



# HENLEY-IN-ARDEN SCHOOL

*Achieving Excellence Together*

## Policy for Educational and Offsite Visits and Learning Outside the Classroom

<b>Name of Policy</b>	<b>School Educational Visits Policy</b>	
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<b>Governor Committee</b>	Chair of Governors	
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# Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that educational visits and off-site activities can supplement and enrich the curriculum by providing experiences which would otherwise be impossible.

Work that takes place outside the classroom - visits, activities and Learning Outside the Classroom (LOtC) can provide a very powerful means of developing learning in all curriculum areas, and raise attainment.

Experiential learning can also provide opportunities for development in other areas: relationships, emotional and spiritual awareness, environmental issues, independence and teamwork.

Educational visits help to develop students' investigative and social skills and longer visits in particular encourage greater independence.

All visits should serve a wider educational purpose, enhancing and enriching our students learning experiences.

## **Educational visits are commensurable with the schools values and ethos, 'Achieving Excellence Together':-**

We pride ourselves in knowing our pupils and parents. We work hard to ensure each and every pupil achieves his or her potential by meeting their individual needs and personalising the curriculum. We provide a high quality education that encourages creativity and supports excellence and achievement.

Our aim is to equip young people to make the most of their abilities and the opportunities offered to become competent and confident world citizens. We want our students to be rational, independent thinkers who are sensitive, caring of others, willing to accept responsibility and who use their talents for the good of society as a whole.

We aim to make education an enjoyable experience which will help develop a life-long love of learning. Henley aims to be a school where excellent relationships based on mutual respect provide a happy atmosphere in which pupils thrive.

Our Vision is achieved through the commitment and quality of the teachers and support staff, working in close partnership with parents in a caring and open manner. We celebrate achievement and believe young people flourish when there is security, good self-discipline and a strong code of conduct. We have the highest expectations of all members of our community.

We aim for:

- Excellence in every lesson
- Excellence for, and from, every pupil
- Excellence in the details
- Excellence in customer service
- Excellent levels of excitement

In this policy document we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety, health and well-being of our students at all times. Within these limits we seek to make our visits available to all students, and wherever possible to make them accessible to those with special needs including disabilities. Visits usually take place within the school day but not exclusively.

The range of visits and off-site activities covered by this policy includes (but is not limited to):-

- Sporting fixtures involving travel to another school or venue e.g. local leisure or sports centre
- Visits to local amenities (e.g. sacred spaces, local schools, towns and villages)
- Day visits within the UK
- Residential visits within the UK
- Overseas visits
- Adventurous activities including The Duke of Edinburgh's Award

Henley in Arden School has formally adopted the Outdoor Education Advisers' Panel's (OEAP's) 'National Guidance' as its own 'Employer Guidance' and as such is a principle source for guidance and information regarding practice for educational and offsite visits including LOTC.

It is a legal expectation that all employees must work within the requirements of their employer guidance; therefore Henley in Arden School employees must follow the requirements of this policy in conjunction with the Outdoor Education Advisers' Panel 'National Guidance' (NG). This guidance can be found on the following website:

<http://oeapng.info>.

Where an employee commissions LOTC activity they must ensure that such commissioned agents have systems and procedures in place where standards are not less than those required by OEAP National Guidance.

## Scope

This policy shall apply to all employees whose work involves any one of the following:

- direct supervision of students undertaking experiences beyond the boundary of the school;
- direct supervision of students undertaking experiences that fall within the remit of Learning Outside the Classroom;
- facilitating experiences for students undertaking experiences beyond the boundary of the school;
- deploying staff who will supervise or facilitate experiences of or for students undertaking experiences beyond the boundary of the school;

This applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

## Employer Requirements

As an employer, Henley in Arden School is required to ensure that its employees are provided with:

- appropriate guidance / policy relating to educational visits and LOTC activity;
- training to support policy / guidance to ensure that it is understood;
- suitable systems and processes to ensure that those trained are kept updated;
- access to advice, support and further training from an appointed adviser who has proven expertise and professional understanding of the policy / guidance, the training and expectations set by current good practice.

## **Role-specific Requirements and Recommendations**

### **Governors:**

- To act as a 'critical' friend'
- To ensure that the Headteacher and EVC adhere to statutory requirements and good practice
- To define which type of visits should be approved by the Governing Body
- To agree all residential visits, visits overseas and visits involving outdoor adventurous activity
- To ensure that all aspects of risk management have been considered
- To ask questions regarding a visits educational objectives and how they will be met
- To review policy and procedures as agreed

### **Headteacher:**

- To ensure that visits comply with statutory requirements and good practice
- To ensure that the EVC is competent to oversee the coordination of all off-site education
- To ensure that the EVC keeps him / her informed of the progress of visits and that information is relayed to Governors and parents as appropriate
- To ensure the competence of visit leaders and supporting staff
- To ensure that there is access to advice from an appropriate technical adviser
- To ensure that in the event of a critical incident or accident there is suitable support and that procedures are followed – contacting parents, staff, media, others etc. Help to ensure that critical incidents / accidents / near accidents are investigated and findings acted upon

### **Education Visits Coordinator:**

- To act on behalf of the Headteacher to ensure visits comply with statutory requirements and good practice
- To approve visits as agreed by the Headteacher / Governing Body
- To provide suitable documentation to support the planning of visits
- To ensure visits are appropriately planned using standardised school documentation
- To ensure staff are aware of school requirements to organise or lead a visit
- To assign competent staff to lead or support visits
- To ensure visits have appropriate staffing ratios and adequate cover for health and safety, and student wellbeing including first-aid and behavioural management
- To work with the visit leader to ensure full visit details are made available to parents and that parental consent has been provided / or not
- To organise emergency arrangements and ensure that there is an emergency contact for each visit

- To keep records of visits including reports of accidents / near accidents
- To ensure that the Governing Body are made aware of agreed visits and that approval is given
- To notify the technical adviser of agreed visits within timescales
- To ensure that visit evaluation is used to inform future visits and training needs
- To arrange training as appropriate
- Review of incidents / near accidents as required
- To review policy, systems, procedures and on occasion monitor practice

### **Visit leader:**

- To adhere to school requirements with regard to policy, systems and processes
- Identify the clear purpose and objectives of a visit. In the first instance the visit leader is to seek provisional approval for the visit from the EVC who will liaise with the Headteacher / Governors as appropriate. No visits are to be booked before consent is given
- The visit leader must ensure they complete relevant documentation. This includes pre-visit planning forms, consent forms as relevant, risk assessments as relevant and upon return a visit evaluation form. Details of accidents / near accidents and incidents should be recorded
- The visit leader is responsible for ensuring all paperwork is completed and returned to the EVC / office team. All paperwork is required to be returned within timescales. Failure to adhere to deadlines may result in the cancellation of a visit
- Ensure that risk assessments, where appropriate are completed and that contingency plans are in place. Information is shared with relevant staff and students
- Plan an itinerary to account for all times whilst on the visit including meals and 'downtime'
- Have prior knowledge of the venue, undertaking preliminary visits as appropriate
- Inform parents and seek consent, detailing the nature of the visit / activities
- For residential visits, ensure that parents are provided with emergency numbers and contacts, kit lists, departure and arrival times and provisional itineraries. A meeting with parents should normally be held for residential / overseas visits
- Allocate supervisory responsibilities to adults with named students. Ensure that adults know what their responsibilities are and that students know which adult is responsible for them
- To continuously monitor the appropriateness of the activity, the physical and mental condition and ability of group members and the suitability of prevailing conditions and, if conditions are considered to be unsuitable, to withdraw from activity

**Refer to National Guidance Section 3.4 'Roles and responsibilities' <http://oeapng.info>.**

### **Training**

#### Education Visits Coordinators: -

- There should be at least one nominated senior member of staff to act in the capacity of Education Visits Coordinator (EVC).
- The EVC should undertake formal OEAP revalidation on a minimum 3 year cycle.
- Consideration will be given to training other staff as EVCs depending upon school needs.

EVCs should be specifically competent, ideally with practical experience in leading and managing a range of visits.

Visit Leaders:

- Leaders should be current in their knowledge and expectations regarding good practice.
- It is recognised as good practice for newly qualified staff, staff new to the school or staff involved with higher risk activities to undertake OEAP Visit Leader Training.

The EVC will support the Headteacher / governing body in ensuring that competent staff are assigned to lead and accompany visits, taking into account their ability to lead, manage and control the students. Competence in activities and knowledge of venues may also be required.

## Approval and Notification process

The Education Visits Coordinator / Headteacher and Governing Body shall consider and approve educational visits. The school's appointed education visits technical advisor will also check and acknowledge arrangements for visits which are deemed 'medium' or 'higher risk'.

**Event / Day Visit** – Simple low risk 'everyday' activity (usually within the normal school day).

Approval sought from the EVC (normally no later than 4 weeks prior to the visit).

**Residential and non-residential Visits UK** - Medium risk activity.

Approval sought from the EVC (normally no later than 4 weeks prior to the visit). The Technical Adviser will be notified by the EVC, check and comment on arrangements.

**Overseas / Adventurous Activity / Large City visits** - Higher risk activities.

Approval sought from the EVC / Head / and Governors (normally no later than 8 weeks prior to the visit). The Technical Adviser will be notified by the EVC, check and comment on arrangements.

**Please complete – Form (EV1) SLT Approval. This is available in the staff shared area 'Educational Visits'.**

*This form should be submitted to the EVC as per timescales indicated. Once approval for the visit has been given staff can then commence organising the visit. The earlier the form is submitted the sooner approval can be issued and arrangements commenced. Arrangements including bookings should not be made without approval.*

In assessing the appropriate risks / category for an off-site activity, the EVC and / or visit leader should take account of the environment in which the activity will take place. An activity might be rated as a higher risk if it takes place: -

- in, on or near water
- in winter or bad weather conditions
- in crowded locations



## Risk Management

As an employer, Henley in Arden School has a legal duty to ensure that risks are managed - requiring them to be reduced to an "acceptable" or "tolerable" level. Suitable and sufficient risk management systems must be in place.

Henley in Arden School adopts a "Risk-Benefit Assessment" approach whereby the starting point for any risk assessment is the consideration of the benefits and learning outcomes. This appreciation of the benefits to be gained through participation provides objectivity to a decision that any risk remaining after control measures have been put in place is "acceptable". HSE endorse this approach through their "**Principles of Sensible Risk Management**" and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is no legal requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual, or harm several people.

Henley in Arden School takes a common sense and proportionate approach, remembering that risk assessment and risk management are tools to enable students to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether.

School ensures that exemplar generic risk assessments are available. Staff should review and adapt these generic risk assessments for medium and higher risk activities to ensure that they are appropriate to specific events, activities and / or students.

For medium and higher risk activities a specific risk assessment should be completed focussing on the hazards that staff have control over. It should assess risks which might be encountered on the visit, and will indicate measures to prevent or reduce them.

Staff are not required to complete a risk assessment for low risk simple everyday activity which forms part of the normal school day, for example, taking students to a local venue which is frequently visited, such as a swimming pool, local sports fixtures, parkland, or place of worship. The visit leader and support staff must however be familiar with the contents of the available generic risk assessment for simple low risk everyday activity.

Where the school is purchasing the services of a reputable external provider, rather than the activity being self-led, then it is reasonable to expect the provider to conform to relevant legislation and accepted good practice. It is accepted that staff cannot delegate Duty of Care responsibilities to a provider.

In such circumstances the visit leader and accompanying staff should focus on completing risk assessments for the areas of their own responsibilities not covered by the providers risk assessment / management for medium and higher risk activities. This

will usually be travel to and from the location, pastoral and welfare issues, how any 'down-time' will be safeguarded and contact arrangements for the emergency 'base contact' person.

Individual risk assessments / plans may be required for students with differing or special needs.

- All risk assessments should be agreed with the EVC
- Risk assessments should be shared with accompanying staff and with students as appropriate. This includes contingency plans.
- Visit leaders remain in charge throughout the visit. Duty of Care cannot be delegated to 3<sup>rd</sup> parties.
- Leaders should challenge provider staff if they feel that an activity is too hazardous, not delivered at an appropriate level etc. Actions may include amending the activity or ceasing it.
- Where it is considered a risk to include a particular student because of serious doubt as to their behaviour or it is felt they present a significant risk to others, the Headteacher or their representative will make the final decision regarding student participation in the visit.

**Generic Risk Assessments are available in the staff shared area 'Educational Visits'.**

## **Emergency Planning and Critical Incident Support**

A critical incident is an incident where any member of the group undertaking an offsite activity: -

- Has suffered a life threatening injury or fatality or is at serious risk
- Has gone missing for a significant and unacceptable period
- Is any incident that is beyond the normal coping mechanisms of the Visit Leadership Team

As an employer, Henley in Arden School is committed to providing emergency planning procedures to support staff in the event of an emergency or critical incident.

To activate support the visit leader should immediately contact the Emergency 'Base' contact number. Failing that, the Headteacher or school switchboard should be contacted. For emergencies occurring outside of the normal school day the Emergency 'Base' contact number should be used.

The schools emergency 'base' contact number(s) should be carried by visit leaders at all times during an off-site activity and should be used immediately if there is cause for concern. Under no circumstances should these numbers be given to students or to their parents or guardians.

The appointed Technical adviser for educational visits / outdoor education is available to support the emergency 'base' contact person or leadership team – advice / guidance both in and out of normal school hours. Contact: Neil Wilson **07496 574226**

For critical incidents and emergencies the Coventry, Solihull and Warwickshire (CSW) Resilience Team, who are the sub-regional Local Authorities emergency planning team are **available to support the Emergency Base Contact person, SLT members and / or the EVC.**

Call **024 76 832 673** (24-hour) and ask to speak to the CSW Duty Emergency Planning Officer (DEPO)

- Give your name and position
- The name of the school
- A contact number for yourself
- Brief summary of the situation

The operator will contact the CSW DEPO and then they will call back via the number(s) supplied. The CSW DEPO will discuss what advice or support is needed such as communications, media support, educational psychologists etc.

**Refer to the schools 'Emergency Procedures Policy' for further information.**

## **Monitoring**

As an employer, the school will ensure that there is sample monitoring of visits and LOTC activities undertaken. Such monitoring will be in keeping with the recommendations of National Guidance.

## **Reviewing**

- All visits must be reviewed upon return
- Visit leaders should complete a trip evaluation form (EV5) and record any 'near misses' or key events

## **Charging for Visits**

Funding for off-site activities is provided mainly by parental contributions. The schools charging policy follows the legal framework for charging, voluntary contributions and remissions as set out in sections 449 - 462 of the Education Act 1996. No student may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution if the visit is deemed an **essential** part of the curriculum.

The costing of visits / off-site activities should include any of the following that apply:

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers
- Any refreshments the school has opted to pay for

The visit leader after consultation with the Headteacher / EVC may charge parents for board and lodging on residential visits as well as full costs where a visit is deemed an 'optional extra'.

An 'optional extra' is defined as:

- Falling wholly or mainly outside normal hours, i.e. a ski visit during holiday periods
- An activity which does not form part of the National Curriculum or the statutory requirements for religious education
- Is not part of the syllabus towards a Prescribed Public Examination

The parents' agreement to meet the costs of an 'optional extra' visit before the visit is planned in detail will always be obtained in writing. The stated cost of an 'extra visit' must not include an element of subsidy for students whose families do not meet the full charge.

***Refer to the schools 'Finance Policy, Appendix II Policy on Charges for Activities'.***

## **Disclosure and Barring Service (DBS) Checks**

Employees and volunteers who work are working in Regulated Activity either with young people or carrying out certain activities for adults, must undergo an enhanced DBS check as part of their recruitment process. With specific reference to LOTC activities and Offsite Visits, Regulated Activity for Children is defined as any adult (staff or volunteer) carrying out **unsupervised activities at least once a week, 4 or more days, or once overnight** (between 2am and 6am) **in a 30 day period.**

For the purposes of this guidance, "activities" are to: teach, train, instruct, care for or supervise children, provide advice/guidance on well-being, provide relevant personal care, e.g. washing or dressing, or drive a vehicle only for children.

Volunteers used on a temporary or occasional basis or supervised volunteers no longer fall within the scope of regulated activity and are not entitled to an enhanced DBS with barred list check, although the school can still carry out an enhanced DBS without barred list check. The placement of an adult within a situation of professional trust (where young people could be vulnerable to physical or mental exploitation or grooming) should always be on the understanding that an overview based on a common sense risk-benefit assessment process has been considered.

It is normal practice that all school staff (employees / volunteers) having access to students will be DBS and barred-list checked.

- The use of volunteers should only be permitted by the Headteacher or EVC. Permission will be based on knowledge of the volunteers and their previous experience and training.
- Volunteers will normally be required to undertake a current DBS check.
- Volunteers have responsibility to follow the instructions of the visit leader.

## **Assessment of Leader Competence**

National Guidance provides clear advice regarding the assessment of leader competence. It is an expectation that all leaders and their assistants have been

formally assessed as competent to undertake such responsibilities as they have been assigned.

## Requirement to Ensure Effective Supervision / Ratios

Effective supervision should be determined by proper consideration of:

- Age (including the developmental age) of the group
- Gender issues
- Ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics etc.)
- Nature and location of the activity (including the type of activity, duration, skill levels, as well as the time of year and prevailing conditions)
- Staff competence.

Staff assigned to support the special needs of particular individuals should not normally be included in the overall staffing ratio. Their responsibility should not include the wider group. Consideration should also be given to the implications of one member of staff effectively being removed from the intended supervision arrangements for a period of time e.g. to accompany a student to hospital.

Particular consideration should be given to the additional implications that may arise if staff are to be accompanied by family members (partners or children) on visits. Any such arrangement must be made with specific agreement by the Headteacher / EVC beforehand, together with a risk assessment where appropriate.

Staffing ratios are a risk management issue and should normally be considered through the process of risk assessment. It is not always possible to set out definitive staff / student ratios for a particular age group or activity. However, Henley in Arden School expects the following as normal **minimum** requirements, and any variation should be discussed with the EVC in the first instance.

Year 7 upwards	<b>Low Risk (Category A)</b>	<b>Medium Risk (Category B)</b>	<b>Higher Risk (Category C)</b>
	1:15	1:15	1:12
		1:12 Residential UK non-outdoor adventurous activity (OAA)	1:10 All Overseas visits - minimum of 2 staff
			Duke of Edinburgh's Award / OAA as per Operating Authority or National Governing Body requirements

Please remember that 3<sup>rd</sup> party provider 'free staff place' ratios may not reflect those shown above and should be negotiated were applicable prior to signing any agreements.

## **First Aid**

First aid should form part of any risk assessment. Before undertaking a visit or off-site activities, the visit leader should assess what level of first aid might be needed. On any kind of visit the visit leader and / or accompanying staff should have a good working knowledge of first aid and ensure that an adequate first-aid kit is taken. All adults in the group should know how to contact the emergency services and the schools emergency 'base' contact.

### ***The minimum first-aid provision for a visit is:***

- A suitably stocked first-aid kit
- Person / persons appointed to be in charge of first-aid arrangements

### ***Other considerations when considering first-aid needs should include:***

- The numbers in the group and the nature of the activity
- The likely injuries and how effective first aid would be
- Duty of Care requirements
- Distance to the nearest hospital
- Venue / providers first aid availability

## **Student Responsibilities**

Students are responsible for: -

- Being aware of risk assessments and any contingency plans
- Not taking any unnecessary risks
- Following the instructions of the visit leader and other staff, including adults at the venue
- Dressing and behaving appropriately and responsibly
- Standards of behaviour
- Being respectful to local codes and customs
- Taking care of their belongings and possessions
- Being punctual

A student's participation in educational and other off-site activities is at the schools discretion. If a student's behaviour before or during a trip / off-site activity falls short of the expected standards, sanctions may be applied in accordance with the schools Behaviour Policy. During a visit, in exceptional circumstances, parents may be required to collect their child before the end of the visit.

## **Preliminary Visits and Provider Assurances**

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for the effective supervision of student's. It is a vital dimension of risk management.

Wherever reasonably practicable, preliminary visits will be undertaken. If visits to particular providers or venues are regular or frequent it may be acceptable after an initial visit for no further pre-visits to be undertaken. In such circumstances staff should ensure that there have been no significant changes / hazards. Where possible it is good practice for visit leaders to take full advantage of the nationally accredited, provider assurance schemes that are available. These remove the need for the sight of provider Safety Management System documentation including risk management summaries or risk assessments.

Examples of such schemes include: -

- The LOTC Quality Badge
- AALA Licensing
- Adventuremark
- Outdoor NGB centre approval schemes (applicable where the provision is a single, specialist activity)

## **Insurance for Educational Visits and Off-site Activities**

### **Staff**

Employer's Liability Insurance is a statutory requirement and school holds a policy that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it. This cover also extends to those persons who are acting in a voluntary capacity on behalf of the school.

The school also holds Public Liability insurance, indemnifying it against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as off-site activities and visits organised by the school and settings for which the employer is responsible.

### **Personal Accident and Travel Insurance for School Activities**

This is taken out on an annual basis and covers both employees and students for the following – Personal Accident, Medical Expenses, Personal Property, Cancellation / Curtailment, Personal Liability etc.

- Where a tour operator is used, the type and extent of insurance cover in place should be ascertained. Providers must hold a minimum of £5 million public liability insurance cover.
- It is the responsibility of the visit leader to liaise with office staff and the EVC to check that the level of insurance cover in place is adequate for the intended visit.

# Inclusion

Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for students with special needs, every reasonable effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

The school will take **reasonably practicable** measures to include all students. The principles of inclusion will be promoted and addressed for all visits and reflect school policy, thus ensuring an aspiration towards: -

- An entitlement to participate
- Accessibility through direct or realistic adaptation or modification
- Integration through participation with peers.

Under the Equality Act 2010, it is unlawful to: -

- Treat a young person to whom one of the protected characteristics applies less favourably
- Fail to take reasonable steps to ensure that such persons are not placed at a substantial disadvantage without justification.

## Good Practice Requirements

To be deemed competent, staff should be able to demonstrate the ability to operate to the current standards of recognised good practice for that role - Visit / Activity Leader, or Assistant Leader.

All staff and helpers must be competent to carry out their defined roles and responsibilities.

National Guidance sets clear standards to which staff must work.

*A "competent" Visit / Activity Leader (or an Assistant Leader where they may take sole responsibility for a sub-group) requires:-*

Knowledge and understanding of their employer's guidance supported by establishment-led training. It is good practice for employers to provide formal and accredited training to support their guidance e.g. EVC Training, Visit Leader Training and such training may be a requirement prescribed by some employers.

- Knowledge and understanding of establishment procedures supported by a structured induction process specified by the establishment.
- Knowledge and understanding of the group, the staff, the activity and the venue.
- Appropriate experience
- In some circumstances (e.g. first aid, adventurous activities) a formally accredited qualification."

Staff participating in off-site activities and visits must be aware of the extent of their Duty of Care and should only be given such responsibilities as are in keeping with the above guidance. It is particularly important that careful consideration of competence issues is applied to both newly qualified and newly appointed staff.



# Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it and staff must follow both statutory and good practice requirements. All national and local regulatory requirements must be followed. The level of supervision necessary should be considered as part of the risk management process when planning the journey, giving proper consideration to issues of driver-distracted / student behaviour.

The visit leader should ensure that coaches and buses are hired from a reputable company.

**Refer to National Guidance 4.5a, 4.5b, 4.5c <http://oeapng.info>.**

## Minibuses

The driver of a vehicle cannot safely drive and supervise passengers at the same time. Therefore a risk assessment should be undertaken to ascertain the likely behaviour and individual needs of students.

Considerations should include –

- The length of the journey and time of day when it takes place
- The nature of the group (age / maturity / special needs / behavioural issues) and the level of behaviour management or support they are likely to require during the journey
- The overall workload of the driver during the day (other responsibilities and duties undertaken or planned by drivers)
- Safeguarding Issues

Based on an assessment of these factors, it may prove satisfactory to have only a driver present in the vehicle (no supervisors). It may however also demonstrate the need for additional staff to share driving duties or to act as supervisors.

Any driver / supervisor should have access to a mobile phone and have school contact details available.

Where more than one minibus is being used to provide transport to the same destination vehicles should normally travel in convoy.

## **Hired Transport**

There must be appropriate levels of supervision to ensure the safety and welfare of all students. The driver has no responsibility for student behaviour. Only reputable companies should be used who can confirm suitable risk management procedures are in place.

## Staff using Private Cars

Staff are recommended not to use their own vehicles to transport students. However, if they must be used: -

- The vehicle has tax and is roadworthy
- The driver has business use insurance cover
- Parents have given permission
- Child seat and seat belt laws are adhered to \*

There must be 2 staff present in the vehicle and there should be male and female staff present if there are male and female students.

\*Child and Seat Belt laws: - Children in cars, vans and other goods vehicles must be carried in an appropriate child restraint from birth until either they are 135cm (4'5") tall or 12 years old, whichever comes first. There are very few exceptions (the rear of mini-buses being one). They must then use a seat belt (although it would be preferable to use a booster seat until they are 150cm (5') tall).

### Parents Transporting Students

Should staff coordinate with parents to arrange the transportation of students (not their own children) as part of an organised activity then school is potentially liable in the event of something untoward occurring. Therefore, in such circumstances checks should be made to ensure that a valid driving licence is held, the vehicle is roadworthy, suitable Insurance is in place and that other parents have given permission for their child to be transported by these means.

If parents are requested to make their own transport arrangements for their child (and / or others) responsibility normally lies with them. In such circumstances school only accepts responsibility for students once they have met with staff at the allotted time/place. Students will be handed back to those parents providing transport at the end of the visit / activity.

## **Planning**

Visit planning includes consideration of the question: 'What are the really important things that we need to do to keep us safe?' It should focus on those issues that are individual to the specific event, taking into account the needs of the group (including special and medical needs), the experience and competency of the staff team, and the leader in the context of the event. Significant issues must be recorded; and shared with all relevant parties.

Planning should reflect the consideration of legal and good practice requirements ensuring: -

- The plan is based on the schools procedures and employer guidance
- For all visits refer to the 'Planning Checklist' and relevant information in the staff shared area
- Proportionate assurances have been obtained from any providers (making full use of national schemes which accredit that assurances have already been obtained by credible inspection regimes)
- For all visits involving residential, overseas activity or outdoor adventurous activity the EV1 form should be given to the EVC within timescales to then go to

Governors for approval and to be passed on to the nominated technical adviser for comment.

- Approval has been issued for the visit prior to making bookings, sending out parental information etc.
- Following approval, liaise with the office staff to create a 'Master File' – correspondence, student details, relevant forms, payment reports, pupil premium details, cost estimates, invoices, contracts, medical forms etc. Students will not normally be allowed to go on a visit without parental permission / consent (see following section). Looked after children may need permission from Children's Services, please liaise with relevant pastoral staff
- Those in a position of parental authority have been fully informed and, where appropriate, formal consent has been obtained
- All staff (including any adult volunteer helpers) and the students to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process including keeping themselves and others safe
- Designated school emergency contact(s) have been identified that will be available on a 24/7 basis where required and that details of the visit / students are accessible to the emergency visits / base contact person(s) throughout the period of the activity
- Risk assessments – low risk simple everyday activity, the visit leader and support staff should be familiar with the contents of the generic risk assessment. For medium / higher risk activities a specific risk assessment must be completed and the contents shared with staff and students as relevant. Documents are available in the staff shared area 'Educational Visits'.

### **Refer to appendix B: Categories of Risk - Activities**

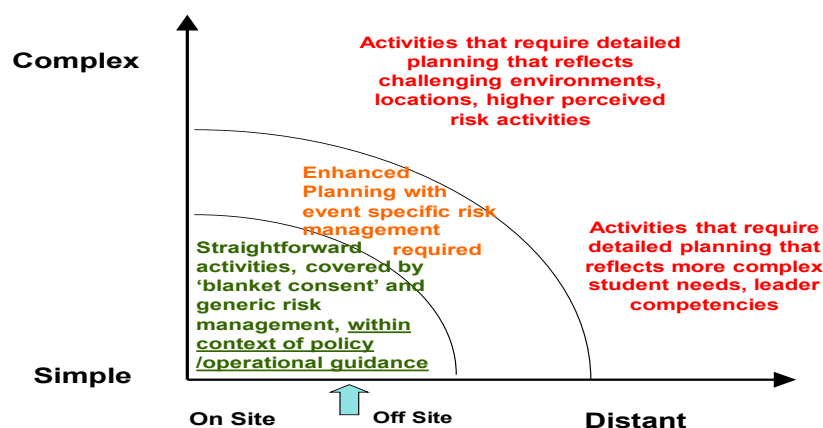
It is strongly recommended that at an early stage of the planning process, the provisional staffing team meet to identify the benefits and learning outcomes that the activity (or range of activities). If the outcomes are to be evaluated with any rigour, then it will be essential that these outcomes are prioritised, and appropriately targeted. A record of these outcomes will help keep the plan focussed and also be a vital part of the risk management process in providing some objectivity in a "Risk Benefit Analysis".

Once the targeted outcomes have been recorded, it will then be possible to identify appropriate on-going review and evaluation strategies.

The degree of complexity of a particular plan (along with its supporting procedures) will need to reflect the nature and complexity of several variables that can impact on any given activity. These variables can be remembered as "STAGED" as explained below. It is good practice to involve participants in the planning and organisation of visits, as in doing so they will make more informed decisions, and will become more 'risk aware' and hence at less risk.

- **S**taffing requirements – Trained? Experienced? Competent? Ratios?
- **T**iming – When? For how long?
- **A**ctivity characteristics – Specialist? Insurance issues? Licensable?

- **G**roup characteristics – Prior experience? Ability? Behaviour? Special and medical needs?
- **E**nvironmental conditions – Like last time? Impact of weather? Water levels?
- **D**istance from support mechanisms in place at the home base – Transport? Residential?



## Consent

Employers and employees need to take account of the legalities regarding a requirement for formal consent (parental permission) to participate in a visit and to allow medical treatment in a worst case scenario.

### Low risk simple everyday activity

Parents will complete, sign and return an annual 'blanket' consent (permission) form for visits at the start of the academic year that gives permission for simple everyday activities to be undertaken within the normal curriculum day and local sports fixtures after school. No additional consent will be sought. It is still a requirement to inform parents that their son / daughter will be undertaking an off-site visit. It is the parent's responsibility to notify the school of any changes to their child's health / medical conditions / medicines.

### Medium and Higher risk activity

Specific consent should be sought. It is important that sufficient detail is provided about intended arrangements as to allow *informed* consent to be given. For residential visits parents should normally attend a briefing.

## Retention of Records

There are no legal requirements to retain information after a visit. However, it is useful to retain information:

- To record the range of opportunities that the school provides for students

- To record staff experience in leading visits and outdoor learning (competence based on number / range of visits leading or supporting)
- To demonstrate effective planning and evaluation of visits and outdoor learning - as a future planning tool

Any records containing personal information must be stored securely and kept in compliance with data protection requirements. For example, unless the guidance on accidents applies, parental consent forms need only be retained until the visit (or period of time) covered by the consent has ended and then they may be destroyed (unless annual blanket consent which should be available for the duration).

## **Records - In the event of an accident**

Whenever there has been an accident or incident the school will consider whether the nature of any accident or incident might, in the future, give rise to an insurance claim or a civil claim for damages. Where this is considered to be a possibility, or where an incident was reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR), sufficient information regarding the visit and incident will be retained to allow the school to investigate fully and, if necessary, defend any actions:

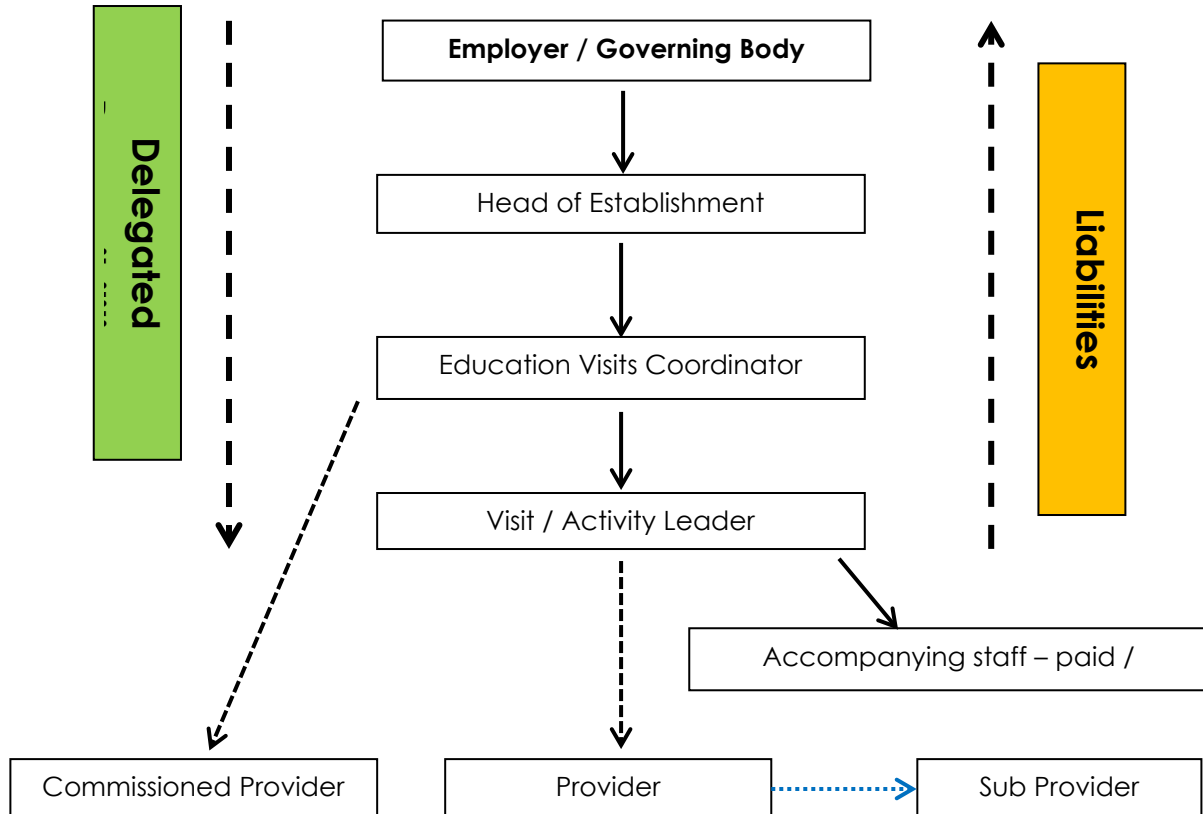
- Full details of the incident and any related report / witness statements / follow-up actions
- The plan for the visit (including risk management)
- Names of the students and adults on the visit
- The programme of activities that took place on the visit
- A copy of the information about the visit sent to parents
- A copy of the completed parent consent form(s) for anyone directly involved in the accident/incident

This information may be stored electronically. Due to the time limits on civil claims for negligence, such records should be kept until the student reaches age 21, or for 3 years following the incident in the case of an adult.

## **This policy document links to a range of other policies and documents including:**

- Health and Safety
- Emergency Procedures
- E Safety, Internet and acceptable use of IT
- Mobile phones
- SEND
- Child Protection and Safeguarding
- Finance
- Behaviour for Learning
- Data Protection

## Responsibilities and Liabilities



Where an employee commissions a Learning Outside the Classroom (LOTC) activity they must ensure that such commissioned agents have systems and procedures in place where standards are not less than those required by the employer and / or OEAP National Guidance.



**'Low risk' (Category A)** - *Everyday simple activities usually within the normal school day*

- Sports Fixtures (not involving longer travel distances / residential activity)
- Swimming in Indoor pools (with lifeguard / swimming coach)
- Theatre and Museum's
- Local Village / Town
- Local Church / Shops
- Local Parkland including simple water margins activity
- Sacred Spaces
- Country Parks
- Study / Visitor Centres
- Countryside Walking (simple lowland rural terrain)
- Visits to local schools / business
- Low level initiative and team building activity (simple activity)

**'Medium risk' (Category B)** - *Not every day simple activity activities in or outside school day*

- Larger Town / City visits (easy to manage environments / managed public interaction)
- All UK residential visits (non-adventurous activity)
- Forest Schools and Bush-craft (away from site)
- Orienteering / Navigation in local parkland / small woodland areas (good geographical boundaries)
- Larger conference and exhibition venues or similar environments (indirectly supervised)
- Lower level / non-wild terrain field studies (be aware of wild/mountainous areas, seaside locations and anywhere close to / in water)

**'Higher risk' (Category C)** – *More complex activities in or outside school day*

- All Outdoor Adventurous Activity (OAA)
- All Overseas visits including residential
- Field Studies undertaken in wild / remote terrain
- Large City locations (student's on foot / use of public transport / difficult to manage public interaction)
- Higher Level Ropes Courses / Aerial Runways

**\* The following are usually defined as Outdoor Adventurous Activities (OAA)**

- Higher level Hill / Mountain walking
- Cave / Mine exploration (not guided show caves)
- Rock climbing / Abseiling (indoor / man-made / natural rock)
- Mountain / All Terrain Biking
- Orienteering and Navigation (forests / wild or mountainous terrain)
- Skiing / Snowboarding / Tobogganing (indoors / outdoors)
- Gorge scrambling / Sea level traversing / Canyoning
- Improvised Rafting / Canoe / Kayaking / White-Water Rafting
- Sailing / Windsurfing / Paddle boarding
- Open Water Swimming (lakes / rivers / sea)
- Pony Trekking in wild / mountainous terrain
- Higher Level Ropes Courses / Aerial Runways

*This list is not designed to be exhaustive.*

## Educational Visits Form (EV1) SLT Approval

**This form must be completed for all planned visits from school premises. Please ensure that in the information and consent letter (if applicable) sent to parents you state clearly that the visit must be paid for via GATEWAY, no cheques or cash will be accepted.**

Visits must be authorised by the Headteacher (S Jefferies), EVC (M McCulley/S Lewis), Finance (A Alsop) and Cover (M McCulley) before **any** letters are sent.

To: LMT	From:	
1. Nature of visit and educational value		
2. Category of visit (see policy document)		
3. Self-led or Provider led? If provider led name of provider		
4. Date(s) of visit		
5. Point and time of departure?		
6. Point and time of return?		
<b>7. I as Visit Leader have read the school policy for Educational Visits and Offsite Activity and the planning checklist form EV2 and appendix M</b>	Name: _____	
	Signed: _____	Date: _____
8. Other accompanying adults/teachers	Adults	Ratio Students/Staff
9. Class / groups being taken		
10. Where will cover for the trip be paid from? (£40 per lesson / £200 day)		
11. Approx number of students in the party?	Boys	Girls
12. Deadline for returning consent forms (medium / higher risk visits) – students will not be allowed to go on the trip after this date.		
13. Classes affected by absence of teacher(s)		
14. Teachers affected by absence of the students		
15. Proposed venue, address and phone number		
16. Trip cost (admission costs etc.)		
17. Cost of transport / coach per student (Minibus ratio of £30.00 per 100 miles)		
18. Administration cost for Day trips £2.50p per student / UK residential (overnight) £5.00 per pupil Extended UK residential/Overseas residential £15.00 per pupil		
19. Cost for petty cash / expenses		
20. Cover costs (£200 per day)		
21. Check school insurance that the cover is adequate – include any additional insurance cost per student		
22. <b><u>Total cost per student for trip</u></b>		
<b>Approved by: Headteacher SAJ</b> <b>Approved by: Business/Finance Manager AAL</b> <b>Approved by: EVC MMC/SCL</b> <b>Approved by: Cover Supervisor MMC</b>	<b>signed:</b> <b>signed:</b> <b>signed:</b> <b>signed:</b>	

Once form EV1 has been approved by the SLT it will be returned to the visit organiser who will then need to raise awareness to staff of the date/time of trip so that staff are aware students may be absent from lessons on date/s stated.



## Educational Visits Form (EV2) Post Approval

This should be used as a checklist by the Visit Leader

	Completed (✓)
1. List all cover requirements and give to Michael McCulley & Sally Smith ASAP or at least 2 weeks before the visit.	
2. Have you a plan for any students who are not going on the trip but would be taught by you, example: 21 out of 24 are going, what happens to the other 3?	
Inform parents by letter, attaching an EV3 consent / medical details form for medium / higher risk visits (unless trip is over 3 months away), including: <ul style="list-style-type: none"> <li>• Parental permission slip</li> <li>• EV3 Medical forms</li> <li>• Photographic consent if applicable</li> <li>• Behavioural contract statement</li> <li>• Inform parents of the total cost / instalments which must be paid by <b>Gateway</b></li> </ul>	Letter to be proof read by any member of SLT
4. Complete a risk assessment for medium / higher risk visits. Also obtain risk assessment/summary from venue if applicable).	
5. Familiarise yourself with the generic risk assessment for low risk visits (staff shared area)	
6. Medium/Higher risk visits - complete <b>Ed Visits Notification Form EV6 and pass to Michael McCulley</b>	
7. Make sure the date is in the school diary	
8. Ensure all EV3 forms containing emergency contact details are available for all students and taken on the trip.	
9. Ensure that the student payments are monitored regularly. If a child is removed or withdrawn from a trip either replace with another child or inform the company immediately in order that the final invoice is reduced accordingly.	Dates for payment checks:
10. Produce a student list and post in the staffroom and give a copy to all members of staff involved with the visit.	
11. Check students in terms of: <ul style="list-style-type: none"> <li>i) Behaviour</li> <li>ii) Medical</li> <li>iii) Other relevant factors and ensure SEN pupils are appropriately catered for.</li> </ul>	
12. Inform caretaker of arrival / departure time and make sure the office staff know	
13. Inform Kitchen as less pupils impacts on school dinner provision and organise packed lunch for FSM pupils if applicable	

**GIVE A COPY OF THIS FORM TO S. LEWIS (EVC) BEFORE THE VISIT**

Following the visit:

Complete Visit Evaluation Form (EV5):

- Value of visit.
- Student behaviour
- Student benefits
- Recommendation for future visits?
- Any issues to be followed up on return



**Consent to Visits, Medical Details and Treatment Form (EV3)**

**Other than simple everyday activity**

**Visit to:**

.....

**From:** ..... **(date)**    **To:** ..... **(date)**

Name of Student: .....

Date of Birth: .....                      Male                       Female

Home address:

.....  
.....  
.....

Telephone No: .....

Emergency contact telephone numbers (home/mob/work)

1).....

2).....

3).....

Name, address and tel. no. of own doctor.....

.....

Known Medical Conditions:

.....  
.....  
.....  
.....

Known allergies:

.....

Is he/she having any medical treatment at present? If so, please give written details of treatment and medicines, etc. (These MUST be handed to the Visit Leader)

.....

Are there any reasons that you know of that stops he/she from participating fully in the planned activities?

.....

Are there any activities in which he/she should not participate?

.....

Please indicate any special food dietary/requirements (if applicable):

.....

.....

.....

Other relevant Information:

I wish my child to take part in the educational visit / offsite activity and having read the information provided, agree to his/her taking part in any or all of the activities described.

I agree to my son / daughter receiving any emergency or other medical treatment as deemed urgent, necessary and / or in the best interest of my son / daughter by the medical authorities present. This includes dental, medical or surgical treatment, the use of anaesthetic's or blood transfusion.

I also agree to the release of relevant and necessary medical information to school staff by the GP **if** circumstances are deemed necessary and appropriate.

Your name (Block capitals please): .....

Signature: ..... Date: .....



**Staff / Adult Medical Details Form (EV4)**

Name: .....

Date of Birth: ..... Male:  Female:

Home address:  
.....  
.....

Telephone No: .....

Emergency contact telephone numbers (home/mob/work):

1).....

2).....

Name, address and tel. no. of own doctor:.....  
.....

Known Medical Conditions – or allergies:  
.....  
.....  
.....  
.....

Please indicate any special food dietary/requirements (if applicable):  
.....  
.....

Other relevant Information the visit leader should be aware of:

Your name (Block capitals please): .....

Signature: ..... Date: .....



## RESIDENTIAL TRIPS – DISCIPLINE AGREEMENT

1. Students who attend residential trips are subject to normal school discipline and sanctions.
2. Because of the greater opportunity/availability of banned substances, students and parents of students attending residential trips are reminded that **SMOKING** and **ALCOHOL CONSUMPTION**, as well as the purchasing/possession of **SMOKING MATERIALS** and **ALCOHOL** are **STRICTLY FORBIDDEN**.
3. The purchasing/ possession or use of any drug, weapon, and form of firework is also strictly forbidden.
4. Students attending residential trips are always boarded in residential areas specifically allocated to **BOYS ONLY** or **GIRLS ONLY**. Casual visiting between these areas is **STRICTLY FORBIDDEN**.
5. Any student considered by the Visit Leader to be endangering the safety or success of a school party may become subject to special discipline procedures.
6. Such discipline procedures are obviously best decided by the Visit Leader at the time, dependent on the nature of the indiscipline and the nature of the group activities following the indiscipline.
7. Any failure to comply with normal discipline by individuals or groups of students would be reported to parents as soon as possible **ON RETURN** and the discipline procedures taken, explained. Any student whose actions necessitate such procedures would not automatically qualify to participate in future residential trips.
8. It is rare that a student lets us down but where serious behavioural problems do occur parents could be asked to collect their own child from the visit location or residential venue, or to pay any additional costs incurred in sending him or her home, with or without, a member of staff.
9. Any **EMERGENCY** actions or procedures which were necessary would, of course, be reported to parents as soon as possible.

*Please sign the separate consent form to indicate your agreement to comply with the discipline agreement set out above.*

**Residential Visits – Discipline Agreement**  
**Consent**

I have read and accept the procedures outlined under the Residential Trips – Discipline Agreement.

Name of Student: \_\_\_\_\_

Signed: \_\_\_\_\_ Student

Signed: \_\_\_\_\_ Parent/Guardian

\_\_\_\_\_ Date

---

**Paracetamol Consent Form**

I give permission for my child to be given

ONE / TWO paracetamol (please delete as appropriate)

tablets if they are in a lot of discomfort.

Name of Student: \_\_\_\_\_

Signed: \_\_\_\_\_ Parent / Guardian

\_\_\_\_\_ Date

## Exemplar Letter for low risk everyday activities



**HENLEY-IN-ARDEN  
SCHOOL**

*Achieving Excellence Together*

Headteacher Mr Steven Jefferies M.Ed

Stratford Road  
Henley-in-Arden  
Warwickshire  
B95 6AF

01564 792364  
admin@henleyschool.com  
www.henleyschool.com

Date:

Dear Parent/Guardian

**Year xxx visit to xxxxxxxxxxxx**

**Date xxxxxxxxx, Time of departure and time of return.**

Year xx students will shortly be starting their 'History around us' controlled assessment on Kenilworth Castle which is worth 25% of their final grade. This will be assessed in the form of two essays which will be completed in lessons. They will also be required to do research and preparation at home.

As it is a requirement of the GCSE course, the costs are partially funded by the school and therefore I ask for a payment of £xx.xx to support us with this. The payment will go towards costs for 2 English Heritage guides who will conduct a 1 ½ hour tour specialising in medieval history, cover, transport, insurance and school administration. This is payable via the Gateway system.

### Important information:

- Payment must be received via Gateway by (date).
- Students must wear correct school uniform at all times
- Our visit to Kenilworth will mainly be outside so students must bring a waterproof jacket and suitable footwear to change into (e.g. wellington boots or walking boots)
- Students need to bring a packed lunch and a water bottle (there will not be an opportunity for students to purchase lunch)
- Students need to bring a pen and a notebook
- A camera to take photos which they can use in their assessment
- We may get some time in the afternoon to visit the shop, so students could bring a small amount of money (no more than £10). An excellent guidebook is available which will help them with their controlled assessment and is currently priced at £4.99.
- As this visit involves simple low risk everyday activity we will not be seeking additional parental permission/consent as you previously submitted this at the start of the academic year.
- Please advise the school if there have been any changes to your child's health / medical conditions

Kind regards



# Exemplar Letter for medium or higher risk visits



**HENLEY-IN-ARDEN  
SCHOOL**

*Achieving Excellence Together*

Headteacher Mr Steven Jefferies M.Ed

Stratford Road  
Henley-in-Arden  
Warwickshire  
B95 6AF

01564 792364  
admin@henleyschool.com  
www.henleyschool.com

Date:

Dear Parent/Guardian

**Year xxx visit to xxxxxxxxxxxx**

**Date xxxxxxxxx, Time of departure and time of return.**

Year xx students will shortly be starting their 'History around us' controlled assessment on Kenilworth Castle which is worth 25% of their final grade. This will be assessed in the form of two essays which will be completed in lessons. They will also be required to do research and preparation at home.

As it is a requirement of the GCSE course, the costs are partially funded by the school and therefore I ask for a payment of £xx.xx to support us with this. The payment will go towards costs for 2 English Heritage guides who will conduct a 1 ½ hour tour specialising in medieval history, cover, transport, insurance and school administration. This is payable via the Gateway system.

**Important information:**

- All slips need to be returned by (date) and payment received on Gateway.
- Students must wear correct school uniform at all times
- Our visit to Kenilworth will mainly be outside so students must bring a waterproof jacket and suitable footwear to change into (e.g. wellington boots or walking boots)
- Students need to bring a packed lunch and a water bottle (there will not be an opportunity for students to purchase lunch)
- Students need to bring a pen and a notebook
- A camera to take photos which they can use in their assessment
- We may get some time in the afternoon to visit the shop, so students could bring a small amount of money (no more than £10). An excellent guidebook is available which will help them with their controlled assessment and is currently priced at £4.99.

Kind regards

---

**Staff name: Year xx Visit to (venue/destination) and date**

Name ..... Form .....

I confirm that I wish my son/daughter to take part in the above visit and that I have made payment via the online Gateway system.

Emergency Telephone Number  
.....

Any other medical conditions we should be aware of  
.....

Signature ..... Date .....





### **Paragraphs to add to visit letters:**

The school reserves the right to refuse participation of anyone whose behaviour has been deemed inappropriate throughout the year.

If you require any assistance in paying for the trip please contact the Head, Mr Steven Jefferies, who will advise you further. Please note that each visit application will be dealt with independently.

### Contract

Should your son/daughter subsequently withdraw from the visit at any time, the deposit monies paid are non-refundable unless a replacement can be found. If monies are not paid by the final due date, the places and monies will all be forfeited. I must also emphasise that should your son/daughter prove at a later date unworthy of accompanying the trip, he/she will be withdrawn and any monies paid would be non-refundable unless a replacement could be found. Any such decision would only be made if it were felt that your son/daughter was likely to endanger either the success of the trip, his or her own safety or the safety of other students on the visit.

Should you either choose to withdraw your child, or should he/she be withdrawn for the reasons mentioned above, you might be liable to continue payments if the decrease in number of the participants affects the cost of the visit.

Add to reply slips:

I have read and accept the terms of the contract for the above visit.

# Exemplar letter for Water based and Swimming Activity



HENLEY-IN-ARDEN  
SCHOOL

*Achieving Excellence Together*

Headteacher Mr Steven Jefferies M.Ed

Stratford Road  
Henley-in-Arden  
Warwickshire  
B95 6AF

01564 792364  
admin@henleyschool.com  
www.henleyschool.com

June 2016

Dear Parent/Guardian

## SWIMMING / WATER COMPETENCE HAUTEVILLE SUR MER, NORMANDY, FRANCE

**Student Name:** .....

Included in the events this week, we will be taking part in a number of water based activities. It is vital that we are made fully aware of your son/daughter's confidence in water and their competence with regards to swimming. Therefore, please could you provide us with the completed/signed permission slip below and add any relevant further comments.

I confirm that my son/daughter **is a competent swimmer** and can confidently swim 25 metres unaided.

I confirm that my son/daughter **is not a competent swimmer** and cannot swim 25 metres unaided.

Please could you also circle one of the numbers below:

My child is.....

- 1 – A very confident swimmer
- 2 – A confident swimmer
- 3 – Not a confident swimmer
- 4 – A non-swimmer

This information will be useful when organising group activities.

Additional information that staff need to be aware of:

.....  
.....

Signed \_\_\_\_\_ Parent/Guardian) Date: \_\_\_\_\_





HENLEY-IN-ARDEN  
SCHOOL  
*Achieving Excellence Together*

## Educational Visits Planning Checklist

This checklist is designed to help the Headteacher, the SLT, the EVC and visit leaders to ensure, as far as possible a safe, successful educational visit.

### 1. Objectives

- There are clear and well considered learning aims that are particular to the development of the group as a whole and individuals within it, which contribute to the wider curricular or programme aims of the school?
- Due consideration has been given to the needs of all students?

### 2. Staffing

- Has the visit leader been approved by the Headteacher and EVC?
- Are they sufficiently confident and competent?
- Are the Visit Leadership Team familiar with the schools visits policy / procedures?
- Are all adults physically and mentally capable of undertaking the proposed off-site activity?
- Is there a requirement for appropriately qualified First Aider(s) in the group?
- Are staff accompanying / leading the groups appropriately qualified / competent in accordance with policy / guidelines?
- All members of the Visit Leadership Team have received all relevant information on both the visit and the group(s)?
- Have adults been DBS checked?
- Have all adults completed their own medical details form (if applicable)?
- There are sufficient leaders to ensure effective supervision and deal with incidents and emergencies?
- If accompanying leaders are taking a family member on the visit, are there arrangements in place to ensure that this will not compromise group management?

### 3. Risk Management

- Risk assessments have been completed as appropriate – for the elements which we manage e.g. transportation, pastoral / welfare, teaching etc?
- Providers - Risk Management Summaries (RMS) and / or evidence of providers meeting quality standards e.g. LOtC Quality Mark, AHOEC Gold Standard, AALA etc. have been obtained?

- The Visit Leadership Team has been involved with the risk assessment process where possible and are aware of the main hazards / dangers?
- Students have / will be briefed as appropriate?

#### **4. Location**

- Is the chosen location appropriate to the proposed activities and the needs of the students?
- Where accommodation is used it is appropriate to the needs of the students – accessibility / safety and security etc?
- Does the accommodation meet the needs of the group in terms of age, gender, management / supervision etc?
- Where remote supervision will be used the environment is suitable for it?
- Are alternative arrangements available if necessary (Plan B), e.g. Bad weather?

#### **5. Approval**

- Have the proposed plans been approved (as appropriate) by:
  - employing / governing body
  - the Headteacher
  - the Education Visits Coordinator (EVC)

#### **6. Supervision Ratios**

- Are ratios appropriate for the proposed activities and nature of the students?
- Is the ratio of male / female competent adults appropriate?
- There are sufficient leaders to ensure effective supervision at all times and to deal with incidents and emergencies?

#### **7. Preliminary Visits**

- Has a pre-visit been completed?
- Has suitable / sufficient background information been obtained?

#### **8. Contact with Parents/Carers**

- Have they been sufficiently informed of the proposed visit / activity?
- Has appropriate consent been obtained – low risk blanket consent / medium and higher risk specific consent?
- Have parent(s) been informed of any special requirements?
- Has a meeting been convened for residential visits?
- Up to date medical information and contact details are available and will be shared with the Visit Leadership Team (Emergency Details) and any relevant provider staff?

#### **9. First Aid**

- Is suitable First Aid equipment available?
- Is someone with relevant First Aid experience or training available whilst on the off-site activity?
- Will the provider / location have First Aid qualified staff available?

#### **10. Transport**

- Is suitable transport available and arranged?

- Have you referred to the school policy with regard to staff using their own vehicles?
- Is the driver appropriately qualified and DBS checked (if necessary)?
- Are the vehicles roadworthy and appropriately insured?
- Has parental permission been obtained for the transportation of young people by staff / other parents (if applicable)?

### **11. Equipment**

- Are you satisfied that any equipment provided by the school to be used by the group has been checked for safety, is in good working order and meets the necessary safety standards?

### **12. Insurance**

- Have appropriate insurance arrangements been made?

### **13. Finance**

- Costs of visit are being recovered?
- Have appropriate financial arrangements been made?
- Are the arrangements in accordance with the schools finance policy?
- Any catering implications (FSM's etc)?

### **14. Students**

- Are the students to be properly prepared and briefed on safety and emergency procedures, including:
  - Rendezvous procedures
  - Emergency actions / Contingency
  - Supervisory groupings
- They are physically / emotionally capable of undertaking the activities?
- Students will be suitably clothed and equipped?
- Are special or differing needs catered for appropriately to promote inclusion?

### **15. Emergency Procedure**

- There is an emergency plan in place and leaders, helpers, participants, providers and Emergency Base Contacts have been given relevant information about it (as applicable)?

### **16. Documentation**

- Are the following required or available to take on the visit?
  - Tickets
  - Copies of relevant policy documents
  - Completed copies of Medical and Consent forms for all participants.
  - Base Contact Emergency Telephone number(s)
  - Insurance documents (if appropriate)
  - Copies of risk assessments (if required)
  - Passports and visas (if required)
  - European Health Card (if appropriate)

### **17. Finally**

- The visit meets all relevant requirements of the schools policy / procedures?



# Educational Visit Evaluation Form (EV5)

Activity:				
Visit Organiser / Leader:				
Venue:		Date(s):		
Year Group(s):		Student numbers:	Boys _____	Girls _____

**Visit highlights / what worked well?**

**Areas for development / follow up?**

**Would you recommend for future visits?**

Educational aims and learning outcomes		
Aim	Met?	Evidence



## Educational Visits Notification Form (EV6) Medium and Higher Risk Visits

***This form should be completed and then submitted by the EVC for all medium and higher risk activities including residential visits, adventurous activity and overseas activities.***

***All visits must operate in accordance with OEAP National Guidance as interpreted by the school policy.***

*The EVC will notify the nominated Technical expert as per timeframes below.*

### **Submission timescales for medium and higher risk activities:**

**Higher risk** – the form should be returned **at least 8 working weeks** before departure

**Medium risk** - the form should be returned **at least 4 working weeks** before departure

### **Programme / Itinerary:**

Name of Educational establishment:	
Purpose / Aims:	
Date(s) of Visit:	
Destination / Venue:	
Age / Year Group(s) involved:	
Number of students:	
<b>Provider Details:</b>  Company name (If applicable):  Address:  Emergency Telephone Contact(s):	
Insurance required / in place?	
Risk Management Summary / Risk Assessment(s) in place?	



<p>Designated Visit Leader Details:</p> <p>QT – Qualified Teacher</p> <p>TA – Teaching Assistant</p> <p>OS – Other Staff</p> <p>VLT – Visit Leader Training</p>	<p>Name:</p> <p>Competence: (please circle)</p> <p style="text-align: center;">QT TA OS VLT</p>	
<p>Assistant Visit Leaders: (all should be competent to undertake responsibilities / duties as directed)</p>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> <li>10.</li> </ol>	<p>(please circle)</p> <p>QT TA OS VLT</p> <p>QT TA OS VLT</p> <p>QT TA OS VLT</p> <p>QT TA OS VLT</p> <p>QT TA OS VLT</p> <p>QT TA OS VLT</p> <p>QT TA OS VLT</p> <p>QT TA OS VLT</p> <p>QT TA OS VLT</p> <p>QT TA OS VLT</p> <p>QT TA OS VLT</p>

<p>School Emergency (base)  Contact(s):  Name:</p> <p>Name:</p> <p>Name:</p>	<p>Daytime Tel. No:</p> <p>Outside of School Hours Tel. No:</p> <p>Daytime Tel. No:</p> <p>Outside of School Hours Tel. No:</p> <p>Daytime Tel. No:</p> <p>Outside of School Hours Tel. No:</p>
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Day	Place of Activity	Brief Description of Activity	Staff Responsible	Supervision Ratio (school staff and provider as applicable)
1				
2				
3				
4				
5				
6				

**Any significant changes to visit arrangements prior to commencement should still comply with the schools educational visits policy.**

*Any further Information:*

EVC Approval Date: .....

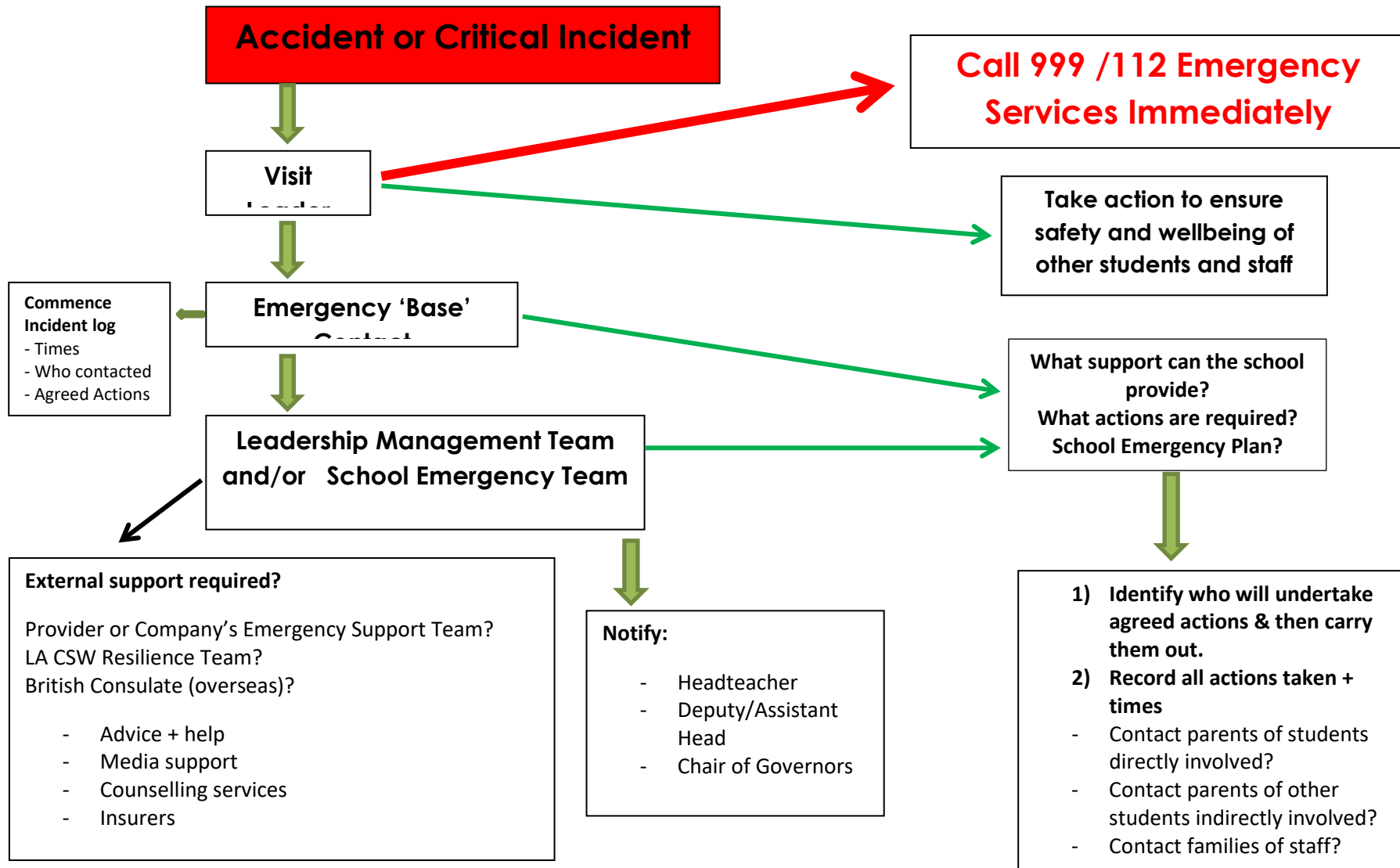
Signature: .....

Headteacher Approval Date: .....

Signature: .....

**EVC's please submit this form to Neil Wilson Educational Visits and Outdoor Learning  
E-mail: [nwilevol@gmail.com](mailto:nwilevol@gmail.com) Telephone: 07496 5742**

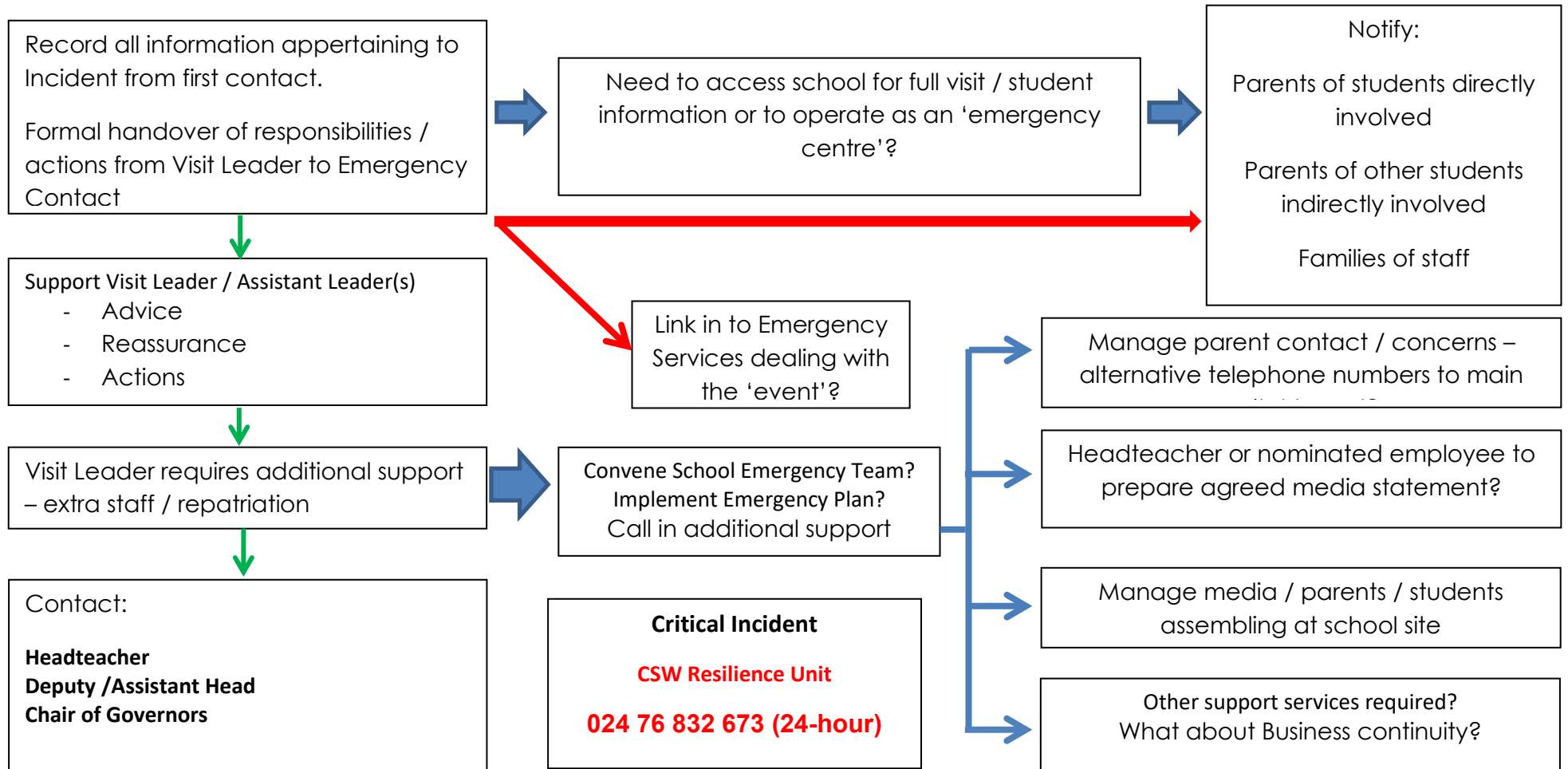
# EDUCATIONAL VISITS EMERGENCY OVERVIEW





# EDUCATIONAL VISITS Out of Hours

## Emergency 'Base' Contact



## First Response Visit Emergency Telephone Record

### (EV7)

This document is designed to ensure that in an initial telephone discussion between a Visit or Assistant Leader in trouble and their designated Emergency Contact, **both parties have the same document to look at** and thereby ensure that all key factors are recorded. The document should be kept to hand by those designated as a Visit Emergency Contact and also carried by Visit Leaders and Assistant Leaders.

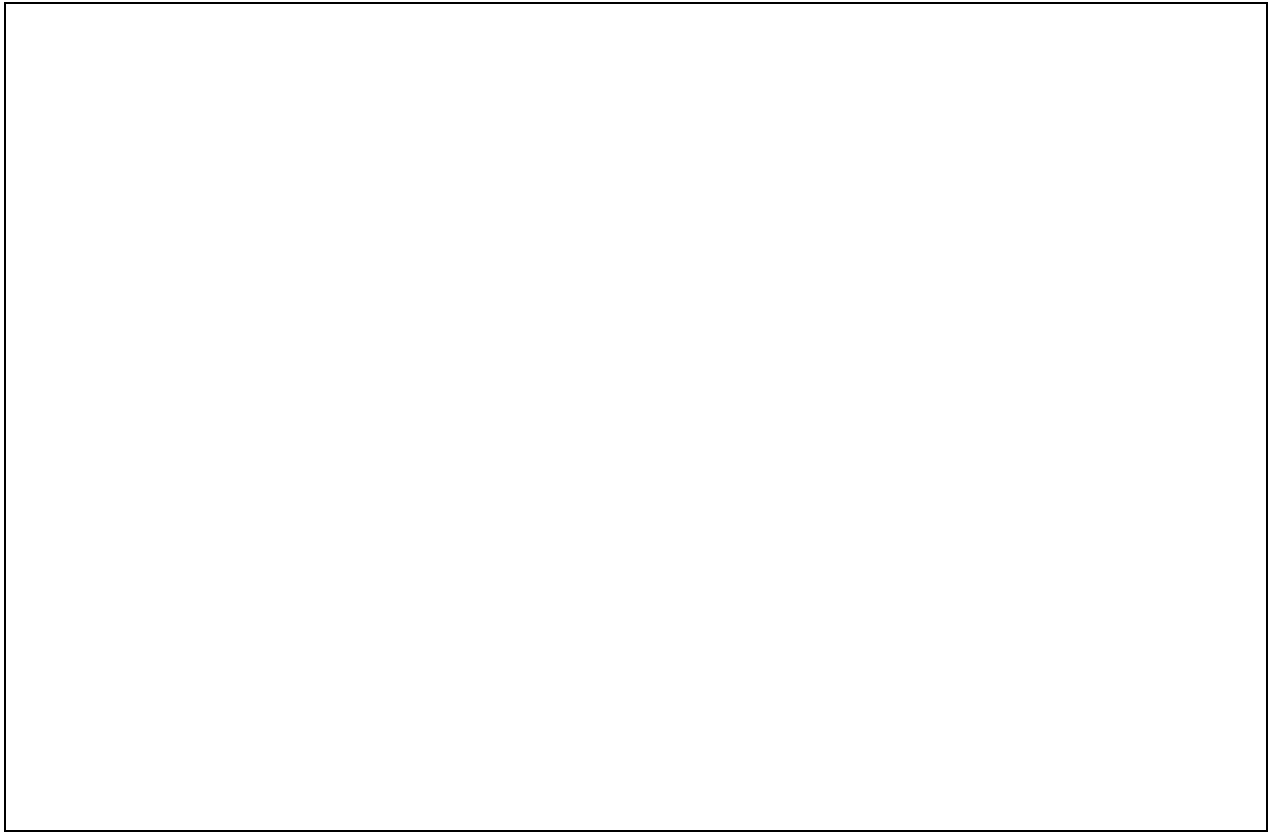
1. **Incident:** a situation dealt with by the Visit Leader, who remains in control and can cope
2. **Emergency:** an incident that overwhelms the coping strategies of the Visit Leader so that they refer to the Emergency 'Base' Contact for help
3. **Critical Incident:** an incident that meets the definition and is probably overwhelming the coping strategies of both the Visit Leader and the school's Visit Emergency Contact
4. **Major Incident:** declared as such by the UK Police or Foreign and Commonwealth Office etc.

<b>Name of Caller</b>	<b>Role of Caller</b> (Visit Leader? Assistant Leader? Helper?)
<b>Caller's telephone number(s) – landlines/mobile</b>	<b>Time of this call</b> <b>Time of the incident</b>
<b>Name of Group</b> <b>Number and age of group</b>	<b>Which leaders are at the scene</b>
<b>Present Location</b>	<b>Is the group staying put or moving to a new location?</b>
<b>Nature of the Incident or Emergency</b>	
<b>Names of any casualties and their injuries</b>	<b>Names of any party members sent to seek assistance</b>
<b>Is the rest of the party safe and likely to remain safe?</b>	
<b>Weather conditions including any threatening environmental factors</b>	
<b>Emergency Services alerted / in-attendance?</b>	
<i>Police</i>	<i>Fire/Rescue</i>
<i>Other</i>	<i>Ambulance</i>
<i>Already alerted?</i>	<i>Air Ambulance</i>
<i>At what time?</i>	<i>Mountain Rescue</i>
	<i>Coastguard/RNLI</i>

**What is the caller asking you to do? For Information only, Advice or for Action?**

**Agreed Action Plan (visit leader / caller / emergency contact):**

**Additional Notes:**





## **Emergency Action Plan – Visit Leader / Accompanying Staff** **(EV8)**

### **Immediate Action**

Assess the situation, establishing the nature and extent of the problem but ensuring that the leaders do not put themselves at further risk.

Make sure all other members of the party are:

- Accounted for
  - Safe
  - Adequately supervised
  - Briefed to ensure that they understand what to do to remain safe
1. Leaders should assume their allocated roles – ensuring that where one or more of the Visit Leadership Team is incapacitated then these roles are reassigned on a priority basis.
  2. If there are injuries, take action to establish the extent and administer appropriate first aid.
  3. Contact the appropriate emergency services if required - **see Communications 1** below.

### **First Aid**

Aim to:

- Preserve life
- Prevent the condition worsening
- Promote recovery – treat for shock – reassure and keep warm

### **Communications**

***Direct contact with a Parent of a group member, from the scene of the incident should be avoided.***

This task should be carried out by the school / emergency contact person or nominated representative(s).

1. Contact the appropriate emergency service(s). They will guide you through the information they need but this will include:
  - Your name and the name of the group
  - Location
  - Nature of emergency and number of injured persons
  - Action taken so far
2. Control any communications by the rest of the group – calls / texting / photos. Rumours spread very quickly and can cause serious and unnecessary upset.
3. Alert the School's Emergency Contact: You may be in shock and need support. Also news travels fast and the school will need accurate information.

Consider other people who may need contacting:

- Emergency Services (UK 999, EU 112)

- Embassy / Consulate if overseas
- Local accommodation / contacts
- Tour operator / provider representatives or 'emergency centres'
- Insurer

**DO NOT speak to the media.** Refer all media interest / enquiries to school

### **Secondary Action**

Arrange appropriate protection from the elements.

Uninjured group members should be moved to shelter or away from the immediate vicinity of any casualties. Ensure that they:

- Are adequately supervised throughout
  - Are returned as early as possible to base
  - Receive appropriate support and reassurance
1. Avoid splitting the group – unless it is the only way to get help – and leave nobody on their own.
  2. Manage the incident – ensure that all appropriate actions have been / are being attended to.
  3. It is useful to keep an accurate record of events and actions as close to real time as possible. Any leader with spare capacity should, therefore, keep notes – see recording an incident below.
  4. Ensure that an appropriate adult accompanies any casualties to hospital, taking with them parental consent forms and appropriate medical information for the injured persons.
  5. Maintain contact with the emergency services and the school contact until the emergency is over.
  6. Monitor, reassess and review – ensure nothing has been forgotten and all leaders and young people are coping, cared for and secure.

### **Post-Incident Action**

Consider the emotional needs of any staff or young people who may have been adversely affected.

1. Follow the schools reporting requirements, including completing any accident and incident forms and complying with RIDDOR regulations.
2. Review the lessons learned and ensure that these feed into future visit plans, emergency plans and staff training.
3. Share the experience and learning with colleagues.

### **Media / legal points**

1. Do not admit anything
2. Do not sign anything
3. Avoid discussing legal liability with others
4. Do not talk to the press – refer them to the schools media contact

5. Record all events, times and details – establish witness contact details and get statements from leaders.

### **Recording an incident**

Make an accurate record of all details as soon as possible – do not leave this until later when your memory of details may be confused. Record the following:

1. Time, date and nature of the incident
2. Accurate incident location
3. Names of casualties
4. Details of injuries
5. Actions taken, including all communications
6. Names of others involved but not injured
7. Details of any moves from the incident site (times, who moved, where to, how)
8. Names and contact details of witnesses
9. Proposed actions



# HENLEY-IN-ARDEN SCHOOL

*Achieving Excellence Together*

Headteacher Mr Steven Jefferies M.Ed

Stratford Road  
Henley-in-Arden  
Warwickshire  
B95 6AF

01564 792364  
admin@henleyschool.com  
www.henleyschool.com

Date:

Dear Parent/Guardian

The school have made a decision that for simple everyday educational visits and activities taking place away from the school site, such as sports fixtures, visits to local primary schools, visits to the Heritage Centre in Henley, Carol rehearsals at the parish Church, using the facilities at Henley Sports Club and so on, we will not be seeking specific parental permission or consent. This practice is in line with Department for Education and the Outdoor Education Advisers Panel recommendations.

These types of activities provide no greater risk to students or staff than activities which take place around the school site or within its buildings.

Therefore, we are asking parents/guardians to complete an annual permission/consent form. This includes permission to attend these types of visits and for medical treatment to be administered in the event of an accident.

This will reduce the number of forms that are sent home each year requiring your signature.

We will still ensure that you receive information when your child is due to undertake a simple everyday visit or activity before it takes place.

We will of course continue to seek specific consent for more complex visits and activities away from the school site.

You can, if you wish, inform the school that you do not want your child to take part in a particular school visit or activity

Kind regards

Steven Jefferies  
Headteacher





# Annual Consent to Visits, Medical Details and Treatment Form

## Simple everyday visits and activities

Name: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Please sign and date the form below and return if you are happy for your child;

- a) to take part in school visits and other activities that take place off school premises; and
- b) to be given first aid or urgent medical treatment during any school visit or activity.

**Please note the following important information before signing this form:**

The visits and activities covered by this consent include;

- Simple visits which take place during term time normal school days
- Off-site sporting fixtures outside the school day
- The school will send you information about each visit or activity before it takes place
- You can, if you wish, inform the school that you do not want your child to take part in any particular visit or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, group visits to local amenities. Such activities are part of the school’s curriculum and usually take place during the normal school day.

Specific consent and updated student medical information will be sought for all visits and activities involving residential, overseas or adventurous activities.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above. It is your responsibility to keep the school updated of any changes to your child’s medical information.

**MEDICAL INFORMATION**

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

.....

.....

.....

.....

.....

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