

Shireland Collegiate Academy Trust Policy

Educational visits and off-site activities

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Statement of Intent

Shireland Collegiate Academy Trust recognises that educational visits and off-site activities are powerful tools for inspiring pupils/students and providing valuable learning experiences beyond the classroom. The Trust is committed to fostering pupil/student engagement by offering opportunities to learn in practical, real-world settings.

Educational visits include all activities arranged by or on behalf of the school which require pupils to leave the school site. This policy applies to activities during and beyond the school day, including weekends, residential visits and international travel. These visits are a key part of our curriculum and wider enrichment offer, supporting pupils' personal development and life experiences.

The health, safety and wellbeing of both staff and pupils/students are of paramount importance to the Trust. This procedure aligns with guidance from the Department for Education (DfE), the Health and Safety Executive (HSE) and the Outdoor Education Advisers' Panel (OEAP), outlining our responsibilities during educational visits.

To uphold nationally recognised and regularly updated standards, the Trust formally adopts the OEAP National Guidance available at <http://www.oeapng.info>. All staff members are expected to comply with this guidance in conjunction with the provisions of this policy.

Should any discrepancies arise between this policy, individual school policies or the OEAP National Guidance, this policy will take precedence. For clarification, staff should consult the Educational Visits Coordinator or the Academy Principal.

Legal framework

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

- The Health and Safety at Work Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- Outdoor Education Advisers Panel National Guidance (OEAPNG)
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'
- Keeping Children Safe in Education 2025

This procedure operates in conjunction with the following Trust policies alongside National Guidance:

- Complaints Procedures Policy
- Behaviour Policy (Primary/Secondary)
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- Child Protection and Safeguarding Policy
- SEND Policy
- Mobile Phones Policy

Definitions

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

'Educational visit' means any educational visit, foreign exchange visit, away-day or residential stay organised by the school which takes pupils/students and staff members off-site.

'Residential' refers to any educational visit that includes an overnight stay. This encompasses all forms of overnight provision on school premises, such as camping on the school field or sleeping inside school buildings including classrooms, the hall or other designated areas.

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

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

Roles and responsibilities

The Trust is responsible for:

- The overall implementation of this procedure.
- Ensuring that this procedure complies with the Equality Act 2010.
- Ensuring educational visits positively impact on pupils/students' lives, teaching them life skills and providing new experiences.
- Approval of all international trips.

The Principal is responsible for:

- The day-to-day implementation and management of this procedure.
- Appointing an educational visits coordinator, liaising with the LA as necessary.
- Liaising with the educational visits coordinator and ensuring communication and relevant information regarding any planned education visits is provided to families.
- Being part of the approval process for educational visits and off-site activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and ensuring training is undertaken, as necessary.
- Ensuring appropriate training is provided and accredited for visit leads training and is completed by all staff that attend and lead a visit. Ensure this training is completed every three years.
- Ensuring suitable safety measures are in place prior to each educational visit or activity.
- Communicate with pupils/students and families any Health and Safety concerns that may lead to a place on a visit being withdrawn.
- Overseeing the work of the educational visit's coordinator, ensuring a whole-school approach is adopted when planning and coordinating educational visits and off-site activities.
- Undertaking final sign off through the Evolve platform.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the educational visit or activity.
- Ensuring relevant paperwork, including risk assessments, for educational visits and off-site activities are submitted by the visit leader.
- Ensuring that they and the Educational Visits Coordinator complete the Educational Visit (EVC) Coordinator training every 3 years.

Overall responsibility for all educational visits and off-site activities will be the responsibility of the Principal.

The Educational Visits Coordinator is responsible for:

- Completing the EVC training every 3 years.
- Managing all issues and controls regarding educational visits and off-site activities.
- Liaising between all appropriate parties, including the LA/Evolve outdoor education adviser where necessary e.g. for residential and overseas visits.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Overseeing the planning of the educational visits, by ensuring all essential documentation, including risk assessments and emergency plan are up to date and appropriate for completion by the designated visit leader.
- Ensuring an appropriate and competent member of staff to be the designated visit leader for each visit.
- Ensuring the competency of the designated visit leader, in consultation with the Principal.
- Organising Visit Leader Training for all staff and volunteers.

The Designated Visit Leader selected to be in charge of an educational visit and off-site activity is 'in loco parentis' and has a duty of care to all pupils/students on the visit. They are also responsible for:

- Identifying and sharing of the educational purpose of the educational visit and off-site activity and presenting its benefits to the Principal.
- Completing Visit Leader Training every 3 years.
- Undertaking any relevant training or courses which are arranged by the Educational Visits Coordinator.
- Completing all essential documentation for the visit and ensuring it has been approved by the educational visit's coordinator and Principal/Nursery Manager.
- Creating an itinerary prior to educational visits and off-site activities and distributing it to staff attending the visit to ensure the day is well organised and safe. A copy must also be provided to the office and reception staff who remain on the academy/nursery site.
- Informing parents of the proposed educational visits and off-site activities at the earliest convenience to obtain permission from families.
- Considering and implementing appropriate safeguarding measures throughout the planning, organisation and delivery of the educational visits and off-site activities.
- Ensuring a Deputy Visit Leader has been appointed for the educational visit and off-site activities.
- Ensuring all adults on the educational visit are aware of their responsibilities and that the necessary checks have been carried out on volunteers.
- Ensuring there is a minimum of two staff members on every visit.
- Attend a pre-visit for all educational visits and off-site activities where possible.

The designated deputy visit leader supports the designated visit leader and will assume the designated visit leader's responsibilities if the designated visit leader is no longer fit to lead e.g., is unwell at short notice. They are also responsible for supporting the designated visit leader in completing all their relevant responsibilities by assuming any delegated tasks.

Staff are responsible for:

- Adhering to this policy and applying its principles when attending educational visits and off-site activities.
- Ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
- Ensuring the safety of pupils/students is maximised throughout educational visits and off-site activities.
- Reading the risk assessment and any associated documentation prior to leaving the site and ensuring a copy is accessible throughout the visit.
- Sharing any individual needs that may impact their ability to support effectively.
- Following all directions of the Designated Visit Leader.

Volunteers on the educational visit are responsible for:

- Adhering to this policy and applying its principles when participating in educational visits and off-site activities.
- Reading the risk assessment and any associated documentation prior to leaving the site.
- Working alongside the Designated Visit Leader and other staff to ensure the safety of pupils/students by following the procedures outlined by the Designated Visit Leader.
- Sharing any individual needs that may impact their ability to support effectively.
- Following all directions of the Designated Visit Leader or other member of staff and modelling appropriate behaviour at all times.
- Making sure they are not being left unsupervised with pupils unless appropriate checks are completed and raising safeguarding concerns immediately.
- Maintaining confidentiality and having due regard for GDPR.

Planning Educational Visits

Shireland Collegiate Academy Trust recommend the Outdoor Education Advisers Panel Guidance for the Management of Outdoor Learning, Off-site Visits and Learning Outside the Classroom (LoTC) "National Guidance" The OEAP National Guidance can be found on the following web site: <http://oeapng.info>.

When participating in adventure visits, all possible activities will be identified at the planning stage and should not be added during the visit. When planning water sport activities, the need for instructors and lifeguards will be considered, particularly when using facilities which may not have a trained lifeguard present.

The Trust will do everything in its power to ensure that all pupils/students are given an opportunity to participate in educational visits and off-site activities.

For example, organising two visits with a smaller group size or finding a venue which can cater for all pupils/students. Where there is a maximum capacity of pupils/students for educational visits and off-site activities, places will be allocated based on specific criteria which will be clearly communicated to families.

When planning educational visits and off-site activities the Trust will ensure the event does not discriminate against a particular individual or group of pupils/students.

Pupils/students and their families must be made aware of the behaviour expectations throughout the visit.

Educational visits and off-site activities should only be offered to pupils/students who are currently enrolled at the academy during the academic year in which the visit takes place. Former pupils/students, including those who have left the academy before the date of the visit, should not be permitted to attend.

The Principal/Nursery Manager reserve the right to review a pupils/students attendance to educational visits and off-site activities in the event that there are Health and Safety concerns linked to the pupils/students conduct. This will be communicated with families by the Principal.

All visits must follow the Trust's planning process, including:

- Completion of a visit planning form (appendix J).
- Risk assessment and approval prior to the visit.
- Submission via Evolve.

Visits will only proceed once all documentation has been reviewed and approved by the Educational Visits Coordinator and Principal.

Evolve

All educational visits and off-site activities must be recorded and approved on Evolve following the advised time frames. For overseas visits all Principals must ensure that the SPC Chair is made aware of the proposed activity and appropriate pre-assessments are completed.

Record keeping

Educational visits overseas and residential visits must be passed to the Local Authority for approval.

Educational visits and off-site activities that have taken place with no incidents reported, will remain on the Evolve platform. However printed paperwork should be securely disposed of when the visit has ended.

Educational visits and off-site activities where an incident has taken place, all paperwork should be retained. The time period to keep the records is current year +20 years for a child (until they child/young person is 25 years of age. For an adult the retention period is date of incident +12 years. It is the responsibility of the EVC to ensure all paperwork is stored/disposed of appropriately.

Risk Management process

Our risk assessment process is designed to manage risks when planning educational visits and off-site activities, while ensuring that learning opportunities are fully experienced. Leaders and staff, as far as possible and appropriate, are involved in the process of planning, risk assessment and risk management. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved and be familiar with the activity.

The process is as follows:

- Identify the hazards.
- Decide who might be harmed and how.
- Evaluate the risks and decide on precautions.
- Record findings and implement them.
- Review assessment and update as required.

A risk assessment will be conducted for each educational visits and off-site activities before it is undertaken to identify specific hazards and control measures.

The Risk Assessment template can be found in Appendix F.

It is recommended that staff read the OEAP NG document – Risk Management.

Vetting providers

When considering external providers for activities, the educational visits leader and coordinator will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the educational visits leader and coordinator will send a provider statement (Appendix G) to the venue to check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements.
- Their adherence to legal requirements.
- Their control measures.
- Their use of vehicles.
- Staff competency levels.
- Safeguarding policies.
- The suitability of their accommodation.
- Any sub-contracting arrangements in place.
- The presence of necessary licences.

Wherever possible a site visit should be conducted for all new providers.

If an organisation does not meet the school's standards, they will not be considered additional guidance can be found in the OEAG NG document – Selecting External Providers and Facilities.

Equal opportunities

The Trust promotes values of equality and does not discriminate against any individual or group of pupils/students when organising a visit. Best practice guidance set out in documents such as KCSIE & The Care Act 2014 are to be referred to when arranging visits. The educational visits and off-site activities offered to pupils/students will provide new experiences and develop life skills. Educational visits and off-site activities are organised, managed and conducted in accordance with the Trust's Accessibility Plan.

For educational visits and off-site activities that require additional payment, the fee will be reasonable and help will be provided where possible for families who are experiencing financial hardship.

The Trust will take all reasonable steps to ensure that no pupil is excluded from an educational visit due to SEND, medical needs or challenging behaviour. Schools will only prevent a pupil from going on a school trip where it is absolutely necessary. In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip to protect their safety and the safety of the other pupils attending. Schools will make all reasonable adjustments to allow a pupil to attend a school trip safely.

Transport

Consideration must be given to planning transport to support educational visits and off-site activities. 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 any journey, giving proper consideration to issues of driver distraction when passengers are being transported in coaches / minibuses / taxis.

The Visit Leader should ensure that coaches, minibuses and taxis are hired from a reputable company. If using Trust Minibuses staff should check pupil numbers in relation to the Minibus Policy.

Academies should be satisfied that those providing coaches, minibuses, taxis or other means of transport as well as those providing activity resources have insurance arrangements in place to cover the period of the proposed activity i.e. Motor and Public Liability Insurance. Insurance policy documents or other confirmation of cover e.g. from brokers, needs to confirm that the business activity provided is covered by the business description within the policy documentation.

Parents should be informed by the Visit Leader if they will need to cover the costs for the early return of a young person whose behaviour is concerning during a visit. (A written agreement might be required).

In exceptional circumstances it may be necessary to transport a pupil/student in the private vehicle of a member of staff. Consent must be sought from a member of the SCAT Executive Leadership Team prior to any journeys taking place. Consent will only be given if:

- The appropriate level of business insurance is in place.
- An additional member of staff is present for the journey.

Wherever possible, consent will be obtained from families, accompanied by a clear explanation and information about the reasons for this arrangement.

Additional guidance can be found in the OEAG NG document – Transport.

Parental consent

Parental consent is required for all educational visits and off-site activities.

Within Primary and Secondary settings this may take the form of annual consent for local visits that are in walking distance of the school or regular sporting fixtures. (Appendix A).

Specific written consent forms will be required for all other activities. (Appendix B).

Annual consent must not be used for Adventurous Activities (Appendix H), educational visits overseas or residential visits where families must make an informed decision regarding consent.

Nursery settings will always seek written consent for any educational visits and off-site activities.

Additional guidance can be found in the OEAG NG document – Parental Consent.

Staffing ratios

All educational visits and off-site activities will use the following ratios as a minimum.

Staffing levels for educational visits and off-site activities will be determined through a **comprehensive risk assessment**, taking into account:

- age, maturity, behaviour and additional needs of students
- nature of the activity and level of risk
- location, environment and travel arrangements
- staff experience, competence and qualifications
- Children aged under 2 years: At least one staff member for every three children (1:3).
- Children aged 2 years: At least one staff member for every four children (1:4).
- Under 5's - 1:5
- Years 1 and 2 - 1:6
- Year 3 - 1:10
- Year 4 – 6 - 1:15
- Years 7 to 13 - 1:20
- Students aged 18 and over – 1:20

There may be times when these ratios are not adequate for effective supervision. In such cases, appropriate staffing will be determined based on the risk assessments. When staffing ratios do not apply, there will always be a minimum of two adults responsible for supervising the group. The only exception to this is for years 7-13, where students are visiting sites under 30 minutes travel time, one staff member if permissible under the condition that all risk assessments have been completed.

Additional guidance can be found in the OEAG NG document – Group Management and Supervision.

Insurance and licensing

Employer's Liability Insurance -This is a statutory requirement. Shireland Collegiate Academy Trust holds a policy through Zurich indemnifying it against all claims for compensation for bodily injury suffered by any person employed by it. This cover extends to those persons who are acting in a voluntary capacity.

Public Liability Insurance -Shireland Collegiate Academy Trust holds a policy through Zurich. Public Liability insurance indemnifies the employer against all claims for compensation for bodily injury from persons not in its employment and 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 outdoor learning, offsite visits and Learning Outside the Classroom organised by all establishments and in all settings for which the employer is responsible.

When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence. Insurance will be organised for every educational visit, no matter how short, to ensure adequate protection and medical cover is in place.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

Accidents and incidents

In the case of accidents and injuries while on an educational visit or off-site activity in the UK, the school's accident reporting process will begin, as detailed in the Emergency Plan. In the case of accidents and injuries while on a school visit overseas:

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact within the UK will be the Principal who will contact the family of the injured person.
- Pupils/students will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.

In the event of a critical incident during an educational visit or off-site activity, such as:

- A life-threatening injury or fatality.
- A serious risk to someone's safety or a person going missing for an unacceptable period of time.
- Any situation that exceeds the normal coping mechanisms of the staffing team and Visit Leader.

Immediate communication and support must be sought from the Principal who will also contact SCAT CEO/ Executive Leadership Team.

- The British Embassy/Consulate will be informed.
- The insurer will be notified.

The Principal will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the Trust Marketing Director who will liaise with the Principal and staff will be instructed to not provide comment or any written information on any platform.

Staff will use guidance as set out in the Emergency Plan, in particular the 'initial response' section, to ensure the safety of pupils/students and staff should anything happen, e.g. a terrorist attack. Staff will be briefed on how to react and respond should an emergency situation occur at any point within an educational visit and off-site activity. Pupils/students and staff are informed of an evacuation plan before entering venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

To ensure pupils/students are easily identifiable, school uniform and or hi-vis will be worn wherever possible. This will be at the discretion of the Principal.

Missing person procedure

The Trust places pupil/student and staff safety as its top priority when participating in educational visits and off-site activities either domestically or overseas.

All staff on educational visits and off-site activities will be provided with key contact information including Visit Lead, Deputy Visit Lead and school-based emergency contact. All staff members will be required to carry mobile phones. Secondary school students/sixth formers may be permitted to carry phones at the discretion of the Visit Leader and must be risk assessed.

Upon arriving at every venue, the designated visit leader will identify a rendezvous point where pupils/students and adults should go if they become separated from the rest of the group. Pupils/students and staff will wear school branded clothing where possible to make them easily identifiable.

Regular head counts of all pupils/students and staff will take place throughout the day to ensure all persons are always present.

In the event someone goes missing whilst on an educational visit domestically or overseas:

- The designated visit leader will ensure the safety of the remaining pupils/students and staff by taking a register to identify who is missing.
- The designated visit leader will immediately identify at least **one** adult to start looking for the missing person. The adult will remain in contact with the visit leader and continue to look for the person until they are found, or where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the missing person cannot be contacted or located within a practicable amount of time, the local police, or relevant authorities, e.g. the British Embassy, will be contacted.
- If the police are called, the visit leader will contact the Principal/agreed emergency contact, to inform them of what has happened.
- The Principal/agreed emergency contact will liaise with the Executive Leadership Team.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the missing person. The police or other authority will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when an educational visit is taking place overseas, the educational visits coordinator will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

If a member of the party has gone missing and is subsequently found, the visit leader will:

- Review the risk assessment including group sizes and staffing ratios.
- Review which venues they attend to ensure they are suitable for the group.
- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

Pupils/Students with SEND

Where possible, activities and visits will be sourced or adapted to enable pupils/students with SEND to take part. The SENCO will liaise with pupils/students' parents, where appropriate, to consider what reasonable adjustments may be necessary.

Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils/students.

First Aid

First aid must form part of the planning process and will be considered in the risk assessment process. An appropriately qualified First Aid trained member of staff must accompany every visit. The first aider must ensure that an adequate first-aid box/bag is taken.

Any incidents which require first aid must be recorded using the schools usual method of recording. Eg, Medical Tracker or paper-based documentation example in Appendix D.

Pupils/Students that require medication on a visit must have declared the medication in line with the SCAT Medical Needs Policy and associated consent forms. Medication will then be administered in line with our Medical Needs Policy.

Within our Primaries and Nursery provisions all medication must be handed to the first aider with instructions of how to administer to the pupil. The First Aider will oversee the medication throughout the visit.

Within our secondary and sixth form provision all medication will be checked by the first aider prior to departure and it will be held/administered in accordance with the health care plan and medical needs policy.

Finance

The financial procedures outlined in the Trusts Charging and Remissions Policy will always be followed when arranging educational visits and off-site activities.

Academies will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for visits which are classed as an 'optional extra'.

The charge per head will not exceed the actual cost of providing the optional extra, divided equally by the number of participating pupils/students, and may include elements for:

- Travel.
- Board and lodging.
- Entrance/admission/activity fees.
- Insurance.

Money for school visits will always be paid directly to the Academy. Under no circumstances should money be processed through personal accounts.

All letters to parents regarding educational visits and off-site activities will include a clause explaining what will happen in the event that the visit is cancelled, or a pupil/student cancels their place on the visit.

In the event that the visit is cancelled due to unforeseeable circumstances, it is at the Principal's discretion as to whether a refund is given to parents. The Principal will consider, taking into account the cost to the academy, including alternative provision costs.

In the event that a pupil/student cancels their place on a visit, it is at the Principal's discretion as to whether a refund is given to parents. The Principal will be taking into account the reasons for cancelling their place, whether the school will be reimbursed, and whether the space on the visit can be offered to someone else.

The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils/students are treated equally. Any charge made in respect of pupils/students will not exceed the actual cost of providing the educational visit divided equally by the number of pupils/students participating.

Educational visits overseas

When planning educational visits overseas, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (February 2025) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.

Any travel requirements such as passports, visas and other entry requirements e.g vaccinations will be communicated to families as part of the intended visit information.

Passport validity, visa requirements and other entry conditions, such as vaccination status, must be checked as early as possible to avoid travel difficulties. This includes confirming how many months of validity a passport must have for the destination being visited. Where a pupil/student holds a non-UK passport, both the school and parents must be satisfied that all required checks have been completed.

Staff and pupils/students will be made aware of the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.

Before the visit, the educational visit coordinator will review the travel advice for each planned destination to ensure that no visa or permit is required and to check for any other regulations or time limitations. Schools will also ensure that additional consent is obtained from the relevant Local Authority for pupils/students under local authority care arrangements.

Staff and pupils/students will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any visits within these countries.

Before the educational visit, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.

Pupils/students and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.

Before the visit, staff are trained in spotting suspicious behaviour and remaining vigilant whilst overseas. Before the educational visit, pupils/students will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils/students are known at all times.

Staff will check the local news of the area they are visiting at the start of each day of the visit, to ensure their planned activities are safe to go ahead.

At the start of the visit, all pupils/students and staff will be provided with emergency contact details. This includes:

- the visit leader's contact details
- emergency numbers
- key phrases for the country they are visiting

Schools will determine how this is shared based on the age/stage of the pupils/students – Example in Appendix E.

When using external providers overseas, the school will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the school will make checks prior to agreeing to use the provider.

Evaluating educational visits and off-site activities

Following an educational visit, the educational visit coordinator will meet with any staff members present on the visit to assess the success in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future visits. The evaluation will be recorded on Evolve to complete the visit. (This does not include regular sporting fixtures).

Necessary Documentation for an Educational Visit

The following documents must be accessible to every member of staff on an educational visit:

- Risk Assessment – signed by all staff and volunteers.
- Educational visit emergency contact details.
- Staff contact details.
- Staff & pupils/students medical, allergies and dietary needs (all information will be stored appropriately).
- Consent forms.
- Incident form.

Staff personal information (Appendix C) including medical and next of kin details will be held by the school in line with GDPR.

Appendix A- One-off consent form for offsite & out of hours activities



ONE-OFF CONSENT FORM FOR OFF-SITE & OUT OF HOURS ACTIVITIES

Data Protection Act, 2018

The information that you supply on this form will be used by the School for safe guarding young people whilst they take part in activities. All information is regarded as confidential and any data collected via this form will be processed or disclosed only within the limits of data protection legislation.

The information provided will be kept until a new form has been completed. Any completed forms will be destroyed once your child has left the school, unless there is an accident or near miss on a visit. In this case the form will be kept until your child reaches the age of 25.

If your information changes at any time, please let us know. If you wish to withdraw your consent you can do so by contacting us. We consider all the questions to be necessary and failure to fully complete the form may result in your child not being permitted to attend a visit.

School/Group:

Full name of child:

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

- a) To take part in educational visits and other activities that take place off school premises; and
- b) To take part in out of hours activities on the school premises; and
- c) To be given first aid or urgent medical treatment during any educational visit or activity.

Please note the following important information before signing this form:

- The school will provide information about each educational visit or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular educational visit or activity.
- The school should seek your permission if any activity involves water-based activities, remote supervision or travelling in a private vehicle.

Additional specific consent WILL be requested for residential visits, activities of an adventurous nature such as swimming outside of a local authority pool, canoeing, abseiling, rock climbing etc and for overseas visits.

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

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.....

Appendix B- Specific consent form for off-site & out of hours activities



SPECIFIC CONSENT FORM FOR OFF-SITE & OUT OF HOURS ACTIVITIES

Sept 2018

Data Protection Act, 2018

The information that you supply on this form will be used by the School for safe guarding young people whilst they take part in activities. All information is regarded as confidential and any data collected via this form will be processed or disclosed only within the limits of data protection legislation.

The School will retain the information in this form in line with its retention procedure. If there is an accident or near miss on a visit, the form will be kept until your child reaches the age of 25.

If your information changes at any time before the visit, please let us know. If you wish to withdraw your consent you can do so by contacting us. We consider all the questions to be necessary and failure to fully complete the form may result in your child not being permitted to attend this visit.

School/Group:

Visit to:

Date and times:

I consent to:

(full name)

taking part in this visit and have read the **accompanying information**. I agree to him/her participating in the activities described. I acknowledge the need for him/her to behave responsibly throughout the visit and to follow any rules and instructions given. I also acknowledge that if I decide not to send my child on this visit after I have paid or if my child's behaviour results in his/her exclusion from the visit that I may not receive a refund. Outdoor, offsite and adventurous activities carry a degree of risk. It is essential that you, as parents, take responsibility for disclosing ALL medical and other information that might impact on your child's safety.

Medical information about your son/daughter:

Date of birth:

(dd/mm/yy)

Does your child suffer from any condition requiring regular treatment including asthma, epilepsy, diabetes etc?

Yes ☐

No ☐

If yes please give details:

If you have answered yes do you give your permission for the staff to administer the medication should this be necessary?

Yes ☐

No ☐

Has your child to the best of your knowledge been in contact with any infectious or contagious diseases or suffered from anything that may become infectious or contagious in the last three weeks, including sickness & diarrhoea?

Yes ☐

No ☐

If yes please give details:

Is your son/daughter allergic or sensitive to any medication? eg penicillin, aspirin, plasters etc

Yes ☐

No ☐

If yes please give details:

--

Has your son/daughter had any serious medical condition or injury, including broken bones or dislocations, in the last few years that we should know about?

Yes ☐

No ☐

If yes please give details:

Has your son/daughter been immunised against tetanus?	Yes ☐	No ☐	Date of last injection:

Please outline any dietary needs or food allergies:

--

Name of child's doctor:

--

Address:

--

Post code:

--

Tel no:

--

I will inform the Visit Leader/Head Teacher/Principal/Manager as soon as possible of any changes in the medical or other circumstances between now and the commencement of the visit.

1 Emergency Contact Details

I may be contacted by telephoning one of the following numbers:

Day:

--

Ev:

--

Mob:

--

Home Address:

--

2 Alternative Emergency Contact

Name

--

Relationship:

--

Tel: Day

--

Ev:

--

Mob:

--

Address:

--

Declaration

I **agree** to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic, as considered necessary by the medical authorities present.

I **agree** to my son/daughter receiving a blood transfusion if considered necessary by the medical authorities present.

I understand that I may ask to see a copy of the insurance cover provided in order that I might appreciate the extent and limitations of the policy.

Signed:

(Parent/Guardian)

Print Name:

Date:

NB: This form should only be signed by a parent or an individual who holds legal responsibility for the child concerned.

This form should be taken on the visit by the Visit Leader and a copy retained at base while the visit takes place. One set of these copies should ultimately be retained in the Evidence File.

(Where a visit includes water-based activities, parents should be consulted as to their child's swimming ability/level of water confidence. Where a visit includes periods of remote supervision or travel in a private vehicle, parents should be asked for their permission for this)

Appendix C- Staff next of kin / information sheet for educational visits and off-site activities

STAFF NEXT OF KIN / INFORMATION SHEET FOR EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES

Please enter the information below if you are accompanying a group out of school.

The Visit Leader/teacher in charge may require this in the event of a serious accident or emergency. Please ensure this goes to the person in charge of the visit.

Full Name:.....

Visit to:
.....

Date(s) from:..... to:

Existing medical condition requiring treatment:

Medication/treatment required on a daily basis:.....

Doctor/Hospital to be referred to if circumstances permit:

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

Allergy Information

Name of next of kin or persons to be contacted in an emergency:

.....

Relationship to you:

Address of next of kin/emergency contact:

.....
.....

Telephone number of next of kin/emergency contact:

Home

Mobile

Incident Report Form

MEDICAL TRACKER

Name of first aider

Location of incident

Time of incident

Date of incident

Injury description

How it happened?

About the injured person

Title

Forename

Last name

Address line 1

Address line 2

Address line 3

Town

Postcode

Phone number

- ☐ Male
☐ Female

Age

Kind of accident incident?

Work process involved?

Main factor involved in the

About the severity of the person's

injuries ☐ Person died as a result of their injury

☐ The person did not die, they sustain one of the listed injuries

☐ Injury prevented the person from carrying out their routine work for more than 7 days

Relation of injured person to school:

OFFICE USE ONLY:

RECORDED ON MEDICAL TRACKER:

☐ NAME: _____ DATE: _____

Appendix E- Emergency contact card



Emergency Contact Card

Name	Telephone	Mobile
Visit Leaders		
Other staff on visit number – ADD NAME		
ADD NAME		
School/Establishment		
Nominated base contact		
Head/Manager		
Employer (e.g. LA) - Office Hours contact		
Employer (e.g. LA) – Out of Hours contact		
Local accommodation /hotel (of residential)		
Travel company (if appropriate)		
Foreign Office Consular Assistance	+44 20 7008 5000	
Other		

Risk Assessment for Offsite Activity

Completion of Risk Assessments are mandatory. Risk Assessments must be amended to suit the purpose of the visit and must reflect the needs of the cohort. Risk Assessments must be included within the Evolve Approval Process (please see Local Authority Evolve Platforms regarding timeframes for completion and uploading of documents).

Risk Assessment and Management Record – Offsite Activities and Educational Visits			
School/Group: INSERT NAME INSERT ADDRESS INSERT PHONE NUMBER	Venue: INSERT NAME Address: INSERT ADDRESS Purpose: INSERT PURPOSE What3Words Location: INSERT Driver Contact Name/Number: INSERT NAME and NUMBER		Date: INSERT From: Insert departure time Return: Insert return to school time
Leader: Insert name Deputy Leader: Insert name	Other Staff: Insert name of all staff & volunteers	No of Boys: INSERT No of Girls: INSERT	Ratio: Insert ratio Age: Insert information about age group

Identifying Significant Hazards (Assessing the Risk)	Low Medium High	Control Measures (Reducing the Risk)	Persons Responsible
<u>Transport</u> Coach Road traffic accident Slips, trips and falls. Insert Name of Coach Company Insert Address Insert Tel Number Procedure for Evacuating Coach / Bus Evacuation of the bus/coach may be instigated by: 1. The instruction of the Driver, an authorised Company officer, a police officer, or any other person having reasonable cause and authority so to instruct. 2. If there is a risk to passengers whilst any repairs or adjustments are made to the bus/coach.	Medium	Coach driver/s must: Avoid driving for long periods and ensure that rests are taken when needed / Comply with school/service requirements regarding recording of use / Coach is roadworthy and have current MOT / driver/s have a current valid licence / Licence checked for endorsements at regular intervals / Ensure that luggage in vehicle is securely fastened / Care taken to park in a suitable place for boarding and disembarkation.	Driver/Company
		Coach owner has a recovery contract/procedures/back up plan in place in the event of a breakdown.	Driver/Company
	Medium	Close supervision and double head counts during any breaks in journey and getting in and out of vehicle.	Group leader/staff
	Medium	Staff to ensure that contact number for the coach driver is obtained before moving off from the vehicle into the venue.	Group leader/staff
	Low	Group leaders/drivers ensure that seat belts are used and checked.	Group leader/staff
	Low	Children advised as to behaviour expected, noise level, driver distractions.	Group leader/staff
	Low	Children briefed on the need for sturdy and comfortable footwear for walking.	

3. If there is a risk of fire or explosion. 4. If a suspicious package is found or believed to be on or attached to the bus/coach. 5. Post incident or accident.	Low	Staff / Children to take any travel sickness medication prior to travel, ensure medical bag and sick bags are available.	Group leader/staff
	Low	Evacuation will be by; 1. By the bus/coach door(s) if they are able to be opened, unobstructed and it is safe to do so. 2. If evacuation is not practicable by the door(s), thence by an available marked Emergency Exit. 3. Once out of the vehicle, assembly shall be at a safe location sufficient distance from the vehicle, this distance being dependent on the circumstances. 4. The adult in charge, or the teacher in charge will account for all the passengers, attend to their needs, and keep order. 5. The Driver will be the last person to leave the vehicle, and will oversee the safe assembly and accounting for the passengers. 6. The Driver will render such assistance as he is capable of, if requested. 7. The Driver must report all incidents involving evacuation to the management of his company, by medium of either two-way radio or mobile phone, followed up by a written report, to the Company's office, as soon as practicable.	Group leader/staff Driver / Group leader / School Staff
	Medium	Pre-visit completed to view and assess route to ensure no roadwork's present to cause concern for walkers.	Group leader/staff
	Low	Children briefed on the need for sturdy and comfortable footwear for walking.	Group leader/staff
Walking Coach drop off will be in Insert location (coaches and vehicles are not allowed close to insert Venue) and group will walk to venue. Crossing Roads / Car Parks	Low	Communication will be via mobile telephones during the walk if required. Children advised as to behaviour expected, noise level, and driver / public distractions.	Group leader/staff
	Medium	Take care whilst crossing across any roadways/pathways by finding a safe place / central refuges to cross.	Group leader/staff

<u>Site and Environment</u>			
Fire-	Low	Group Leaders/Adults and Children to be briefed on site safety arrangements. (Fire Exits / Procedures / Assembly Points) Group leader to obtain safety information on arrival and share with group	Group leader/staff
Weather- COLD/WET	Low	Indoor activities therefore weather would not affect activity.	
HOT	Low	Children and Adults to have access to Shade / Skin protection and Fresh Water at regular intervals if having any breaks outside.	Group leader/staff
Head Counts-	Low	Risks of losing Children- Regular double head counts are required at any stage. ie Before access/egress to coach / access / exit from venue / access / exit from toilets and eating area / at the end of the sessions / back at school.	Group leader/staff
Specific special needs-	Medium	Information gained from parents prior to visit using recommended consent.	Group leader/staff

First Aid- Toilet / Washroom Facilities- Natural Hazards- Incidents Bomb threats/terrorism alerts <i>(Plan received by concert organisers)</i>	Low	Staff (insert name) is First Aid trained	Group leader/staff
	Medium	Available at (Insert area) – public (other schools/general public) on site so children are to be supervised at all times when using the toilets. All children and adults are to ensure hand washing with hot soapy water is carried out prior to eating food.	Group leader/staff
	Medium	Awareness of surrounding area: listen to briefing to reduce risk of Slips, Trips and Falls.	Group leader/staff
	High/Medium	The police, fire brigade, security services and Insert venue staff will make the necessary guidelines / announcements in the event of an incident to ensure the safety of the children and the public. All staff to adhere to any announcements and follow instructions.	Police / Security services
	High/Medium	Group Leader and groups to proceed to areas of safety where instructed by the venue Staff and / or the authorities.	Group leader/staff
	High/Medium	Group leader/Deputy leader to communicate with school / duty senior leader to give as much information as possible.	Group leader/staff
	High/Medium	Senior leadership team and key staff to be available to support group if/when required in the event of an incident.	School staff
	High/Medium	Principal/Leadership Team to liaise with media and parents by telephone / messages via school eg Arbor / ParentPay / Facebook / Edulink.	Senior Leaders
	Low	Staff present with the group, are Qualified Teachers, Teaching assistants, and a volunteer all with experience in off site visits.	Group leader/staff

<u>Group:</u>	Medium/High	Details of group medical needs including Individual Healthcare Plans where appropriate: INSERT DETAILS OF MEDICAL NEEDS Eg.1 x child (XXXX) allergic to XXXX E.g. 4 x children (XXXX) mild asthma, all regulated by self administration inhalers	Group leader/staff
	Low/Medium	Checks are made with parents and staff for allergies prior to the visit. All staff and children to be highlighted by group leader prior to visit, all relevant information to be accessible to all accompanying staff to ensure during meal/snack times the needs of the groups to avoid allergic reactions either directly from food or through cross contamination are covered. INSERT DETAILS OF ALLERGIES	Group leader/staff
	Medium/High	Details of group SEND needs including Education Health and Care Plans where appropriate: INSERT DETAILS FOR SEND	Group leader/staff
	Medium	Group leader and staff to monitor children's behaviour at all times. Activities could be cancelled or individuals returned to base with a staff member. Ground rules established and enforced at all times	Group leader/staff
	Low	Staff present with the group are INSERT DETAILS INSERT INFORMATION ABOUT QUALIFIED TEACHERS, TRAINEE TEACHERS, TA'S SUPPORT STAFF AND VOLUNTEERS. INCLUDE INFORMATION ABOUT EXPERIENCE IN OFF SITE VISITS	Group leader/staff

Activities <i>Insert Activity</i> Free-time Learning Outside of The Classroom Quality Badge	Low	All these activities are covered under Venue specific risk assessments and have been confirmed to be specific, fit for purpose and up to date.	Venue Staff
	Low	Children and staff insert itinerary / activities	Group leader/staff
	Medium	Pupils/student will/ will not be allowed free time with boundaries and restrictions to certain areas explained and monitored fully by Venue and school staff. The venue has the LOtC Quality Badge <u>or</u> A Provide Statement has been completed by the venue	Group leader/staff Group leader/staff

Other Significant Hazards	Low	Control Measures	Persons Responsible
	Medium		
	High		

<u>Illness or injury</u>	Medium	Medical information received from parents is reviewed and taken on visit. Qualified first aider to accompany group. Leader aware of location of nearest hospital with Accident and Emergency Department Find your nearest A&E - NHS (www.nhs.uk) Sufficient adult to children ratio to allow Deputy Leader to accompany any young person to hospital. The nearest Accident and Emergency facility is based at: Insert nearest hospital with A&E department Insert full address and phone number of hospital. Tel: (999/112 for emergencies)	Group leader
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Alternative Plans (“Plan B”/” Plan C”) (Activities must be risk assessed and have parental consent)

In the event of bad weather, the sessions will still be operating.

In the event of the Group Leader being incapacitated or unavailable for activities, sessions will/can be postponed/alterd or shortened. In the event of this happening during the educational visit, then Deputy Leader/s will take charge or additional staff will be brought to the venue from the school.

Ongoing Risk Assessment

1. Apply control measures

2. Monitor how effective they are

3. Change, adapt, revise as required

2.1.1.1.1 Emergency Home Based Contacts and Procedures

Equipment: 2 x mobile phones, first-aider, first aid kit.

- Mobile telephones (minimum of 2) to be available due to location for signals,
- Secure rest of group / Treat any injured participant / If Emergency Services needed, call using mobile or send Deputy Leader/centre staff to call School Office / Deputy Leader to accompany any participant to hospital.
- Telephone nominated emergency home-based contact (who will liaise with parents and LA if necessary). Consider if activity should be abandoned or continue planned programme with other participants.

Review Comments

Completed by: INSERT
Visit Leader

Date: INSERT

I confirm that this risk assessment has been shared with all accompanying adults and, where possible and in an appropriate manner, with participants.

A Staff:

Signed:

Group Leader:

INSERT NAME

B Staff:

Deputy Leader:

INSERT NAME

C Staff:

Identifying Significant Hazards (Assessing the Risk)	Low Medium High	Control Measures (Reducing the Risk)		Persons Responsible
Low = Very unlikely/first aid injury or illness		Low = Unlikely/minor injury or illness		Medium = Likely/3 day injury or illness
High = Very likely/major injury or illness			High = Almost certain/fatality, disabling injury or illness	

Appendix G - Provider Statement



PROVIDER STATEMENT

Notes for the Visit Leader

- You should complete Part 1 and then send the form to the provider for completion.
- You should not send this form to a provider that holds a valid Learning Outside the Classroom Quality Badge, unless you require confirmation of the questions in Section A. Details of the badge and its holders can be found at lotcqualitybadge.org.uk.
- If you need advice on the interpretation of information given by the provider on this form, you should contact your establishment's Educational Visits Coordinator (EVC).

Notes for the Provider

- Thank you for completing this form. It is designed to help the Visit Leader confirm that you meet required standards.
- Please complete Part 2 and return it to the Visit Leader at the establishment named below.
- You can find out about the guidance that establishments and Visit Leaders should follow at oeapng.info – see especially document 4.4h “Using External Providers and Facilities”.

PART 1: To be completed by the Visit Leader

Name and address of establishment (school/service)	
Email	
Name of Visit Leader	
Name of provider	
Proposed date(s) of visit	

PART 2: To be completed by the provider

Please consider the following questions and respond with YES, NO or N/A, or give the specific information required. If you wish to provide additional information, please add * to your response, and give the information in the space provided at the foot of the form.

If you hold a valid Learning Outside the Classroom (LOtC) Quality Badge, you need complete only Section A and the Confirmation.

SECTION A		
To be completed for all types of visit		
1. Learning Outside the Classroom Quality Badge		
1.1	Do you hold a valid Learning Outside the Classroom Quality Badge?	
2. Data Protection		
	Do you comply with the Data Protection Act 2018 and GDPR?	
2.1	Do you have a privacy policy that explains how any personal data the establishment shares with you will be shared, used, stored, secured and eventually deleted or returned?	
2.2	Do you undertake to ensure that no images of participants are taken or used for marketing purposes, or published in any way, without the specific written consent of the establishment and of the participants (or their parents if the participants are under 18)?	
3. Waivers / Disclaimers		
3.1	Do you guarantee that the establishment, the participants or their parents will not be required to agree any waiver or disclaimer which seeks to limit your liability for death or personal injury resulting from your negligence?	

SECTION B		
To be completed for all types of visit		
4. Insurance		
4.1	Do you hold public liability insurance which will be current during the proposed visit and which covers all directly provided and sub-contracted activity?	
4.2	If Yes, what is its indemnity limit?	£ M
5. Health, Safety and Emergency Policies		
5.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments which are available for inspection?	
5.2	Do you have procedures for accidents & emergencies, and for reporting incidents and accidents?	
6. Vehicles		
6.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and regulations on passenger seats and seat restraints?	
7. Staffing		
7.1	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity?	
7.2	Are there regular opportunities for liaison between your staff and establishment staff?	
7.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?	

8. Accommodation		
8.1	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	
8.2	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available?	
8.3	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	
8.4	Are separate male and female sleeping accommodation and washing facilities provided?	
8.5	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	
9. Sub-contracting		
9.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	
9.2	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	

SECTION C

To be completed if the visit includes activities or field studies

10. Adventure Activities Licensing Authority (AALA) Licence to be completed if any activities are within the scope of the licensing regulations		
10.1	AALA Reference number Date of expiry	
10.2	Does the Licence held cover all planned activities, which are in the scope of AALA licensing?	
11. Activity Management to be completed about all activities		
11.1	Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties?	
11.2	Do you maintain a written code of practice for activities, which is consistent with any relevant National Governing Body (NGB) (or equivalent organisation) guidelines and, if overseas, the relevant regulations of the country concerned?	
11.3	Do you confirm staff competence by appropriate AALA-recognised qualifications for any adventure activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	
11.4	Where there is no NGB or equivalent organisation for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice?	
11.5	Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?	
11.6	Do you make clear your expectations of how responsibilities for the supervision and welfare of participants are shared between your staff and visiting staff?	
11.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?	

SECTION D**To be completed by Tour Operators****12. Tour Operators**

12.1	Do you comply with the Package Holidays and Package Tours Regulations 1992, the Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001 and the Package Travel and Linked Travel Arrangements Regulations 2018 including bonding to safeguard customers' monies?	
12.2	Details of bonding (ATOL, ABTA, etc.)	

SECTION E

To be completed if the visit includes an overseas expedition
as defined at oeapng.info/downloads/download-info/7q-overseas-expeditions

13. Overseas Expeditions

13.1	Do you comply with British Standard BS8848:2014?	
------	--	--

SECTION F – ACCREDITATION**14. Details of any accreditations held by the Provider**

--

PROVIDER CONFIRMATION

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might affect the safety and wellbeing of user groups.

Signed		Date	
Name		Position	
Name of Provider			
Address of Provider			
Telephone		Website	
Email			
Additional information			

Appendix H – Adventurous Activities requiring LA Approval

Climbing	Rock climbing Ice climbing Gorge Walking Ghyll scrambling Sea Level Traversing / Coasteering Abseiling
Trekking	Mountaineering Hill walking (open country) Fell Running Orienteering (open country) Cycling (open country)
Caving	Caving Potholing Mine Exploration
Watersports	Canoeing Kayaking Dragon Boating Wave Skiing Rafting Sailing Sail Boarding Wind Surfing Water Skiing Powered Safety / rescue Craft Snorkel / Aqua Lung Entering Open water inc swimming, paddling, pond dipping etc Swimming in private pools
Snowsports (inc artificial and dry slopes)	Skiing Snowboarding Tobogganing Tubing Ice Skating
Others	Camping inc Bivouacking (open country) Air Activities (excluding commercial flights) Shooting Archery Motor sports including Go-Karts & Quad Bikes Ropes Courses Paintballing Horse Riding / Pony Trekking Trampoline Parks - where there is an option to bounce/move from trampoline to trampoline.

‘Open country’ is normally defined as land above 300m, or more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate. Please contact the local authority if you think this may apply.

Appendix I – Educational Visits Overseas

Any Educational Visits overseas must be approved by the Primary or Secondary Director after consideration by the school leadership team. This approval must be secured before initiating any communication with pupils/students or families and before making any financial commitments.

The visit leader for any visit overseas must be either a member of the Senior Leadership Team or an experienced middle leader and must have completed the appropriate level of training as outlined in the policy. These visits must include a member of the SLT as part of the staffing team. Staff are required to read and consider Outdoor Education Advisers' Panel National Guidance (OEAP NG) as part of the planning process.

When planning the educational visit, staff must be aware of the specific demands and regulations involved in all aspects of travel this includes the legal frameworks governing package tours and travel arrangements.

By obtaining the necessary approvals, ensuring appropriately trained staff and carefully preparing for all logistical and legal aspects, educational visits overseas will be conducted safely and effectively, offering maximum benefit to all participants.

Key Considerations for Planning Educational Visits overseas

When planning and organising educational visits overseas independently—without using an external provider—Visit Leaders must be aware that, under the Package Travel and Linked Travel Arrangements Regulations 2018, they may be legally considered a package organiser. According to OEAP NG, this means there are clear responsibilities relating to the safety, financial security and contractual arrangements for all aspects of the visit.

To comply, staff should ensure that all contractual agreements with transport, accommodation and activity providers are clear, robust and that due diligence checks have been undertaken. Risk assessments should cover the suitability and safety of all elements, including travel, accommodation and activities. Evidence of these checks should be documented.

The regulations generally apply when any two of transport, accommodation or other significant services are combined and sold or offered at an inclusive price. Exemptions may apply for purely educational visits forming part of the curriculum, but leaders should always check current legal requirements and seek advice if in doubt.

When planning to organise transport during a visit it is important to be aware that different licence requirements may apply when driving overseas. In line with OEAP National Guidance, staff should thoroughly review all relevant regulations and guidance to ensure compliance and uphold the highest standards of safety for the group throughout the journey.

Using Tour Operators

Before engaging with a tour operator, Visit Leaders will take the following steps to ensure safety and compliance:

- Only use tour operators with a proven track record and positive reputation.
- Confirm that the tour operator holds a valid Air Travel Organiser's Licence (ATOL) from the Civil Aviation Authority if air travel is involved.
- If a travel agent is involved, determine whether they are acting as an agent for an ATOL holder. If so, ensure that the entire package is covered by the ATOL.
- If the ATOL does not cover the whole package, the organiser must provide evidence of alternative financial protection. This should guarantee refunds and the costs of returning participants home if the provider fails.

By carefully following these steps, Visit Leaders will better safeguard the group's financial security and welfare throughout the educational visit.

Air Travel

When organising air travel for a group, Visit Leaders must ensure comprehensive planning and align all arrangements with OEAP NG recommendations. Early consultation with the chosen airline or travel agent is essential to clarify any specific requirements related to group bookings, including the allocation of seats and the management of large parties. If any group members have additional needs or disabilities, leaders should liaise directly with the airline to confirm the availability of support services, such as wheelchair assistance or lifting equipment.

Visit Leaders should insist that the group remains together and avoid situations where the airline may attempt to split group members across different flights. All planning and decisions should prioritise the welfare and safeguarding of participants throughout the journey.

Accommodation and Safety

Prior to the educational visit Senior Leaders will conduct a thorough vetting of all pupils/students with consent to attend. Strict criteria for participation will be set and communicated with families. If serious behaviour events occur prior to the visit taking place, the pupil/student will not be authorised to attend, regardless of payment status. Individuals who are not enrolled with the school at the time of the educational visit will not be able to participate.

Pupil/student accommodation will not be in any location where no staff members are based. For example, if staying in accommodation with multiple rooms across various levels, there must be a staff member assigned to each floor or level. Sleeping and room arrangements must always be confirmed with the accommodation at the point of booking and prior to the visit taking place. Boys and girls will be accommodated separately, with no circumstances under which mixed sleeping arrangements are permitted. Separate areas or rooms must be allocated for each group and staff should ensure that pupils/students only access their designated areas. Mobile phones should be held by staff overnight. To further ensure safety, Visit Leaders will arrange an agreed rota for staff to be on duty during the night.

Under no circumstances will pupils/students be permitted to leave the accommodation without staff permission outside of planned activities.

After completing security checks, passports will be securely retained by the Visit Leader and returned upon conclusion of the Educational Visit.

These rules will be enforced throughout the educational visit.

Care Orders and Court Advice

If a pupil/student is under a care order, foster carers must obtain official consent for the proposed educational visit from the relevant Local Authority and keep a record of the approval received. If a pupil/student is subject to a care order, the Principal should, in line with OEAP NG, seek advice from the relevant court well in advance regarding any planned journeys or activities overseas. This ensures that all arrangements are in full compliance with legal requirements.

Appendix J- Visit Planning Form



Educational Visit to:
Year Group:
Theme:

OVERVIEW ** Please note that overseas residentials require 12 months' notice and needs to be agreed with the Primary director**

Date of visit			
Purpose for visit			
Subject focus for visit	☐ Geography	☐ History	☐ PSHE
	☐ Science	☐ Art/DT	☐ Music
	☐ Computing	☐ PE/Outdoor learning	☐ RE
	☐ English	☐ Maths	☐ STEM
Where does the visit fit into the theme	☐ Excite (Introductory visit) ☐ Consolidation of an explore already taught ☐ End of theme consolidation (Culmination of learning) ☐ Other curriculum focus		
Provider Statement received if not Quality Mark Provider Status (Check website for venue – look for these logos) 	☐ YES	☐ NO	☐ If not – take statement from to be completed
CURRICULUM INFORMATION			
Key essential skills covered by visit			
What is the main learning activity during the visit?			
Is any prerequisite teaching required? If so, what?			
What will pupils do on return to school? Will everyone do the same follow up activity or will there be different group tasks?			
Inclusion considerations: (Check with DSL for any relevant safeguarding issues)			

Appendix J- Visit Planning Form

STAFFING REQUIREMENTS			
Group Leader (Visit Leader Trained)			
Deputy Group Leader (Visit Leader Trained)			
Other staff required Include relevant ratios - Foundation: 1:5 - KS1: 1:6 - KS2: 1:10 or 1:15 (Cohort dependent)			
Name of Designated First Aider			
Has a pre-visit been done?	☐ YES	☐ NO	☐ N/A (On school site)
Cost implications:			
Include: Cost per pupil Cost per staff member Paid for by : Invoice, Credit Card Any Additional costs: - School contributions - Gift bags - Workshops			
TRANSPORT			
Transport required:	☐ YES	☐ NO	☐ N/A (On school site)
Type of transport required e.g. coach, minibus, taxi			
TIMINGS:			
Estimated School Departure Time			
Estimated Venue Departure Time			
Estimated Return to School Time			

Appendix J- Visit Planning Form

OFFICE USE ONLY

COMPLETED BY ADMIN		
Transport cost	£	per child
Total cost of visit	£	per child
Total cost per pupil	£	
Transport Name and Number		
Total Number of passengers:		
Transport Requisition	REQ Number:	
Venue Requisition (if invoiced)	REQ Number	
Pupils consent deadline	Date:	
Staff Information form received	Date:	
Evolve Deadline (minimum 3 weeks before trip)		
EVC Check date:		
Risk Assessment and Paperwork returned to office		
Evaluation Form completed (stored in school office)		
Date of form completion:		
Visit Approved	Principal signature:	

Letter sent to parents	
Visit entered on Arbor	
Add any new starters to coach booking (If necessary)	
Add any new starters to inventory (If necessary)	

LUNCHES ORDERED

Number of lunches to be ordered	
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