

Educational Visits Policy

Key document details			
Author:	Head of Health & Safety	Approver:	CEO
Owner:	Commercial and Compliance Director	Version no.:	8.0
Last review:	July 2021	Next review:	July 2023
Ratified:	July 2021		

Educational Visits Policy

Contents

1.	Statement of Intent	2
2.	Arrangements	2
	2.1. Aims and purposes of Educational Visits	2
	2.2. Approval and Consent	2
	2.3. Staffing	4
	2.4. Using an External Provider	4
	2.5. Expectations of Students and Parents	5
	2.6. Evaluation.....	5
3.	Guidance for Staff.....	5
	3.1. Key Functions of the EVC	5
	3.2. Competence of Group Leaders	6
	3.3. Guidance for Group Leaders	6
	3.4. Duties of the Group Leader.....	6
	3.5. Accompanying Staff and Volunteers	8
	3.6. Planning.....	8
	3.7. Supervision.....	8
	3.8. Homestays.....	10
	3.9. Risk Assessment	11
	3.10. Transport.....	12
	3.11. Minibus Transport.....	13
	3.12. First Aid and Medical Needs.....	14
	3.13. Confidential Student Personal Data on Educational Visits.....	14
	3.14. Insurance.....	15
	3.15. Self-catering on Residential Visits	15
	3.16. Alcohol on school trips.....	15
4.	Adventurous Activities.....	15
	4.1. Definition of an ‘adventurous activity’	15
	4.2. Safety during adventurous activities.....	16
	4.3. Water-based activities	17
	4.4. Swimming.....	17
	4.5. Open water swimming	18
	4.6. Water-margin activities.....	19
	4.7. Open-country activities	19
	4.8. Snowsports.....	19
	4.9. Overseas Visits	20
	4.10. Overseas Expeditions	21
	4.11. The Duke of Edinburgh’s Award (DofE).....	21
	4.12. Weather, Clothing and Survival.....	22
5.	Emergency Procedures	22
	5.1. Incident response and activation of the Academy Business Continuity Plan	22
	Annex A – Educational Visit – Sign Off Checklist.....	A-1
	Annex B – General annual consent form – Academy trips	B-1
	Annex C – Provider Form	C-1
	Annex D – Group Leader Checklist.....	D-1
	Annex E – Educational Visit Risk Assessment	E-1
	Annex F – EVC Checklist	F-1
	Annex G – Specific individuals at Risk	G-1
	Annex H – Emergency and Plan B planning	H-1
	Annex I – Further Guidance and Useful Links	I-1

1. Statement of Intent

This Educational Visits Policy is produced for use within Harris Academies.

It supplements the guidance published by the Department for Education (DfE) and the Health and Safety Executive (HSE), which the Federation and its academies has formally adopted, through the Board of Trustees. Links to these documents are available in **Annex I - Further Guidance and Useful Links**.

Each Harris Academy has a strong commitment to adding value to learning beyond the statutory Academy day and beyond the Academy premises. It is committed to ensuring students will experience a wide range of activities which are well planned and managed.

The Principal is committed to ensuring:

- The risk assessments will focus attention on real risks, not risks that are trivial and fanciful;
- Proportionate systems and procedures are in place and followed to ensure that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed;
- Those planning the trips are properly supported to ensure that teachers can readily check if they have taken sufficient precautions or whether they should do more.

The Federation Board has given its approval to the following types of activities being arranged in support of the educational aims of the academy:

- Out of hours Clubs (music, drama, art, science, sport, homework etc.);
- Academy fixtures and training;
- Common nearby visits (libraries, shops, parks, place of worship);
- Day visits for particular year groups (Zoo, seaside, farms);
- Residential study visits;
- Overseas trips;
- Adventure Activities, which might be classed as higher risk;
- Geography field trips;
- Trips and visits that support the curriculum.

2. Arrangements

2.1. Aims and purposes of Educational Visits

Each year the academy will arrange a number of activities that take place off the academy site and/or out of academy hours, which support the aims of the academy. Each academy is required to identify the purpose of the visit, how this relates to the curriculum and the learning outcomes. The range of activities are outlined in the academy prospectus.

Within each curricular programme of work, the teachers plan educational visits and activities that support the students' learning. Activities are planned and parents/carers are informed of these in due course.

2.2. Approval and Consent

The Principal will nominate the Educational Visits Co-ordinator (EVC).

Every Academy should prepare a calendar of trips (day and residential) for the following term, which should be shared with the Academy Governing Body, for information only.

Day trips, the Principal will approve all day trips.

Residential trips and Adventurous Activities The Assistant Director of the respective cluster or quadrant will sign off each trip after the Principal (and Executive Principal, if applicable) have comprehensively checked the paperwork.

See **Annex A for the Educational Visit - sign off checklist** for both residential, adventurous activities and day visit sign off.

The EVC should be specifically competent, with practical experience in leading and managing a range of visits similar to those typically run by the school. The EVC will be trained as necessary. (See **section 3.1** for key functions of the EVC).

The Principal will support the EVC in ensuring that competent staff are assigned to lead and accompany visits, with approval and other decisions.

Before a visit is advertised to parents/carers, the Principal must approve the initial plan. The Principal will also approve the completed plan and risk assessments for the visit at a later date.

An exploratory visit should be made to the planned venue. If this is not practicable, alternative arrangements will be made to gain as much knowledge of the site as possible by liaising with officials at the site or seeking advice from colleagues who have made previous visits. Site officials will be asked for copies of specific site risk assessments.

Where external contractors are involved in organising all or part of the visit the contract will be made with the Academy on behalf of the students. All payments for the visit will be made through the Academy accounts.

Parents/carers will be asked to sign a general consent form (see **Annex B - General Annual Consent**) when their child enters the academy, which should be updated annually. This covers all activities, with the exception of adventurous activities, off-site sporting fixtures outside the school day, residential visits and all off-site activities for nursery schools which take place at any time (including during school holidays or at the weekend).

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

Written consent is only required for activities that need a higher level of risk management, such as adventurous activities, or those that take place outside school hours, such as, sporting events/ fixtures and residential visits.

Parents/Carers will be told in advance of each activity and given the opportunity to withdraw their child from a particular activity, or trip. They will also be given the timetable for the activities that students are involved in and will be informed (by letter/phone call/through their son/daughter) if an activity has to be cancelled. For all residential visits, parents/carers will be invited to a briefing

meeting where they can ask for clarification on any aspect of the itinerary and organisation of the visit.

The Academy has separate policies for 'Charging and Remissions' and 'Equality and Diversity' which applies to all educational visits.

2.3. Staffing

The Academy recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on an academy visit.

The EVC and Group Leaders must familiarise themselves with this policy.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing students' learning on educational visits, in a variety of environments through induction and training. The selection of staff supporting educational visits will be a key priority in the initial approval of any proposed visit.

The academy will ensure that Disclosure Barring Service (DBS) screening is carried out for volunteer adults assisting regularly, or on residential study visits.

The academy does not support additional people accompanying educational visits who are not students at the academy or part of the agreed staff complement. This may include family members accompanying visits if the Senior Leadership is not satisfied that there is an educational benefit for the students.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

2.4. Using an External Provider

An 'External Provider' is one that provides an element of instruction, staffing, guiding or where there is a service provided, or students partake in an activity, for example

- Activity Centre
- Ski Company
- Educational Tour Operator
- Overseas Expedition Provider
- Climbing Wall where instruction is provided by climbing wall staff
- Freelance instructor of adventurous activities
- Youth Hostel (where instruction is provided)
- Voluntary organisation (e.g. Scout Association), where instruction is provided.

The decision about the use of an external provider is the responsibility of the Group Leader, EVC and Principal.

To confirm that all aspects of the operation of the provider are satisfactory, the academy will ensure that either:

- a) The Provider holds a Council for Learning Outside the Classroom (LOtC) Quality Badge, or
- b) A **'Provider Form' (Annex C)** has been satisfactorily completed by the provider

If a Provider holds an AALA license (or any other accreditation) but not a LOtC Quality Badge, then a Provider Form is still required.

For Providers that hold a LOtC Quality Badge, no further action is necessary, other than to check the suitability of the provider/venue in relation to the intended aims or learning outcomes for the particular group.

2.5. Expectations of Students and Parents

The Academy has a clear code of conduct for Academy visits based on the Academy 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and includes the potential of withdrawal of a student prior to, or during the visit if such conduct places a child or children at risk and would have led to a temporary exclusion from an academy.

2.6. Evaluation

All visits will be evaluated by the Group Leader with the EVC. A termly summary of all visits will be made to the Academy Governing Body, for information only.

The EVC will ensure that any risk assessments prepared for the trip are dated as having been evaluated and/or modified following the visit to assist with the risk management on all future visits.

3. Guidance for Staff

3.1. Key Functions of the EVC

The EVC should be specifically competent. Evidence of competence can be demonstrated through training and qualifications, more importantly, through practical experience of leading educational visits as a Group Leader. EVC's are required to complete Educational Visit Coordinator training, refreshed every 3 years and Educational Visits Risk Assessment training via the Judicium online portal, refreshed every 2 years.

EVCs should have sufficient status within the academy to guide working practices of colleagues and those leading visits. The function of the EVC is not purely an administrative role, although certain administrative functions can be delegated, as long as roles are clearly delineated.

Key responsibilities of the EVC are as follows:

- Ensure the planning and approval of off-site visits are structured, and to help the academy fulfil its health and safety obligations for visits and to support the Principal
- Support and oversee planning of all educational visits to ensure visits are well-managed, engaging, relevant, enjoyable and memorable.
- Ensure the planning and organisation of visits are carried out in line with this policy and to only approve visits when everything is fully in place.
- Ensure appropriate checks and risk assessments are completed and are suitable and sufficient
- Support the Principal in approval decisions, so that those with responsibilities have the required competence to fulfil their roles
- Mentor leaders and aspiring leaders, supporting their ongoing development and training by sampling and monitoring activities, to identify further training needs.

- Ensure activities are evaluated against the aims for learning and development and that any issues or incidents are followed up.
- Ensure the arrangements and planning for all visits are completed within agreed timescales
- Ensure the Federation are notified of any activities which are a cause for concern, including reporting issues about third party providers and venues.
- Ensure all people going on the visits are appropriately vetted, in line with this policy

It is the responsibility of the EVC to ensure that all the required planning and preparation has been completed by the Group Leader. See Annex F for EVC checklist.

3.2. Competence of Group Leaders

The key requirements for Group Leaders are that they must be accountable competent and confident to lead the visit/activity, not that they hold a particular post, title or job description.

Being accountable means that the Leader has been engaged through an appropriate recruitment process, which includes vetting and induction into the establishment's policies and procedures. The details of this process may depend upon whether the Group Leader is employed, contracted or acts as a volunteer, but in all cases should be thorough.

The competence of the Group Leader is the single most important contributory factor in the safety of participants. The EVC will consider the following when assessing the competence of a member of staff to lead a visit:

- What experience has the leader in leading or accompanying similar or other visits?
- Is the leader competent in planning and managing visits?
- What are the leader's reasons for undertaking the visit?
- Does the leader have the ability to manage the pastoral welfare of participants?
- Does the leader exhibit sound decision-making abilities?
- What experience has the leader of the participants he/she intends to supervise?
- What experience has the leader of the environment and geographical area chosen?
- Does the leader possess appropriate qualifications?
- If appropriate, what is the leader's personal level of skill in the activity, and fitness level?
- Is the leader aware of all relevant guidelines and able to act on these?

3.3. Guidance for Group Leaders

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

Group Leaders will be selected by the Principal and EVC and be given overall responsibility for the preparation, supervision and conduct of the visit. They should be of sufficient seniority to direct other accompanying staff. Refer to **Annex D – Group Leader Checklist**

Group Leaders are required to liaise with the EVC throughout the planning and preparation of the visit to ensure that any activities, or events that may place staff or other participants at risk are assessed and that all safety measures are in place prior to the visit taking place.

Following the visit, the Group Leader should record any significant issues for reference and to inform future visits. All such information should be shared with the EVC.

3.4. Duties of the Group Leader

The Group Leader must ensure that they suitably manage the visit by ensuring that:

- They are conversant with this policy, any other relevant policies and procedures and DFE guidance on Educational Visits.
- The academy has at least an annual general consent form for each student;
- Further consent is collected for activities not covered by the annual consent form (See section 2.2 Approval Procedure and Consent)
- All required paperwork is submitted to the Principal and EVC for approval before the visit goes ahead;
- Accompanying staff are thoroughly briefed and clear about their specific duties and responsibilities, which are documented;
- They are suitably competent to instruct/supervise students in any planned activity;
- They are suitably familiar with the visit location and centre;
- Appropriate risk assessments and information has been sought from the venue, and checked;
- They understand child protection issues;
- They allow sufficient time to undertake the planning and organisation of the trip;
- They check the academy journey insurance policy to establish the level of cover required
- They undertake, complete and share a comprehensive risk assessment;
- Parents/carers and students are adequately briefed with the required information, which may include risk assessment Information;
- They obtain sufficient information about the students to assess their suitability for the visit and the planned activities;
- Students medical information is sought and arrangements are made to manage the medical condition, care and medication;
- They ensure all accompanying staff are briefed on the nature of the group, age, health, capabilities and any special educational needs;
- They organise suitable and sufficient supervision proportionate to the numbers, ages and abilities of the group and the planned activities;
- They have sufficient competence and confidence to assess risks as they change throughout the visit and to make a decision to stop activities if the risk becomes unacceptable;
- They have adequate emergency procedures in place which are understood and known by all relevant parties including arrangements in case of venue/ residential accommodation, or transport cancellation – see **Annex H**
- A deputy Group Leader is assigned and is conversant with all the trip arrangements
- They provide details of the activity for parents/carers and students with an option to opt out of the activity and to obtain updated medical information if appropriate;
- Transport is arranged in sufficient time (if required) and they should request copies of insurance certificates and assurances from the company about the competency of their drivers;
- Documentation such as insurance, MOT, road tax for private vehicles transporting students is checked. Road tax and MOT checks can be made online through the DVLA (www.vehicleenquiry.service.gov.uk);
- They check there is a completed Provider Form (**Annex C**), where required, if the external provider is not in possession of a LOTC Quality Badge;
- They have a copy of the Business Continuity Plan on all residential visits;
- They leave full details of all students and accompanying adults on the visit with the emergency contact and the academy main office;
- Ensure that travel first aid kits are carried by the first aiders as well as spare medication along with details of students with medical needs;
- The visit is evaluated with the EVC and a termly summary of all visits is made to the Academy Governing Body;
- That significant issues are recorded for both reference and to inform future visits

- Complete the online Educational Visit Risk Assessment training prior to planning an educational visit, which should be reviewed as required

3.5. Accompanying Staff and Volunteers

Accompanying Staff and Volunteers must:

- Be conversant with this policy
- Follow the instructions of the Group Leader
- Take care of the students in the same way as a prudent parent would do so
- Help to maintain control and discipline
- Ensure the requirements of any risk assessments, risk control procedures and safe systems are followed
- Be prepared to stop any activity if they feel the risk to health and safety is unacceptable
- Not be left in sole charge of students except where it has been previously agreed as part of the risk assessment
- Inform the Group Leader if concerned about the health, safety and welfare of students during the visit

3.6. Planning

Risks are expected to be reduced to an acceptable or tolerable level, and not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity.

Visit planning 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.

Alternative arrangements should be included within the planning process where appropriate, for example, where weather conditions or water levels might be critical, or where an overcrowded venue might necessitate an alternative option.

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.

3.7. Supervision

Staffing ratios will vary according to the activity, age, group, location and resources. On all visits there must be an 'effective level of supervision' that has been approved by the EVC and Principal. **Ratios should not be finalised until the general risk assessment is complete.**

Group leaders will need to consider the needs of students with SEN and/or physical disabilities. Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group. Known behaviours, learning and physical needs should also be taken into account. The Group Leader should discuss this with the EVC to ensure any judgement is proportionate and not prohibitive.

Residential visits, adventure activities and trips abroad will require higher levels of supervision and all accompanying staff and volunteers must be DBS checked.

For all other visits, the Group Leader, EVC and Headteacher/Principal must make a professional judgement regarding the number and suitability of staffing on an individual visit basis, after consideration of the following factors:

- the type, level, and duration of activity;
- the nature and requirements of individuals within the group, including those with additional needs;
- the experience and competence of staff and other adults;
- the venue, time of year and prevailing/predicted conditions;
- the contingency options.

Volunteer Adults: At least half of the adults accompanying an educational visit should be staff based at the Academy (teachers or other members of staff). Organisers are encouraged to use other adults to meet (or exceed) the minimum staffing requirements. Sixth Formers (over 18) may also be used, sparingly. Any volunteer helpers should be properly briefed on their responsibilities and especially on safety procedures and must be DBS checked if volunteering regularly, or on a residential visit.

Parent helpers whose children are also on the trip cannot solely supervise a group of children if their child is also in this group, the child should be supervised by a different helper/ staff member. If the parent helper is not in sole charge of the group, but is supported by a staff member, then their children can be in the group.

Primary:

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

- 1 adult for every 6 students in school years 1 to 3 (under 5s reception classes should have a higher ratio);
- 1 adult for every 10-15 students in school years 4 to 6.

The group must be led by a teacher or other approved competent person.

Guidance on ratios for under 5's can be found in the 'Statutory Framework for the Early Year's Foundation Stage.

Secondary:

UK: One adult per 15 students, with a minimum of two adults. The group leader must be a qualified teacher, or another approved competent person employed by the Academy.

For Year 11 students the ratio is the same for camps and journeys. For day visits Year 12 and 13 may be accompanied by one adult for up to 20 students of one sex.

Mixed sex groups in all year groups still usually require one male and one female adult, but 1 adult can accompany a mixed sex group if deemed appropriate by the Principal and following risk assessment.

OEAP National Guidance on Ratios and Effective Supervision states¹ *There is no absolute requirement for children to be accompanied by staff of the same gender, even on residentials, but if*

¹ <https://oeapng.info/downloads/download-info/6q-faqs-gender-of-staff/>

this is not to be the case then there should be a sound plan to manage the potential issues involved, including the needs for privacy, safeguarding and pastoral support'

If mixed sex staff are not available to support residential trips, parents **must** be notified in advance that only male/female staff will be accompanying the students.

Sixth Form:

Day visits of a routine nature may be made unaccompanied if authorised by the Principal or EVC and advised to parents/carers.

Abroad:

The Academy policy is that visits abroad should be accompanied by a minimum of 1e adult to 15 students, with an absolute minimum of 2 adults. Foreign Language Assistants may accompany trips, but do not count as adults in this calculation.

Remote Supervision:

Young people must be supervised throughout all visits. Where they are unaccompanied by a member of staff or other responsible adult, e.g. D of E expeditions, 'down time' in a shopping mall, etc., this is known as 'remote' supervision.

'Remotely supervised' activities can bring purposeful educational benefits, and the progression from dependence to independence is to be encouraged. Such activities develop essential lifelong skills, including managing risk, self-sufficiency, interaction with the public and social skills, decision making, etc.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

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

- prior knowledge of the individuals (including their maturity and levels of responsibility);
- venue and conditions;
- the activity taking place;
- preparatory training;
- the competence of the supervising staff;
- the emergency systems in place.

3.8. Homestays

The following guidance relates to academies arranging homestay visits, where for short periods of time children may be provided with care and accommodation by a host family to which they are not related.

Academy arranged homestay – suitability of adults in UK host families:

When arranging a homestay, the academy should consider the suitability of the adults in the respective families who will be responsible for the visiting child during the stay.

When arranging for a visiting child to be provided with care and accommodation in the UK (including where they engage a company to make those arrangements) in the home of a family to which the child is not related, the responsible adults will be engaging in regulated activity for the period of the stay.

Academies arranging a homestay, should consider what intelligence information would best inform their assessment of the suitability of the adults in the families responsible for the visiting child during the stay. The academy will need to use their professional judgement to decide what it considers will be relevant. To help inform that assessment, academies should obtain a DBS enhanced certificate with barred list information. This check will not only establish whether the adults are barred from engaging in regulated activity relating to children, but where criminal record information is disclosed it will also allow the academy to consider, alongside all other intelligence obtained, whether the adults would be a suitable host for a child.

In respect of an adult who provides UK homestay and receives no remuneration in respect of the stay, or where academies reimburse families only for expenses incurred, to enable a DBS application to be considered as a volunteer role the 'Position Applied For' field will need to make clear that the position is unpaid. (DBS enhanced certificates with barred list information for volunteer roles can be obtained free of charge).

In addition to those engaging in regulated activity, academies are free to decide whether they consider it necessary to obtain a DBS enhanced certificate in respect of anyone aged 16 or over in the household where the child will be staying. In such cases, the academy has the power to terminate such a homestay, as they would be the regulated activity provider.

Academies should use their professional judgement to satisfy themselves that the arrangements are appropriate and sufficient to safeguard effectively every child who will take part in the exchange. Parents should be aware of agreed arrangement. During homestay visits, academies are required to ensure that students are aware who to contact should an emergency occur, or a situation arises which makes them feel uncomfortable.

Extended Homestays:

Where a period of UK homestay lasts 28 days or more, for a child aged under 16 years of age (under 18 years of age if the child has disabilities), this may amount to private fostering under the Children Act 1989. Further information on extended homestays can be found in KCSIE 2018.

Academy arranged homestay – suitability of host families overseas:

It is not possible to obtain criminality information from the DBS about adults overseas who provide homestays. Therefore, academies should liaise with partner schools abroad, to establish a shared understanding of, and agreement to the arrangements in place for the visit. Academies are also free to decide whether they consider it necessary to contact the relevant foreign embassy or High Commission of the country in question to discuss what checks may be possible in respect of those providing homestay outside of the UK.

Privately arranged homestays:

Where the child's parent(s) or a student themselves arranges their own homestay, this would be a private arrangement therefore the academy would not be the regulated activity provider.

3.9. Risk Assessment

Requirement for Risk Assessment

Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them.

The academy will take a common sense and proportionate approach remembering that risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place.

The Principal, in conjunction with the EVC, will ensure that the person assigned with the risk assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out, the group leader must record the significant findings of the assessment.

A risk assessment is not required every time an activity is undertaken that usually forms part of the academy day, for example, taking students to a local venue which is frequently visited, such as a swimming pool, park, or place of worship. A regular check with the EVC to make sure the **initial** risk assessment for the particular activity remain suitable and sufficient.

Sharing the findings of the risk assessment

Copies of the risk assessment should be given to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks. A copy should also be given to the Principal and the EVC responsible for approving the visit.

Dynamic Risk Assessments

A dynamic risk assessment is the continuous process of identifying hazards, assessing the and taking action to reduce the risk, in an ever-changing situation.

The group leader should, where necessary carry out a dynamic risk assessment while the visit is taking place. They should consider modifying or stopping the visit if the risk to the children is unacceptable. Group Leaders should put in place procedures (Plan B) for such an eventuality.

Risk Assessment when using accredited providers

Group Leaders and the EVC should note that for providers who hold a LOtC Quality Badge, activity risk assessments do not need to be completed by the academy. The risk assessments pertaining to the activities organised and led by the provider have been externally assessed and they have been awarded the LOtC Quality Badge.

The Academy are still required to complete a risk assessment covering transport to and from the venue, the individual needs of the students, supervision and emergency arrangements.

Risk Assessment template and matrix

Academies are required to complete their risk assessments on the **Federation Educational Risk Assessment template - Annex E**. Risk Assessments should either be electronic or handwritten, they cannot be a mixture of both.

Residual risks should be evaluated using the Judicium risk matrix, available from your academy Health and Safety Lead.

3.10. Transport

When hiring buses and coaches it is essential that the company used is reputable.

The vehicle should be provided with seatbelts on all seats – with all seats forward facing, as the law requires for academy trips. Vehicles should meet all safety standards as required by law.

Group Leaders should request copies of insurance certificates and assurances from the company about the competency of their drivers. Third party companies used regularly will be expected to provide copies of their insurance certificates on an annual basis or when there is significant change.

If private vehicles are used, the academy must ensure the following:

- Driver properly understands their duty of care and responsibilities for supervision
- Parents are informed of the transport arrangements and permission has been given
- All cars are fitted with suitable child restraints
- Evidence has been collected that the
 - Vehicle is safe and roadworthy
 - Holds a valid MOT
 - Driver is suitable and holds a valid licence
 - There is a valid insurance policy and the driver is covered for business use.

Further information is available on the OEAP website:

<https://oeapng.info/downloads/download-info/4-5c-transport-in-private-cars/>

Documentation must be checked by the Group Leader. See Duties of the Group Leader (**Section 3.4**).

If public transport is used it is advisable to make party bookings in advance and ensure that the risk assessment adequately covers all potential hazards.

3.11. Minibus Transport

The Federation policy on minibus transport is in line with the current DfE and DfT guidance.

Licences

Staff employed to drive minibuses are required to hold a full D1 License. D1(101) Licenses will automatically have been issued if the license was obtained before January 1997. Licenses obtained after this date are B class licenses.

B class license holders will only be permitted to drive a minibus if the following conditions are met:

- The minibus weighs no more than 3.5 tonnes;
- The minibus has no more than 16 seats;
- The driver is over 21 years of age;
- The driver has a full driving license and has been driving on a full license for more than 2 years;
- The driver is not specifically remunerated for driving through their contract of employment.

All drivers are required to complete a MIDAS or equivalent minibus driving awareness training course (usually one day) before being permitted to drive.

Section 19 Permits

Section 19 permits are required on all minibuses to negate the 'Hire and Reward' status applied to D1 (101) and B class licenses. Further guidance and permit application can be found on the following link:

<https://www.gov.uk/government/publications/section-19-and-22-permits-not-for-profit-passenger-transport/>

Staff acting as volunteer drivers have the right to refuse to drive based on their volunteer status.

Driver License Checks

Driver licenses must be checked annually to ensure the license remains valid. In cases where drivers have received points on their license, but which doesn't prohibit their ability to drive legally, a risk assessment should be completed to assess whether the driver is fit to continue driving.

Journey Times

Driver fatigue or distraction has been highlighted as a factor in recent minibus incidents nationally.

- journeys not exceeding 1 hour, a single teacher/driver **may** be considered adequate, subject to the nature of the group and the driver's ability and confidence to manage that group.
- Journeys involving between 1 hour and 4 hours driving, a second responsible adult should be present to supervise the group
- Journeys involving over 4 hours of driving, the second adult should be a suitably qualified minibus driver.
- Journeys involving over 4 hours, at least one of the drivers should have had a rest period of at least one hour prior to the start of the journey. Further regular rest periods must be taken – a 15 minute break every 2 hours is recommended.

Drivers must not drive if unwell, if on medication or receiving medical treatment which advise against driving. It is the responsibility of the driver to notify the academy if they are taking medication or have a medical condition which may affect their ability to drive.

Seat Belts: Students and staff travelling in minibuses must wear seat belts by law.

Maximum Laden Weight

Overloading: The minibus is overloaded if the total weight (bus + fuel + passengers + luggage) exceeds the **maximum laden weight** for the vehicle. This weight is printed on the vehicle and in the handbook. For guidance, the vehicle should only carry passengers, driver and hand luggage.

The use of a trailer greatly increases the maximum laden weight and is essential when transporting a full load of older students plus luggage.

LIABILITY FOR DRIVING AN OVERLADEN VEHICLE RESTS WITH THE DRIVER

Use of mobile phones whilst driving

Under no circumstances are minibus drivers permitted to use mobile phones whilst driving, even with the use of a blue-tooth device.

3.12. First Aid and Medical Needs

The requirement for first aid cover is subject to the findings of the risk assessment. Where there are students or staff present with a pre-existing medical condition, or where there may be a need for emergency medication to be administered, a first aider should be in attendance.

First aiders must also be in attendance on residential study trips, adventurous activities, overseas trips and trips where large numbers are travelling. 'Emergency First Aid' e.g. a 6 hour non-assessed course, is generally suitable for routine urban visits, however the nature of the visit may indicate that a higher level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed.

Travel first aid kits should be carried by the first aiders, as well as spare medication along with details of a students medical needs.

3.13. Confidential Student Personal Data on Educational Visits

Academies are required to carefully consider how data is shared and handled when supporting students with medical needs on educational visits.

In all cases, information regarding a student's medical condition, care and medication, if required, must be known and shared with relevant parties. This remains a priority.

A risk-based approach should be applied to how confidential student personal data is physically carried during an educational visit by staff. Staff should be made aware of their obligations with regards to the safe handling of such data, and any additional measures that can be made to reduce the risk should be considered:

- Annotating the Academy's address and a contact phone number to any trip folder, so that in the unfortunate case that it is mislaid or lost, it can be returned to the Academy.
- Purchasing and using lockable bags for keeping documents secure during a trip. A link to such a document security bag is detailed below:
- <https://tydenbrooks.co.uk/product-category/security-bags> Staff to sign for trip assessments documentation and return on the completion of a visit.

Academies are required to identify students at risk and the measures required to manage their condition. Academies recording personal student information on the risk assessment must be aware that the risk assessment then becomes a **Highly Confidential** document due to its content. Academies may wish to record this data on a separate document.

See **Annex G – Specific Individuals at Risk**. Physical medical data such as, care plans and specific student medical risk assessments should only be shared with **key relevant staff only** with copies kept to an absolute minimum. These documents must also be data classified as 'Highly Confidential'

3.14. Insurance

Each academy is covered by school journey insurance; additional insurance may be required for activities which are higher risk. Academies are advised to check their school journey insurance with their finance team before arranging additional cover.

3.15. Self-catering on Residential Visits

Staff preparing food on residential visits are required to consider the dietary and allergy needs of participants. Consideration also needs to be made for food hygiene, purchasing, storage, preparation, cooking and serving of food.

To ensure food safety standards are maintained, staff preparing, serving and handling food are required to undertake, as a minimum, Level 2 Food Safety and Hygiene training prior to departure.

3.16. Alcohol on school trips

The consumption of alcohol is forbidden on all school trips. Consuming alcohol on school trips potentially puts students and colleagues at risk, may undermine discipline, good order and bring the school into disrepute.

4. Adventurous Activities

4.1. Definition of an 'adventurous activity'

The following activities are regarded as 'adventurous':

- All activities in 'open country' (normally defined as land above 300m, or more than 1km from vehicular access)
- Swimming (all forms, excluding publicly lifeguarded pools)
- Camping
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing

- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hill walking and Mountaineering
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coastering/coastal scrambling/sea level traversing
- Underground exploration;
- Shooting / archery / paintballing
- Snowsports (skiing, snowboarding, and related activities), including dry slope
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- Off road cycling
- 'Extreme' sports

Other activities (e.g. initiative exercises) involving skills inherent in any of the above

The following activities are NOT regarded as adventurous **but must be supervised by a member of staff who has previous relevant experience** and who in the opinion of the EVC and Principal is competent to supervise the activity:

- Walking in parks or on non-remote country paths
- Field studies - unless in the environments stated in 'open country'.
- Swimming in publicly lifeguarded pools
- Theme parks
- Tourist attractions
- Pedal go-karts
- Ice skating (rink)
- Farm visits
- Local traffic survey
- Museum, library, etc.
- Physical Education and sports fixtures (other than the above)
- Water-margin activities, e.g. activities that take place near or in water – such as a walk along a riverbank or seashore, collecting samples from ponds and streams, or paddling or walking in slow-moving, shallow (typically up to the knees of the participants) water. It does not apply to swimming and other activities that require water safety or rescue qualifications and equipment, or water-going craft. See section 4.6 for further information on water margin activities.

4.2. Safety during adventurous activities

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

a) An external provider

Any external provider must hold a LOtC Quality Badge or complete a Provider Form (**Annex C**). (If a Provider holds an AALA license (and/or any other accreditation) but not a LOtC Quality Badge, then a Provider Form is still required).

Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

Or

b) A member of the Academy's staff

Staff taking responsibility for adventurous activities must be able to demonstrate an appropriate level of competence before the activity is allowed to proceed and should ensure the recommendations set out below are followed for each activity.

4.3. Water-based activities

In order to participate in water-based activities, participants should normally be water confident. Participants who lack water confidence may still be able to take part subject to consideration of all factors, including the activity itself, and supervision arrangements. The level of water confidence of all participants must be known by the activity leader prior to the commencement of water-based activities.

Leaders should have knowledge of the water conditions/hazards (and potential changes) that might be encountered and prepare accordingly. Local advice must be sought where appropriate, e.g. coastguard, harbour master, other site users, etc.

Personal buoyancy conforming to the appropriate National Governing Body guidance must be worn at all times by all participants in water-based activities, except, at the discretion of the activity leader, where the activity:

- takes place in a swimming pool, or
- is 'swimming', or
- is an activity for which personal buoyancy would not normally be worn by young people

4.4. Swimming

All swimming activities and venues must be included within the trip plan, and lifeguarding arrangements checked in advance. This is particularly important in respect of visits abroad, where for example, a hotel pool may be available.

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

Swimming pools (lifeguarded)

UK Swimming Pool Safety: Pool operators have a duty to take all reasonable and practicable measures to ensure that teaching and coaching activities are conducted safely.

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

Unless suitably qualified, academy staff should not have responsibility for lifeguarding. However, they do retain a pastoral role for participants at all times either through direct or 'remote' supervision.

For swimming lessons, the school should ensure the swimming teacher in charge or other pool employees/responsible adults supervising the participants are qualified according to current guidelines.

Hotel (and other) swimming pools

Lifeguarding (a valid RLSS UK National Pool Lifeguard Qualification (NPLQ), or equivalent in the country visited is appropriate accreditation) arrangements will be checked in advance of any visit.

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

The role of the lifeguard is:

- To directly supervise the pool and the pool users, exercising appropriate levels of control. (Note: the lifeguard should remain on the poolside at all times except in the case of an emergency)
- If necessary, brief pool users in advance regarding rules (e.g. no diving, running, etc.).
- To communicate effectively with pool users
- To anticipate problems and prevent accidents
- To intervene to prevent behaviour which is unsafe
- To carry out a rescue from the water
- To give immediate first aid to any casualty

The above must be accomplished in the context of the normal operating procedures and the emergency plan for the pool, which should be considered before swimming takes place. Full familiarisation of the systems described should be walked through at the pool.

Staff must be aware of the procedures in the event of an emergency, and who at the venue will provide back up. Staff should also know if they have exclusive use of the pool, as other pool users may increase the supervision role of your lifeguard.

If a young person holds an appropriate qualification then their role should be emergency lifeguard action, and supervision should remain the responsibility of the academy staff.

4.5. Open water swimming (i.e. not in a swimming pool and not a 'water-margin' activity)

Particular consideration should be given to the following factors:

- Unknown locations and hazards, especially overseas
- Changing environmental conditions
- Supervisor complacency
- Adherence to local advice
- Preparation and knowledge of young people, i.e. is it a planned activity?
- The designated lifeguard must be dedicated exclusively to the group, and the location used must fall within the RNLI/RLSS definition of a 'safer bathing area'
- Local advice must always be sought

For free swimming activity: A valid National Beach Lifeguard Qualification (NBLQ) or equivalent in the country visited, see www.lifesavers.org.uk Note: this is for beach/sea only, not inland water, Or For structured or programmed activity: A valid RLSS UK National Rescue Award for Swimming

Teachers and Coaches (NRASTAC) or equivalent - see www.lifesavers.org.uk or a valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement.

4.6. Water-margin activities

This section applies to activities that take place near or in water – such as a walk along a riverbank or seashore, collecting samples from ponds and streams, or paddling or walking in gentle, shallow water (slow moving and not above the knees of the participants). It does not apply to swimming and other activities that require water safety or rescue qualifications and equipment, or water-going craft.

All staff involved in water-margin activities should be conversant and follow the OEAP National Guidance on Group Safety at Water Margins. (<https://oeapng.info/downloads/download-info/7i-group-safety-at-water-margins/>) This document must be made available to all supervising adults in advance of the visit.

4.7. Open-country activities

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

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

- b) For leaders of walking groups in summer conditions in non-mountainous hilly terrain (known variously as upland, moor, bog, hill, fell or down), with well-defined obvious boundaries, such as roads and coastlines, and where any hazards within it are identifiable and avoidable, and where wild camping or movement on steep ground is not involved:
 - Walking Group Leader Award www.mltuk.org or
 - A written statement of competence by an appropriate technical adviser

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

4.8. Snowsports

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

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

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

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

- The Alpine Ski Course Leader Award (ASCL) www.snowsportengland.org.uk, or
- The Alpine Ski Leader Award (ASL) www.snowsportsotland.org, or
- A statement of competence by an appropriate 'technical adviser'

Snowboarding: The minimum qualification to lead snowboarding on snow is:

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

Students may only take part in off-piste activities if under the direction of a suitably qualified local instructor **and** they remain within the designated controlled areas, **and** off-piste activities are specifically covered by insurance. Group Leaders should check their school journey insurance policy to establish the level of cover provided.

During skiing a member of staff will need to be on stand-by to support in an emergency or to supervise students who are not skiing. At least one member of staff should refrain from skiing each day.

4.9. Overseas Visits

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

- **Culture:** food and drink, local customs, religion, expected behaviour/dress, gender issues, sanitary arrangements, corruption, political stability, local financial information, alcohol and drugs;
- **Accommodation:** checked for suitability, security, safety precautions and emergency evacuation;
- Transport systems have been assessed as safe for use.

The Group Leader should consider the relevant country information from the Foreign and Commonwealth Office (FCO) website. All relevant FCO information should be circulated amongst the staff team.

European Health Insurance Cards (EHIC)

Participants travelling within the European Union without a European Health Insurance Card (EHIC) will be required to obtain a UK General Health Insurance Card (GHIC). Anyone with a valid European Health Insurance Card (EHIC), can continue to use it until it expires. The GHIC entitles you to free or reduced cost state-provided healthcare where treatment becomes medically necessary during a temporary visit to the European Union (EU).

Further information can be found on the following link: <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/>

[GHIC applications](#)

To apply for a new GHIC follow this link: <https://www.ghic.org.uk/Internet/startApplication>

4.10. Overseas Expeditions

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

Overseas Expeditions will only be approved if the Provider either:

- Holds an LOTC Quality Badge or
- Provides a statement of compliance with Guidance for Overseas Expeditions, Edition 3.

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

4.11. The Duke of Edinburgh's Award (DofE)

To organise a DofE expedition, you must be a DofE Licensed Organisation, or operate under a DofE Licensed Organisation.

Only students who have signed up to DofE, and logged into their eDofE account, will be allowed to attend a DofE expedition.

Academy run expeditions

The DofE Manager, EVC, and Principal must ensure that all DofE expeditions have a DofE Supervisor. who has completed the DofE Expedition Supervisor Training Course (ESTC) <https://www.dofe.org/training>.

The Expedition Supervisor is responsible for the safety and well-being of participants and staff during the expedition.

Once on an expedition, the Expedition Supervisor will be responsible for completing the risk assessment and where necessary dynamic risk assessments, and will accept responsibility for the safety and welfare of all during the expedition. The Expedition Supervisor may also be the DofE Manager or EVC at the Academy.

DofE expeditions must have at least one member of staff first-aid qualified (ideally the Expedition Supervisor) and all other staff should have a basic understanding/awareness of first aid and emergency procedures (although this may not necessarily be a first-aid qualification). The Expedition Supervisor must have completed the full the 3 First Aid at Work certificate. It is highly advisable to have at least one member of staff per expedition team.

Teams consist of between four to seven students (can be mixed sex, however tents/accommodation arrangements strictly single sex). This can include external volunteers or external paid staff, as deemed appropriate by the Expedition Supervisor, DofE Manager, EVC, and Principal. In all cases all volunteers, external paid staff must be in possession of an enhanced DBS.

All staff on expeditions must be suitable for the activities planned and are required to have an appropriate level of experience to ensure that they are capable and competent to operate at the level they assist in delivering. This is determined and approved by the Expedition Supervisor, DofE Manager, EVC, and Principal.

Before going on an expedition, the Expedition Supervisor, DofE Manager, EVC, and Principal must be satisfied that participants are capable of undertaking the planned expedition, trained to a level considered safe to operate under remote supervision, which is covered in the DofE Expedition Supervisor Training Course (ESTC), and the necessary risk assessments are in place. The training will be in line with the DofE Training Framework, which includes competency in first aid and emergency procedures, and competency in navigation, commensurate with the level of expedition being undertaken. See <https://www.dofe.org/resourcescentre> to download the DofE Training Frameworks.

The choice of campsite will be approved by the Expedition Supervisor, DofE Manager, EVC, and Principal.

Each expedition team must carry a first aid kit, the contents of which are deemed appropriate by the Expedition Supervisor, DofE Manager, EVC, and Principal. <https://www.lifesystems.co.uk/products/first-aid-kits/outdoor-kits>

The Expedition Supervisor is also required to carry a first aid kit at all times, the contents of which are deemed appropriate by the Expedition Supervisor, DofE Manager, EVC, and Principal.

External Provider-Run Expeditions

If you are using an external provider to run your DofE expeditions, the provider must complete and sign the Provider Form, and be a DofE Approved Activity Provider (AAP).

For further advice and guidance on all DofE matters academies are encouraged to contact the Federation's Lead DofE Coordinator at dofe@harrisfederation.org.uk

4.12. Weather, Clothing and Survival

Where appropriate, the Group Leader must obtain and act upon recent weather forecasts and local advice.

Participants should be adequately clothed appropriate to the nature of the visit and the environment, the experience and strength of participants, the time of year and expected weather conditions, altitude and exposure to elements.

When venturing away from immediate help, leaders should consider the need for comfort, insulation and shelter for a casualty, or for the whole group, and provision of emergency food and drink etc. The need for signaling equipment and/or mobile phones and torches should also be considered.

It is primarily the responsibility of the Group Leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity to suit changed or changing circumstances, for example, over-busy lunch area, rain, rising water levels, etc.

5. Emergency Procedures

5.1. Incident response and activation of the Academy Business Continuity Plan

Despite good planning and organisation there may be emergencies which will require 'on the spot' response by the group leaders. This might include accidents, fatalities, transport accidents or significant travel delays. Leaders are required to familiarise themselves with the Federation Business Continuity Planning Policy and their own Academy Business Continuity Plan (BCP), to ensure they are well prepared to respond in all such emergencies.

The BCP is the documentation of agreed procedures and information that is developed and maintained in readiness for use in an emergency. Group Leaders are advised to use the Emergency Checklist – Educational Visit/ trip incident (Checklist 6) from the Academy Business Continuity Plan if an emergency occurs. **Annex E** of the Business Continuity Plan should be used by the academy staff in response to the emergency.

Activity centres should have their own emergency procedures. Details of these must be obtained and checked in advance of the visit. If there is any doubt about the safety of the arrangements the trip should not take place.

The Academy will ensure emergency funding is available to support the Group Leader in an emergency. All incidents and accidents occurring on a visit should be reported back through the Academy reporting systems.

Group Leaders during the planning stage are advised to carefully consider arrangements for emergencies and Plan B's, which should be recorded on **Annex H** and might include, but are not limited to:

- Loss of transport provider
- Loss of residential provider
- Cancellation of planned events
- Serious illness of staff and or students
- Reduction in supporting staff affecting ratios

All arrangements should be included on the risk assessment.

Annex A – Educational Visit – Sign Off Checklist

THIS GUIDANCE APPLIES TO ALL SCHOOLS

Each academy should prepare a calendar of day and residential trips for the following term, which must be shared with the Academy Governing body, for information only.

All day trips will be approved by the Principal once all checks have been completed and approval for the trip has been given by the EVC.

For residential and adventurous activity trips, the respective Assistant Director for the quad/ cluster will be required to give final sign off.

This annex should form part of your trip pack and be completed for each trip.

Day Trips	
Requirement	Completed?
Calendar of trips provided to Academy Governing Body – for information only	
Trip leader has completed the online educational visit training, has written the risk assessment and compiled all paperwork	
Risk Assessment checked by H&S lead	
EVC signs off whole trip pack including confirming compliance with the educational visit policy	
Principal checks paperwork is complete and complies with policy – gives final sign off.	

Residential and Adventurous Activity Trips	
Requirement	Completed?
Calendar of trips provided to Academy Governing Body – for information only	
Trip leader has completed the online educational visit training, has written the risk assessment and compiled all paperwork	
Risk Assessment checked by H&S lead	
EVC signs off whole trip pack including confirming compliance with the educational visit policy	
Principal / Exec Principal checks paperwork is complete and complies with policy – gives final sign off.	
Trip pack passed to Cluster/ Quad AD for review and final sign off	

Annex B – General annual consent form – Academy trips

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

_____ to:

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

Please note the following important information before signing this form:

- The academy will send you information about each trip or activity before it takes place
- You can, if you wish, tell the academy that you do not want your child to take part in any academy trip, or activity

Further written parental consent will not be requested from you for the majority of off-site activities offered by the academy – for example, year-group visits to local amenities – as such activities are part of the academy’s curriculum and usually take place during the normal academy day. Parental consent will be updated on an annual basis. Where additional consent is required you will be contacted for this.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION

Please provide details of any medical condition your child suffers from and any medication your child should take during an academy trip:

Medical Condition
Medication required

Signed.....

Date.....

Annex C – Provider Form

Providers that do not hold an LOtC Quality Badge are required to complete and return this form in advance of the school making a commitment.

Staff member in charge

Date(s) of visit.....

Name of provider.....

The provider or tour operator providing services to the school is asked to give careful consideration to the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications which do not apply to your provision.

Section A should be completed for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.

SECTION A - ALL VISITS

Health, Safety, and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection.

2. Accident and emergency procedures are maintained and records are available for inspection.

Vehicles

3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

Staffing

4. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability to work with young people.

5. There are adequate and regular opportunities for liaison between school staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to school staff.

6. The provider has never been dismissed from any employment or had a contract ended

Insurance

7. The provider has public liability insurance for at least £5 million with a clause giving 'indemnity to principal'.

Accommodation (if provided)

8. UK accommodation is covered by a current Fire Risk Assessment available for inspection.

9. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned.

10. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.

11. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants' accommodation.

SECTION B - ADVENTURE ACTIVITIES AND OUTDOOR FIELD STUDIES

12. Adventure Activities Licensing Authority (AALA) Licence covering dates of visit

13. If YES, AALA Licence number R

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

Activity management

14. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.

15. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.

16. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser.

17. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is in line with current good practice within the UK, and this includes appropriate instructor competencies.

18. Participants will, at all times have access to a person with an appropriate First Aid qualification. Staff are practiced and competent in accident and emergency procedures.

19. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.

20. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.

SECTION C - TOUR OPERATORS

Where a tour operator delivers services to school using other providers e.g. ski establishments, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in Sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

22. Sections A and B of this form, as appropriate, have been completed to show that checks have been made. Records are available for inspection.

23. The Tour Operator complies with the package travel regulations, including bonding to safeguard customers' monies.

24. ATOL, ABTA or other bonding body name and numbers.....

SECTION D - OVERSEAS EXPEDITIONS

25. The provider complies with 'Guidance for Overseas Expeditions, Edition 3' (GOE3). If any of the above specifications cannot be met or are not applicable, please give details:
Details of any other accreditation, eg with National Governing Bodies, tourist boards, etc.

DECLARATION

I hereby certify that I am an authorised signatory to enter into this Agreement and to bind the said company, firm, person or corporation to the terms and conditions herein.

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

Name (print)..... Position in Organisation.....

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

.....
.....

Tel.....

Fax.....

Email.....

Annex D – Group Leader Checklist

Visit Name and Location: _____

Date of Visit: _____

ACTION TAKEN	YES/NO	NOTES
Outline of visit plan (itinerary) approved by Principal / EVC?		
Venue visited or others consulted and liaised with?		
Risk assessments completed and checked by Principal and EVC?		
Parental consent forms completed as required?		
Medical forms completed?		
Insurances checked?		
Staffing levels agreed?		
Transport arranged and documentation, such as MOT and road tax, insurance and competencies checked?		
Equipment sufficient and suitable?		
Provider form completed if required?		
First Aid arrangements in place?		
Staff and volunteers briefed?		
Parents briefed – Informed of responsibility of care etc.?		
Students briefed to include expected code of conduct (behaviour policy)?		
Emergency plan/ Plan B agreed and assessed?		
Full details of all students and staff with emergency contact left with main office/ EVC?		
Final plans approved by Principal and Governors?		
Financials – cost of activity, travel, admission fees, etc considered?		
Free school meal allocation arranged?		
Food – religious exceptions, allergies, etc considered?		
Teaching cover arranged?		
Management of students with SEN agreed and documented?		
First aid kits, emergency medication, spare medication and care plans as required, gathered and staff debriefed? uired collected?		
For residential trips – awareness of Business Continuity Plan?		
Visit evaluated by EVC?		
Significant issues documented and managed/ mitigated?		

Date Checklist Completed: _____

Completed By: _____ Date: _____

Signature EVC: _____

(for approval)

Signature Principal: _____

(for approval)

Annex E – Educational Visit Risk Assessment

The following are the 10 key points to consider when preparing a risk assessment.

1. What are the main objectives of the visit?
2. What is the “Plan B” if the main objectives can’t be achieved?
3. What could go wrong? Does the risk assessment cover:
 - The main activity
 - “Plan B”
 - Travel arrangements
 - Emergency procedures
 - Staff numbers, gender and skill mixes
 - Generic and site-specific hazards and risks (including for Plan B)
 - Variable hazards (including environmental and participants’ personal abilities and the ‘cut off’ points).
4. What information will be provided for parents?
5. What consents will be sought?
6. What opportunities will parents have to ask questions (including any arrangements for a parents’ meeting)?
7. What assurances are there of the leader(s) competencies?
8. What are the communication arrangements?
9. What are the arrangements for supervision, both during activities and ‘free time’ – is there a Code of Conduct?
10. What are the arrangements for monitoring and reviewing the visit?

EDUCATIONAL VISIT RISK ASSESSMENT

(This form should be completed, in addition to any generic risk assessments that might be used, if there are any specific risks associated with the particular **activities** undertaken, the actual **locations** visited, or any **individuals** involved).

EDUCATIONAL VISIT TO:		DATE(S):
ACADEMY NAME:	LEADER'S NAME:	AGES/YEAR GROUP(S) OF STUDENTS:

GENERIC RISK ASSESSMENTS TO BE FOLLOWED FOR THIS VISIT: (e.g. Travel by Coach)
--

<p><u>Specific Individuals at Risk</u> (i.e. Staff or students who may be particularly at risk of harm, or who might present a hazard to others – include risk factors) e.g. Bob Jones - occasional epileptic seizures</p>	<p><u>Control Measures</u> (i.e. what steps are being taken to reduce the risk of the hazard?) e.g. Bob Jones – regular checks, ensure medication taken, staff/students aware and trained</p>
--	--

SPECIFIC DATE? LOCATION? EVENT? ACTIVITY? (e.g. 24/7/04 Visit to Flamborough Head and beach)	SIGNIFICANT HAZARDS (i.e. how might people foreseeably be harmed?) (e.g. Fast incoming tides, trapped, drowning or fall from cliff)	CONTROL MEASURES (i.e. what steps are being taken to reduce the risk of the hazard?) (e.g. Ring Coastguard – check tides and weather – inform of visit – depart from beach 2 hours before high tide)	COMMENTS or EXTRA ACTION REQUIRED BEFORE DEPARTURE (e.g. Check if “Spring Tides”, Add coastguard tel. no. to leader’s mobile phone)	OVERALL RESIDUAL RISK RATING (Low/Med/High) (Take into account both <u>seriousness</u> and <u>likelihood</u> of hazard)

SPECIFIC DATE? LOCATION? EVENT? ACTIVITY? (e.g. 24/7/04 Visit to Flamborough Head and beach)	SIGNIFICANT HAZARDS (i.e. how might people foreseeably be harmed?) (e.g. Fast incoming tides, trapped, drowning or fall from cliff)	CONTROL MEASURES (i.e. what steps are being taken to reduce the risk of the hazard?) (e.g. Ring Coastguard – check tides and weather – inform of visit – depart from beach 2 hours before high tide)	COMMENTS or EXTRA ACTION REQUIRED BEFORE DEPARTURE (e.g. Check if “Spring Tides”, Add coastguard tel. no. to leader’s mobile phone)	OVERALL RESIDUAL RISK RATING (Low/Med/High) (Take into account both <u>seriousness</u> and <u>likelihood</u> of hazard)

IMPORTANT: The Risk Assessment should be shared and discussed with **all** the staff, volunteers and helpers on the visit, and should **only** be approved once all significant hazards have been identified, the control measures are agreed and will be implemented, AND the overall risk ratings are considered acceptable. In most circumstances, if the Overall Residual Risk is considered “Med” or “High”, the activity/event should be cancelled, or additional control measures put in place to reduce the risk to “Low”. Please use the Judicium risk matrix to assess the risk levels – Available on HarrisNet.

Risk Assessment carried out by Trip Leader (Name):

Risk Assessment Date: Review Date:

Risk Assessment checked by H&S lead (Name): Date:

Risk Assessment approved by - EVC (Name)..... Date:

Annex F – EVC Checklist

Educational Visit Name: _____

Date/s of trips: _____

Trip Leader: _____

ACTION TAKEN	YES/NO
Preliminary visits/ checks have taken place, if required?	
Third party providers have been appropriately selected and where required a provider form collected?	
Parental consent, where required has been collected?	
Parents where required, have been debriefed?	
There are clear learning and development aims?	
Senior leaders are sufficiently confident and competent with the Group Leaders abilities to manage the group and the activity?	
The Group Leader is responsible for, and has ownership of the visit plan including risk management?	
Risk assessments completed are suitable and sufficient and risk adequately mitigated?	
Sufficient staff are included in the ratios involved?	
Staff involved in the visit have participated in the planning process and are aware of their roles and responsibilities?	
Medical, first aid, inclusion and safeguarding issues have all been addressed?	
Travel, transport and residential arrangements have been considered, are suitable and appropriate?	
Plan B, alternative options have been considered?	
Group Leaders are aware of the emergency arrangements, what to do and who to contact in an emergency?	
There is a designated emergency contact in the academy with access to all information and documentation relating to the activity?	
There are sufficient funds and an effective means of communication in case of an emergency?	
A deputy Group Leader has been assigned?	
The educational visit has met all the requirements of the Federation Educational visits policy?	
Visit evaluations are planned and will take place on return from the visit?	

Date completed:

Signature EVC:

Annex G – Specific individuals at Risk

Educational Visit to:

Trip Leader Name:

Dates:

First Aiders:

Circulation list:

SPECIFIC STUDENTS / STAFF AT RISK

STUDENT NAME	RISK <i>(STAFF OR STUDENTS WHO MAY BE PARTICULARLY RISK OF HARM, OR WHO MIGHT PRESENT A HAZARD TO OTHERS)</i>	CONTROL MEASURES <i>WHAT STEPS ARE BEING TAKEN TO REDUCE THE RISK OF THE HAZARD</i>
<i>E.G BOB JONES</i>	<i>Occasional Epileptic seizures</i>	<i>Regular check, medication taken as required. Staff and first aider aware. Spare medication and care plan carried by first aider. Staff trained.</i>

Annex H – Emergency and Plan B planning

The following provides information to be used by the group leader in the event of an emergency or as a plan B arrangement.

Educational Visit:	
Date of Visit:	
Group Leader:	

Emergency plan for:	
Loss of transport provider:	
Loss of residential provider:	
Cancellation of planned event	
Serious illness of staff and/ or students	
Loss of supporting staff affecting ratios	
Any others situation	

Annex I – Further Guidance and Useful Links

Further Guidance

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The H&S lead in the **school/academy** will keep under review to ensure links are current.

- HSE
<https://www.hse.gov.uk/>
- HSE – school/academy Trips
<https://www.hse.gov.uk/services/education/school-trips.htm>
- Department for Education - Health and safety on educational visits
<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
- The Royal Society for the Prevention of Accidents (RoSPA) - Planning and Leading Visits and Adventurous Activities
<https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/school-visits-guide.pdf>
- National Education Union (NEU) – Educational Visits
<https://neu.org.uk/advice/educational-visits>

Further Resources

- EVOLVE visits - online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities
<https://edufocus.co.uk/pages/evolve/visits.asp>