

1. INTRODUCTION

This document is written to comply with Health and Safety at Work law. As an employer, the Lancashire County Council has a statutory responsibility for Health and Safety. Employees also have responsibilities. This document, and the accompanying Forms and Appendices sets out the Authority's safety policy for off-site Educational Visits and participation in adventurous outdoor activities, and the arrangements for the implementation of the Policy.

The revised Educational Visits Policy and Guidelines are applicable from Autumn Term 2005. It is a Controlled Document and will be reviewed in three years' time subject to legislative changes or other advice that may require an earlier review.

Educational Visits are planned discrete educational experiences designed to enrich and enhance the taught curriculum. This includes field study visits (see Appendix 16). For the purpose of this Policy, curriculum swimming, sports fixtures and area school events, are not Educational Visits. For guidance on these areas of the curriculum, please refer to the separate advice including:

- ◆ Lancashire County Council Guidelines for the Provision of Swimming,
- ◆ BAALPE Safe Practice in Physical Education and School Sport,
- ◆ BAALPE "Guidance on the Organisation on Inter School Fixtures and Area School Events".

ALL SCHOOLS AND SERVICES WHERE LANCASHIRE COUNTY COUNCIL IS THE EMPLOYER ARE DIRECTED TO IMPLEMENT THE ARRANGEMENTS IN THIS DOCUMENT, AND TO COMPLY WITH THE POLICY.

Lancashire County Council is the employer in the following:

- ❖ Community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units.
- ❖ Youth and Community Service Workers.
- ❖ Lancashire Outdoor Education

VOLUNTARY AIDED AND FOUNDATION SCHOOLS

The legal responsibilities of Governing Bodies for Voluntary Aided and Foundation Schools are set out in the DfES document "Health and Safety: Responsibilities and Powers". The Governing Body is the employer in a Voluntary Aided or Foundation school. Whilst these Governing Bodies may not be legally obliged to follow these procedures, the Authority considers that they represent best practice and strongly urges all such Governing Bodies to adopt and implement the procedures fully. **For those Voluntary Aided and Foundation schools that are covered by the Authority's insurance arrangements they are a mandatory requirement.** This approach has the support of the Diocesan/Church Authorities.

The Authority, via the Youth and Community Service, also has a responsibility for Health and Safety for those working on the Duke of Edinburgh's Award Scheme including the voluntary sector and designated approved activity instructors.

The Policy and Guidelines will be kept under review and updated as necessary. Please note that the most up to date information will be available on the website as detailed on the next page. The Policy, Appendices and Forms are available on the

open website but part of the internet site is password protected. The Educational Visits Co-ordinator (EVC) will be supplied with the password following EVC training. For any queries concerning the website and passwords, please contact the Educational Visits Team (See Appendix 8 for contact details).

The topic areas covered on the website include:

- a) Activities approved, but not yet run,
- b) Unapproved activities,
- c) Information about county approved instructors (see Appendix 10),
- d) Generic risk assessments,
- e) County approved activity centres,
- f) EVC Notice board (under development),
- g) Frequently asked questions (under development).

The web address is:

<https://lccsecure.lancashire.gov.uk/edintact>

The Authority will track the appointment and training of all EVCs. It is the responsibility of the school to ensure that the Authority is informed of any changes to the appointment of the EVC.

This Policy document must be read in conjunction with the current editions of the following documents which are **essential reading** for any school, service or educational establishment involved in the planning, organisation and supervision of Educational Visits and adventurous activities and to which various references are made:

- i. Health and Safety of Pupils on Educational Visits (HASPEV) together with the 3-Part Supplement to Health and Safety of Pupils on Educational Visits: DfES publications.
- ii. Lancashire School Safety Manual.
- iii. RIDDOR 95: A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995: HSE Books (L73).
- iv. Health & Safety: Responsibilities & Powers: DfES publications.
- v. Lancashire County Council's Health and Safety Policies

It is essential that every school, service and educational establishment must have regard to the above publications, and must comply with all relevant requirements contained in them.

All activities involving young people out of doors are associated with the possibility of misadventure. Safety for Educational Visits and for outdoor adventurous activities is critically dependent on the quality of leadership and although this Policy aims to minimise the potential for misadventure, it must be recognised that the elimination of risk cannot be totally guaranteed. Occasionally circumstances that could not have been foreseen by even the most experienced leader may be encountered. **For this reason it is important, for example, that a visit that has been run successfully many times does not engender complacency, and planning (See Appendix 1) should be undertaken in the same way as for a visit being run for the first time.**

2. APPROVAL AND REGULATION OF VISITS

The Authority in fulfilling its duties under Health and Safety law requires that schools, services and educational establishments that are required to comply with this document must obtain appropriate approval for Educational Visits. Schools, services and other educational establishments wishing to undertake Educational Visits must ensure that a member of staff has been allocated to the role of Educational Visits Co-ordinator (EVC) and that the person appointed is accredited and registered with the Authority and has attended the EVC training. For certain categories of visits ("Type B" visits), schools and services must seek and obtain approval from the Authority. In distinguishing which types of visit require the Authority's approval, the following categorisation has been adopted:

TYPE A

- 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 visits, visits to local school for an event. Some workplace visits which may involve hands on activities may be determined as Type B visits. Please contact the Educational Visits Team for advice (see Appendix 8).

TYPE B (See Appendix 1 for additional notes on 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*.
- Visits involving adventurous activities.
- Visits to farms and theme parks.
- Visits including overnight stay or residential accommodation.
- Visits outside the UK, including Foreign Exchange visits.

(* For clarification and examples, please refer to the website and the frequently asked questions section. If swimming is a planned activity, please refer to Appendix 17.)

The term "adventurous" is subjective and if an activity is not covered in these guidelines, it does not imply that it is non-adventurous. Further clarification and advice should be sought if there is any doubt about the classification of an activity. Initial contact should be made with the Educational Visits Team (See Appendix 8).

NOTE: On a sample basis, the Authority will monitor Type A and B visits in the interests of quality assurance.

TYPE A VISITS

Responsibility for approval of Educational Visits rests with the Headteacher and Governing Body. The Governing Body must establish clear arrangements for approval of visits. Within these arrangements, authorisation to approve visits may be delegated to the Headteacher or EVC (See Appendix 2 and Form 1A).

(N.B. See note 11.2, Page 7 of HASPEV Standards for LEAs in Overseeing Educational Visits and Part 1 of the 3-Part Supplement to Health and Safety of Pupils on Educational Visits).

Where authority to approve visits is delegated to the Headteacher or EVC this must be recorded in the minutes of the Governing Body. In making decisions about the suitability of a particular visit, advice may be obtained from the Educational Visits Team (See Appendix 8).

TYPE B VISITS

For those Voluntary Aided and Foundation schools that have opted to receive delegated funding for insurance, and have made their own insurance arrangements, responsibility for approval remains with the Governing Body. In every other situation, it is the responsibility of the Governing Body to ensure that approval is obtained from the Authority. In seeking approval for an Educational Visit, Forms 1B (Application for Approval by the Authority) and Form 5 (Risk Assessment) must be submitted to Educational Visits Team **at least 6 weeks prior to the visit taking place**. For all proposed visits outside the UK, the Authority requires **at least 6 months advance notification**. Form 1B 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 could be no guarantee that approval would be given. In this case, schools should contact the Educational Visits Team. (See Appendix 8).

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

An alternative programme must be planned in the event of unforeseen circumstances. This should be risk assessed alongside the main activity. If the alternative programme is a Type B visit, then all the necessary Authority approvals must be obtained. If the alternative is that the visit is cancelled and the party returns to base, then this should be stated. Please refer to the Educational Visits Team for any queries (See Appendix 8 for contact details).

PARENTAL/CARER CONSENT FOR ALL EDUCATIONAL VISITS

It is a requirement that a signed parental consent/medical information form (Form 3) is obtained from the parents/carers of all young people participating in all Educational 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 any necessary medical treatment. 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.

Youth and Community workers when working with detached young people must do everything reasonably practicable to obtain a signed consent/medical form from someone who, in the event of a real serious emergency or hospital admission, the young person would wish to be contacted. If not, then the young person's signature should be obtained, after a full explanation of the reasons why medical information and emergency contacts are needed.

PUBLIC LIABILITY INSURANCE

All venues should have adequate public liability insurance. For every visit the Authority would recommend that the minimum level of cover should normally be £5m, but for all adventurous activities the minimum level of cover **must** be £5m (see section 4). For certain smaller venues and types of activities, subject to a risk assessment, a lesser figure may be sufficient. For advice, please contact the Educational Visits Team (see Appendix 8).

3. SUPERVISION

3.1 DUTIES AND RESPONSIBILITIES

3.1.1 Responsibilities Applicable to all Staff Involved in Educational Visits

NOTE:

- (i) All staff have a duty of care for the welfare and safety of all children/young people taking part in the educational 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;
- (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.

Greater levels of responsibility will normally be assigned to teachers than to adult helpers, and a higher standard of care is expected of them.

3.1.2 Responsibilities of School Governing Bodies

As part of their responsibility for the general conduct of the school, the Governing Body must adopt a policy for the effective and safe management of Educational Visits. This policy should include:

- (a) The nomination of the Headteacher or senior member of the teaching staff to undertake the duties listed in Section 3.1.3;
- (b) The adoption of school procedures for the management of Educational Visits, consistent with the Authority's requirements;
- (c) A requirement that all Educational Visits have specific stated objectives which are appropriate for the participating pupils (see Appendix 1),
- (d) The identification of categories of visit which require the specific approval of the Governing Body and those which the Governing Body authorise the Headteacher to approve on their behalf.
- (e) The adoption of a charging and remissions policy (see Appendix 6);
- (f) The adoption of procedures for responding to an emergency, consistent with the Authority's requirements (see Section 6 and Appendix 3).

In addition, the Governing Body may wish to nominate a governor, preferably with relevant experience in this area, to assist the Headteacher or Educational Visit Co-ordinator in monitoring the school's procedures. In the case of youth clubs and other maintained educational establishments, the Authority discharges the

responsibilities assigned above to the Governing Body. (See Appendix 1) It is recommended that a Governing Body representative is invited to attend the parental/carers briefing meetings for Type B visits.

3.1.3 Responsibilities of the Headteacher or EVC

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

In respect of Educational Visits, Headteachers, with the approval of the Governing Body, may delegate some or all of their responsibilities to a senior member of the teaching staff, nominated as the "Educational Visits Co-ordinator" (EVC). This person should ideally have experience as a Visit Leader over a number of years, and experience participating in the range of different types of visit organised by the school. Where no one member of staff possesses this breadth of experience the Headteacher or nominated EVC should seek advice from other appropriately experienced members of staff or external advisers as required.

The appointment of an Educational Visits Co-ordinator is a requirement if undertaking any off-site visits. Where the EVC is not the Headteacher, the Headteacher retains overall responsibility.

For simplicity, "Headteacher" is used throughout this document to refer to the person taking the particular responsibilities listed below:

- (a) Ensure that the planning of visits complies with the Authority's Policy and Guidelines on Educational Visits and with the Governing Body's policy.
- (b) Ensure that the visit or activity specific risk assessments (Form 5 refers) are undertaken and that the Visit Leader is involved in that process. It is particularly important that within the Risk Assessment (Form 5) the school identifies children with special educational and medical needs. The Risk Assessment should confirm whether it is necessary to ask if the Centre can meet these needs. If there is any swimming during the activity, this must be addressed in the Risk Assessment (please refer to Appendix 17).
- (c) Ensure that the visits is planned in such a way as to provide adequate supervision at all times. In the case of a residential visit, this will mean that cover is provided 24/7.
- (d) Approve the appointment of Visit Leaders, deputy leader, assistant staff and voluntary helpers.
- (e) Verify 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 (see Section 3.2). The personal qualities of the individuals concerned are equally as important as any formal qualifications. For any queries regarding the competence of the Visit Leader, assistant staff/volunteers and ratios please contact the Educational Visits Team (See Appendix 8).
- (f) Ensure that appropriate CRB checks are undertaken (Appendix 4)
- (g) Ensure that the Visit Leader is allowed sufficient time to organise the visit properly.

- (h) Organise the transport (as appropriate) and ensure that risk assessments also take account of traffic hazards where the visit involves crossing roads (see Appendix 5 and Appendix 14).
- (i) Organise and monitor the training/induction of Visit Leaders and assistant staff/voluntary helpers as appropriate.
- (j) Organise emergency planning for Educational Visits and ensure that Base Contact arrangements are made (Forms 9 and 10 refer). **NB** the Base Contact must not be part of the Educational Visits/activity.
- (k) Ensure that a senior member of staff on the visit is nominated to co-ordinate any child protection duties. (See Appendix 2)
- (l) Monitor visits, including accident and near miss reporting, and review school procedures (See Section 7 of the Policy and Form 4).
- (m) Liaise with the Authority's Educational Visits Team, particularly on visits which require the Authority's approval (i.e. all Type B visits).

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

Staff **must** be registered and approved by the Authority, conforming to the minimum National Governing Body Award qualifications and levels itemised in Appendix 10, Criteria for Approval of Instructors. To register, staff must forward a completed Form 6 together with the relevant documents, to the Educational Visits Team (See Appendix 8). Further, reference should be made to Form 10 Visit Leader's Checklist; Appendix 9, Guidance Notes for Outdoor Activity Equipment and Appendix 11 Briefing Sheets for Instructors.

3.1.5 Responsibilities of the Visit Leader

The Visit Leader must recognise that whilst leading the visit s/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 24/7. (See Appendix 7);
- (c) Ensure that all members of staff 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 (Form 5) as necessary with the assistance of the EVC. It is particularly important that within the Risk Assessment (Form 5) the school identifies children with special educational and medical needs. The Risk Assessment should confirm whether it is necessary to ask if the Centre can meet these needs. If there is any swimming during the activity, this must be addressed in the Risk Assessment (please refer to Appendix 17).
- (f) Organise the parental/carer briefing and it is recommended that a Governing Body representative is invited to attend.

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'. In other words, professional judgements and decisions regarding safety will need to be made during the activity. If the control measures aren't sufficient the activity must not proceed.

The Visit Leader will have a clearly defined and agreed 'Visit Closed Policy' with the Base Contact, (additionally a 'Failed to Return Policy' is required for Duke of Edinburgh Award groups only). 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/carers concern.

3.1.6 Responsibilities of Nominated Group Leaders

Group leaders, whether teachers or adult helpers, have a common law duty of care towards the pupils in their charge. Group leaders must recognise their responsibilities in:

- (a) Maintaining good order and discipline;
- (b) Ensuring the safety and well-being of the pupils in their care (see Appendix 7);
- (c) Informing 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 (Refer to Section 7 and Form 4).

3.1.7 Responsibilities of the 'Base Contact'

The Base Contact should make arrangements to be accessible throughout the duration of the visit and be very clear on communication links with the Visit Leader. If mobile telephones are to be used, please ensure that there is good reception and where possible, give landline telephone numbers.

The Base Contact should have full copies of Forms 1, 3 & 9 and the telephone numbers of two designated senior members of staff and for major emergencies the Authority's emergency contact numbers (see Section 6.6 of the Policy and Appendix 8). **The Base Contact must not be part of the Educational Visit/activity.** The Base Contact should have a clearly defined and agreed 'Visit Closed Policy' with the Visit Leader. For Duke of Edinburgh Award groups, a 'Failed to Return Policy' is required.

3.1.8 Responsibilities of the Local Authority

The Local Authority 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 implies a responsibility for the safety and well-being of all staff and pupils participating in Educational Visits. To ensure that these responsibilities are met, the Authority will:

- (a) Maintain regulations and procedures governing Educational Visits;
- (b) Provide guidance for organisers of Educational Visits;
- (c) Monitor and keep under review this Policy and Guidelines;
- (d) Monitor Type A and B Educational Visits on a sample basis;

- (e) Reserve the right to visit the Centre/Providers in the interests of quality assurance and provision;
- (f) Provide training opportunities for visit organisers and activity leaders.

3.1.9 Responsibilities of the Technical Adviser

- (a) To ensure that systematic monitoring is undertaken from the database information.
- (b) To check on the effectiveness of administrative systems e.g. notification processes, parental/carer consent and medical information (Form 3B), emergency procedures and base contact(s).
- (c) To observe a sample of activities undertaken.
- (d) To encourage and motivate individuals and offer advice, to practitioners, participants and the policy makers, if appropriate. To promote standards of safety and good practice.

NOTE: The Technical Adviser has the authority and should accept the responsibility to stop or curtail any activity where it is considered that unsafe practice has been observed.

3.2 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 special educational or medical needs;
- ◆ Nature of activities;
- ◆ Experience of adults in off-site supervision (see also Appendix 4)
 - ❖ **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.

Staffing ratios for visits are difficult to prescribe as they will vary according to the activity, age, group, location and the efficient use of resources, as defined by the risk assessment (Form 5). For further advice, please contact the Educational Visits Team (see Appendix 8).

The following are regarded as the minimum ratio 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:

- i) A minimum of two competent adults (one of whom must be a teacher/youth worker) should accompany any visit/activity.
- ii) 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.
- iii) For residential and any visit abroad, it is strongly recommended that the ratio should not exceed 1:10. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly. The same consideration should be given to visits abroad.
- iv) For residential and any visit abroad, it is strongly recommended that for mixed groups there are teachers/workers 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 a teacher/worker from each sex and the school will need to decide where this is appropriate and inform parents/carers accordingly.

3.2.1 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 endorse this practice, and 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.
- ◆ The adult must be wholly discounted for the purpose of calculating any adult/pupil ratio.
- ◆ It is possible that none of the Authority's insurance arrangements will provide cover of any sort in respect of those additional persons or children. Accordingly, it is the responsibility of the adult concerned to arrange whatever insurance cover they consider appropriate.
- ◆ The Authority 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 Authority.

Will any of the supervising adults be accompanied by their own child?

NO The ratio of adults:children must be maintained in line with the Authority's Policy (see minimum ratios and requirements regarding risk assessment).

YES Is that child one of the class or group undertaking the visit?

YES One additional adult, who does not have a child on the visit, must be added to the total number required in line with the Authority's Policy (see minimum ratios and requirements regarding risk assessment).

Note: Only one additional adult is required even if more than one adult is accompanied by their child on the visit.

NO The supervising adult who wishes their child to accompany the party cannot be counted when calculating the required adults:children ratio.

3.2.2 Exceptions

(a) For short journeys between schools/youth clubs or similar institutions, for music festivals or similar supervised activities, or for school journeys completed within one school session, one teacher/worker (or other responsible adult approved by the Headteacher/Youth worker) should accompany each group of pupils/young people.

Where a vehicle is hired with a driver, the accompanying adult shall be in addition to the driver. In addition to the teacher/youth worker in charge, there should be adequate supervision to cope effectively with an emergency.

(b) When a visit is between the school and another educational establishment for the purpose of receiving education at the second establishment (e.g. integration visit from a special school) then a pupil can be accompanied by any member of staff approved by the Headteacher.

For clarity and advice, please contact Educational Visits Team (see Appendix 8).

3.3 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 (Form 5).

Generally speaking, for most Type A visits, it will be sufficient that the group leader has a good working knowledge of first aid and a suitably stocked first aid kit is carried. The appropriate first aid experience/qualifications 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.).

For all Type B visits, it is generally a requirement that the Authority (and, where appropriate, the National Governing Body) is satisfied that a suitably qualified first aider is present at all times when the pupils are off the school site. Please seek advice and dates of available courses from the Educational Visits Team (Appendix 8).

On any kind of visit, all adults in the group should know the emergency arrangements and how to contact the emergency services. (See Forms 9 and 10)

It is recommended good practice that schools/centres should keep records of First Aid Qualifications. There should be regular checks that these qualifications are current.

NOTE TO HEADTEACHERS

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

3.4 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:

3.4.1 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

3.4.2 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.

3.4.3 Staff, Parents/Carers Vehicles

- ◆ Drivers must hold a current valid driving licence. Please see Form 8(A).
- ◆ 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. Please see Form 8(B).
- ◆ Vehicles must be fitted with seatbelts.

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

4. ADVENTUROUS ACTIVITIES

4.1 APPROVAL OF INSTRUCTORS FOR ADVENTUROUS ACTIVITIES

All instructors in adventurous activities must be approved by the Authority before undertaking any work with children/young people. In order to ensure that children/young people are supervised safely when engaging in adventurous activities, the Authority has developed a system of approval for teachers and youth workers who wish to be instructors (see Appendix 10). Application to be a registered instructor should be made on Form 6 and returned, with the necessary documentation, to the Educational Visits Team (see Appendix 8).

4.2 PROVIDERS OF ADVENTUROUS 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 Local Authority groups.

Lancashire holds a list of approved outdoor education centres plus providers of adventurous activities. This list includes all Lancashire Outdoor Education centres. The list is on the website and all centres are checked every two years. Activities at all approved centres have been fully risk assessed. The centres are required to be AALA licenced and have public liability insurance of no less than £5m.

If a school/organisation proposes to undertake adventurous activities at one of these approved centres, **it will not be necessary** to carry out a risk assessment in relation to the adventurous activities undertaken at the centre; provided that:

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

For visits to approved centres, the following forms will need to be submitted to the Authority via the Educational Visits Team, (Please refer to Appendix 8):

- i) **Form 1B** -Application for approval by the Authority.
- ii) **Form 5** -Risk Assessment. Please ensure that the Risk Assessment covers the transport arrangements, non centre programmed activities and information on behaviour management.

NOTE: Schools/organisations should particularly identify children with special educational and 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 (see Appendix 5),
- ◆ the evening programme (unless it forms a part of the central package provided by the centre), which will include appropriate staffing ratios and taking into account the needs of the group (for example, special educational and medical needs),
- ◆ overnight supervision (unless it has been arranged for supervision to be provided by the centre),
- ◆ supervision at mealtimes.

For all the above aspects of a visit, it will still be necessary for a risk assessment (Form 5) to be carried out and for approval to be obtained from the Authority.

If a school/organisation proposes to use a centre or provider **not** on the approved list, where adventurous activities are involved, Form 7 must be completed by the centre and submitted to the Authority. All centres and other providers are required to have public liability insurance of no less than £5m. Centres and providers offering 'in scope' activities (AALA) must be licensed. For further information of what is 'in scope' or 'out of scope' please contact the Educational Visits Team (see Appendix 8). Type B 'in scope' activities are also shown in Appendix 1.

4.3 FREELANCE INSTRUCTORS

All freelance instructors must be registered by the Authority (please refer to Form 6). The Authority requires that the instructor needs to be operating under an AALA licence and holds public liability insurance to a minimum of £5m. Schools are advised to check the secure section of the website regarding updates to the status of an instructor. Alternatively, advice can be obtained from the Educational Visits Team (see Appendix 8)

4.4 GENERAL POINTS

- a) Consideration should be given for a pre visit to be undertaken particularly if the centre is not on the Authority's approved list.
- b) It must be clearly established who has the responsibility at the point of transfer from centre staff and the visiting staff. It must be clearly established who has responsibility at each stage of the day. Some centres may provide expert cover during the activities only, whilst other centres may also provide evening cover. The resources available for visiting staff to use must also be clearly established.
- c) For residential and any visit abroad, it is strongly recommended that for mixed groups there are teachers/workers 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 a teacher/worker from each sex and the school will need to decide where this is appropriate and inform parents/carers accordingly.
- d) When unclear about a centre that offers adventurous activities that fall 'out of scope' for AALA licensing purposes, please seek advice from the Educational Visits Team, (See Appendix 8).

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6. EMERGENCY PROCEDURES

6.1 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. These cannot be comprehensively defined but range from temporarily lost children, minor injuries and food poisoning to injury that is more serious or fatal.

6.2 PREPARATION BEFORE AN ACTIVITY

A contact should be identified at the base from which the activity/visit is initiated. This could be a senior worker, Headteacher or the designated EVC within a school. The vital roles of the EVC and the Base Contact must be fully appreciated by all concerned.

6.2.1 The Base Contact and the Visit/Deputy Leader should each have:

- a) Base Contact should hold a copy of Form 9 and Visit Leader should carry a copy of Form 10.
- b) Telephone numbers (both in and out of hours) of two designated senior members of staff.
- c) A full list of names, addresses and telephone numbers of parents/carers of all of the pupils/young people involved in the visit.
- d) A full list of names, addresses, telephone numbers, and the next of kin of all staff and adult group members, in case of personal accident.
- e) Copies of route plans, venues and alternative activities (See Form 1A or 1B).
- f) Possession of the group's vehicle(s) registration numbers and passenger lists for each vehicle.
- g) For all Type B visits copies of the parental/carer consent and medical information (Form 3B) for every child/young person taking part in the visit/activity.
- h) The telephone number of the Authority's emergency contacts (see section 6.6 and Appendix 8) (for major emergencies only).
- i) All the above information should be accessible to every adult accompanying the visit/activity.
- j) Ideally, as well as the Base Contact and the Visit Leader, the Deputy Leader should have copies of all information in case of emergency.

6.2.2 Visit Closed Policy

A 'visit closed policy' is an important aspect of organising an educational visit. It is an agreed contact procedure between the Visit Leader and the Base Contact.

The Visit Leader should inform the Base Contact as soon as practicable, that the visit is over and all pupils have been collected by parents/carers or are making their own way home from school/centre if safe to do so.

6.2.3 Failed to Return Policy (Duke of Edinburgh Expedition only)

A 'failed to return policy' is specific to the Duke of Edinburgh Award Scheme and is simply a process from the Visit Leader to the Base Contact, informing them that an expedition group has not been located or arrived at their intended destination. This

information does not warrant any action by the Base Contact until a further contact from the Visit Leader. All Duke of Edinburgh groups are trained in emergency procedures and carry sufficient equipment to cope with an unplanned emergency overnight camp.

The Base Contact and Visit Leader should set up a clear 'failed to return policy' for every Duke of Edinburgh Award visit.

6.2.4 Use of Centres

Any approved third party provider/activity centre will have their own emergency procedures. In every case, the Visit Leader should request a copy, read and compare them with the Authority's Policy and Guidelines. If the centre procedures are significantly different or appear deficient by comparison, before any booking is confirmed, the Visit Leader should agree with the centre management exactly what procedures will be followed. Centre staff and the visit leader should be made fully aware of what is agreed. **If there is any doubt about the adequacy of the arrangements, the visit should not take place.**

6.3 PROCEDURE IN THE EVENT OF AN INCIDENT, ACCIDENT OR EMERGENCY - THIS IS THE RESPONSIBILITY OF THE VISIT LEADER

- a) Form 10 should be taken on every visit.
- b) Follow the process on the checklist, as appropriate, in the circumstances.
- c) For ALL incidents, the Authority's Accident reporting procedure must be followed. (See Appendix 3)

6.3.1 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.

S/he should then:

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

6.4 NOTES REGARDING THE MEDIA

Visit Leaders or other group members should not discuss any matter relating to the incident with the media until contact has been made with a member of the Corporate Communications Team (refer to Appendix 8). 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.**

6.5 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 Authority's Emergency Contacts (see 6.6 below or Appendix 8) giving details of the incident (see section 6.3 above). The Headteacher or Local Authority Officers may identify further actions or help required e.g. media communication, alternative and additional telephone lines, emergency feeding, additional transport and possible involvement of Educational Psychology Service Critical Incident Support Team (CIST) Please refer to Appendix 12).

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. This person will also be responsible for acting as a link between the group involved, the Authority and the parents/carers.

6.6 LOCAL AUTHORITY EMERGENCY CONTACTS

In the event of a major incident the designated Local Authority Emergency Officer contact telephone numbers (24 hours cover) are set out below (they are also shown in Appendix 8 and Form 10):

	During Office Hours	Outside Office Hours
COST Group Manager	01772 531316	07887 830854
COST Team Leaders:		
Central Team	01772 531699	07771 663498
North (Lancaster, Wyre and Fylde)	01524 581204	07767 253947
South (Preston, South Ribble and West Lancashire)	01772 532718	07771 663501
East (Hyndburn, Ribble Valley, Burnley, Pendle and Rossendale)	01254 220520	07771 848643

NOTE: Although the Committee and Office Service Team (COST) Officers are based in central/area teams, any one of these mobile numbers can be used.

7. POST ACTIVITY/SAFETY REPORT (Applies to all Type A and Type B visits)

Occasionally there may be an incident or situation that could be classified as a “near miss” or “close call”. There is great benefit to be gained from discussing this with experienced colleagues enabling all parties to learn from the experience and preventing similar circumstances from arising again.

On return to base, the visit leader is responsible for completion of the Post Activity/Expedition Safety Report (Form 4). The completed Form should be returned to the Educational Visit Co-ordinator who, after any appropriate action, should forward Form 4 to the Educational Visits Team, (PO Box 61, County Hall, Preston, PR1 8RJ) **within 14 days** of the end of the activity, giving details of any incidents, accidents or near misses and including recommendations where appropriate. 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 Visits.

Form 4 (Post Activity/Expedition Safety Report) must be completed for all Educational Visits.

Type A visits - In respect of incidents, accidents or near misses, Form 4 must be returned to the Authority.

For ‘nil’ returns, Form 4 should be retained in school.

Type B visits - Form 4 must be forwarded to the Authority within 14 days of the end of the activity.

NOTE: For all accidents, the Authority’s standard accident reporting procedures MUST be followed. (See Appendix 3)