

Mission Statement

In Christ We Grow – As a learning community we live out our mission statement striving for excellence through caring, sharing and achieving.

This policy should be read in conjunction with all other appropriate policies, including:

- Inclusion
- Whole School Policy for Safeguarding & Child Protection
- Behaviour & Rewards Policy
- Attendance Policy
- Single Equality
- Charging and Remissions
- Control of Finances
- Health and Safety
- Teaching to Support Learning
- Debt Management
- Electronic Payments Policy

Documents available via EVOLVE to Assist the Planning of a Trip

Forms	Content Page (EVOLVE)
Form 1	Application Process for Approval of an Educational/Off Site Visit. (Type A and B visits)
Form 2	Visit Leader's checklist. (Type A and Type B visits)
Form 3	Sample Consent Form for Educational/Off Site Visits.
Form 3A	Medical information and Consent Type A visits.
Form 3B	Medical information and Consent Type B visits.
Form 3B	(Ex) Medical Information and Consent Exchange Visits.
Form 4	Post Activity, Educational/Off Site Visit, Report. (Type A and B visits)
Form 5	Risk Assessment for Educational/Off Site Visits. (Type A and B visits)
Form 5A	Risk Assessment for D of E Ventures
Form 6	Application as Approval as an Instructor
Form 7	Registration of Providers for Educational/Off Site Visits.
Form 8A	Staff/Volunteer Drivers' Declaration Form.

Form 8B	Parent/Carer Consent Form for Transporting child(ren).
Form 9	Base Contact Checklist and Response Sheet for incidents and emergency off-site situations. (Type A and B visits)
Form 10/Z	Visit Leader's Emergency Procedures Pocket Checklist (Type A and B visits)
Form YPS41	Application to use a YPS Vehicle

Duke of Edinburgh Expedition Module Form To be completed and attached when taking a D of E Expedition

Appendices Contents – EVOLVE

Appendix 1: Part 1	Service Offer for Educational Off Site Visits
Appendix 1: Part 2	SLA Educational Off Site Visits
Appendix 2	Safeguarding and Educational Off Site Visits
Appendix 3	Accident/Incident Reporting Procedures
Appendix 4	Background Checks for Volunteers and Adult Helpers
Appendix 5	Planning Transport for Educational/Off Site Visits
Appendix 6	Educational Visits Contacts
Appendix 7	Legal Implications and Insurance
Appendix 8	Exchange Visits
Appendix 9	Swimming
Appendix 10	Disability Discrimination
Appendix 11	Collaborative Cluster Visits

All appendices and guidance referred to in this policy are available on the EVOLVE website.

At Our Lady's, staff are encouraged to organise extra-curricular trips and activities to support the development of the whole-child. The safety and well-being of all participants is of paramount importance. This policy is designed to give guidance to any member of staff who wishes to organise and undertake an educational visit. When organising an activity you should seek additional guidance from the Educational Visits Co-ordinator(s) Mrs L Tipton and/or Mr R Downing. All aspects of this policy and the above guidance, located on the EVOLVE website, must be adhered to in full. **This document also identifies the school's requirements for the approval of trips and the protocol for the selection of participants.**

Trips and excursions fall into two main categories: Type A trips and Type B trips:

TYPE 'A' VISITS

Educational low risk off-site visits, up to one-day duration.

The following are examples of what are normally Type A visits: theatre visits, museum or local school visits for an event.

TYPE 'B' VISITS

Educational /Off Site Visits:

- Involving a planned activity on water, or in which the presence of water is identified as a hazard on the risk assessment*
- Field study visits and any visit with an adventurous element to it**
- To farms
- To theme parks
- Involving overnight stay or residential accommodation
- Outside the UK, including Foreign Exchange visits
- Trampoline parks and non-curriculum one off sessions

*If the visit involves swimming as a planned activity, please refer to Appendix 13 in the Lancashire County Council Policy and Guidance for Educational Visits.

**The term "adventurous" is subjective and all perceived adventurous trips must be approached, as outlined in the Lancashire County Council Policy and Guidance for Educational Visits.

Further clarification and advice should be sought if there is any doubt about the classification of an activity from the EVC or the LA.

Whatever the activity, visit, event or curriculum experience the same principles will always apply:

- Who is going? – people
- Where will it take place and with what? – context
- How will it be managed and organised? - organisation

TYPE A VISITS

Responsibility for the approval of Type A Educational Visits rests with the Governing Body. The Governing Body must establish clear arrangements for approval of visits and review those arrangements annually. Within these arrangements, authorisation to approve Type A visits has been delegated to the Headteacher or EVC.

TYPE B VISITS

It is the responsibility of the Governing Body to ensure that approval is obtained from the County Council for all Type B visits. In seeking approval for an Educational Visit, Form 1 (Application for Approval by the County Council) and Form 5 (Risk Assessment) must be submitted to the Educational Visits Team at least 4 weeks prior to the visit taking place. Form 1 must be checked by the EVC and should have Governing Body and Headteacher approval before submitting the completed Forms to the Authority. It is appreciated there may be exceptional circumstances in which approval is sought with shorter notice, but there can be no guarantee that approval will be given.

PLAN B: ALTERNATIVE PROGRAMMES (APPLIES TO TYPE A AND B VISITS)

An alternative programme must be planned in the event of unforeseen circumstances (e.g. inclement weather). This should be risk assessed alongside the main activity. If the alternative programme is a Type B visit, then all the necessary County Council approvals must be obtained. If the alternative is that the visit is cancelled and the party returns to base, then this should be stated.

PARENTAL/CARER CONSENT

It is a requirement that a signed parental consent/medical information form (Form 3A/3B) is obtained from the parents/carers of all young people participating in all Educational/Off Site Visits/adventurous activities. This necessitates the exclusion from such activities of pupils/young people for whom the school have not obtained, for whatever reason, the consent for the visit. In order that parental consent can be fully informed we will provide full information regarding all activities to be undertaken on the visit.

Staff responsible for supervision of the activity/visit should make themselves aware of the nearest accident and emergency hospital. The responsibility for implementing the emergency procedures is that of the Visit Leader.

SEEKING GOVERNORS' APPROVAL

In order to present a trip for approval to the governing body, an EV1 form must be completed. Part 1 must be presented to the EVC/Headteacher so that it can be processed for approval. **Type A visits must be presented at least 4 weeks in advance with**

final approval being given by the Headteacher. Type B visits must be submitted at least 1 term in advance for approval at a Governing body meeting.

ORGANISING THE ACTIVITY

- EV1 forms must be fully completed for authorization. No commitment to any supplier must be given before full approval is received. This includes, where applicable, the head-teacher, governing body and the LA.
- All EVC documentation, through Evolve must be completed fully, including post visit forms
- Staff must comply with the school's regulations on the financial management and control of trips. Further information is available within this document:
Form EV1 - pg19
Trip financial breakdown - pg21
Payment procedures and vat implications – pg22
Balancing trips on your return – pg23
- Time scales and deadlines must be adhered to at all times, otherwise authorization for the visit may be removed.

ESTABLISHING THE REQUIREMENTS FOR PARTICIPATION

The criteria for eligibility to attend a trip will be presented up front to students and parents, and is the responsibility of the Headteacher responsible for trips. In addition, the trip leader must highlight to parents any monetary support available for pupil premium students that has been agreed up front by the pupil premium co-ordinator.

- If the trip is undersubscribed from the original defined catchment, should you wish to open the trip to a wider audience, approval must be sought from the Headteacher and/or governors
- If the trip is oversubscribed, the selection process will be open and transparent and attended by a minimum of 4 staff which must include one member of the senior leadership team. This selection will take into account the representation of the percentage of pupil premium students within each year group. Once the selection process is complete parents will be notified by parent mail or phone call as to whether or not their child has secured a place.
- Once the selection process is complete, and ensuring that all protocols have been followed, students will be placed on the reserve list in the order that they are selected from the original process. The reserve list must be made available to parents and students.
- Students who have not adhered to the school's behaviour policy or other policies may not be eligible for trips. The Assistant Headteacher leading on whole school behaviour and trips will have responsibility for this. This will have been clear in the initial criteria.

SUPERVISION OF OFF-SITE VISITS

Responsibilities Applicable to Every Person Involved in Educational/Off Site Visits

NOTE:

- (i) Every person has a duty of care for the welfare and safety of all children/ young people taking part in the Educational/Off Site visit.**
- (ii) Every person has a duty to stop or curtail any activity when it is considered that unsafe practice has been observed.**
- (iii) Every adult accompanying the visit must have a role.**

All staff members should be aware of the expectations placed upon them and should appreciate the nature of their relationship to the pupils and other staff. They should fully understand and be comfortable with their role before undertaking the visit. All staff must:

- a) Conduct themselves in a manner compatible with their own safety and with the safety and well-being of the pupils/ children/young people.
- b) Inform the Visit Leader if they are unsure of their ability to perform any supervisory function requested of them.
- c) Recognise the limits of their responsibilities and act within these at all times.
- d) Report to the Visit Leader any concerns they may have concerning pupil behaviour or well-being during the visit.

Higher levels of responsibility will normally be assigned to teachers/young people's workers than to accompanying adults, and a higher standard of care is expected of them.

It must be noted that staff/volunteers who take their children with them on a school trip cannot be counted in the staffing to student ratio. They must be supernumerary and they take sole responsibility for their own children.

All staff/volunteers involved in school trips/excursions must be DBS checked at enhanced level.

Responsibilities of School Governing Bodies

As part of their responsibility for the general conduct of the school, the Governing Body has adopted this policy for the effective and safe management of Educational Visits.

The Chair of Governors monitors the school's procedures for trips/visits.

Charging and Remissions

For information about the charging for educational and off-site visits, please see the school's Charging and Remissions Policy available through our website

Responsibilities of the Headteacher/EVC

Headteachers are responsible for ensuring that all school activities are properly planned and appropriately supervised and that the Governing Body and the County Council's policy are implemented.

In respect of Educational/Off Site Visits, Headteachers, with the approval of the Governing Body, may delegate some or all of their tasks and functions to a senior member of the teaching staff, nominated as the Educational Visits Co-ordinator (EVC). Mrs L Tipton assumes responsibility as the active school's EVC. Mr R Downing, Business Manager, is also trained as EVC and can be consulted in Mrs Tipton's absence.

The Headteacher retains overall responsibility for the following:

- a) Ensuring that the planning of visits complies with the County Council's Policy and Guidelines on Educational/Off Site Visits and with the Governing Body's policy.
- b) Ensuring that the visit or activity specific risk assessments (EVOLVE Form 5) are undertaken and that the Visit Leader is involved in that process. It is particularly important that within the Risk Assessment the school identifies children with disabilities, special educational or medical needs. The Risk Assessment should confirm whether it is necessary to ask if the venue can meet these needs. If there is any swimming during the activity, this must be specifically addressed in the Risk Assessment (EVOLVE Appendix 9).
- c) Ensuring that the visits are planned in such a way as to provide adequate supervision at all times. In the case of a residential visit, this will mean that supervision is provided by the school 24 hours a day.
- d) Approving the appointment of visit leaders, deputy leader, assistant staff and voluntary helpers.
- e) Verifying the competence and suitability of the Visit Leader and assistant staff/volunteers, taking account of the planned arrangements for the visit and the number and nature of the pupils involved. The personal qualities of the individuals concerned are equally as important as any formal qualifications.
- f) Ensuring that appropriate DBS/vetting and barring requirements are fulfilled (EVOLVE Appendix 4).
- g) Ensuring that the EVC/Visit Leader is allowed sufficient time to organise the visit.
- h) Ensuring that transport arrangements are appropriate and that risk assessments also take account of traffic hazards where the visit involves crossing roads (EVOLVE Appendix 5).
- i) Organising and monitoring the training/induction of Visit Leaders and assistant staff/voluntary helpers as appropriate.
- j) Organising emergency planning for Educational/Off Site Visits and ensuring that Base Contact arrangements are made (EVOLVE Forms 9 and 10).

NB the Base Contact must not accompany the Educational/Off Site Visit

- k) Ensuring that a senior member of staff on the visit is nominated to co-ordinate any child protection duties (EVOLVE Appendix 2).

- l) Monitoring visits, including accident and near miss reporting, and reviewing school procedures (EVOLVE Section 6 & Form 4).
- m) Ensuring the Post Activity Form (EVOLVE Form 4) is completed and submitted to the County Council if necessary (EVOLVE Section 6).

Responsibilities of ALL Staff who lead or instruct their own groups in Adventurous Activities

Staff **must** be approved and registered by the County Council prior to leading or instructing their own groups in Adventurous Activities. Applicants are required to hold the relevant National Governing Body Award qualifications or have site-specific approval for those activities (assessed by the County Council's Technical Adviser). See the Instructor Pack for guidance. To apply for approval, staff must forward a completed Form 6 together with the relevant documents, to the Educational Visits Team.

Responsibilities of the Visit Leader

The Visit Leader must recognise that whilst leading the visit she/he is in effect representing the Headteacher. The Visit Leader must:

- a) Ensure the overall maintenance of good order and discipline during the visit.
- b) Ensure that adequate arrangements are planned and implemented for the safety and well-being of all participants, staff and pupils, whilst on the visit. In respect of residential visits, adequate supervision must be provided twenty four hours a day.
- c) Ensure that all members of staff and volunteers are fully briefed as to their roles and responsibilities.
- d) Ensure that group leaders are appointed with proper regard to their experience and competence to undertake the tasks assigned to them.
- e) Undertake the completion of the Risk Assessment (EVOLVE Form 5) with the assistance of the EVC, if necessary. Engaging pupils in the Risk Assessment process is part of it is particularly important that within the Risk Assessment the school identifies children with disabilities, special educational or medical needs. The Risk Assessment should confirm whether it is necessary to ask if the venue can meet these needs. If there is any swimming during the activity it must be specifically addressed in the Risk Assessment and will require the presence of a qualified lifesaver.
- f) Ensure that parents/carers are fully briefed about the arrangements for the visit.
- g) Complete the Post Activity Form (EVOLVE Form 4) and submit to the Headteacher/EVC. In the event of an incident/accident or near miss an HS1 form must be completed (EVOLVE Appendix 3).

The Visit Leader is also responsible for ensuring that participants conduct themselves with due respect for the environment and the local community. Visit Leaders should be familiar and act in accordance with all relevant regulations and guidance contained in this document. Visit Leaders must inform the Headteacher if at any point during the planning of the visit concerns arise which lead them to feel unsure of their competence to lead the visit safely.

The risk assessment process must be seen as 'on-going' and 'dynamic'. Professional judgements and decisions regarding safety will need to be made during the activity. If the control measures are not sufficient the activity must not proceed.

The Visit Leader must ensure that there is a clearly defined and agreed arrangement with the Base Contact to confirm the closure of the visit. These arrangements should clearly state what action must be taken by the Base Contact if the party has failed to return by the agreed time. The Visit Leader must clearly communicate any delays or incidents that may cause late arrivals to ease parental/carer concern.

Responsibilities of All Accompanying Adults

All adults, whether teachers or volunteers, have a duty of care towards the pupils in their charge. All adults must:

- a) Maintain good order and discipline.
- b) Ensure the safety and well-being of the pupils in their care.
- c) Inform the Visit Leader of any incident involving the pupils in their care, which has implications for pupils' health and safety, general welfare or the good order of the visit as a whole.
- d) Alcohol must not be consumed on residential visits unless the trip leader creates a rota which enables staff to take some 'free time'. In preparing such a rota, the trip leader must ensure there is adequate supervision of students and that all staff are aware of their responsibilities, including their next on duty times. In addition, it should be clear that 'staff on duty' may not consume alcohol during this time as they have a duty of care to students and may be required to make professional decisions. All staff on trips/visits must adhere to the Code of Professional Standards and as such they must ensure that any consumption of alcohol whilst 'off duty' does not compromise their professional standing. The trip leader takes overall responsibility for allowing staff to take 'off duty time' when it is safe to do so and any issues must be reported immediately to the EVC/Headteacher. Staff drinking alcohol must be part of every residential trip risk assessment.

Responsibilities of the Base Contact

The Base Contact should make arrangements to be accessible throughout the duration of the visit, with telephone numbers as identified on EVOLVE Form 1.

The Base Contact must have full copies of Forms 1, 3A/3B and 9 and the telephone numbers of two designated senior members of staff and for major emergencies, the County Council's emergency contact numbers (EVOLVE Appendix 6)

The Base Contact must not accompany the Educational/Off Site Visit.

The Base Contact must ensure that there is a clearly defined and agreed arrangement with the Visit Leader to confirm the closure of the visit. These arrangements should clearly state what action must be taken by the Base Contact if the party has failed to return by the agreed time.

Responsibilities of the County Council

The County Council has a duty under Health and Safety legislation to safeguard its employees in the course of their employment, and to ensure the safety of others who may be affected by the actions of its employees. This includes a responsibility for the safety and well-being of all staff and pupils participating in Educational/Off Site Visits. To ensure that these responsibilities are met, the County Council will:

- a) Maintain regulations and procedures governing Educational/Off Site Visits.
- b) Provide guidance for organisers of Educational/Off Site Visits.
- c) Monitor and keep under review this Policy and Guidelines.
- d) Monitor Type A and Type B Educational/Off Site Visits on a sample basis.
- e) Reserve the right to monitor the venues/Providers on a sample basis.
- f) Provide training opportunities for EVCs and other staff.

NOTE: Any member of the Directorate for Children and Young People's Monitoring and Support Team has the power to stop or curtail any activity where it is considered that unsafe practice has been observed.

RATIOS

The staffing required to run the visit safely needs to be identified through the Risk Assessment rather than by a simple numerical calculation of ratios. It is important to have a high enough ratio of adult supervisors to pupils/young people for any visit.

The factors to take into consideration include:

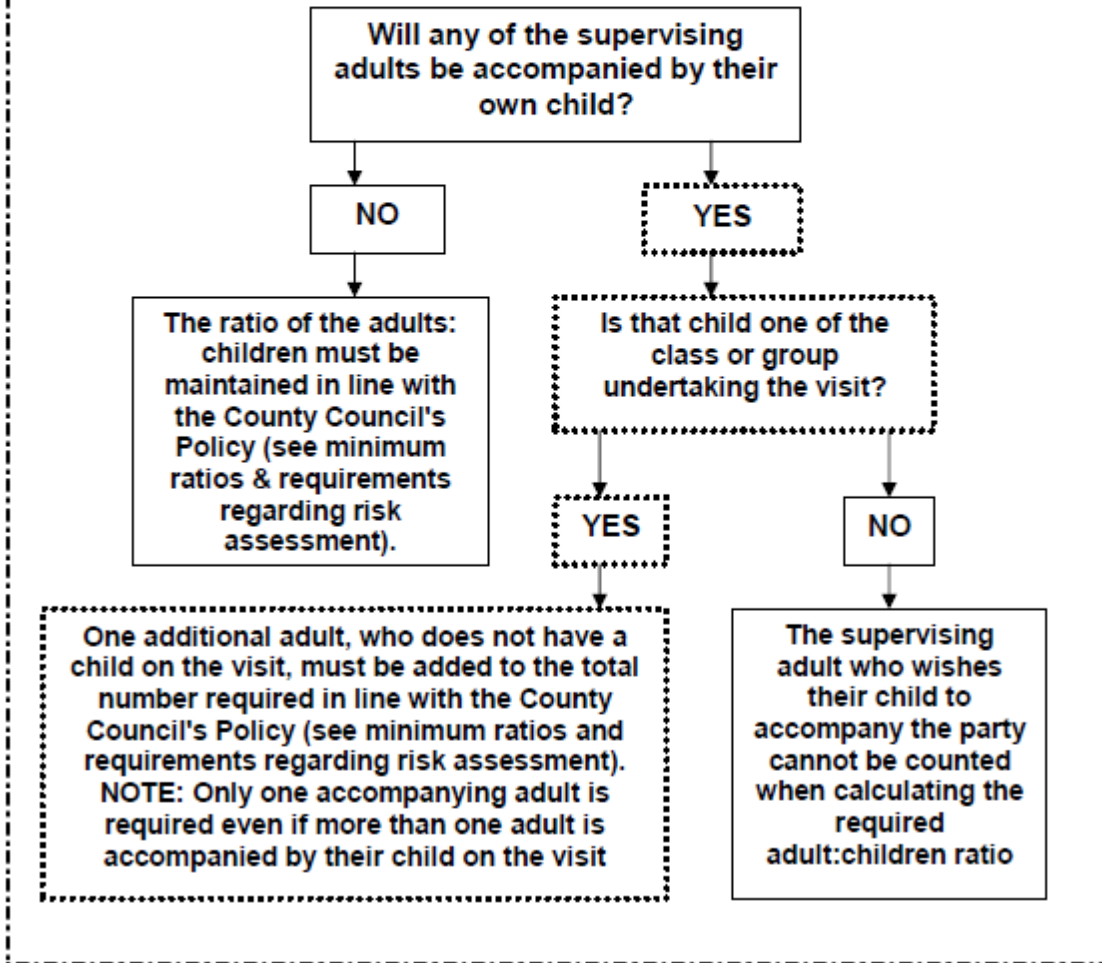
- gender, age and ability of group
- pupils/young people with disabilities, special educational or medical needs
- nature of activities
- experience of adults in off-site supervision

NOTE: if adults are less experienced in the activity, then more of them may be required to ensure adequate supervision.

- duration and nature of the journey
- type of any accommodation
- competence of staff, both general and on specific activities
- requirements of the organisation/location to be visited
- competence and behaviour of pupils/young people
- first aid cover

The following are regarded as the minimum ratios acceptable on any visit:

- 1 adult for every 6 pupils/young people in school years 1 to 3 (under 5s in reception/foundation classes should have a higher ratio);
- 1 adult for every 10 pupils/young people in school years 4 to 6;
- 1 adult for the first 10 pupils/young people and then one additional adult for every 20 pupils/young people or part thereof, for pupils/young people in school year 7 and above.



IMPORTANT NOTES:

- A minimum of two competent adults (one of whom must be a teacher/young people's worker) should accompany any visit/activity.
- If any adult accompanying the visit has their own child/ren in the party of pupils/young people, then one other adult must be added to the relevant minimum ratio. Furthermore, if it is intended that the adult should be the Visit Leader a suitably experienced assistant leader should be identified in the party who will be able to take over in the case of any emergency.
- For residentials and any visit abroad, it is strongly recommended that the ratio should not exceed 1:10. It is strongly recommended that for mixed groups there are adults from each sex. In circumstances where this is not possible, it should be explicit in the Risk Assessment as to how the issue will be addressed and parents/carers should be informed of the measures taken.
- Some non-residential visits with mixed groups may require an adult from each sex and the school will need to decide where this is appropriate and inform parents/carers accordingly.
- When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly.
- Ensure that DBS/vetting and barring requirements have been fulfilled.

Other Persons (including Children)

It is known that, in some cases, arrangements are made for a member of staff or a volunteer to take with them other persons, including child/ren, who would not otherwise be one of the group taking part in the visit/activity. This situation would usually arise where an adult brings along his or her own child/ren, and possibly a friend. Lancashire County Council does not consider this to be good practice and does not endorse it. All schools, services and educational establishments are strongly encouraged to arrange their visits and activities in such a way that this does not happen. It must be clearly understood that, if an adult does bring along another person or child/ren in this way, there are certain consequences, which must be acknowledged. The most significant of these are:

- if any member of staff is accompanied by their own child/ren that are not part of the class or group, they cannot be the Visit Leader.
- that person must be discounted for the purpose of calculating the adult/pupil ratio.
- an adult, who does not have a role on the visit, must be discounted for the purpose of calculating the adult/pupil ratio.
- the County Council's insurance arrangements will not provide cover of any sort in respect of additional persons or children. It is the responsibility of the adult concerned to arrange whatever insurance cover they consider appropriate.
- the County Council takes the view that responsibility for the health, safety and welfare of such additional persons or child/ren lies entirely with the adult who has brought them, and not with the other staff/volunteers, or with the school or County Council.

Unaccompanied Activities/Remote Supervision

In some cases, Visit Leaders may be responsible for a group of young people, although not physically accompanying them, for example, local village and town surveys, visits to theme parks, Duke of Edinburgh's Award expeditions and foreign Exchange Visits. The critical test as to whether remote supervision is a reasonable practice is based on providing sufficient and appropriate briefing for the participants whilst continually monitoring their readiness for an event, task or visit. Another way of looking at this is to ask the question, "Would a careful and prudent parent leave his or her children of this age and maturity unaccompanied in this situation?"

Suitable back up and supervision systems should be in place, while such activities are in progress. These supervision systems should be flexible enough to respond to changes with the situation or the group's actions. Supervisors may employ a range of supervision techniques e.g. telephone contact numbers, shadowing, regular checking, using fixed check points, or reverting to accompanying the group.

The authorising and supervision of participant-led activity may well require a higher level of competence and experience than would be acceptable for a group being accompanied by an instructor/leader.

FIRST AID

First aid which is appropriate to the activity being undertaken should be available and accessible at all times during Type A and Type B visits. The level of first aid cover and the number of qualified first aiders required will be identified by the Risk Assessment.

Type A visits will have at least one attending staff member with a valid level 2 Emergency First Aid at Work certificate, a suitably stocked first aid kit will be carried at all times. The exact number of first aid trained staff will be subject to the Risk Assessment findings and will depend upon other considerations (for example, the numbers in the group, the likely activities proposed, etc.).

Type B visits, will have at least one member of attending staff with a valid level 3 First Aid at Work certificate, a suitable first aid kit will be carried at all times. The exact number of first aid trained staff will be subject to the Risk Assessment findings and will depend upon other considerations (for example, the numbers in the group, the likely activities proposed, etc.).

On any kind of visit, all adults in the group should know the emergency arrangements and how to contact the emergency services (EVOLVE appendix 6 and Form 10).

If any member of staff regularly undertakes Educational/Off Site Visits, it is strongly recommended that they attend first aid training.

RESPONSIBILITIES WHEN MAKING USE OF STAFF, PARENTS/CARERS VEHICLES

In addition to any requirements set out in the publications listed in the Introduction to this Policy, the County Council requires the following:

Minibuses

- Any person driving a minibus must hold a Category D1 entitlement on their driving licence.

- All seats must be forward-facing and fitted with seat belts.
- Trailer use must comply with national licence requirements.

Bus/Coach Hire

- The operator must hold a PSV licence, appropriate to the type of vehicle and/or nature of the journey being undertaken.
- Every passenger must have their own seat. All coach seats must be fitted with seat belts.

Staff, Parents/Carers Vehicles

- Drivers must hold a current valid driving licence (EVOLVE Form 8A).
- It must be confirmed that there is proper insurance cover for the driver's use of the vehicle.
- Parents/carers must have consented to their child/ren being transported in this way (EVOLVE Form 8B).
- Vehicles must be fitted with seatbelts.
- Booster seats must be used as required by the law.

Further information, guidance and checklists on transport issues can be found in EVOLVE Appendix 5.

PROVIDERS OF ACTIVITIES

CENTRES AND PROVIDERS OF ACTIVITIES

If using an outdoor education centre or other providers with a current Adventurous Activities Licensing Authority (AALA) licence, staff with 'in-house' qualifications will generally be accepted to work with County Council groups.

Lancashire holds a list of registered centres and providers of activities. This includes all Lancashire Outdoor Education Centres. The list is on the website and all centres/providers are re-registered every two years. Activities at all registered centres/providers have been fully risk assessed by the centre. All centres/providers are required to have adequate Public Liability Insurance.

If a school/organisation proposes to undertake activities at a registered centre/provider, it will not be necessary to carry out a Risk Assessment in relation to the activities undertaken at the centre/provider subject to:

- centre staff being responsible for supervision of the activities,
- the activity being undertaken is part of a course registered by the centre/provider,
- the school/organisation complying fully with all terms, conditions and requirements as notified by the centre/provider in its booking and contract documentation, and with any directions given by centre staff.

For visits to registered centres/providers, the following forms will still need to be submitted to the County Council via the Educational Visits Team.

- a) Form 1 - Application for approval by the Authority.

b) Form 5 - Risk Assessment. Please ensure that the Risk Assessment covers the transport arrangements, non-centre-programmed activities, downtime and information on behaviour management.

NOTE: Schools/services should particularly identify children with disabilities, special educational or medical needs in the Risk Assessment. The Risk Assessment should confirm whether it is necessary to ask if the Centre can meet these needs.

N.B. The school/organisation retains the responsibility for:

- travel to and from the Centre (EVOLVE Appendix 5),
- the evening programme (unless it forms part of the package provided by the centre), ensuring appropriate staff competence and ratios, taking into account the activities and the needs of the group (for example, disabilities, special educational or medical needs),
- overnight supervision,
- supervision at mealtimes.

If a school/organisation proposes to use a centre or provider not on the registered list, Form 7 must be completed by the centre and submitted to the County Council. Centres and providers offering 'in scope' activities (AALA) must be licensed. For further information on what is 'in scope' or 'out of scope' please contact the Educational Visits Team. Type B 'in scope' activities are also shown in EVOLVE Appendix 1.

GENERAL POINTS

- Consideration should be given for a pre visit to be undertaken.
- It must be clearly established who has the responsibility at the point of transfer between centre staff and the visiting staff. It must be clearly established who has responsibility at each stage of the day. Any equipment or resources available for visiting staff must be used within established procedures.
- For residentials and any visit abroad, it is strongly recommended that for mixed groups there is an adult from each sex. In circumstances where this is not possible, it should be explicit in the Risk Assessment of how the issue will be addressed and parents/carers should be informed of the measures taken.
- Some non-residential visits with mixed groups may require an adult from each sex and the school will need to decide where this is appropriate and inform parents/carers accordingly.

APPROVAL OF COUNTY COUNCIL EMPLOYEES AS INSTRUCTORS FOR ADVENTUROUS ACTIVITIES

No staff may instruct in Adventurous Activities without first having been registered and approved by the County Council. Application for approval should be made on Form 6 in The Instructor Pack and returned, with the necessary documentation, to the Educational Visits Team.

EMERGENCY PROCEDURES

INTRODUCTION

Despite good planning and organisation there may be incidents, accidents and emergencies which will require an on the spot response by the Visit Leader /Instructor (Dynamic Risk Assessment). These cannot be comprehensively defined but range from temporarily lost children, minor injuries and food poisoning to injury that is more serious or fatal.

PREPARATION BEFORE AN ACTIVITY

A Base Contact must be identified and must not accompany the visit/activity. This could be a senior worker, Headteacher or the designated EVC within a school. The roles and responsibilities of the EVC and the Base Contact must not be underestimated.

Any registered third party provider/activity centre will have their own emergency procedures. All Visit Leaders should familiarise themselves with the Emergency Procedures of the centre/venue.

The Base Contact and the Visit/Leader must have:

- Form 9 (Base Contact), Form 10 (Visit Leader).
- Telephone numbers (both in and out of hours) of two designated senior members of staff.
- Names, addresses and telephone numbers of parents/carers of all of the pupils/young people involved in the visit.
- Names, addresses, telephone numbers, and the next of kin of all staff and adult group members, in case of personal accident.
- Copies of the parental/carer consent and medical information for every child/young person taking part in the visit/activity.
- Copies of the Risk Assessment, route plans, venues and alternative activities.
- The group's vehicle(s) registration numbers and passenger lists for each vehicle.
- For major emergencies the telephone number of the County Council's emergency contacts.

PLEASE NOTE: All the above information should be accessible to every adult accompanying the visit/activity and ideally, the deputy leader should have copies of all information in case of emergency

Visit Closed Procedure

A visit closed procedure is an important aspect of organising an Educational/Off Site visit.

The Visit Leader must ensure that there is a clearly defined and agreed arrangement with the Base Contact to confirm the closure of the visit. These arrangements should clearly state what action must be taken by the Base Contact if the party has failed to return or made contact by the agreed time. The Visit Leader must clearly communicate any delays or incidents that may cause late arrivals at destinations or return journeys to base to ease parental/carer concern.

PROCEDURE FOR REMOTELY SUPERVISED EXPEDITIONS/ACTIVITIES

Where a remotely supervised group fails to make contact or cannot be located, or makes a call for help in the event of an incident, the Visit Leader should establish the nature and extent of the emergency and summon the emergency services as appropriate.

The Visit Leader should then:

- Ensure the safety of any group members who have raised the alert.
- Advise other group staff of the incident and that the emergency procedures are in operation.
- Inform the 'Base Contact' (Form 9).
- If appropriate, proceed to the location of the incident to support the group.

NOTES REGARDING THE MEDIA

Visit Leaders or other group members should not discuss any matter relating to an incident, accident or emergency with the media until contact has been made with Base Contact and a member of the Corporate Communications Team (Appendix 6). Referral to the Corporate Communications Team should be undertaken as soon as possible. Under no circumstances should the name of any casualty be divulged to the media.

DUTIES OF THE BASE CONTACT AND DESIGNATED SENIOR

MEMBERS OF STAFF

Having been informed by the Visit Leader that an incident, accident or emergency has occurred and that the emergency procedures are in operation, the Base Contact should refer to Form 9 and then inform one of the two designated senior members of staff.

These senior members of staff should alert the Headteacher and for major incidents the County Council's Emergency Contacts (EVOLVE Appendix 6) giving details of the incident. The Headteacher or County Council Officers may identify further actions or help required e.g. media communication, alternative and additional telephone lines, emergency feeding, transport and further support from the County Council as identified.

In line with the school's own Critical Incident Plan the Headteacher or designated senior staff member should:

- arrange to contact the parents/carers of those involved.
- in the case of a serious incident, the parents/carers and next of kin of all group members should be contacted.
- act as a link between the group involved, the County Council and the parents/carers.

COUNTY COUNCIL EMERGENCY CONTACTS

In the event of a major incident, the contact telephone numbers for the designated County Council Emergency Officers (24 hours cover) are set out below:

Customer Access Services (office hours) – 0300 1236720

Emergency Duty Team (out of hours) – 0300 1236722

These contacts details are also provided on EVOLVE in: Contacts (Appendix 6); Base Contact Checklist (Form 9); and Emergency Procedures Checklist for Visit Leaders (Form 10).

POST ACTIVITY EDUCATIONAL/OFF SITE REPORT

(Applies to all Type A and Type B visits)

The Visit Leader is responsible for the completion of the Post Activity/Expedition Safety Report (Form 4), on return to base, as this should be part of the visit closure procedure. The completed Form should be returned to the Educational Visit Co-ordinator, who should take any appropriate action and deal with the form as shown in the chart below:

SUBMISSION AND FILING OF FORM 4

This is a vital part of the monitoring system to ensure continuing safe procedures and practice. Under the School Procedures, the Governing Body may wish to receive an evaluation report of all Educational/Off Site Visits.

NOTE: For all accidents, the County Council's standard accident reporting procedures MUST be followed (Appendix 3).

Occasionally there may be an incident or situation that could be classified as a "near miss" or "close call". There is good practice to be gained from discussing this with experienced colleagues enabling all parties to learn from the experience and inform actions should similar circumstances arise again.

Educational Visits Trips & Events Form – EV1

Visit organiser	
Visit Name	
Date of trip	
Participation Criteria	Please state the participation criteria clearly. Who is eligible?
Governors' Approval	Committee, date and time of governors approval
Suppliers involved (CT336)	Tickets, Transport etc...
Deadline payment date	If known
Times	Leave school: <input type="text"/> Return school: <input type="text"/>
Online payments name	What parents will see when they are paying for the visit.
Online payments availability	Please indicate the start and end dates for the trip to show in the online payments system. This could be two dates if the trip should be removed for deposit payment purposes.
Payment schedule	Are payments a one off cost or are they to be made in instalments. If so when and how much e.g. December 10 th £50 and then January 10 th £50. Not less than £15 each. Payment date should be more than 3 days before any break to allow administration and banking time.
Total cost of trip	This is the total cost that the school will pay suppliers. Is a VAT invoice available? If yes we may be able to offer the visit at a reduced rate.
Cost to each learner	To include tickets, activities, transport, accommodation, meals, contingency, insurance (add 16p per child / adult to cover insurance costs). This amount will appear in the online payment system.

Part funding (CT336)	Dept. cost centre:	Amount funded £
Staff attending	Initials	
Cover required (T1)	If yes please complete a separate trip cover request form T1	
Additional Information		
Learners offered place initially for deposit purposes	This can be year group, form group or a list of names.	
Learners confirmed on trip	Only the learners listed below should be eligible for online payments and all other learners should be removed. Do this as soon as this decision has been made.	

Trip Financial Breakdown

Event tickets	
Activities	
Transport	
Accommodation	
Meals	
Contingency	
Insurance	
Additional costs	
Total Cost	Total cost / places on trip = Cost per child

Payments to School

Learners should pass money directly to the attending member of admin staff at the cash office. Any other member of staff should not collect money. This will minimise the chance of discrepancies, losses and allow us to keep the Private Fund software up-to-date.

Payments to Suppliers

Payments to suppliers can be made using a CT336 form. Please attach your supplier invoice and cost centre report to the back of the sheet. Payments will not be made without this information because we cannot verify that the appropriate funds are available. Cost centre reports are available on request from Eileen Smith.

Accounting for VAT

We do not need to account for VAT if the following conditions are met:

- Items are purchased from the School Budget account and will remain the property of the school
- Item is an educational trip purchased from the school budget account

VAT must be accounted for if the following conditions are met:

- **Items are purchased from the Private Fund account**
- Items purchased from the School Budget account that will not remain the property of school e.g. sold on to learners

Balancing trip funds on your return

On return from your trip you must balance any monies taken with you. Please keep all receipts to enable you to do this. There may some purchases were receipts are unavailable such as purchases from a street vendor. These purchases should still be accounted for below.

Funds taken on trip	
A1 Cash sterling	
B1 Cash other denomination	
Funds returned from trip	
Cash sterling present	
Sterling receipts present	
Sterling spend receipts not present	
Total (should equal A1 above)	
Cash other denomination present	
Other receipts present	
Other spend receipts not present	
Total (should equal B1 above)	