

Liskeard School And Community College

SAFETY ON EDUCATIONAL VISITS



Departmental/Faculty Handbook

Adapted version of Cornwall County Council
Safety on Educational Visits Document 2013
EVC – Collette Carlin SLT link – Roger Quaintance

Reader Information and Asset Registration

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2009/10	Addition	Jul 2010	Education Safeguarding Unit	DBS criteria relating to drivers from transport providers
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2017	Addition	May 2017	EVC	The Terrorist Threat on Visits
2017	Update	Sept 2017	EVC	Change of text incl LA to SMART
2018	Update	Feb 2018	EVC	Event List update
2018	Amendment	Oct 2018	County	Fire Control – Change of Contact No

GUIDE TO ORGANISING A SCHOOL TRIP

As soon as you decide on a trip, start to organise as follows.....

Reminder of minimum notice requirements
Day visit – 2 weeks **Residential – 3 months**
Adventure – 2 months **Foreign Visits – 6 months**

Pick up an EV pack from Collette's (CC) office
 Complete page 1 of the EV form
 Visit Leader to check diary is clear, get SLT (ideally GAP) or Governor approval and see member of staff responsible for input onto school diary – all to sign
 Get approval (in principle) from Collette Carlin (EVC) **before** any detailed planning or letters sent out to parents - CC to sign

Complete forms to request all staff absence and submit them – (forms available from CC's office or online)

Plan your visit/trip in detail, completing P2-4 of the EV form (help available from Collette). Make sure that you have booked transport, accommodation, speakers etc. and informed the Finance Office for payment options

Send a letter out to parents/carers with details of the trip and attach a parental consent form (in the pack)

If there are financial implications complete the Finance Sheet in pack

If trip spans lunch time, collect numbers of students who will be missing school lunch and if any FREE packed lunches are required. Send info to Kitchen.

Risk Assess the trip and the pupils. Assessments can be done online at www.eeclive.co.uk or by hand. See Appendix M for example N.B. RA for driving minibus and coach travel can be obtained from CC's office. For HELP – see Collette

Check your staffing ratio:
For day visits: 1 adult – 15 pupils **For residential & foreign visits: 1 adult – 10 pupils**
For adventure activities: See recommendations from relevant governing body or EVC
N.B. If your party is mixed, you **will** need male and female members of staff/adults
 TA's with statemented students **should not** be counted in the staffing ratio

Submit the completed EV form, Risk Assessments, Itinerary and any other relevant information (e.g. Finance Sheet, lists of pupils etc) to Collette (EVC).

Hold briefing meeting for pupils/parents if necessary

Ensure a copy of the EV form, register etc are left with reception along with your emergency contact details.

A copy of the EV form will be returned to you when final approval has been given

Report any incidents/near misses to either Collette or SLT (see also notes on P14)

SCHOOL VISITS AT LISKEARD SCHOOL & COMMUNITY COLLEGE

‘Students remember school trips for the rest of their lives’

One measure of the quality of education at Liskeard School is the range of visits offered to students during their time here. These visits will range from those supporting the curriculum, participating in teams, offering rewards for good work/behaviour, to trips which involve adventure and the exposure to new activities, which contain an element of risk. School trips help students to take responsibility for themselves, develop life skills and leadership qualities.

We believe that high quality trips and visits develop 10 key outcomes for the pupils.

1. Enjoyment

Young people enjoy participating in outdoor activities and adopt a positive attitude to challenge and adventure.

2. Confidence

Young people are gaining personal confidence and self-esteem through taking on challenges and achieving success.

3. Social Awareness

Young people are developing their self-awareness and social skills and their appreciation of the contributions and achievements of themselves and of others.

4. Environmental awareness

Young people are becoming alive to the natural environment and understand the importance of conservation and sustainable developments.

5. Activity skills

Young people are acquiring and developing a range of skills in outdoor activities, expeditions and exploration.

6. Personal qualities

Young people are demonstrating increased initiative, self-reliance, responsibility, perseverance and commitment.

7. Key skills

Young people are developing and extending their key skills of communication, problem solving, leadership and teamwork.

8. Health and fitness

Young people are learning to appreciate the benefits of physical fitness and the lifelong value of participation in healthy leisure activities.

9. Increased motivation and appetite for learning

Young people are displaying an increased motivation and appetite for learning that is contributing to raised levels of attainment in other aspects of their education.

10. Broadened horizons

Young people are broadening their horizons and becoming open to a wider range of employment opportunities and life chances.

Clearly as teachers/adults organising trips, we have a DUTY OF CARE to plan and execute safe trips. This will involve planning, the assessment of risks and an inevitable amount of paperwork, so that ALL trips fit in with the school schedule, have appropriate staffing and offer our students valuable experiences.

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School Visits Policy

This policy document sets out the purpose and priorities of all visits undertaken by the school, both during school hours and outside school hours, at home and abroad.

1. A school visit is one where teachers/visit leaders plus other staff and named adult helpers take responsibility for pupils at the school on a 'loco parentis' (plus) basis. There may be visits organised by members of staff, which do not easily fall into this definition (e.g. theatre visits where parents or others take responsibility for the pupils). It is important however that such trips, which use school time and 'name' to promote and organise visits and the school financial system to handle finances do follow the essentials of this policy and certainly the procedures which are relevant to them.
2. The school seeks to promote visits as a positive contribution to the school curriculum and to the academic and personal development of pupils. These benefits will be carefully weighed against the costs of visits in relation to the school's normal routines.
3. All visits will be agreed to in advance of the commencement of procedures for organising them. Visits abroad must be agreed by the Senior Leadership Team, by Governors and by the Local Authority. A minimum notice of 6 months is required for foreign visits, 3 months for residential and 2 months for adventure activities.
4. Visits must not be promoted before approval has been secured from the EVC responsible, who may seek further approval. As part of the process for gaining approval for a visit, staff should alert other colleagues to their intentions through the school Bulletin and in the school calendar.
5. Any proposed activity will be available to **all** pupils on the associated course and not just a selection.
6. Any proposed activity will be supported by a rationale and related where appropriate to the National Curriculum and/or Schemes of Learning.
7. There will be a system of priorities established which relates to the educational relevance and importance of particular visits. It will be necessary to allow certain activities (e.g. Language Exchanges) to approach pupils in advance of other to support this system of priorities. The following indicates a priority order
 - (a) visits which are an essential part of the curriculum
 - (b) pupil to pupil exchanges
 - (c) visits which support the taught curriculum;
 - (d) visits which help to promote team work and pupils' social development
 - (e) holiday visits
8. The school will seek to establish a range of visits, those directly supporting the curriculum, others which extend and enhance the curriculum. This range of visits must be as accessible as possible to the whole range of backgrounds from which pupils come so that these experiences are not out of the reach of pupils of modest financial resources. Subject to the school's and LA's charging policy the school will subsidise curriculum visits for pupils whose families are in receipt of income support or are otherwise in dire financial need.
9. The school will provide the climate to allow as many staff as possible the opportunity to arrange visits, this may require a formal process by which staff can approach the EVC/SLT to make proposals. Additionally, SLT must ensure that staff involvement in arranging visits contributes positively to their professional responsibilities and development.
10. There will be, within the set of procedures supporting this policy, a clear open system of financial management of visits which, will be acceptable to the auditors. This will include arrangements for staff costs (free places) and administration.
11. All visits will follow the procedures set out by the school in terms of safety. These procedures follow those set out in the LA Safety on Educational Visits Policy for the Management of Educational Visits 2013 and is available from the EVC. These include insurance arrangements. Leaders must form a professional judgement in terms of assessment for each visit and complete risk assessment forms.
12. There can be no commitment to provide supply cover for school visits, it may be possible to provide some but this will depend on funds being available.

13. Year 11 and 13 visits will not be permitted after the Easter holidays and before the end of public examinations. These pupils should be discouraged from taking part in visits during the Easter break.
14. The school will ensure that opportunities for relevant training will be made available to those staff taking part in school visits.

This policy is supported by a range of procedures designed to ensure the safe and efficient conduct of all visits.

Reviewed: Collette Carlin/Roger Quaintance - November 2018
(New County Handbook)

SECTION ONE

Introduction General

1.1 Understanding the risks in Educational Visits

All teachers and supervisors, whether in full or part time employment, who are responsible for looking after others have a duty of care in common-law. If the persons in their care are under the age of 18 they are said to be “in loco parentis” – and are expected to exercise the same degree of care as a reasonable, prudent and careful parent. **Because teachers are trained, professional people, courts have tended to expect them to exercise a higher standard of care than that which might be expected from an ordinary parent.** Whilst the principle of “in loco parentis” does not apply to students over 18, teachers are expected to exercise a similar duty of care. This duty of care extends to all who assist the school in a voluntary capacity.

All activities that take place off the school premises are included in this guidance; the nature of the activity itself does not necessarily imply that there is a greater, or lesser degree of safety for the participants. The so-called hazardous activities (such as climbing, skiing, canoeing) have a good safety record – because they are carefully regulated and under the control of trained and experienced people exercising close supervision. **Accidents are more likely to result from situations involving road traffic, activities near water, or a general lack of supervision in everyday situations.**

Activities that take place on a routine or regular basis are just as likely to result in an accident as occasional or “one-off” activities. Repetition of activities, whilst usually leading to improved organisation, can result in a false sense of security, complacency and a lack of vigilance. The same high levels of supervision and vigilance are necessary in all activities regardless of their nature, frequency or duration. Once the responsibilities of being “in loco parentis” have been assumed they cannot be set aside until the children have been returned to the care of their parents or guardians.

The cornerstone of the County Policy is The Good Practice Guide ‘Health and Safety of Pupils on Educational Visits’ (HASPEV) and supplements. These are readily available on the following website, <http://www.teachernet.gov.uk>, published by the DfES (copies are also available from the EVC). It should be read carefully in conjunction with County and School Policies, which complement it.

1.1 Terminology Used

Visit	Any venture taking place outside the physical bounds of the establishment, and including the entire period between departing and returning to that establishment.
Activity	Any specific element of the planned programme for a visit.
Visit Leader	A teacher/leader approved by the EVC/SLT to plan and have overriding responsibility for the safety, the activities and the procedures involved in the visit.
EVC	Educational Visits Co-ordinator. This person has delegated authority from the Head Teacher, they will be involved in the planning and management of educational visits and disseminating good practice amongst colleagues (see section 2).
Staff	All adults with a supervisory responsibility for pupils on a visit.
Teacher	A teacher employed by the school or Local Authority.
Adult	A supervising school staff member or an adult volunteer.

Home Contact	A member of the Senior Management Team of the school (or delegate) who will be available in the locality of the school to assist with any emergencies and who will hold all the emergency contact information.
Instructor	A person with technical skills and qualifications contracted to instruct hazardous activities.
Approved	A person who holds a national governing body qualification to conduct a hazardous activity and/or who has been approved on behalf of the Local Authority (LA) to lead specific hazardous activities.
Risk Assessment	A formal process of assessing the potential of an activity, procedure or location which may cause harm to an identified person or group.
Risk Management	The identification of a procedure or course of action to minimise a potential risk to an acceptable level.

The LA must provide health and safety guidance to schools. It must ensure that staff are trained in their health and safety responsibilities as employees and that those who are delegated health and safety tasks (such as risk assessment) are competent to carry them out. If an LA/School risk assessment shows that training is needed, the LA/School must make sure this takes place. In this respect, see the EVC if you require any INSET.

Employees have responsibilities too. The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, apply to them as well.

Employees must:

- Take responsible care of their own and others' health and safety.
- Co-operate with their employers.
- Carry out activities in accordance with training and instructions.
- Inform the employer of any serious risks.

SECTION TWO

LA Contact details for advice and support:

Advice on	Contact Person	Contact Details
Planning and Organisation Assessing/managing risk Adventure Activities Foreign Visits County Policy	Head of Cornwall Outdoors Andy Barclay Chy Trevail, South 2, Beacon Technology Park, Dunmere Road, Bodmin, Cornwall, PL31 2FR Tel: 07968892855/01872 326360 abarclay@cornwall.gov.uk	<u>2nd Contact:</u> Paul Parkinson, Cornwall Outdoors 07973241824 Carnyorth Outdoor Education Centre, Carnyorth, St Just, Penzance, TR19 7QE. pparkinson1@cornwall.gov.uk
School Journey Insurance	SMART Joanne Lumbard (CFO)	01579 342344 ext 163
Legal Advice	Helpline	01872 322950
Passenger Transport	David Edwards Passenger Transport	01872 323562 dedwards@cornwall.gov.uk
Health & Safety	H&S General Office	01872 323138 health&safety@cornwall.gov.uk

2.1 Role of the Educational Visits Co-ordinator

Each school should designate a member of staff as the Educational Visit Co-ordinator (EVC). This need not be a new post, but recognition of existing expertise or key role for a senior manager.

The EVC will advise in the planning and management of educational visits including adventure activities led by school staff. The EVC will support group leaders, the Headteacher and school Governors by ensuring that the LA's guidelines for leading educational visits are followed.

This person should:

- Have experience in leading and managing a range of educational visits, in particular, those which are common to the school.
- Be of sufficient status to be able to influence change in colleagues. This may be the Headteacher, but if not, must have delegated authority and/or the active support of the senior management team.

The EVC may be delegated many of the tasks assigned to the Headteacher. The principle day-to-day tasks may require an EVC to:

- Liaise with the LA to remain current and informed on good practice.
- Support the Head and Governors in their decision-making.
- Be able to confirm that the leadership of the visit is appropriate and to check staff qualifications, this is to include accompanying staff and volunteers.
- Help organise the induction and training of staff and volunteers new to the venture.
- Make sure that Disclosure and Barring Service (DBS) checks are in place as necessary.
- Produce an annual plan of educational visits with an agreed rationale for the 'when and how' as well as the implications for the curriculum and management of the school diary.
- Be involved in educational visit management in order to ensure that the LA and school's policy and guidance are followed.
- Work with leaders to ensure that the aims of the educational visits are achievable and in line with those of the school.
- Ensure teachers are made aware of and understand the LA's emergency procedures.

- Ensure the school has emergency procedures in place in case of a major incident on a school visit, including a terrorist attack (appendix R). These should be discussed and reviewed by staff and Governors.
- Confirm that consideration has been given to the group concerned and the location (check Visit Leader's group/site risk assessments).
- Ensure that the school has emergency procedures in place and knows how to liaise with the LA should an emergency occur.
- Keep records of individual visits including reports of accidents and 'near misses'.
- Learn from previous experience, recording successful practice and contacts, and be able to use them and move on, in particular where staff personnel change.
- Monitor and review current practice. Be able to both report on successes and set targets for improvement. Be ready to intervene where practice is incorrect or unsatisfactory.

2.2 Role of the Visit Leader

Group leaders are responsible for the safe planning and execution of visits and should:

- Follow LA and school guidelines/policies.
- Define clearly the educational objectives of the visit.
- Appoint a deputy leader who can take over at any time.
- Make a comprehensive risk assessment and management plan and submit it to the EVC for approval.
- Clearly define the roles and responsibilities of all adult helpers.
- Have qualifications (where appropriate), experience and training to manage the group and lead the staff team.
- Be aware of child protection issues.
- Ensure the ratio of adults to pupils is appropriate for the needs of the group.
- Ensure adequate first aid provision is available.
- Ensure all adults have information of any special or medical needs amongst pupils.
- Establish emergency procedures of all elements of the visit.
- Ensure all adults have details of the home contact and of emergency procedures.
- Be conversant with good practice in planned activities he/she will not be instructing.
- Prepare and brief the group and parents of the pupils.
- Assess the members of the group for their suitability.
- Have regard for health and safety of the group at all times.
- Consider stopping the visit or activity if the risk to the health and safety of party members becomes unacceptable.

Staff should be particularly careful when supervising pupils in extended curricular activity. Typically, a less formal approach is adopted. The standard of behaviour expected of staff however, will be no different from the behaviour expected in school.

SECTION THREE

PLANNING

The term 'educational visit' encompasses a very wide range of activities, varying enormously in their duration and complexity. County Policy takes account of that diversity by stipulating quite different levels of planning for each type of visit. Activities are divided into four groups.

3.1 Categories of Visits

3.1.1 Group 1

Day visits in local school area, e.g. church, village, local survey, theatre (less than a 50-mile radius).

- Timetabled visits, e.g. swimming and games.
- Visits to local schools for combined work and sports.
- Taking a school team to an away fixture.
- Field trips to local cities within the school day.

1. The policy should make clear the processes by which parents will be informed that their children are engaging in these activities. For this type of activity please complete the relevant sections of the Education Visit (EV) form and ensure that appropriate risk assessments are completed prior to the visit. It is recommended that parents are asked for their prior agreement 'in principle', to pupils being out of school for this type of activity, and that parents are notified in advance of all non-routine occasions when pupils will be out of school e.g. via sporting fixture lists or via standard letters.

3.1.2 Group 2

Day visits in excess of a 50-mile radius

Examples are visits to theatres, concerts, universities.

- Trips to a theme park.
- University visit.

These visits are typically more distant from the school locale than Group 1 activities and may be distinguished from Group 1 by the added difficulty an emergency would present over and above that of a local visit.

Examples might be:

- Where there is a breakdown with transport, parents cannot easily be called upon to assist in collecting their children.
- Where the distance means that the length of the day is extended and using a minibus requires two drivers.
- Where a pupil is hospitalised and the teacher is required to stay for an extended time with the pupil, thus necessitating significant changes to plans.

For this type of activity, the **EV form will need to be completed and parental agreement specifically obtained. The EV form will be retained by the school.**

3.1.3 Group 3

All visits/journeys involving potentially hazardous/adventure activities

These visits could take the form of:

- A one-off experience, e.g. within Challenge Week.
- A series of visits, e.g. a canoeing course within GCSE PE.
- Part of the programme in a residential experience (see below).

EV forms and Parental Consent Forms must be completed. The LA Co-ordinator for Safety on Educational Visits must be notified of all such visits, preferably at the planning stage and at the very least two months in advance (if a day visit) to give the LA sufficient time to perform its duty of care.

3.1.4 Group 4

Residential visits within and outside the UK

EV Form and Parental Consent Forms must be completed. The LA Co-ordinator for Safety on Educational Visits must be notified of all such visits at the planning stage, **at least 6 months in advance if the visit is abroad, and at least 3 months if within the UK**, to give the LA sufficient time to perform its duty of care. Where the foreign visit involves expedition work in remote parts of the world, the minimum notice period is 12 months.

3.1.5 Approval Arrangement

A checklist can be found at Appendix F to assist EVC's and Visit Leaders with the various stages of planning and approval. EVC/SLT are responsible for ensuring that visits conform with the requirements of County Policy. EVC/SLT?Head should ensure that Governors are informed in advance of all residential visits being planned (via the EVC).

A copy of EV Form 'Proposal for Educational Visit' will be found at Appendix A. This Form is to be completed for all proposed educational visits in Groups 1, 2, 3 and 4 and retained within the school. The completed EV form must be held in the establishment in a secure place known to all staff who might be required to consult it in an emergency. **It should be retained for at least 12 months after the end of the activity.** This is to enable the Authority to monitor standards and procedures in the use of EV forms, as a part of its duty of supervision.

All proposed educational visits in Groups 2, 3 and 4 must be entered onto the County system along with the itinerary and risk assessments. Once approved by County staff, the EVC will be notified.

3.2 A PLANNING PATHWAY

In order to check the viability of any specific visit the following questions have been prepared. Please start at Question 1 and proceed according to your answer to the next appropriate question, or research a particular section of the document.

	YES	NO
1. Has the LA/School framework for the planning and conduct of educational visits been followed? All establishments must have a system whereby the planning for educational visits is brought together.		
2. Will the visit involve residential experience, adventure activity or travel outside the United Kingdom? Day visits over 50 miles, residential visits, visits abroad and adventure		

activities all require the approval of Cornwall Outdoors.		
<p>3. Has a pre-visit to the proposed destination been undertaken?</p> <p>Whenever practical, educational visits should be preceded by an exploratory visit by the Leader or another designated adult. This is designed to evaluate the suitability and potential of the venue for meeting the objectives of the visit for your group, and to assess the existence of potential dangers or areas of risk. It is important to re-assess venues regularly that have been used on previous occasions.</p>		
<p>4. Is the proposed venue appropriate to the age and capability of the young people undertaking the visit?</p> <p>Even essentially safe activities can become potentially dangerous in certain environments. In Cornwall, special attention should be given to moorland, military areas, the coastal zone (cliff top, beach and sea) and estuaries, farms, quarries and former mining areas.</p>		
<p>5. Will the content of the visit be limited to low risk (Category A) activities?</p>		
<p>6. Will the visit include any higher risk (Category B and C) activities?</p> <p>A number of activities which are considered to involve a high degree of risk are listed in Section 9, 'Types of Visit'. The list is not exhaustive and if you are contemplating an activity which you consider may fall into a higher risk category and which is not listed, you must consult the Co-ordinator for Safety on Educational Visits (EVC)</p>		
<p>7. Have the potential providers of category B and C activities been approved by the LA or, where applicable, licensed through the Adventure Activities Licensing Authority?</p> <p>Schoolteachers and youth workers are not required to hold an AALA licence when instructing their own pupils. They must However, hold suitable qualifications to lead their planned activities. Cornwall Outdoors, on behalf of the LA, maintains a database of those who are approved to lead adventure activities.</p> <p>If the activities are being provided through an outside organisation, then it is likely that this provision will be subject to the Adventure Activities Licensing Regulation 1996. See Section 9 for further information.</p>		
<p>8. Will the visit include any persons with additional educational or medical needs?</p> <p>People with additional needs may well require the availability of special facilities, particularly where residence is involved. It is also important to remember that what may be a low risk activity for most individuals, could well become a high risk activity for those with special needs.</p>		

<p>9. Will the Education Authority's regulations for supervision ratios be satisfied?</p> <p>The LA requires that minimum ratios are applied in order for satisfactory levels of supervision to be maintained. See Section 4, 'Supervision'.</p>		
<p>10. Has transportation been arranged in accordance with LA Guidelines?</p> <p>Requirements concerning the use of coaches, minibuses and private cars must be followed. See Section 7, Planning Transport.</p>		
<p>11. Have all voluntary helpers who are not employed by Cornwall County Council completed a DBS form?</p> <p>All adults, including volunteer drivers, who have significant contact with young people are required by law to disclose any cautions, convictions or pending prosecutions of a criminal nature to the LA. For up to date advice contact LA Co-ordinator for Safety on Educational Visits or check the DfES publication DBS: Managing the Demand for Disclosures, which can be accessed on the internet at: http://www.teachernet.gov.uk/docbank/index.cfm?id=3334</p>		
<p>12. Have emergency arrangements been drawn up?</p> <p>Part of the organisation of any visit must include arrangements, which may be employed in the event of unexpected eventualities, such as illness, injury or other mishap. Refer to section 11 Emergency Procedures and ensure that the LA is notified using the electronic accident reporting system.</p>		
<p>13. Have Risk Assessments been undertaken for the visit?</p> <p>All the above questions have been about risk assessments. It is a Health and Safety requirement that risk assessments are completed for all educational visits, essentially using the LA's preferred option, the EEC risk assessment package. In addition, each establishment must annually review the range of risk in its educational visits and also, whenever there is a particular concern about an activity, an environment or a significant change to the practice.</p>		
<p>14. Has appropriate insurance cover for the visit been arranged?</p> <p>Different ventures require different levels of insurance. Consideration must be given to what journey insurance is required in respect of personal accident and loss of personal possessions. See Section 8, Insurance.</p>		
<p>15. Have parents/carers of the young people involved been informed of the nature of the visit and the activities to be undertaken?</p> <p>Has written consent been obtained for those young people, under the age of eighteen years of age, to participate in the visit</p>		

<p>and to be given emergency medical treatment?</p> <p>It is vital that parents receive full information of the nature of the venture including the activities to be undertaken. See Section 6. Their acknowledgement of receipt of this information is essential as is the requirement to obtain consent for authorising emergency medical treatment. Please refer to Appendix B.</p>		
<p>16. Has the Head of Establishment (or delegate EVC) approved the visit?</p> <p>All off site visits must have the approval of the Head of Establishment prior to inviting any young people to participate, although this power may be delegated to the EVC/SLT. The EVC/SLT/Head of Establishment may, in some circumstances, wish to refer the proposed venture to the Governors/Management Body of the establishment. It is recommended that this should be done for all residential trips, and visits abroad. In addition, for each of these categories, the approval of the LA must be obtained.</p>		
<p>17. Has the visit been approved by the LA?</p> <p>LA approval is required for all visits over 50 miles, residentials, adventure activities and foreign visits. Approval should be obtained from the Co-ordinator for Safety on Educational Visits, using the on-line EV system (by the EVC), see Appendix A.</p>		

<p>18. THE VISIT SHOULD NOT PROCEED</p> <p>Seek advice from your EVC/SLT/Head of Establishment to determine whether the visit might proceed if the arrangements are amended.</p>
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<p>19. THE VISIT SATISFIES THE COUNTY COUNCIL'S REQUIREMENTS AND MAY THEREFORE PROCEED.....SUBJECT TO CONTINUOUS RE-APPRAISAL.</p>
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3.3 A Checklist for Planning Visits

It cannot be emphasised too strongly how critical it is to carry out detailed planning for educational visits in good time before the event. All aspects of the learning process, safety and enjoyment are more assured when careful groundwork has been undertaken. Even where an external body is being engaged to deliver a particular activity, the care with which that organisation has been selected and the precision with which programmes have been specified in advance will have a great bearing on the quality of the experience.

Pupils with disabilities or additional needs should not be discriminated against when planning visits.

Teachers should use the following criteria when planning activities which take place off the school premises. Depending on the type of activity, some or all of the criteria will need to be applied:

- Does the activity have a clear educational purpose?
- Is the activity suited to the age, aptitude and experience of the pupils?
- Is the planning and preparation satisfactory?

- Has any external agency/provider been suitably vetted?
- Does the activity involve one of the listed Adventurous Activities in Section 9, Category C?
- Are the staff suitably qualified and/or experienced in the activity or activities concerned?
- Does the activity involve pupils or students working without direct supervision of leaders?
- Have risk assessments been carried out and significant findings recorded?
- Is there adequate supervision for the duration of the venture?
- Has adequate insurance cover been obtained?
- Have adequate procedures, including channels of communication been established for use in case of an accident or emergency?
- Has approval been obtained from the EVC/SLT/Head/Governors/LA? (as appropriate)
- Has best value been sought/obtained?
- Have the parents been informed and has parental consent been obtained?
- Is it necessary to notify the Education Department of the activity? (via the EVC)
- Has the Bursar been notified?

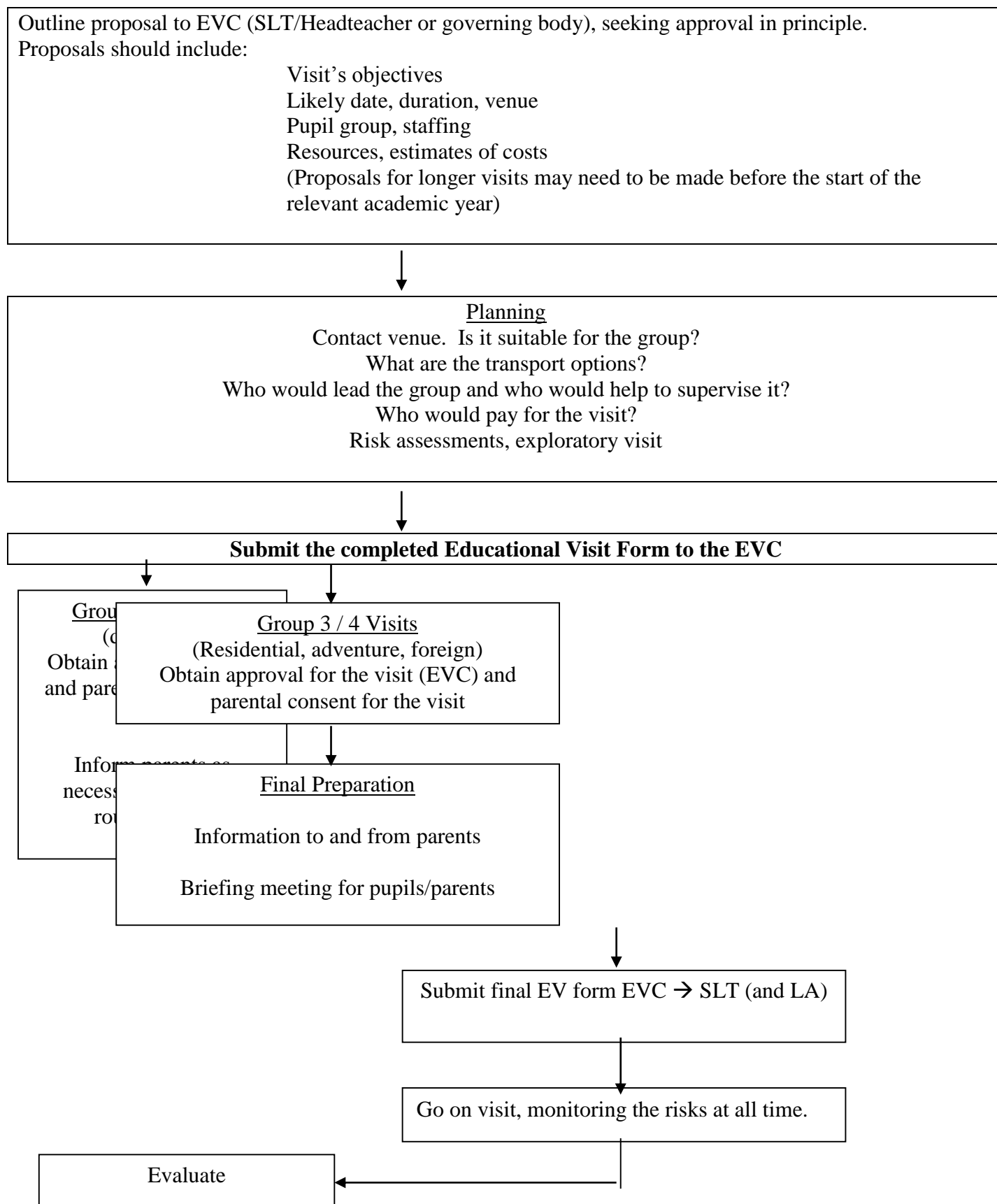
The flow chart on the next page provides a summary of the necessary planning steps. Prior notification to the LA (via the EVC) as soon as possible (preferably pre-booking) before the planned activity will be required for:

- Residential trips
- Trips abroad
- Potentially hazardous pursuits

The financial arrangements are a particularly important part of planning, as parents will need as much notice as possible of what could be a substantial outlay. An explanation of the law on charging for a school activity is to be found at Appendix H.

3.3 Planning the Visit

This page charts the likely stages of planning a visit.



3.5 Risk Assessment

(Examples of risk assessments can be found at Appendix M)

Risk assessments are an essential element of all educational visits and journeys. All significant hazards should form part of a written risk assessment and the importance of this cannot be over-stated. It will be necessary to consider all visits including the use of detached facilities such as playing fields.

Risk assessment can usually be considered as having 3 levels:

- Generic risk assessments which are likely to apply to the activity wherever and whenever it takes place.
- Visit/site specific risk assessments, which will differ from place to place and group to group.
- Ongoing risk assessments that take account of changes such as weather, illness of staff/pupils, unavailability of preferred activity.

3.5.1 Generic Risk Assessment

There are a pool of generic Risk Assessments, available electronically. Many such RA's are readily available through the EEC software. (see EVC for help). EEC software is now available on the network.

3.5.2 Visit/Site Specific Risk Assessment

These are usually undertaken by the school and should be completed well before the visit. Site specific RA's for a range of Cornish venues and attractions are available on EEC software. They should be used to inform good practice and provide the basis for safe operating procedures. Visit/site specific examples might include:

- Specific health conditions in the group.
- Safety of group in public areas (toilets, service stations etc) on journeys to activities.
- Control of group during transportation.
- Known/predictable site hazards (identified during pre-visit) i.e. unloading on side of busy road or near steep grassy bank or drop.

3.5.3 Ongoing Risk Assessment

Group leaders have responsibilities for carrying out ongoing risk assessment throughout the visit. They must recognise their responsibilities to intervene, raise concerns or to stop activities at any stage, if they have concerns over safety standards of colleagues or providers, or if circumstances change. Examples might be:

- Group tiredness
- Illness
- Change in weather
- Potential threats to participants from other groups or the public

Group leaders must not sanction activities that are not in keeping with the plan to which initial authority was given; e.g. pupils undertaking activities within groups 1, 2 or 4 must not participate in hazardous activities, which fall into group 3.

A risk assessment for a visit need not be complex but it should be comprehensive. It does not generally require technical formulae or professional health and safety expertise but specialised information for some visits may be necessary and Head Teachers should ensure that the person assessing the risks is competent to do so. Specialist advice is available through the EVC/Cornwall Outdoors and generic/site specific RA's are available on EEC software.

A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Pupils must not be placed in situations that expose them to unacceptable level of risk.

Safety must always be the prime consideration. If the risks cannot be contained, then the visit must not take place. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measure in place?
- What steps will be taken in an emergency?

The following factors are important when assessing the risks:

- The type of visit/activity and the level at which it is being undertaken.
- The location, routes and modes of transport.
- The competence, experience and qualifications of supervisory staff.
- The ratios of teachers and supervisory staff to pupils.
- The group members' age, competence, fitness, temperament and the suitability of the activity.
- The additional educational or medical needs of pupils.
- The quality and suitability of available equipment.
- Seasonal conditions, weather and timing.
- Emergency procedures.
- How to cope when a pupil becomes unable or unwilling to continue.
- The need to monitor the risks throughout the visit.
- A need to monitor pupils at night.

The person carrying out the risk assessment should record it and from the outcome, formulate a set of procedures for the safe management of the visit. These procedures **must be shared with all teachers/supervisors** on the visit, thereby enabling them to avoid or reduce the risk. The EVC/SLT/LA, Head teacher and governing body, where appropriate, should also be given a copy so that approval, as necessary, giving a clear understanding of the effective planning which has taken place.

Frequent visits to local venues such as swimming pools may not need a risk assessment every time. Nevertheless, it is essential not to become complacent. As assessment of the risks of such visits should be made at regular intervals and careful monitoring should take place. EEC Risk Assessments software contains a number of site-specific RA's and can be added to if requests are received by Cornwall Outdoors Safety Co-ordinator. The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary.

3.5.4 External Providers/Tour Operators

Before booking a visit, the group leader should obtain a written or documentary assurance that providers such as tour operators have themselves assessed the risks and have appropriate safety measures in place, including DBS checks.

SECTION FOUR

Supervision

The County Policy on minimum levels of supervision is detailed below. It will be for the Head Teacher (or delegate - EVC) to decide whether the particular circumstances of an educational visit require levels of supervision **above** the minimum requirement. The risk assessment process will help inform this decision and will take into account the following factors:

- Sex, age and ability of group.
- Pupils with special educational or medical needs (additional staff may be required).
- Nature of the activities.
- Experience of the adults in managing educational visits and journeys.
- Duration and nature of the journey.
- Type of accommodation (if applicable)
- Competence of staff, both general and for specific activities.
- Requirements of the organisation or venue to be visited.
- Behaviour of pupils.
- First aid provision.

4.1 Suggested Ratios

The following ratios relate to the types of visits listed in **Section One**.

Activity Groups One and Two (Day Visits)

Age Group	Recommended Minimum Ratio
Foundation	1 adult : 3 children
Years 1-3	1 adult : 6 children
Years 4-6	1 adult : 10-15 children
Year 7 onwards	1 adult : 15 children

NB: There should always be a minimum of two teachers or experienced supervisors in charge. The EVC will advise of supervision and male/female ratios.

4.1.1 Activity Group Three (Adventure Activities)

Typically, teachers leading adventure activities will be qualified through one of the following ways:

- National Governing Body Certification (e.g. British Canoe Union).
- Local Authority Scheme (e.g. Climbing Wall leader, South West Mountain and Moorland Leader Scheme).
- In-house training/experience (e.g. problem solving).

These awards suggest ratios for the various activities and teachers are advised to use these recommendations as the basis for deciding the number of pupils with whom they will work.

In addition, consideration must be given to the following factors:

- The nature of the activity.
- Age and experience of the group involved.
- Any special medical or educational needs of group members.
- The prevailing and anticipated weather conditions.

- The location of the activity.
- Experience of the staff.
- Supervision of ‘other’ group members.

The DfES paper ‘Standards for Adventure’ (ref: DfES 0565/2002) seeks to help with determining staff competence to lead activities using the following categories:

4.1.2 Adventurous Activities Categories

Category	Definition	Examples	Recommended Competence
A	Activities that represent no significant risks	Walk in parks Field studies in locations that present no technical hazards	No NGB or accreditation needed Staff should follow school/LA guidelines
B	Higher risk or higher profile activities	Camping Cycling (on & off road)	Leader must undertake additional familiarisation/ induction/qualifications
		Low level initiative challenges Walking in non-remote country	Approved by EVC/LA Walking qualifications may be needed
C	Activities that feature in the AALA scheme Activities outside the AALA scheme that require evidence of technical competence e.g. NGB award	All outdoor pursuits such as climbing, canoeing, sailing High ropes courses, motor sports, sub aqua, gorge walking. Coasteering, surfing	National governing body award LA approval In – house training and approval via the EVC based on expert advice from technical adviser through the LA

4.1.3 Activity Group Four (Residential and Foreign Visits)

Number/Type of Leader	Number of Participants
1 teacher +1	Maximum 10 participants
1 teacher and 1 additional adult	Maximum 20 participants
1 teacher and 2 additional adults	Maximum 30 participants

Notes:

The status and quality of the additional adult supporting the teacher is a critical factor in determining the number of participants and should be determined by the EVC/SLT.

For each additional teacher/other adult, add a maximum of 10 additional participants.

Mixed parties must always be accompanied by at least one staff member or other adult of each gender.

SECTION FIVE

5. Preparing Pupils

Pupils who are involved in a visit's planning and organisation and who are well prepared will make more informed decisions and be less at risk. Providing information and guidance to pupils is an important part of preparing for an educational visit. **Pupils should clearly understand what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed.** Lack of control and discipline can be a major cause of accidents. Pupils should also be told about any potential dangers and how they should act to ensure their own safety and that of others.

Pupils should also be involved in the planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This should include considering any health and safety issues. Any educational visit can provide an important medium for education about risk.

5.1 Participation

The visit leader should ensure that pupils are capable of undertaking the planned activity. Pupils, whose behaviour is such that it may compromise their safety, or that of the group, should be withdrawn from the activity. This may mean not participating from the outset, or an early return from a residential experience. Parents and pupils should be informed in advance of the visit about the procedures for dealing with misbehaviour, how a pupil will be returned home safely and who will meet the cost.

5.1.1 Information to Pupils

The visit leader should determine how information is provided but must ensure that pupils understand key safety information.

Prior to the visit, each pupil should be clear about:

- The aims and objectives of the visit.
- Background information about the place to be visited.
- How to avoid specific dangers and why they must follow the rules.
- Why safety precautions are in place.
- What standard of behaviour is expected of them.
- Who is responsible for the group?
- Meeting procedures.
- What to do if separated from the group.
- Emergency procedures including terrorism threat.
- What to do if approached by anyone from outside the group.
- Appropriate and inappropriate personal and social conduct.
- Why special safety precautions are in place for anyone with disabilities.
- Basic foreign words, where appropriate.
- Relevant foreign culture and customs.
- What not to bring back, either from within the UK or abroad (e.g. knives, drugs).

During the visit, each pupil should:

- Know who their supervisor is at any given time and how to contact them.
- Have been given clear, understandable and appropriate instructions.
- Rarely, if ever, be on their own.
- Alert the supervisor if someone is missing or in difficulties.

- Have a meeting place to return to, or an instruction to remain where they are, if separated.
- Understand and accept the expected standards of behaviour, not least any foreign culture/customs/laws and law enforcement.

5.2 Special Circumstances

5.2.1 Residential Visits

All group members should carry the address and contact telephone number of the accommodation in case an individual becomes separated from the group (this could be a leader's mobile phone number)(Credit card sized identity cards are a good idea).

On exchange visits, pupils must know about any ground rules agreed between the leader and the host family.

5.2.2 Remote Supervision

The leader must ensure pupils are aware of the ground rules and are adequately equipped to be independent as a group. The size of each group should also be considered. As a minimum, pupils should have the following:

- Telephone numbers and emergency contacts if lost.
- Money.
- A knowledge of how to summon help.
- A knowledge of security procedures
- A knowledge of out of bound areas and activities.
- Maps and plans and any other information to enable them to act appropriately.
- Location of local telephones with suitable coins.
- Identity cards and a rendezvous point.

SECTION SIX

Communicating with Parents and Parental Consent

The importance of informed consent by parents cannot be over-stressed. Mutual trust lies at the heart of good school-home relations and this is never more critical than when children and young people are away from school and perhaps many miles from their homes

Parents should always receive written information concerning activities which take place off the school premises and which are significantly longer than the normal school day, or where the parent would regard the activity as being unusual or a departure from the normal daily routine of the school.

Parental consent must be obtained for all activities that involve:

- Travel outside the United Kingdom
- Travel by air or sea
- Residence away from home
- Involvement in any adventurous activities
- Activities off the school premises, which are not directly supervised, e.g. Duke of Edinburgh's Award expedition.

The need for the administration of medication to a pupil must also be established with the parent of the child participating in the activity. The parent may need to refer to the pupil's GP or other medical practitioner. The parent should then provide the details of any necessary medication.

The written information presented to parents must be a full and fair description of the venture to enable the parents to make an informed realistic appraisal before arriving at a decision.

Information should include:

- The aims of the venture
- Dates, times and costs
- Staffing arrangements
- Method of travel
- Risk assessments
- Clothing requirements
- Advice on pocket money
- Emergency contact arrangements
- Details of any periods when the children will not be directly supervised 'free time' must be clearly stated
- Details of the insurance which will be taken out on their behalf

Teachers who lead educational visits are entitled to an expectation of discipline, common sense and responsible behaviour (related to age and ability) from the pupils in their care. Schools should provide clear information about the school's expectations on these matters and should insist on the parent's full support and co-operation to achieve this end. Parents must not be pressurised into giving consent and schools must accept that consent will not always be forthcoming. Written information and any parents' briefings must take place sufficiently early in the planning stage to enable the parents to make an unhurried decision on consent and certainly before any financial commitment has to be made.

The advice contained in the DfES guidance is very sound. A sample Parental Consent Form can be found at Appendix B. The Consent Form should always be completed for all activities or educational visits.

6.1 Checklist of Information to Parents

Listed below is the information that must be given in writing to parents before obtaining their written consent for a journey abroad or residential visit in the UK. Day visits require a shorter list but, if the return is after school hours and/or hazardous pursuits are included, most of the information below will be required.

- Date(s) of the visit
- Aim of visit and activities planned (any activity involving special hazards must be clearly specified)
- Times of departure/return and location where pupils will be collected and returned
- Method of travel, including name of any travel company
- Pupil target group, size of group
- Destination with address and telephone number
- Emergency contact arrangements at home and at destination
- Names of leader and accompanying staff including status (e.g. parent) of other accompanying adults, who will exercise some responsibility during the visit
- Significant findings from risk assessments
- Cost, methods of payment, cancellation arrangements
- Advice on pocket money
- Insurance effected on the pupils in respect of baggage, accident and medical cover
- Clothing/footwear and other items to be taken
- Prohibited items
- Code of conduct; detail relating to the standard of behaviour expected from the young people during the visit, including rules on smoking and alcoholic drinks
- Parents should complete a medical form for all visit and give their written consent for emergency medical treatment
- The nature of the supervision must be made clear. Parents should be aware if there are proposed times when their youngsters will not be directly supervised
- Advance information regarding any vaccinations required for visits abroad
- Participants aged 18 years or over must have this information in order that they may give/sign confirmation on their own behalf – we still have a duty of care and can request parental signature.

SECTION SEVEN

Planning Transport

7.1 General Considerations for Use of Vehicle Transport, Coaches, Buses, Minibuses and Cars

Careful consideration must be given when making arrangements for transport. The main factors to consider are:

- Passenger safety
- The competence and training of the driver to drive the proposed vehicle and whether the driver holds an appropriate and valid licence and DBS
- Relevant experience of the driver, especially abroad
- All drivers, including sub-contracted drivers, hold an enhanced DBS check
- Number of driving hours required for the journey and the length of the driver's day (including non-driving hours)
- Type of journey – local or long distance
- Capacity of driver to maintain concentration (is more than one driver needed?)
- Traffic conditions
- Appropriate insurance cover
- Weather
- Journey time and distance
- Contingency funds and arrangements in the event of breakdown/emergency
- Supervision of passengers
- Stopping points on longer journeys for refreshment/toilets

7.2 Specific Considerations

7.2.1 Supervision on Transport

The level of supervision necessary should be considered **as part of the risk assessment for the journey**. The driver should not normally be responsible for supervision. Driver supervision may be sufficient if a small number of older children are being taken on a short journey. An example of a short journey might be where a teacher is prepared to drive and supervise a small group of pupils on a sports fixture to another school within the County, or a youth worker taking a small group of young people to a concert.

Factors that the group leader should consider when planning supervision on transport include:

- The need to cross roads as part of the journey
- Safety of group members whilst waiting at pick-up and drop-off points and when getting on or off transport
- Safety while on stops and rests during the journey

Responsibilities of supervision include:

- Head counts by the group leader or another delegated teacher or supervisor, which should always be carried out when the group is getting off or on to transport.
- Checking that seat belts are fastened

7.2.2 Seat Belts

It is a legal requirement that all minibuses and coaches that carry groups of three or more children aged between 3 and 15 years inclusive, must be fitted with a seat belt for each child, **the wearing of these seat**

belts is now compulsory. The seats must face forward and seat restraints must comply with legal requirements. If private cars are used the driver is responsible for making sure that group members have a seat belt and use it all times.

7.2.3 Wheelchairs

If any of the group use a wheelchair the group leader should ensure that transport used has appropriate access and securing facilities. It may be appropriate to use portable ramps or alternative transport.

7.2.4 Coaches and Buses

The group leader is responsible for ensuring that coaches and buses are hired from a reputable company that has the appropriate Public Service Vehicle (PSV) operator's licence. When booking transport, the group leader should liaise with the coach company to ensure that all drivers hold an enhanced DBS check, it is also important to check that if the coach company is to sub contract the booking to another provider, that they too have undertaken the enhanced DBS check. Proof of this can be obtained by asking the original contractor for a letter of assurance or a copy of the agreement that exists between both the original contractor and the sub contractor. Check that seat belts are available for all group members. Whilst seat belts must be fitted on coaches which carry groups of children, they are not legally required on buses. Buses where seat belts are not fitted are not normally appropriate for visits involving long journeys.

A member of staff must sit at the back of the coach during all journeys.

7.2.5 Minibuses

Minibuses have a maximum capacity of 16 seated passengers plus the driver. They must comply with the various regulations about construction and fittings. Detailed guidance on minibus safety can be found on the LA Health and Safety website: <http://personnel/services/H&S/Managersguidance/Transport>.

When journeys are planned using self-drive minibuses the organiser should also be aware of the following:

- County policy requires that minibus drivers must be at least 21 years of age and have been driving on a full licence for at least 2 years
- As of April 2003, all minibus drivers are required to successfully complete the County Council Minibus Driver Improvement course. This can be arranged through the Road Safety unit of the Transport and Estates Department of the County Council, 01872 327338 – Contact the Bursar if you require training or re-validation. If you have not completed the Cornwall County Council Minibus Driver Improvement Course or it has expired – **YOU CANNOT DRIVE THE MINIBUS.** (please note: other County tests are not allowed)
- There is a need for two drivers to be available on long journeys
- Drivers must be insured to drive the vehicle in question
- Schools and youth groups can apply to the County Council for a permit issued under Section 19 of the transport Act 1985. Permit holders are exempt from the need to hold a PSV operators' licence (check)
- Section 19 Permits cannot be used outside the UK and separate rules exist for those wishing to take minibuses abroad
- Drivers must hold a full, clean, valid driving licence for private cars (Category B = D1 or Group A or B on old style licences) and have held such a licence prior to 1st January 1997.
- The law no longer permits car drivers who pass their test after January 1st 1997 to drive minibuses without passing a passenger carrying vehicle (PCV) test, or unless they are driving under a Section 19 permit.
- NASUWT guidance advocates regular break of 30 minutes every 2 hours.

7.2.6 Responsibilities of the Driver

The driver is legally responsible for the vehicle during the visit and must:

- Not drive when taking medication or undergoing treatment that might affect their ability or judgement
- Know what to do in an emergency
- Know how to use fire fighting and first-aid equipment
- Avoid driving for long periods and ensure that rests are taken when needed (adhere to NASUWT advice above).
- Be medically fit to drive, verifies by regular medical checks, e.g. eyesight

For further guidance relating to use of minibuses, coaches or buses, contact County Council's Passenger Transport Unit. 01872 323562.

7.2.7 Private Cars

Young people are often conveyed on school or youth group activities in cars owned and driven by teachers, school staff or youth workers employed by the county Council. Staff carrying young people must ensure their passengers' safety, that the vehicle is roadworthy and that they **have appropriate licence and insurance cover for such purposes**. Most insurance companies will provide this cover without an additional charge; but individuals would be **advised to ensure, in writing, from their insurance companies that they are covered for transporting pupil, including out of school hours**.

When volunteers or parent's cars are used on school or youth activities, leaders must notify drivers of their responsibilities to maintain suitable insurance cover, a taxed, roadworthy vehicle and a current valid driving licence without significant endorsements. A 'Volunteer Driver' declaration form, which must be used in such circumstances, can be found in Appendix D.

It is not recommended that young people's cars (i.e. 6th formers) are used to transport themselves or other pupils/peers. Please speak to the EVC for clarification or advice.

Other considerations when using private cars are:

- The number of passengers carried in any vehicle must not exceed that vehicle's seating capacity
- Every young person travelling in a car should wear a seatbelt
- Vehicles without seat belts should not be used
- For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone with a pupil.
- The group leader should arrange a **central dropping point for all pupils rather than individual home drops**.

SECTION EIGHT

Insurance

An explanation of policies held by Cornwall County Council

8.1 Liability Policies

Public Liability Insurance

This policy indemnifies the LA and school governors against all sums, which it shall become legally liable to pay as compensation due to accidental injury to any person other than an employee or accidental loss or damage to property other than Council property.

The policy covers claims against the Council arising from the negligence of an employee performing his/her duties. The policy extends to teachers, lecturers and other staff voluntarily participating in school activities, which are complementary to, but not part of their duties under their contract of service with the council.

It also covers the Council, the LA and school governors against claims arising from the actions of volunteers who are assisting in school activities with the approval of the school. Claims made against individual governors, members of staff or volunteers are also covered by this policy.

This policy also covers claims against the county council for negligence in relation to pupils on work experience placements where, for example, the pupil/student may cause damage to the property of the employer with whom he/she is placed.

The current limit of indemnity for all claims arising from or attributable to one source or original cause is £50 million.

There are no geographical restrictions on this policy.

Employers Liability Insurance

This policy provides indemnity for the LA and school governors in respect of all sums which it shall be legally liable to pay as compensation for bodily injury or disease suffered by any person under a contract of employment with the County Council, where such injury arises out of and in the course of the individual's employment by the authority. The limit of indemnity for any one incident is £50 million.

Officials Indemnity

This covers the legal liability to pay compensation to third parties as a result of errors, omissions or advice given by officers and school governors, which results in financial loss. The limit of liability is £5 million.

Libel and Slander

This covers employees, members and school governors against their legal liability to pay compensation to third parties in respect of libels and slanders made in connection with their roles as officers of the County Council or school governors.

The limit of liability is £5 million and the policy contains a co-insurance clause, which requires the offender to pay 10% of the settlement cost. As a concession, however, it has been agreed that staff and governor 'offenders' contributions will be limited to a maximum of £1,000.

8.2 Personal Accident Insurance

Assault Policy

The Personal Accident Assault Policy provides compensation in the event of death or permanent total partial disablement of any employee. Providing that the injury arises from a violent or criminal assault suffered by the employee in the course of, or as a consequence of his/her employment.

Death or disablement must take place within 24 months of the assault taking place and be independent of any other cause.

The scale of compensation is based on a capital sum, currently 5 times annual earnings. In the event of death or permanent total disablement the capital sum is paid in full, the minimum payment being £25,000. If an employee dies and has left no dependants, the sum of £500 is payable.

An employee sustaining permanent, partial disablement is entitled to a percentage of the capital sum depending on the degree of disability suffered.

Volunteers

There is a personal accident policy for approved volunteers who are injured whilst assisting in official activities. Governors, whilst carrying out their duties are also covered by this policy.

The capital sum payable on death or permanent total disablement is £50,000, with proportional benefits for varying degrees of injury and disablement.

Pupils and Students

The County Council does not provide personal Accident Cover for pupils/student whilst engaged in the normal school activities or on educational visits except where specifically insured under the School Journey Insurance.

Pupils/students are covered by a Personal Accident Policy whilst participating in approved work experience placements – **but only whilst at the place of work.**

The capital sum payable in these circumstances is £25,000 but in the event of death only £1,000 is payable. In every other respect this policy operates in the same way as the other personal accident policies referred to earlier and there is no geographical restriction.

When a pupil/student is placed with an employer insurance companies through the ABI (Association of British Insurers) have agreed that the employers' liability policy will pick up any liabilities in negligence should the pupil/student be injured during the placement. If a potential placement does not have employers liability insurance then Cornwall Education Business Partnership should be contacted on 01209 615082 to discuss the suitability of such a placement.

Motor Vehicle Policy

All vehicles under the County Policy are insured on a comprehensive basis. To drive a minibus, the appropriate person must be over 21 years of age, have been driving for 2 years and have a clean licence. They must attend a minibus training course. Details of a Council run courses are available from the Driver Training team on 01872 327338.

Cash Policy

The cash policy provides cover in the event of loss of official funds from the Authority's premises and whilst in transit in the custody of the insured's employees. The maximum amount of liability in respect of any one loss from a locked receptacle is £1,000. If the money is in a safe or strong room the limit is £3,000.

The sum insured for money in transit in the custody of or under the control of the insured's employee is £1,000, if the employee is accompanied by an escort, then the sum insured rises to £1,500.

In the case of schools, the sum of £300 is insured whilst in the home of an employee or governor pending banking.

8.3 Additional Insurance

School Journey Insurance (see school Bursar for further details)

The SMART provides journey insurance for trips within this country. A single premium per annum is payable, the cost depending on the size of the school.

Journey insurance for foreign travel is also provided via SMART. Clarification should be sought for each and every journey.

The limits of indemnity and scope of cover are too extensive to set out in detail in this document but can be obtained from the SMART's finance department.

All schools should have journey insured before undertaking a journey. See Appendix E for details of the schedule.

8.4 Important Principles and Procedures

Claims

In the event of a school or college becoming aware of a claim arising under any of the Council's policies it is important that the Insurance Officer is notified without delay. Please liaise with schools Bursar or telephone 01872 323231, 07968892769 or e-mail sverran@cornwall.gov.uk. The Council is obliged to inform its insurers immediately of any claims being brought against it. Failure to comply with this procedure could have serious financial repercussions.

If a claim is made by a third party, no admission of liability should be made and the claimant should be advised that the matter is being dealt with by the Insurance Section. If a claim is received by means of a solicitor's letter the letter should be forwarded to the Insurance Section, Room 110, Treasurers Department, County Hall, Truro, TR3 3AY immediately. The school should not acknowledge the letter or reply to the solicitor in any way. The Council's insurer are entitled to receive all information or assistance they may require to enable them to deal with the claim and when requested this should be provided as quickly as possible.

Indemnities

Any indemnities which schools or colleges are asked to give or sign by organisations providing a service to or being visited by a school should be referred to the insurance officer on 01872 323231, 07968892769 or e-mail sverran@cornwall.gov.uk

Although the County Council has a comprehensive package in insurances there is nevertheless, an obligation on the part of every employee to take all reasonable precautions to prevent accident, loss, damage or injury.

SECTION NINE

Types of Visit

Section Three (Planning) divided educational visits into four groups.

9.1 Categories of Visits

Group 1

Day visits in local school area, e.g. church, village, local surveys.

Time-tabled visits e.g. swimming and games.

Visits to local schools for combined work and sports.

Away fixtures for school teams.

Within a 50-mile radius

Group 2

Non-residential visits to places of educational interest. Examples are visits to theatre, concerts, charity walks and ice-rinks exceeding a 50-mile radius.

Group 3

All visits/journeys involving potentially hazardous/adventure activities.

Group 4

Residential visits within and outside the UK not involving any potentially hazardous activities.

This section is **particularly concerned with visits in Group 3, namely adventure activities**. Those most common in schools include climbing, canoeing, sailing, moorland walking and orienteering.

9.2 Categories of Activities

Category A

These comprise activities, which present no significant risk, and which may be supervised by a teacher deemed competent either by the EVC or LA, as appropriate. There is no need for National Governing Body (NGB) or other accreditation, though the activities should be conducted following standard LA procedures. Visits within Group 1 and 2 above would typically be made from activities within this category. Further examples might include:

- Walking in parks or non-remote country paths
- Field studies in environments presenting no technical hazards
- Town visits
- Farm visits

Category B

These comprise some higher risk or higher profile activities. Safe supervision requires that, as a minimum, the leader should have undergone additional familiarisation or induction specific to the activity or location. He or she will be approved as competent by the LA, or EVC following LA guidance. Examples might include:

- Climbing wall supervision
- Camping (using Cornwall Outdoors sites or similar)
- Cycling on or off road
- Walking in non-remote country
- Sea/open water fishing

Anyone contemplating leading Category B activities should always check such status with the LA through their EVC beforehand. Advice on farm visits, coastal visits and swimming in open water is available on Cornwall County Council's Health and Safety website.

Category C

This is the most demanding category and is typified by the list below:

- Airborne activities
- Camping, wild or remote
- Canoeing and Kayaking
- Canyoning
- Caving (including mines and quarries)
- Climbing
- Coasteering or Sea Level Traversing
- Field Study Courses in mountainous terrain
- Ghyll scrambling
- Gorge walking
- Mountain and Moorland walking
- Mountain biking (Moorland and mountainous terrain)
- Pony trekking
- Power boat/Jet skiing
- Rafting
- River running
- Ropes Courses
- Sailing
- Skiing
- Sub aqua/snorkelling
- Surfing
- Water skiing
- Windsurfing

Evidence of competence to lead such activities usually takes the form of national governing body certification. In some instances, leaders may be approved by the LA, or by the EVC following LA guidance.

Note:

This list is not all-inclusive. Assault Courses, Rope Courses (High and Low), Para/Kite surfing, Banana and Bongo (tube) Riding all require careful consideration and Risk Assessments. Many of these hybrid or new activities have yet to develop a National Governing Body System of Instructor Qualifications or training and may have limited documented good practice manuals. The situation is changing and reference should be made to the LA Co-ordinator for Safety in Education Visits at Cornwall Outdoors. It is, therefore, very important that suitable and detailed checks should be made into the operational standards, experience and related qualifications of providers and the staff supervising these activities.

9.3 Provision of Adventure Activities and the Adventure Activities Licensing Authority

Typically, activities within category C might be delivered by:

- An external provider
- The school's own staff (qualified)

9.3.1 External Providers

9.3.2 Certain adventure activities fall under the remit the Adventure Activities Licensing Authority (AALA), depending on whether they are in scope or not. The Licensing Regulations came into

effect in April 1996 and require providers of adventure activities to hold a licence to run certain adventure activities described as being ‘in scope’. Upon their application, the government-appointed licensing authority inspects providers. Following a satisfactory inspection, they are issued with a licence which is reviewed regularly

The Licensing Regulations apply only to providers who are:

- Providing activities to those under the age of 18
- Receiving payment for that provision

The Scheme does not cover activities which are offered:

- By school teachers to their own pupils
- To young people accompanied by their parents/guardians
- Outside England, Scotland and Wales
- By voluntary associations (e.g. scouts, canoe clubs) to their own members

9.3.3 Activities covered by the Licensing Scheme

The activities which are in scope are caving, climbing, trekking and watersports.

Caving includes potholing, cave diving and mine exploration	Covers virtually all underground activities except visits to show caves and tourist mines
Climbing includes climbing, abseiling, traversing and scrambling.	Covers most activities involving movement over difficult terrain which requires use of hands and feet and where safety requires use of climbing equipment or climbing skills and techniques. Does not include purpose-built, manmade climbing walls/abseil towers but does include other structures such as railway viaducts.
Trekking includes walking, running, pony trekking, mountain biking, off-piste skiing and related activities.	Includes mountain or Moorland country which is remote i.e. more than 30 minutes travelling time from the nearest refuge or accessible road. Trekking thus includes all travel which takes place. a. either on Moorland regardless of its height above sea level. b. Or on any land above 600 metres. And where the nearest refuge or accessible road is more than 30 minutes away. The distance must never exceed 2.5 km and must be over a safe route not involving steep ground or unfordable rivers.
Watersports includes canoeing, sailing, rafting and related activities but does not include rowing boats, surfing, water skiing or rafts towed or propelled by power. Sailing includes all craft mainly propelled by wind but not larger sailing craft requiring a certificate under the Merchant Shipping Act 1995.	Includes any activities on the sea or any tidal waters as well as inland waters where any part of the water is more than 50m from the nearest land (islands do not count as land within this definition) or where the water is made turbulent by fast-flowing currents, rapids, weirs or waterfalls.

9.3.4 Activities not covered by the Licensing Scheme

Surfing, snorkelling, sub aqua, climbing walls, abseil towers, power boating, rowing, archery, cycling on roads, tall ships sailing.

9.3.5 Implications for Visit Leaders:

- Be aware that not all adventure activities need a licence, see above.
- Be aware that adventure activities in certain locations do not require a licence.
- Ensure that you use a licensed provider of adventure activities when:
 - Your group members are under 18 years of age
 - The provider is operating in return for payment
 - The activity is in scope i.e. the nature and location of the activity fall within the guidelines above.

To check the credentials of the provider, simply ask for their licence number and ring AALA (01222 755 715) to confirm that they are currently licensed for the activities being proposed. A directory of licensed providers can be found on the AALA website, www.aala.org.uk

It is vital that even if an activity is deemed not to require a licensed provider that the provision of that activity is of an equivalent standard in all matters of health and safety for all participants.

9.4 Adventure Activities led by School Staff

The LA maintains a database of teachers/staff/youth workers who are approved to lead adventure activities. The technical competence of these individuals is evidenced either through a national governing body (NBG) qualification or an in-house award validated through the LA. The level of qualification determines the area where the holder may operate so that the higher the award, the more demanding an environment the holder may work in.

The matrices below provide guidelines for EVC's/Headteacher to gauge competence in the more common activities undertaken by schools and youth groups. For information on these or other activities, contact Cornwall Outdoors or the relevant national governing body.

9.4.1 Climbing (Mountain Leader Training Board – MLTB)

Hazard Level	Qualification Required
Winter climbing – snow & ice	Mountain Instructor certificate (MIC)
Rock climbing – multi-pitch routes & scrambling	Mountain Instructor Award (MIA)
Gorge walking, ghyll scrambling, sea level traversing (coasteering)	MIA or in-house assessed depending on level of activity
Rock climbing – single pitch	Single Pitch Award (SPA)
Climbing Wall	Climbing Wall Leader (Cornwall)

9.4.2 Trekking – on foot (Mountain Leader Training Board – MLTB)

Hazard Level	Qualification Required
Non UK Trekking	European Mountain Leader (EML)
Mountain county-winter	Winter Mountain Leader Award (WML)
Mountain county - summer	Mountain Leader – summer (MLA) or European Mountain Leader (EML)

Non-mountainous high or remote country	Waking Group Leader (WGL)
SW Moors	South West Mountain & Moorland Leader
Open county – non-remote	South West Coastal/Countryside Leader or Basic Expedition Leader Award (BELA)

Notes

‘Winter’ means when winter conditions, including snow and ice, prevail or are forecast. This cannot be defined by a portion of the year. ‘Summer’ means any conditions not covered under ‘winter’.

9.4.3 Trekking – on bicycle (British Schools Cycling Association – BSCA)

Hazard Level	Qualification Required
Levels as per Trekking on foot, but when cycling	The appropriate on foot qualification plus BSCA Mountain Bike Leader

9.4.4 Water Sports – canoeing and kayaking (British Canoe Union – BCU)

Hazard Level	Qualification Required
Advanced sea	Level 3 Coach with 5 star sea
Sea – journeys on simple coastline	Level 3 Coach – sea
Sea and large lochs – activities close to suitable beaches, not journeys	Level 2 Coach with 4 star sea
Sheltered tidal waters, estuaries, tidal rivers	Level 2 Coach
Advanced surf – 1m+	Level 3 Coach – surf
Advanced white water – grade 3+	Level 3 Coach with 5 star inland
White water – grade 2	Level 3 Coach
Sheltered inland waters	Level 2 Coach
Small, sheltered, simple water sites	Level 1 Coach

Notes:

Coach qualifications must be relevant to the discipline being delivered e.g. canoe or kayak

White water grades are as defined by the International Canoe Federation.

The Surf award relates to repeated surf manoeuvres. The level 3 Coach Sea award covers access through surf or sea journeys.

9.4.5 Watersports – small boat sailing (Royal Yachting Association – RYA)

Hazard Level	Qualification Required
Sea /tidal waters – from a harbour or suitable beach	Instructor – coastal
Inland waters	Instructor - inland

It is vital that even if an activity is deemed not to require a licenced provider that the provision of that activity is of an equivalent standard in all matters of health and safety for all participants.

SECTION TEN

Visits Abroad

Approval must be obtained from the LA. **The minimum notice for approval by the Director for Education, Arts and Libraries (through Cornwall Outdoors) for parties going abroad is 6 months.** Earlier notice should be given whenever possible to enable parents and students to have adequate time to organise the financing of the visit/exchange. Earlier notice is also essential when the proposed visit involves expedition work in remote areas. In order to gain approval, form EV in Appendix A must be completed and returned to the Co-ordinator for Safety on Educational Visits at Cornwall Outdoors.

For visits abroad, the minimum adult/student ratio is **1:10**, although two adults must accompany each party. With mixed parties of boys and girls, supervision must include both male and female adults. Due to the particular nature of home/school exchange visits, different ratios may apply.

The leader should carry out a preliminary visit and identify any particular hazards. In exceptional circumstances where a preliminary visit is not feasible, detailed information must be obtained about the residential facilities and the area to be visited.

When using commercial, charitable or private facilities, leaders should use the provider questionnaire in Appendix L and the completed form must accompany form EV (see Appendix A) when seeking Authority approval for the venture.

In hostels and hotels, the group should have adjoining rooms with staff quarters adjacent to the young people. Access by staff to the student rooms must be available at all times. The accommodation area should be as discrete to the group as possible and where there is not 24hr reception staff, security arrangements should be in force to deter unauthorised visitors. These matters should be checked during a leader pre-visit at which time other basic security checks can be made, such as ensuring there are working locks on windows or shutters etc. The leader should require a floor plan of the rooms designated to the group in advance.

The adults accompanying the party should, **wherever possible, be able to speak the language of the host Country.** If they are unable, other arrangements should be in hand, e.g. a travel company courier for whom the group has easy access. Good communication systems will also be essential if accommodation plans alter at the 11th hour. E.g. last minute change of resort for a ski visit due to lack of snow.

The whole party should be aware of the lay-out of the accommodation, its fire exits, regulations and routine and all should be able to identify key personnel, i.e. other accompanying adults with the party and the resort or tour company representative designated to the group. A record of the young people's rooms must be made immediately on arrival. These lists should be checked at the beginning of the day and regularly thereafter. Briefings should be thorough on time schedules, codes of behaviour and actions in the event of an accident/emergency. **All members of the group should carry a note of the name, address and telephone number of the group accommodation.**

It is not recommended that any member of staff take their siblings on school visits.

Where the nature of the visit is an overseas expedition to a remote or developing country, the document 'Overseas Expeditions' written by the Outdoor Education Advisers Panel provides a series of guidelines for good practice in clarifying procedures and responsibilities. Copies of this document can be obtained from Cornwall Outdoors.

For home-school exchange visits, where students are 'paired' and reside in family homes, a sound liaison should result in careful 'pairing' arrangements, where host families are fully informed about any specific medical and dietary needs of their guests. Parents, students and the host establishment should fully

understand the exchange programme, codes of conduct and the arrangements for collecting and distributing the students to the host families, in addition to restrictions and limitations concerning students participating in any hazardous activities with host families. Group activities should be arranged during the early part of the visit, to enable early accommodation 'pairing' problems to be highlighted and resolved. A straightforward communications system, known to all, should be in place to contact accompanying staff. Various check-lists within this document exist to aid the planning process for teachers. When completing form EV for such ventures, leaders will be asked to confirm that they have followed the guidance provided in these check-lists.

When considering transport arrangements leaders should refer to the guidance in Transport (Section 7) as careful consideration should be given to this potentially hazardous aspect of any venture. Reference should be made to Appendix C 'Educational Group Travel with Young People on Ferry Crossings' in order to develop an appropriate framework for the conduct and supervision of the group. For longer crossings when couchettes or cabins are used for overnight journeys, further considerations to supervision and safety are required.

School Visits/Journey insurance covers foreign visits but please check this out. Journey insurance for foreign travel can be obtained separately too and through providers as part of their package.

SECTION ELEVEN

Emergency Procedures

Emergency procedures are an essential part of planning an educational visit and all members of the visit leadership party must be familiar with them before the departure. Some incidents can be resolved through an on-the-spot response by the Visit Leader however, in the event of a serious incident, which could range from an injury or illness requiring medical treatment to a fatality, the following procedures must be followed. (details in EV paperwork pack).

11.1 Party Leaders and other Supervisory Adults

11.1.1 Introduction

The Visit Leader must ensure these procedures are implemented as quickly and efficiently as possible in order to facilitate help and support for young people, parents and staff. All staff should have available a copy of these procedures and appropriate information (telephone numbers for example) on all visits.

For the purposes of these procedures a serious incident is defined as:

1. A situation where a group member:
 - Has suffered a life threatening injury or fatality
 - Is at serious risk
 - Has gone missing for a significant or unacceptable period
2. Any incident that is beyond the normal coping mechanisms of the Visit Leadership Team.

11.1.2 Mobile phones

A mobile phone is an essential item of equipment for a Visit Leader and may save valuable time in the event of an emergency. However, difficulties frequently arise with mobile phones due to reception, battery power or insufficient credit. Mobile phones should complement and not replace traditional safety and communication procedures. Visit Leaders should know the mobile phone numbers of other key staff in the party.

11.1.3 Visit Leader First Response – Care of the Group and Colleagues

See Appendix 11.A for actions and checklist

11.1.4 Action for Establishment Emergency Contact on receiving a call

See Appendix 11.B for information checklist

All emergency contacts must have by their telephone:

- lists of all group members (including adults) together with the addresses and telephone numbers of their contacts/ next-of-kin
- complete details of the itinerary
- telephone numbers of senior staff from the establishments concerned
- Contact details for Learning and Directorate as below

In the event of being alerted to an emergency during an off-site visit use the following to guide your actions:

- Stay calm – use the checklist below (Appendix B) to record essential information.

- Consider the actions you need to take and contact the appropriate people.
- Reassure the caller and keep them informed of your actions.
- Record all information you receive and actions you take.
- Delegate tasks as and when possible/appropriate to allow you to manage the situation.

Depending on the circumstances and the support required you will need to consider some or all of the following:

- Inform your own senior colleagues (and governors).
- Inform the Local Authority. They will assess the level of response required which may involve deploying the Tactical Coordinating Group to give support to you, the party, and parents/carers.

11.1.5 Emergency Support Team – school/establishment-based

- Establish an Emergency Support Team, which may need to include the following roles (*combine if insufficient staff are available*):
 - Overall Controller
 - Coordinator with group (consider keeping the same person to always speak to the Visit Leader)
 - Communications (could be a number of people dealing with different aspects)
 - Logistics – making arrangements (e.g. transportation/accommodation) for the group and any travelling team if required
 - Resources – e.g. office space, reception for any visitors (parents/carers, media), refreshments / food – Site Manager, admin support
 - Record/log keeper
- Keep a log of all actions, communications and decisions, including the people involved and times.
- Arrange alternate and additional phone lines so that incoming calls do not swamp communications. Consider other means of communication such as internet, email and text.
- Liaise with your employer over liaison with emergency services, media, tour operators, insurance companies as necessary.
- Carry out the actions required to support the Visit Leadership Team.
- Decide if a ‘Travelling Team’ is needed to provide support at the scene.
- Ensure the security of your site and ensure that access is monitored and controlled (elements of the press may well seek to gain access wherever they can).
- Make arrangements for relatives to be accommodated onsite or nearby, if necessary, whilst they wait for news.
- Arrange for the return or onwards travel of the party, and/or arrange transport for parents to the scene/hospital
- Control communications and the flow of information to the affected group, parents, other establishment staff (beware of other staff inadvertently starting rumours circulating).
- Control information to the media – use the expertise of your Employer’s communications team and direct all media enquiries to them.
- Make arrangements for meeting the group back from the visit and returning children to parents.

- Consider the possible need for future emotional support and care for anyone involved (don't forget other staff, young people and the Emergency Support Team as well as those directly involved).

11.1.6 Contacting the Directorate during or outside office hours

Telephone Fire Control **01209 722860**. There is a duty officer 24 hours a day. Indicate clearly:

- (a) that it is an emergency on an educational visit.
- (b) that you need to speak to the Emergency Management Officer as soon as possible.
- (c) where you are, who you are and your telephone number (including direct codes if possible – particularly if you are abroad).

Your message will be passed on and an officer will telephone you as soon as possible. Please remain by the telephone.

PLEASE NOTE – DO NOT speak to the news media under any circumstances other than to refer them to the Communications Officer at County Hall, **01872 322186**

Visit Leader Emergency Action Card

To be printed, laminated, and carried by all staff accompanying a visit.

Visit Leader First Response – Care of the Group and Colleagues

1. REMAIN CALM - Assess the situation.
2. Safeguard yourself and then any other uninjured members of the group.
Make sure all other members of the party are:
 - ✓ accounted for
 - ✓ safe
 - ✓ adequately supervised
 - ✓ briefed to ensure that they understand what to do to remain safe.
3. Delegate to Assistant Leaders if possible so you can keep an overview of events.
4. Call emergency services as appropriate.
5. Carry out first aid to the best of your abilities. Remember the aims of first aid are to
 - a. Preserve life
 - b. Prevent the condition worsening
 - c. Promote recovery
6. Casualties need to be able to breathe – if they are unconscious put them into a safe airway position
7. Find and stop any serious external bleeding
8. Protect the casualty from the environment - keep them warm
9. Monitor their condition, reassure them and provide emotional support

Once the immediate situation is contained:

- Inform the school/Establishment Emergency Contact or, if unavailable, your Employer (e.g. the Local Authority) Emergency Contact. They will need the information as per the table below:
- Liaise with, and take advice from, emergency services if they have attended the scene.
- Legal liability should not be discussed or admitted.
- Refer all media, parental or other enquiries to your employer's press office.
- An adult from the party should accompany any casualties to hospital
- Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation.
- Consider the emotional needs of the group such as removing them from the scene, providing support (they can often do this for each other), giving them useful things to do.
- Control communications - prevent group members from using phones or going online unsupervised or until approval is given.
- Keep a written log of all actions taken, conversations held and a timescale.
- Inform the Foreign Office Consular Assistance Team if abroad.

Appendix A

Information to be supplied to Emergency Contact at base

Who is calling?
If your group is from more than one establishment, which one are you from?
What is your role in the group? (Visit Leader, Assistant Leader, Volunteer?)
What number can you be called back on should you be disconnected?
What has happened? What is the nature of the emergency?
What is the number and status of any casualties?
What is their current location?
What is the total number of people in the party?
Are you are staying where you are or moving? If you are moving where to?
What help do you require?
What time did the incident happen?
What time is it now? If the group is outside the UK what is the time difference?

Emergency Numbers

Name		Telephone	Mobile
My telephone number			
School/Establishment		01579 342344	EVC 01579 325716
Nominated E m e r g e n c y c o n t a c t			
Second Emergency contact			
Head Teacher			
Employer (e.g. LA) (24 hour number)		01209 722860	
Emergency Services (if travelling abroad)			
Foreign Office Consular Assistance		+44 20 7008 1500	
Communications Office		01872 322186	

Emergency Contact Action Card

This checklist should be made available to any staff likely to take incoming phone calls from a Visit Leadership Team.

On receiving a call

In the event of receiving an emergency call from a group on a Visit, remember they will be very stressed. You need to remain calm to be able to take down some key information without missing anything. Carry out the actions below, as appropriate:

1. Take down the following information:

Who is calling?
If you have more than one Establishment, which one are they from?
What is their role in the group (Visit Leader, Assistant Leader, Helper, Participant)?
What number can they be called back on should you be disconnected?
What has happened? What is the nature of the emergency?
What is the number and status of any casualties?
What is their current location?
What is the total number of people in the party?
Are they staying where they are or moving? If they are moving where to?
What help do they require?
What time did the accident happen?
What time is it now? If the group is outside the UK, what is the time difference?

1. Reassure them and tell them they will be called back once you have contacted a senior manager (within 30 minutes).
2. Contact staff in the following priority order and give them the information you have noted.
3. If you receive a call from the media or a Parent, refer them to a senior manager.

The table below should be completed with names and numbers of those who should be informed, in order of priority.

[illegible]

SECTION TWELVE

ILLEGAL DRUG AND/OR ALCOHOL USE AND MISUSE POLICY WHILST ON AN EDUCATIONAL VISIT

Visit leaders and other adults will be given a briefing by the Educational Visits Co-ordinator in liaison with the Assistant Headteacher (Pupils) on how to proceed in handling drug related incidents whilst away from the school premises.

Visit Leaders should ensure that they are fully aware of the protocol and how to proceed in the handling of a drug/alcohol related incident involving a party member.

12.1 Contact

In the event of an incident, the Visit Leader must contact the Headteacher or a member of the Senior Leadership Team to liaise, prior to taking anything other than emergency steps to secure health and safety of students, staff and others.

12.2 Pupil(s)

If a pupil(s) breaches the rules and is returned home, parents/carers will need to meet the cost of these arrangements as identified on the Parental Consent form.

12.3 Procedures and Laws

12.3.1 Centre based residential trips in this Country

Whilst on a centre based residential trip in this country, staff are advised to follow the procedures outlined above and to work in liaison with the Centre Manager.

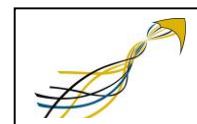
12.3.2 Educational visits out of Country

Staff must be aware that laws on drugs and policing arrangements vary widely in other countries. The Visit Leader should ensure that all participants on the trip are fully aware of these differences before departure, and should have considered in advance how they will respond to any drugs incident. For in-country advice, schools should contact British Embassy or Consulate staff.

Policies for dealing with students relating to a 'no alcohol' breach will be dealt with by the Visit Leader after taking advice from the Headteacher or delegated SLT member.

LISKEARD SCHOOL AND COMMUNITY COLLEGE

PROPOSAL FOR EDUCATIONAL VISITS (EV Form)



Cornwall County Council Education Department

This form is to be completed by the Visit Leader. It is essential that the county policy and procedures document on 'Safety on Educational Visits' is referred to when completing the form.

This form should be submitted to the Educational Visits Co-ordinator (Collette Carlin) for visits in all categories. The EVC should retain a photocopy on file and return the form to the Visit Leader following local or LA approval.

BEFORE PROCEEDING: *(signatures required)*

Visit Leader to check that the diary is clear

SLT approval

(preferably GAP)

Reception to confirm and input trip onto school diary

Leader: Relevant qualifications:

Other staff: *(Male/Female ratio)*

Contact number during visit:

Destination and purpose of visit: *(Include address)*.....

.....

Cost per participant: £

Students: (name of class, or year groups involved)

Departure from school: Date: Time:

Return to school: Date: Time:

Type of visit: (tick one box)

Group 1 *(2 weeks notice)*

☐

Group 2 *(2 weeks notice)*

☐

Day Trip (50 mile radius)

Day Trip (distant)

Group 3 *(2 months notice)*

☐

Group 4*

☐

Adventurous Activity

Residential or Abroad

(Residential 3 months /Foreign 6 months notice and Governors/Head approval)

A FULL ITINERARY AND COPY OF THE RISK ASSESSMENTS MUST BE FORWARDED TO THE EVC FOR VISITS LASTING MORE THAN ONE DAY – THESE WILL THEN BE FORWARDED TO THE LA.

**FOR GROUP 4 TRIPS IT IS RECOMMENDED THAT YOU TAKE A COPY OF THE 'SAFETY ON EDUCATIONAL VISITS' HANDBOOK WITH YOU FOR REFERENCE.*

If an adventurous activity has been ticked, describe here:

.....

.....

.....

**GET APPROVAL IN PRINCIPLE –
COLLETTE CARLIN (EVC) TO SIGN**

Financial Arrangements approved – I. Beighton (Bursar) to sign

--

Numbers missing school lunch

(Remember to order free school meals)

--

Catering Manager to sign

--

Transport Arrangements: Include the name of any transport company used and confirm that the driver holds a valid enhanced CRB/DBS check (see section 7.2.4). If the school minibus is to be used, please give name of driver and confirm that they have received appropriate training. The minibus must comply with the County Council Standards.

.....

.....

Organising Company/Agency (if any): (include the licence reference number if the body is registered with the Adventure Activities Licensing Authority)

Name:

Address:

.....

Tel/Fax: AALA Licence No. if registered:

Students

	BOYS	GIRLS
Number (proposed):
Year(s):
Supervision Ratio:

State the arrangements made for disabled pupils, for pupils with specific medical needs, or for students who require additional support (*enclose a further risk assessment on the pupil if necessary*). If 1:1 support is required, please speak to a member of the Learning Support Team for clarification on meeting these student needs and resource/equality of access implications.

Further advice sought from	Name:	Signature:	Date:
Not applicable	√ Please tick	<i>If you tick this section you take full responsibility for all students</i>	

.....

.....

You must ensure that a list of the students' names, using the form 'Visits Register' and a copy of the completed EV form are passed to Reception immediately prior to leaving. Staff contact numbers whilst on the trip must also be written on the register.

Emergency Procedure: The home contact details should be back at base and not on the visit. In addition, that person should not have a child on the visit/trip and must be a member of staff. Please ensure that the contact person is available out of school hours if necessary (*SLT for residential and foreign*).

Emergency Contact (Staff Member):.....

School Telephone: Home Telephone:

Reserve Emergency Contact Name: Tel No:

Are appropriate insurance arrangements in place? YES/NO
Will young people, at any time during the visit, not be under direct supervision? YES/NO
If YES, please give details on a separate sheet.

Students' Briefing:

Took place on: or is scheduled for:

Parents' Briefing:

Took place on: or is scheduled for:

(for non-residential trips) letter with consent form sent out on:

Incidents

If there is a need to administer first aid whilst on the trip or there is an incident/near miss, I must inform the EVC as soon as possible on my return to School or in accordance with the School Policy.

Risk Assessments

A full risk assessment has been carried out regarding this trip and passed to the EVC. I can confirm that as Visit Leader I have briefed all staff as to its contents.

Signature of Visit Leader:.....

Signature(s) of supporting staff: (to say they have been informed of all the risk assessments)

.....

Checklist

I confirm that due consideration has been given to the following, in respect of County Policy for Educational Visits (please tick to confirm):

A full Risk Assessment completed: (see section 3) ☐

Visit is in school diary and ☐
'Approval in principle' has been obtained (EVC- Collette Carlin)

A member of the SLT with overall responsibility for cover and school diary has ☐
agreed to cover implications in principle

Financial Arrangements (*ensure !;! support is costed*) ☐
Canteen informed (*and free school meals ordered*) ☐

Supervision Arrangements agreed and staff absence requests ☐
have been submitted to SLT for all staff

Parental Notification ☐

Parental Consent ☐

Transport Arrangements ☐

Insurance Arrangements ☐

Any Commercial Centre Licensing Arrangements ☐

Any necessary Leader Qualifications ☐

Emergency Procedures (*and reporting of incidents/near misses*) ☐

Provider Questionnaire Received (*new providers only*) ☐

I am aware of the protocol relating to the Schools Drug/Alcohol Misuse Policy ☐
(*see section 12 of the EV Policy handbook*)

**A copy of the EV form and an accurate list of staff and students ☐
will be handed to the Emergency Contact. The student list will also be handed to
reception/Attendance Officer immediately prior to leaving**

**Please refer to the 'Safety on Educational Visits' handbook should you need further advice on organising the trip or the
'Record of Need Register' for additional information relating to students.**

APPROVAL BY HEAD TEACHER

Delegated to the EDUCATIONAL VISITS CO-ODINATOR

The visit is being undertaken in accordance with the current Cornwall County Council Policy Document on Educational Visits and is a component of the planned educational programme. Ratios, instructor qualifications, group sizes, insurance arrangements and emergency procedures conform to those set out in County Policy.

SIGNED: DATE:
Visit Leader

SIGNED: DATE:
EVC

Please pass this form to the EVC for Headteacher/SLT signatures

SIGNED: DATE:
Headteacher/SLT (only necessary for group 3 & 4 visits)

For residential and foreign trips a copy of this completed document must be sent to the Chair of Governors.

For activities in **groups 3 and 4**, this completed EV form plus any additional information, should be forwarded for approval by the EVC to:

*Andy Barclay
Head of Cornwall Outdoors
Cornwall Learning
Chy Trevail
South 2, Beacon Technology Park
Dunmere Road
Bodmin, Cornwall, PL31 2FR
Tel: 07968892855/01872 326360*

N.B: For visits requiring LA approval, the following **minimum** notice periods apply:

Foreign visits: 6 months

Residential visits: 3 months

Adventure Activities: 2 months

Where the nature of the visit is an overseas expedition to a remote or developing country, the notice period will be considerably longer, and may be in excess of 12 months.

A copy of the approval form must be retained in the school.

APPROVAL BY LA:

SIGNED: DATE:
Cornwall Outdoors

EXCURSIONS: VISITS REGISTER

This form is used to inform all staff of the outline arrangements of your educational visit and the names of those taking part. (Any member of staff wishing to question the inclusion of specific individuals must see RRQ). For visits extending beyond the normal school day, a list of contact phone numbers must be provided. Please place a copy of this proforma on the staff notice board – (staff room) in advance to warn teachers. An updated/accurate version should be sent to the Attendance Officer, immediately prior to leaving.

1. Visit Leader
2. Emergency Contact No
(your phone)
3. Assisting staff/adults
4. Date(s) of visit
5. Time of departure
6. Time of return
7. Emergency contact in school

Nominal Roll of Students

	Name	t/g	Contact telephone
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
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68			

Visit Authorised

Internal Use only

To be ordered by:
Finance **Yes / No**

Order No.

Ledger Code:

Nominal Code:

Supplier Name:

Address:

Signed: _____
Department Head

Name of Trip: _____

Date(s): _____

Trip Leader: _____

Max Number of students attending: _____

Description	Company	Cost	Actual Costs (Finance only)	Purchase Order Proforma Completed (tick)
Activity				
Travel Arrangements				
Other Expenditure (Petty cash, Euros)				

Finance Office Use	Total	_____	_____	
	Cost Per Student	_____	_____	
	Income Received	_____	_____	
	Surplus/Deficit	_____	_____	
Surplus to be split equally between students that paid, deficit to be charged to department				



LISKEARD SCHOOL AND COMMUNITY COLLEGE

PARENTAL CONSENT FORM

Data Protection Act. The information being collected on this form will only be used for the purpose of school administration of visits and journeys under Department of Education and Skills guidelines. The data will not be disclosed to any external sources other than in an emergency, or to the Local Authority, without your written consent.

1. Details of visit to:

From: (date/time) To: (date/time)

2. Name of participant: Tutor Group.....

3. Address:

.....

.....

4. Telephone Number:

5. Age: Date of Birth:

6 Emergency Address and/or Telephone Number: (if different from above)

.....

.....

7 Personal Information: Please give details requested below and any additional personal information which might be relevant. If you feel that the School should be aware of any new or existing medical conditions concerning your child, please contact their Head of Year, (*especially if this form was signed in advance of the trip taking place*). If your child requires prescribed medication during a school trip (i.e. Salbutamol for asthma), it is essential that they take sufficient supplies with them.

A. Has your child, to your knowledge, been in contact with any infectious illness in the last three weeks?

YES ☐ NO ☐ If yes, give details:

.....

B. Does he/she suffer from allergies, diabetes, migraine, epilepsy, bad period pains, sleep walking, bed wetting?

YES ☐ NO ☐ If yes, give details:

.....

C. Is he/she allergic to anything e.g. antibiotics, elastoplast, aspirin or any such medicines, any particular food/drink?

YES ☐ NO ☐ If yes, give details:

.....

D. Is he/she actively sensitive to penicillin?

YES ☐ NO ☐ If yes, give details:

.....

E. Is he/she receiving any medical treatment at present?

YES ☐ NO ☐ If yes, give details of illness/disability and treatment

.....

.....

F. Does your child have any other illness or disability that the visit leader should be aware of? YES ☐ NO ☐ If yes, please give details

G. Date of last anti-tetanus injection:

H. Does he/she have any special dietary needs?

I. If your child is entitled to free school meals, will they need a packed lunch ordering from the school canteen? YES NO ☐ ☐

J. Can he/she swim 50 metres? YES ☐ NO ☐

K. Name, Address and telephone number of own Doctor:

8 Insurance: Please note that there is a limited amount of cover for personal accident and loss of personal belongings through School Journey Insurance. Participants are covered by Cornwall County Council insurance in the event of negligence by one of its employees or agents. Details are available on request.

9 PARENTAL CONSENT:

- (a) I have read the information provided and agree to my son/daughter taking part in the above activities.
- (ii) I acknowledge the need for him/her to behave responsibly at all times, in accordance with the Schools Behaviour for Learning Policy.
- (iii) I understand that the staff responsible for the activities will take all reasonable care of participants.
- (iv) I consent to any emergency treatment necessary. I therefore authorise the party leader(s) to sign, on my behalf, any written form of consent required by the hospital authorities should medical treatment (a surgical operation or injection) be deemed necessary, provided that the delay required to obtain my signature might be considered, in the opinion of the doctor or surgeon concerned, likely to endanger my child's health or safety.
- (v) I consent to my child travelling in a motor vehicle driven by a member of staff or other adult in the event of an emergency and in accordance with associated LA guidance.
- (vi) I understand that if my child is returned home after breaching the rules relating to the School's Illegal Drug Use and Misuse Policy, I will need to meet the cost of these arrangements.

Signature: Print:
(Please print your name alongside your signature)

Please return this form, together with any deposit or payment required, to:

Mr/Mrs/MsBy (date)

10 A copy of this form may be returned to parent/guardian by the school once received after signature, should it be requested.

APPENDIX C

EDUCATIONAL GROUP TRAVEL WITH YOUNG PEOPLE ON FERRY CROSSINGS

Every year many thousands of young people in school or youth group parties use ferries in their travel arrangements. Very often these ferries provide an interesting and exciting break especially for those groups that have already had a long coach or train journey to the port of departure. However, the behaviour of some group has been less than desirable. The following is particularly relevant to ferry crossings but the general principles also apply to train and bus journeys.

The environment of a cross-channel ferry is potentially an area of risk. These guidelines give advice to leaders on the organisation of group travel, but the actual decisions on the style of supervision, activities and procedure in an emergency have been left to the leader's previous experience and knowledge. These decisions, however, need to be appropriate to the group's size, age range and support staffing, together with consideration of the environment and the time of day.

To achieve good practice and develop a framework, the following guidance is offered:

(NB The length of time on board the ferry will have implications on all guidance)

1. Thorough briefings prior to a ferry crossing are an essential feature of the process. The group, the staff and the young people need to be aware of their responsibilities and what is expected of them.
2. Safety rules and socially acceptable standards of behaviour should be clearly agreed with all members of the group, including a policy regarding tobacco and alcohol.

The group will benefit from considering the following:

3. Actions of individuals in the event of an emergency, the location of 'muster stations', evacuation procedures in the event of collision or potential sinking, getting disorientated onboard, feeling unwell, the policy regarding access to areas including boat decks, duty free shops, bars and restaurants.
4. Consideration needs to be given to the levels of supervision, which are appropriate for the young people within a particular group. It should be noted that on ferry crossings the group leaders still have 'a duty of care'. On no account should young people be let to disturb other passengers.
5. A clear policy regarding 'sub groups' for supervision and the location of the leader needs to be established.
6. Group management is made easier with a clearly established 'base/meeting point' for the group. Some ferry companies will arrange this, other will insist upon it.
7. Consideration should also be given to the likely danger areas on board for the particular group. These areas may well alter as weather conditions change.
8. The ship's Purser could help in programme planning and in the resolution of any issues (i.e. with other passengers or groups on board).
9. The structuring of the journey time with appropriate activities will help the educational value of the whole programme. This may be of practical benefit if delayed.

10. The group management of the dockside requires special consideration, taking into account immigration and customs procedures, road and rail traffic, foreign signs, unexpected hold-ups and the location of public facilities.

APPENDIX D

VOLUNTEER DRIVERS – DECLARATION FORM

This form should be completed by all volunteer drivers (including staff) who will be transporting young people in private vehicles, for the purpose of visits and journeys and is valid to the end of the calendar year in which it was signed.

School/Youth Group:

Calendar Year:

Make of Vehicle/CC:

Registration No:

DECLARATION

1. I confirm that my vehicle is in a roadworthy condition and has a valid MOT certificate, if appropriate.
2. I am in possession of a current valid driving licence, free from any of the following endorsements.
 - Failing to stop after an accident
 - Failing to give particulars or to report an accident within 24 hours
 - Driving while disqualified by order of court
 - Attempting to drive while disqualified by order of court
 - Driving without due care and attention
 - Driving without reasonable consideration for other road users
 - Driving without due care and attention or without reasonable consideration for other road users
 - Reckless driving
 - Driving while under the influence of drink or drugs
3. I confirm that I have a current policy of insurance in respect of my vehicle, which covers the carriage of young people.
4. I confirm that I hold a valid enhanced DBS check.
5. I confirm that I have no medical problem, which might make the transporting of children an unacceptable risk.
6. I agree to produce the above-mentioned documents if requested to do so by any officer of the County Council.
7. I undertake to ensure that seat belts (where fitted) will be worn.
8. I undertake to inform the school/youth group if the circumstances referred to in this form change.

Signature of volunteer driver:

Address:

.....

Tel No: Date:

Under no circumstances should volunteer drivers be engaged without a signed declaration being received.

APPENDIX E

SCHOOL JOURNEY INSURANCE POLICY

Definitions

The Insured

Each and every member of a school journey party who shall be a person attending full time education or an employee of the schools, Local Authority or a volunteer assisting the school.

Period of Insurance

From the time of assembly of the school journey party until dispersal.

Geographical limits

Great Britain, Northern Ireland, Isle of Man, Channel Islands

Cancellation and Other Expenses

Sum Insured – Up to £1,000 for each person insured.

This covers the loss of deposit or prepaid charges for travel or accommodation, which are irrecoverable from any other source. This only applies to cancellation due to a fortuitous cause outside the control of the insured. In the event of illness a medical certificate will be required to make a claim. It is also possible for the insured to cancel if the main breadwinner of the household becomes redundant.

Personal Accident

Capital sum of £7,500 for a child under 18, £15,000 for an adult.

Personal Effects and Money

This carries a £15 excess.

The limits of liability are: Up to £1,500 in all per person. £250 in respect of any one article, pair or set. £200 per person in respect of money.

Any loss must be reported to the police and the appropriate report obtained.

Personal Liability

This is a brief resumé of the School Journey insurance. Full policy details are available from the SMART Finance Team.

APPENDIX F

CHECKLIST FOR EVC's AND VISIT LEADERS

Proposal and pre-booking considerations

Experience of leader and deputy is appropriate to nature of visit
Educational Objectives of visit are identified
Costings, paying in and accounting procedures are in place
Transport arrangements comply with school and LA requirements
Clear rationale for choice of tour operator/provider/location of visit
Clear rationale for age group and proposed numbers
Clear rationale for any other staff accompanying the visit (including family members)
Staffing ratios are appropriate for the visit (including male:female ratios)
Emergency procedures are in place
Full information to pupils and parents
Appropriate insurance is in place
Potential for pre-visit
Security of the accommodation (including campsites)
Qualifications of specialist staff (own or contracted)
Generic risk assessments for the visit are in place
1:1 support and student participation

Travelling Procedures

Passports/visas/EHICs
All drivers hold enhanced DBS checks
All transport meets appropriate safety standards
Transfer procedures (between coach/ferry, comfort stops)
Food and litter
Head count procedures
Lost pupil/staff procedures
Delay/breakdown of staff
Late arrival
Medical procedures

Living Procedures

Food and stops en route
Floor plan of accommodation
Grouping of pupils for accommodation
Grouping and location of staff
Fire drill and emergency evacuation
Security and assistance at night
Location of any local hazards (busy roads, crime hot spots)
Pocket money arrangements
Contingency funds

Daily Procedures

Code of conduct
Daily routine/timetables and staff/pupil responsibilities
Care of accommodation (bedrooms/tents/shred areas)
Medical procedures
Duty staff
Signing in and out

Activity Procedures

Qualifications/experience of technical staff
Suitability and conditions of equipment
Clothing
Weather
Alternative activities in event of bad weather
Hand over of responsibility
Role of school staff during activities
Medical emergencies
'down time' activities

Health and Emergency Procedures

Home contact chains
Student accommodation contact details (in case of being lost)
Ongoing medical care
Emergency repatriation procedures
Alcohol and substance abuse
Misconduct sanctions
Serious misconduct
Security of/loss of valuables or money
Medical care plans
Emergency and security procedures – terrorism threat

APPENDIX G

CHECKLIST FOR EVC/SLT/HEAD APPROVAL

Leader has necessary experience, training and capability

Deputy leader can replace leader if necessary

Educational aims identified

Contact details during visit are identified

Transport arrangements comply with school and LA requirements

Specialist qualifications/licences have been confirmed as a condition of booking

Due attention has been given to selection of contracted agencies

Pupil target group and size has been identified

There is good developmental balance amongst the staff team

Emergency procedures are in place

Insurance is in place, which matches the nature of the visit

Information to pupils and parents is in place

Parental consent form meets LA requirements

Paying in and accounting procedures are in place

APPENDIX H

CHARGING POLICY

Summary of the main points of the LA Policy on Charging

There are five principles underlying the provisions on charging:

1. That the education in schools should be free.
2. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability to help meet the cost.
3. That there is no statutory requirement to charge for any form of education, but that LAs and schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
4. That LA and school have the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.
5. No charge is made for a Supply teacher to cover for those teachers who are absent from school accompanying pupils on a residential visit

Summary of main points:

1. Optional trips wholly or mainly (as defined in the Circular) outside school hours will be charged at full cost.
2. Trips wholly or mainly (as defined in the Circular) during school hours may be funded by voluntary contributions. NO child may be excluded from such a trip because the parents are unable or unwilling to pay a voluntary contribution.
3. Board of lodging costs on residential trips will be charged except to those parents in receipt of income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £15,575), support under part VI of the Immigration and Asylum Act 1999 or disability working allowance.
4. Individual tuition in the playing of a musical instrument by a teacher employed by the LA in or out of school hours will not be charged for. However, where tuition or ensemble activities are provided by external agencies and peripatetic teachers a charge may be made to pupils concerned.
5. Re-sits of prescribed examinations where no further preparation has been provided by the school will be charged for.
6. Entry to examinations which are not prescribed in regulations issued by the Secretary of State will be charged for.
7. Schools may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish in advance to have the finished product.
8. Schools may make charges for breakage's and damage to property.
9. Governors may make provision through voluntary contributions for costs incurred by the children of parents who are unable or unwilling to make a voluntary contribution.

Definitions:

The most important definition concerns whether an activity takes place within, or out of, school hours. If the number of school sessions missed by the pupils is less than 50% of the number of half days taken up by the activity, the activity is deemed to take place outside school hours. If the number of school sessions is 50% or more of the number of half days, the activity is deemed to take place during school hours.

Numbers of half days, or of school sessions, are to be rounded up as follows:

Where 6 or more hours in a half day is spent on a residential visit the whole of that half day counts as having been spent on the visit; where half or more of a school session is devoted to a residential visit the entire session counts as having been spent on the visit.

Organisers should not confuse these charges with those permissible under the heading of ‘Voluntary Contributions’, which are subject to less stringent restrictions.

Voluntary Contributions

The restrictions on charging for ventures do not in any way prohibit the LA or establishment from seeking voluntary contributions in support of a venture. Such contributions must, however, be genuinely voluntary.

Consequently, it must be made clear to parents that there is no obligation to contribute and students must not be treated differently according to whether or not their parents have made any contribution.

It is, therefore, very important to explain in a letter to the parents the nature of the proposed venture, the likely value in education terms and the financial contribution per student, which would be required if the activity were to take place.

The letter should emphasise that there is no obligation, to contribute and that no student will be excluded because parents are unwilling or unable to contribute. However, it must be made equally clear if the venture is likely to be jeopardised by lack of parental support in the form of insufficient contributions.

There is no limit on the level of voluntary contribution, nor is there any restriction on the way in which such contributions may be used. Thus voluntary contributions can be used to subsidise students of lesser means and to pay the travel and accommodation costs of accompanying teachers.

The importance of voluntary contributions is that parents must be made aware of the purpose for the request and must be warned if the receipt of insufficient contributions is likely to cause the cancellation of the venture.

A full copy of the Charging for School Activities Policy (Jan 09) is available from the EVC on request. It is also available on Moodle.

NB: Under new DfES agreement, all charges/monies should be paid to/collected by persons other than teachers if at all possible.

APPENDIX I

EMERGENCY PROCEDURES 1 CHECKLIST FOR VISIT LEADER AND OTHER SUPERVISORY ADULTS

FIRST RESPONSE – CARE OF THE GROUP

Ensure all young people and staff are safe from further danger.

Ensure all steps have been taken to provide rescue, medical care, and hospitalisation of anyone who is injured or missing.

Even if an incident has not led to death or serious injury, but is likely to involve the media, contact your home base, or the Education Department as soon as possible.

Do not let party members telephone home until contact has been made with the home base or the Education Department and if and when appropriate, contact your trade union regional headquarters.

CONTACTING YOUR HOME BASE

In the case of a fatality or serious accident/incident, inform your home contact as soon as possible. Indicate clearly that it is an emergency and provide the following information:

A copy of the form is included in the EV pack.

Information to be supplied to Emergency Contact at base

Who is calling?
If your group is from more than one establishment, which one are you from?
What is your role in the group? (Visit Leader, Assistant Leader, Volunteer?)
What number can you be called back on should you be disconnected?
What has happened? What is the nature of the emergency?
What is the number and status of any casualties?
What is their current location?
What is the total number of people in the party?
Are you are staying where you are or moving? If you are moving where to?

What help do you require?

What time did the incident happen?

What time is it now? If the group is outside the UK what is the time difference?

Emergency Numbers

Name		Telephone	Mobile
My telephone number			
School/Establishment		01579 342344	EVC 01579 325716
Nominated Emergency contact			
Second Emergency contact			
Head Teacher			
Employer (e.g. LA) (24 hour number)		01209 722860	
Emergency Services (if travelling abroad)			
Foreign Office Consular Assistance		+44 20 70081500	
Communications Office		01872 322186	

APPENDIX J

EMERGENCY PROCEDURES 2 CHECKLIST FOR HOME CONTACT

The following is an aide-memoir for home contacts, listing the information required in the event of an emergency.

Emergency Contact Action Card

If an Establishment adopts this format, it should be made available to any staff likely to take incoming phone calls from a Visit Leadership Team.

A copy of the form is included in the EV pack.

On receiving a call

In the event of receiving an emergency call from a group on a Visit, remember they will be very stressed. You need to remain calm to be able to take down some key information without missing anything. Carry out the actions below, as appropriate:

1. Take down the following information:

Who is calling?
If you have more than one Establishment, which one are they from?
What is their role in the group (Visit Leader, Assistant Leader, Helper, Participant)?
What number can they be called back on should you be disconnected?
What has happened? What is the nature of the emergency?
What is the number and status of any casualties?
What is their current location?
What is the total number of people in the party?

SAFETY ON EDUCATIONAL VISITS

Are they staying where they are or moving? If they are moving where to?
What help do they require?
What time did the accident happen?
What time is it now? If the group is outside the UK, what is the time difference?

2. Reassure them and tell them they will be called back once you have contacted a senior manager (within 30 minutes).
3. Contact staff in the following priority order and give them the information you have noted.
4. If you receive a call from the media or a Parent, refer them to a senior manager.

The table below should be completed with names and numbers of those who should be informed, in order of priority.

[illegible]

APPENDIX K

EQUAL OPPORTUNITIES AND INCLUSION

Since September 2002, changes to the Disability Discrimination Act (1995) have placed new duties on local authorities and schools not to discriminate against disabled pupils for reasons relating to their disabilities. LAs and schools are under new duties not to treat disabled pupils less favourably, without justification, than non-disabled pupils; and to make reasonable adjustments to schools' policies and practices to ensure that disabled pupils are not substantially disadvantaged in comparison with non-disabled pupils.

Governing Bodies should ensure that their 'inclusion' policies address the needs of young disabled people wishing to participate in extra curricular activities, including education visits. This may also require an amendment to school's Charging and Remissions' policies (see APPENDIX H).

Schools will need to ensure that all reasonably practicable efforts have been made during the course of risk assessment to include disabled pupils in educational visits and to include disabled pupils who wish to take part in educational visits out of school hours. This will usually entail discussion with the pupil, parent, group leader and other supervisors, the Manager of the venue to be visited and the tour operator, ensuring sufficient experienced adults to cater for the special needs of any pupil in the party.

The Disability Rights Commission website (<http://www.drc-gb.org/>) has a number of useful publications available for downloading, including case study notes. Issues can sometimes be complex and advice can be sought from the Safety Co-ordinator for Safety on Educational Visits at Cornwall Outdoors.

APPENDIX L

EXTERNAL PROVIDERS ENDORSEMENT - for use with organisations that do not hold the Learning Outside the Classroom Quality Badge

Dates:	Name and Address of Provider:
Email Address:	
Website Address:	
Description - This information must be included. What are the services/activities/provision to be offered by this provider to be covered by this endorsement:	

The provider/tour operator named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed. Please **tick all specifications you can meet. Indicate by a cross any you cannot meet. Write N/A against any specifications, which do not apply to your provision.** All boxes must have a response.

Section 'A' should be completed by all providers. In addition section 'B' - Adventurous/Field studies activities), section 'C' - Tour Operators and section 'D' - Expeditions should also be completed where applicable.

Section A - ALL PROVIDERS

Health, Safety and Emergency Policy

1. The provider complies with the relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits/activities, and has a health and safety policy and recorded risk assessments which are available for inspection. ☐
2. Accident and emergency procedures are maintained and records are available for inspection. ☐
3. The provider operates a policy for staff recruitment, induction and training that ensures that all staff with a responsibility for participants have the experience and competence to undertake their duties. ☐
4. There is a clear and communicated definition of responsibilities between the provider's and visiting staff regarding supervision and welfare of participants. ☐
5. The provider has a Code of Conduct which will be employed where appropriate and supplied in advance of any booking. Visiting groups should adhere to the Code of Conduct. ☐

Staffing

6. The provider has a safeguarding policy covering staff recruitment, induction and training. To support this policy all reasonable steps are taken to check staff/volunteers, who will have access to young people, for relevant criminal history and suitability for work with young people. (i.e. UK CRB checks) ☐
7. There are adequate and regular opportunities for liaison between school/organisation staff and the provider's staff to agree learning outcomes and to agree if necessary any changes to the programme. ☐

Insurance

8. The provider has public liability insurance for a minimum of £5 million. ☐

Inclusion & Environment

9. The provider will take all reasonable steps to allow inclusion and participation of any young people who have special needs or have a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001 and Disability Discrimination Act 2005. ☐
10. The provider encourages responsible attitudes to the environment and/or promotes wider sustainability issues as an integral part of the programme. ☐

Vehicles

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

SAFETY ON EDUCATIONAL VISITS

12. Where applicable drivers are PCV qualified or operate with a small bus permit and local minibus driving assessment.
13. All drivers are appropriately insured and hold a valid licence to drive them on behalf of the provider.

☐

Accommodation (if residential or main use accommodation is provided)

14. A fire risk assessment has been completed, reviewed appropriately and meets the requirements of the Regulatory Reform (Fire Safety) Order 2005.
15. Security arrangements have been assessed and all reasonable steps taken to prevent unauthorised persons entering the accommodation.
16. Separate male and female sleeping accommodation and washing facilities are provided. Staff accommodation is suitably located to ensure adequate supervision.

☐☐☐

SECTION B - ADVENTUROUS ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

Activity Management

17. The ratios of staff to young people for the activities confirm to those recommended by the appropriate National Governing Bodies & LA, or, in the absence of this, the provider's Code of Practice informed by risk assessment.
18. The provider maintains a written code of practice for activities, which is consistent with relevant National Governing Body guidelines or in their absence, recognised national/best practise standards.
19. Staff competences are confirmed by appropriate National Governing Body qualification for the activity to be undertaken, or staff have had their competences confirmed by an appropriately experienced and qualified technical adviser.
20. The provider has made an assessment of the first aid needs for employees and visitors/participants. There will be adequate and appropriate facilities along with access to a person with a valid and appropriate level of first aid qualification. Staff are practiced and competent in accident and emergency procedures.
21. All equipment used in activities is suited to the task, adequately maintained and monitored in accordance with statutory requirements and current good practice, with records kept on maintenance checks where necessary.

☐☐☐☐☐

AALA Licence *For AALA licensable activities in the UK, the specifications in this section are checked as part of an AALA inspection. However, providers registered with AALA are asked to consider these applications with respect to any activities or aspects of their provision offered that are not covered by the licence.*

22. Adventure Activities Licensing Authority (AALA) Licence held.

☐

23. AALA reference No R_____ Expiry Date:_____

SECTION C - TOUR OPERATORS/PACKAGE HOLIDAYS

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

24. Sections A and B of the form, as appropriate, have been completed to show that checks have been made, records of which are available for inspection.
25. The Tour Operator complies with package Travel Regulations, including bonding to safeguard customers' monies.
26. Security in the case of Insolvency - There is an on-going legal requirement to have sufficient evidence of security for the protection of pre-payments in the event of insolvency under The Package Travel, Package Holidays and Package Tours Regulations 1992. This states that businesses offering "packages" must be able to provide this evidence at all times. Please tick to confirm that this is understood and will be complied with.

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SAFETY ON EDUCATIONAL VISITS

27. ATOL, ABTA or other bonding body name and numbers:

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

SECTION D - EXPEDITIONS

29. The provider has completed sections A and B of this form and agrees to provide additional written assurance which are specific to the expedition being proposed and which will be made clear to the provider by the LA's Outdoor Education Adviser.

If any of the above specifications cannot be met or are not applicable, please give details on a separate sheet.

Also please give details of any other accreditation with national governing bodies, tourist boards etc.

Please note - To enable provider endorsement to be completed leave no answer boxes blank and complete the declaration section in full.

DECLARATION

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

Signed:

Date:

Name in capitals:

Position in organisation:

Name and address of provider or tour operator:

Tel:

Fax:

Email:

Thank you for completing this form. Please return to:

Cornwall Outdoors, Cornwall Learning Chy Trevail, South 2, Beacon Technology Park, Dunmere Road, Bodmin, Cornwall, PL31 2FR

Te l :01872 326368 email cornwalllearningoutdoors@cornwall.gov.uk

APPENDIX M

RISK ASSESSMENTS - Examples

- 1. Visit to Alton Towers (on line)**
- 2. Residential trip to Pfunds (Austria) (on line)**
- 3. Coach travel (on line)**
- 4. Visit to Multimarine (Leader prepared)**

PUPIL IDENTIFICATION IN PUBLIC PLACES/AT PUBLIC EVENTS

There are many occasions when schools take their pupils to public events such as the Royal Cornwall Show, or where schools visit major public venues such as the Eden Project.

It is recommended that schools consider some means of easily identifying their pupils in such busy venues and that pupils have some means of identification about them, in case they become separated from their group. These measures might include any of the following, or a combination thereof (a minimum requirement should be either a wrist band or ID card which are both held by the EVC).

- Wearing school uniform at the event
- Wearing a school baseball cap/T shirt (distinctive colour and logo/name)
- Carrying an ID card (laminated) with the school name and phone number*
- A wristband with the school's name and phone number*

Alongside these measures are the normal codes of good practice which include:

- Appropriate supervision levels based on risk assessment of location/activity and the make-up of the group including any pupils with SEN
- Regular head counts
- Clear instructions to pupils
- Clear definition of roles and responsibilities amongst part leaders
- Emergency procedures for locating a missing party member

Note: This forms part of the risk assessment for your trip

N.B. Please tick which method of pupil identification will be used on your trip and sign below

Signature:.....

*** Available from the EVC**

LISKEARD SCHOOL AND COMMUNITY COLLEGE**PROPOSAL FOR AN EDUCATIONAL ACTIVITY WITHIN SCHOOL BUT OTHER THAN TIMETABLED****BEFORE PROCEEDING:****CHECK THAT THE DIARY IS CLEAR AND APPROVAL IN PRINCIPLE – SLT TO SIGN**

Leader:

Other school staff:

Visiting staff/speaker:

Location(s):

Purpose of activity:.....

Cost per student:

Students – (Liskeard) class or year groups involved:

.....
.

Students – (visitors) – name of visiting establishment, year group(s):

.....
.

Dates(s): Time(s):

Publish the potential event on the school Bulletin to give colleagues an opportunity to voice concerns.

When your activity has been given permission to take place please give consideration to the following items and sign when they are completed, or write n/a in the box.

Application or absence from teaching – please complete usual forms

Risk assessment(s)

Please complete either on-line or create your own

Inform parents

For anything substantially out of the ordinary, or if the dress code changes, or if a financial contribution is requested, the parent/carer must be informed. If there is any unusual activity e.g. climbing wall, permission must be sought from the EVC and SLT.

SAFETY ON EDUCATIONAL VISITS

Financial arrangements

If there are any costs involved, whether or not you are requesting a parental contribution, the Bursar must be informed.

Book the rooms

Through Cover for use during the school day, otherwise through the Exams Office. If you want to use the Halls, GHQ or grounds you will need to check/negotiate availability with the exams office (exam season) and PE.

Break and Meals

Are you doing any thing at times different from the usual? Keep the kitchen staff informed of any additions or subtractions to the usual numbers taking lunch. If you have many young visitors to the site, you may wish to consider having breaks at different times. Discuss space and supervision arrangements with RRQ.

Kitchen contact: Catering Manager 347893.

Caretakers

Need at least a week's advance notice on the usual form if you need help with furniture, staging, urn etc. See the Site Supervisor. Don't forget about arranging a time for the taking down, as well as the setting up.

Names of participants

Accurate lists need to be in the staff room in advance and with the Attendance Office on the day. If the activity lasts beyond 1700, emergency contact numbers must be provided and a nominated member of staff must agree to liaise with parents if necessary.

Reception

Inform Reception of your arrangements – they are very good at answering parents' questions and directing lost students and visitors.

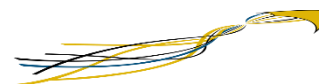
Other considerations

Security, staff on duty, parking of visitors, school Bulletin

Signed: **Date:**
(Staff organiser)

Signed and Approved: **Date:**
(SLT member)

You may also find the 'Event Checklist' helpful – N drive (copy below)



EVENT CHECKLIST

Title of event -----

Date of event/time -----

Name of leader -----

SLT approved -----

In order	Action	Details	Who/Confirmed	Done
1	Book Hall. Venue. Rooms		SNT	
2	Calendar entry		Claire Keast	
3	Layout required + Facilities / Screen projector etc		SNT	
4	Pre – publicity		Kelly Yeoman	
5	Invitations, posters signage. Program		Kelly Yeoman	
6	Sound systems Report any music used		WH . SNT for reporting	
7	Refreshments		Speak direct	
8	Finance	Costs of refreshments etc	GC	
9	Photographs		DIY or pre book Kelly Yeoman	
10	Other i.e. flowers prizes, trophies		SNT	
11	Photos	Permissions Names and tutor groups	Leader to send to Phill Mansell / Kelly Yeoman	
12	Article for Press	Within 48 hours	Phil Mansell	

AWAY SPORTS FIXTURES VISIT FORM

Please use this form if a sports fixture has been organised for a complete day or part of the day (***do not use this form if the event not a sports fixture***). The sports fixture must be put on the Bulletin and absence forms submitted to request cover.

This form should be completed and forwarded to Collette Carlin (EVC) at least 4 days prior to the sports fixture taking place. Please complete all sections as fully as possible.

Before proceeding:

Check that the diary is clear – Visit Leader to sign

Sports Fixture Leader:

Other staff:

Contact Number during fixture:

Place of fixture and address:

.....

Students (numbers & year groups involved):

Fixture (Football, Hockey etc.):

Departure from School: Date: **Time:**

Return to School: Date: **Time:**

Have you completed an Absence Request Form? Yes ☐ No ☐ (for more than 2 periods)

Have you booked Transport? Yes ☐ No ☐

If so, who with?

Have you informed Catering? Yes ☐ No ☐
(Please order free school meals)

How have parents been informed?

(Attach letter if applicable)

Emergency Contact back at school:

Name: **Tel No:**

Out of school hours:

Name: **Tel No:**

Are appropriate insurance arrangements in place? Yes ☐ No ☐

All staff have been informed of the risk assessments associated with this fixture. Yes ☐ No ☐

.....
Head of Department to sign

.....
Collette Carlin (EVC) to sign

.....
SLT to sign
(for all sports fixtures within school time)

Note: Please ensure that you send a copy of the student register and this form to Reception/Attendance Officer before leaving school

Security and Emergency Procedures – Terrorism or Attacks

Much of this will be common sense but it is imperative that communication between staff and students is continuous.

- Staff and students should remain alert and vigilant at all times – trust your instincts and report anything suspicious
- Do not leave your bags unattended for any period of time. If you notice unattended bags, boxes etc., inform a member of staff, security guard, Police or someone in charge
- Do not draw attention to yourself or the group
- Free time – keep this to a minimum where possible. Have clear boundaries, meeting points, telephone contact
- Just because there may not be an identified security risk, it does not mean that you should not be vigilant for pick pockets, scammers etc.
- Carry water and medication, just in case you should have a delay
- Carry phones wherever possible – if not, use telephone boxes to let people know where you are and that you are safe (some phone networks may be on lock-down in an emergency)
- Remove yourself and the group from any protests that may occur
- Be aware of cultural sensitivities
- Walk facing traffic wherever possible
- **Make sure you have an emergency plan or procedure in place**

If there is an incident

- If you get caught up in an incident or security situation the main aim is to safely distance yourself and the group from it
- Try to get out of the area, if at all possible. Be aware that the Tube and buses may not be running
- If you hear screams or a kaffuffle, do not try to see what is going on or head towards it
- Do not worry about bags etc. Listen to any instructions given from the Police, Armed Forces or security service and act on them
- If you are separated from the group, try to let the Leader or someone know that you are safe and what your plans are
- The Police and Armed forces may be quite forceful, intimidating and armed – follow their lead or instructions

Shooting or Knife attack

- Follow instructions, if they are given
- Escape from the area (as a group), if there is a safe route, if not hide.
- If you can see an attacker, they can probably see you. Lock any doors you may go through
- When hiding, try to find a safe place behind a brick wall. Guns can be fired through glass, plaster, wood and metal.
- If you can, keep close to the floor
- Take note of exits and try not to get trapped
- Silence your phone until it is safe to use it
- **Do not be heroic**

RUN - HIDE - TELL

Run to a place of safety, if there is nowhere to run then

Hide, turn your phone to silent and turn off vibrate. Barricade yourself in, if you can

Tell the Police when it is safe to do so 999 (you can text 999)