who wish to take part in educational visits out of school hours. This will usually entail discussion with the pupil, parent, group leader and other supervisors, the Manager of the venue to be visited and the tour operator.....ensuring sufficient experienced adults to cater for the special needs of any pupil in the party.

The Disability Rights Commission website (<http://www.drc-gb.org/>) has a number of useful publications available for downloading, including case study notes. Issues can sometimes be complex and advice can be sought from the Safety Co-ordinator for Safety on Educational Visits at Cornwall Outdoors.

### **OUTDOOR/ADVENTUROUS ACTIVITY PROVIDER QUESTIONNAIRE**

The appropriate Outdoor / Adventurous Activity Provider Questionnaire can be obtained from the EVC Coordinator, using the latest version issued by Cornwall Outdoors.

### **RISK ASSESSMENTS**

**Please speak with the EVC regarding the completion of Risk Assessments.**

## Appendix J

### STUDENT IDENTIFICATION IN PUBLIC PLACES/AT PUBLIC EVENTS

There are many occasions when schools take their students to public events such as the Royal Cornwall Show, or where schools visit major public venues such as the Eden Project.

It is recommended that schools consider some means of easily identifying their students in such busy venues and that students have some means of identification about them, in case they become separated from their group. These measures might include any of the following, or a combination thereof (a minimum requirement should be either a wrist band or ID card):

- Wearing school uniform at the event
- Carrying an ID card (laminated) with the school name and phone number
- A wristband with the school name and phone number. (There are a number of companies that produce these.)

Alongside these measures are the normal codes of good practice which include:

- Appropriate supervision levels based on risk assessment of location/activity and the make-up of the group including any students with SEN
- Regular head counts
- Clear instructions to students
- Clear definition of roles and responsibilities amongst part leaders
- Emergency procedures for locating a missing party member

**Note: This forms part of the risk assessment for your trip**

*N.B. Please tick which method of student identification will be used on your trip and sign below*

Signature:.....

## Appendix K

### DOUBLETREES SCHOOL EDUCATIONAL VISIT BLUE FORM

**Section A – Please complete for all trips and outings – no photocopies please!**

Class ..... are going out Date ..... Venue(s) ..... Time of departure .....  
Time of arrival back ..... (If delayed please phone school)

| Adults     | 1:1 | Pupils | Medication required |
|------------|-----|--------|---------------------|
| Leader     |     |        |                     |
| Dep<br>uty |     |        |                     |
|            |     |        |                     |
|            |     |        |                     |
|            |     |        |                     |
|            |     |        |                     |
|            |     |        |                     |
|            |     |        |                     |
|            |     |        |                     |
|            |     |        |                     |

**Mobile contact numbers**

(Please ensure mobile is switched on!)

(1) ..... Whose? .....

(2) ..... Whose? .....

|  |  |   |  |
|--|--|---|--|
| Have you got the school contact number with you? (01736 365039)  |  |   |  |
| If splitting into groups, does each group have a mobile and the school number/numbers of other mobiles with them?                  |  |   |  |
| <b>Risk Assessment</b> (Regular trips only) Does EVC have a copy   |  | <b>HAVE YOU INFORMED:</b>   |  |
| <b>First Aid Kit</b> – have you got a first aid kit?   |  | Physio/Therapy Teams  |  |
| <b>Duties</b> – Have you swapped your playground   |  | School Nurse  |  |
| I Have <b>pre-visited</b> the venue I am aware of access, facilities, toilets & parking etc)                                       |  | Speech & Language Therapist   |  |
| <b>HAVE YOU CHECKED:</b> Diary for appointments and/or meetings, 1:1 tuition etc to ensure pupils/staff do not need to be on site? |  | Music Therapist _   |  |
| <b>Section B:</b><br>Please complete for all trips and outings   |  | <b>Section C: Swimming, DAY VISITS, ONE-OFF OUTINGS &amp; MINIBUS/COACH TRAVEL</b>  |  |
| <b>Transport:</b>  |  | <b>Checks:</b>  |  |
| Walking  |  | <b>Risk Assessment</b> – have you printed out, signed & dated a RA  |  |
| White bus  |  | <b>Minibus</b> – Have you booked the bus &/or school car out on the planner?  |  |
| School car   |  | <b>Parking</b> - Is there convenient safe parking at the venue(s)?  |  |
| Staff car  |  | <b>Finance</b> – Have you sufficient funds to cover all costs?<br>This must be arranged in advance (Staff and pupils)   |  |
| Other e.g. hired coach/minibus   |  | <b>Lunches</b> – Have you ordered packed lunches?<br>Please order a minimum of <b>2 weeks</b> before trip. If no meals are required or if you will be late back the kitchen and secretary <b>must be given 2 weeks notice</b> |  |
| <b>Pupils:</b><br><b>Do any pupils need 1:1 supervision?</b><br><b>If 'yes' please identify 1:1 staffing above</b>                 |  | <b>Written permission</b> – have you got written permission from parents? (Please attach a copy of the letter to this form for approval prior to sending home)  |  |

**Itinerary and Rationale for day/trips must be attached to this form for all Day Visits, One off Outings and longer visits.**

**For local visits and weekly trip forms need to be signed by 9.00 a.m on the morning of the trip**

Approval by SLT/ EVC

Signed \_\_\_\_\_

Date \_\_\_\_\_