

YATTON FEDERATED SCHOOLS SCHOOL TRIP POLICY

Document Information			
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RATIONALE

The Federation of Yatton Schools considers school trips and visits to be an important element of the curriculum, providing pupils with the opportunity to take part in experiences that they might not otherwise have had. Visits help to increase a child's investigative skills and can develop greater independence and understanding of the world in which they live. Good preparation and organisation are essential and create the right environment for a safe visit.

INTRODUCTION

The governing body needs to be assured that mechanisms are in place for school trips to be planned effectively and safely, and that they support sound educational practice.

All schools are required to have a named Educational Visits Co-ordinator (EVC).

This school's EVC is: Jon Heywood

The roles and responsibilities of the EVC are detailed in the 'Safety on School Trips, Off-site Visits and Adventurous Activities' guidance published by North Somerset Council which should be read in conjunction with this policy. North Somerset Council's School Trip policy (see APPENDIX C) also outlines responsibilities of the LA, Governing Body, Head Teacher, EVC and Trip Leader.

GUIDELINES

- The 1988 Education Act makes it clear that we must ask for voluntary contributions only for all trips that take place during school time. No child will be excluded from a trip if their parent/carer is unable, or unwilling, to contribute to the cost, providing the consent form is signed and the trip goes ahead. However, if a number of parent/carers are unable or unwilling to contribute to the cost, consideration will be given to the financial viability of the trip taking place. Children eligible for the pupil premium do not pay for trips.
- All trips are undertaken for educational reasons. These may link to current projects in class or be part of extra- curricular activities.
- School trips can only go ahead with the approval of the Headteacher / EVC, and for Category C (residential and/or high risk) trips with the approval of the Local Authority. The Governing Board must also be advised of all Category C trips.
- All Category C trips will be planned and organised via EVOLVE (Educational Visits On-line Virtual Environment), the method by which educational visits are notified to the Local Authority. Staff should consider timescales when planning trips to adequately allow for the preparation and submission of the required paperwork via EVOLVE to (a) the EVC, (b) the Headteacher, and (c) the Local Authority.
See APPENDIX A for definitions and a list of Category C activities.

Before the Visit:

- Careful planning of the trip is essential. One named teacher or suitable adult ('Trip Leader') will have overall responsibility for the trip. They must have regard for the health and safety of the group at all times and will take decisions whilst on the visit; a deputy leader must also be identified. The suitability of the adult as Trip Leader needs to be approved by the Head Teacher/EVC.
- The Trip Leader should:

- Seek approval for the Visit from the Headteacher / EVC before detailed plans are made.
- Make appropriate plans for the visit, including obtaining parental consent.
- Complete the Visit Checklist Form (*see Appendix B*) and Risk Assessments. These should be shared with the EVC at least 48 hours before the Visit takes place and final approval obtained.
- More guidance on the role of the Trip Leaders can be found in '*Safety on School Trips, Off-site Visits and Adventurous Activities*' published by North Somerset Council.
- Wherever possible, staff will be expected to carry out a preliminary visit in order to assess facilities, learning opportunities and to carry out risk assessments. This is a requirement for Category B & C trips.
- For Category C visits appropriate insurance must be taken out and the LA notified at least 6 weeks in advance of the visit via EVOLVE . All such visits must be notified, in advance, to the full governing body and recorded in the minutes of the meeting.

Communication

- Letters to parents should give full detail of the visit (for example, date, venue, times of departure and return; clothing and equipment needed; voluntary contribution requested and any money to be taken; lunch arrangements; behaviour expectations), the reason for the visit (educational aims), nature of activities to be undertaken; supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate.
- Under normal circumstances, the letter will be sent to parents at least two weeks before the planned trip.
- The school must receive signed consent from the person(s) with parental responsibility for each child intending to go on the visit.

Staffing Ratios and Supervision

Children must be adequately supervised throughout all visits. A professional judgement must be made by the Visit Leader in discussion with the EVC /Head Teacher as to the appropriate ratio and levels of supervision for each visit and check that all supervisors on the visit are suitable and appropriate (including DBS checks as necessary).

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

The recommended supervision levels (as stated in NSC '*Safety on School Trips, Off-site Visits and Adventurous Activities*' manual) are as follows:

Category A (Locally based, daytime; Low risk activities only):

Reception & Nursery pupils = 1 adult to 3 pupils

Years 1 – 3 = 1 adult to 6 pupils

Years 4 – 6 = 1 adult to 10-15 pupils

Category B (Activities with a higher risk than Category A):

Reception & Nursery pupils = 1 adult to 3 pupils

Years 1 – 3 = 1 adult to 6 pupils (including early years if appropriate)

Years 4 – 6 = 1 adult to 10 pupils

The above are examples only. Group leaders should assess the risks and consider an appropriate safe supervision level for their particular group. There should be a minimum of 1 teacher in charge.

Residential: 1 adult to 10 pupils

On residential trips there must always be two adults with the group and for mixed groups supervision must include both male and female adults. Due to the nature of home/ school exchange visits different supervision ratios may apply.

If on any occasion you take Year 3 or under on a residential trip, supervision levels

will need to be increased accordingly.

For **Category C** trips, the ratio will be dependent upon the nature of the activity and the year group involved and further advice should be sought from North Somerset Council.

Some venues may require a higher adult:pupil ratio which should be complied with. Where a child has additional needs requiring 1:1 supervision, the adult supervising that child must not be included in the ratio as their responsibility is to that child only.

First Aid

- There should always be appropriate first aid cover for all off-site activities. The level of first aid provision should be based on risk assessment. It is usual practice for trips to have at least one member of staff with an Emergency First Aid at Work qualification. On all visits there should be a member of staff who has at least a good working knowledge of first aid. For the Foundation Stage this must be a First Aider trained for Pediatric First Aid (2 day course).
- First aid kits should be taken on school trips; if the visit involves the party splitting up by any distance, a kit should be taken for each group.
- Due to an increasing number of medical conditions and allergies, care must be taken if the trip involves food or drink, including sweets, other than that provided by the parent/carer in a packed lunch. Allergy information and prior consent of the parent/carer must be completed.
- The Trip Leader should be aware of any relevant medical issues that accompanying adults may have.
- Emergency procedures must be planned in advance, for example where should staff look for First Aid expertise on a visit. Mobile phones will always be taken on a visit by school staff.

Safeguarding

- All staff and volunteer helpers attending a residential visit must have current DBS clearance by North Somerset HR, including a check against the Children's Barred List and be signposted to the schools' policies for Safeguarding, E-Safety and Educational Visits.
- DBS checks are not required if adult volunteers remain under the supervision of a teacher. However if a parent helper is required to be left completely unsupervised for any length of time, then a DBS check will be required.
- All accompanying adults must have been briefed, prior to the trip. They must know their allocated group of children and their responsibility to them. All concerned with supervising children will be clear about their roles and responsibilities and will be made fully aware of identified risks and control measures.
- Where possible, groups should work in pairs so that two adults are in attendance; with preferably one member of staff working with a volunteer helper.
- Photographic images (including videos) of children must only be taken on school owned equipment and in line with the school's E-Safety Policy. In exceptional circumstances, where a high number of cameras are required, members of staff may use personal cameras (not mobile phones) for a visit, with prior permission from the Headteacher. Photographic images must be deleted from staff personal cameras at the end of the day of the visit and this action reported to the Headteacher.

Risk Assessment

The law requires an employee to take all reasonable measures to ensure, so far as is reasonably practicable, their own safety of those who may be affected by their actions in the course of their duties as employees.

A risk assessment is an essential tool in reducing the level of risk that staff and their pupils are exposed to. Only when the planned activity has been considered in conjunction with other information, such as predicted behaviour of pupils, different weather conditions and other variable hazards, can it be claimed that all reasonable steps have been taken to ensure the safety of your pupils and staff. The risk assessment document provides evidence that all appropriate factors have been taken into consideration. There are three types of risk assessment:-

- ◆ **Generic** – These involve general hazards/ control measures for a particular type of visit but do not have a specific group or venue in mind. These may be useful for low risk visits that occur on a regular basis

e.g. Category A. Care should be taken when using generic risk assessments to ensure they cover any specific hazards involved with the particular trip you are assessing.

- ◆ **Visit/Site Specific** – These assessments will be undertaken by the group leader and will be unique to each occasion. They will take into account the site, individuals within the group and activity specific needs including the environment, accommodation and transport. Visits that are higher risk should have a specific risk assessment (e.g. Cat B & C).
- ◆ **Dynamic / on-going** – This involves professional judgements in response to changing circumstances. It is critical that control measures are monitored and confirmed or adapted as required. It is these ongoing decisions that will determine the safety of the group and success of the activity. These should be undertaken during the visit in response to changes or unexpected circumstances and are not normally recorded until after the activity.

The teacher should carry out an exploratory visit beforehand wherever possible.

The risk assessment (visit/site specific) should be recorded, dated and approved by the Headteacher/EVC. The information within it should be communicated to all who take responsibility during the visit/activity. All the control measures must be implemented. The risk assessment must be shared with the helpers before the trip begins. Children should also be informed about any apparent risk and given clear direction and expectations for behaviour.

Despite the most detailed and sedulous pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking - a 'Plan B' - is done to cater for any foreseeable eventuality.

Staff should be aware that risk assessment is a dynamic and ongoing process and risk needs to be reviewed throughout the trip and acted upon should circumstances dictate. **The trip leader should consider stopping the visit if they think the risk to the health and safety of the pupils is unacceptable (i.e. ongoing risk assessment).**

Frequent visits to local venues such as Yatton Village may not need a risk assessment every time, but will need to be reviewed at regular intervals to take account of changes to the site.

Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc. Transport should be organised well in advance of the trip. Coaches should be booked with seat belts and pick up and drop off times should allow plenty of time. If the trip is weather dependent teachers should have an alternative plan.

If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule. If a minibus is being borrowed or hired, the driver must have a PCV driving Licence or have a MIDAS certificate.

If any pupils are to travel by car, the driver must complete a Volunteer Drivers' Form available from the School Office. This is also relevant to sports fixtures, and applies to both staff and parents' cars. A new form must be completed every academic year.

Water Margin Activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit. A copy of this guidance is on the EVOLVE website (nscschooltrips.org) and available on the staff drive of the school network.

Farm Visits

Planning visits to working farms needs particular care with regard to health, safety and hygiene. The HSE Information Sheet 'Avoiding ill health at open farms – advice to teachers' (AIS23 Supplement) is available on the staff drive of the school network and should be read when creating risk assessments and planning trips to farms.

On the Day of the Visit

- When going on trips the trip leaders / teachers should ensure that they take the following with them:-
 - Class medical box, including medicines and first aid kit
 - List of all trip participants
 - Contact number of the school
 - Emergency contact numbers of SLT
 - Mobile phones, charged and switched on
 - Spare clothing, if necessary

A list of all trip participants should also be left at the school office, including identification of which coach they are on, when appropriate. The school will hold the emergency contact details.

- The trip leaders / teachers should ensure that:
 - all supervising/accompanying adults have been fully briefed as to the purposes of the visit and their roles and expectations. They should have a list of children in their group (if applicable).
 - Pupils are counted immediately before departure.
 - During the course of the visit, pupils should be counted regularly as appropriate, and always when changing locations. Always 'double-count'.

Briefing Pupils

The Trip Leader must ensure that the children are briefed appropriately before the trip takes place, especially with regard to health and safety, including behaviour expectations.

Pupils should:

- Follow instructions of the leader and any other supervising adults.
- Behave sensibly and responsibly. Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.
- Understand the aims and objectives of visit.
- Be provided with some background information about the place to be visited.
- Be briefed on how to avoid specific dangers.
- Know who is responsible for their group.
- Know what to do if they become separated from the group.
- Know emergency procedures.
- Wear a seat belt and stay seated at all times whilst on coach or in a car.
- Only cross roads under adult supervision.
- Walk singly or in pairs or as directed.
- Tell an adult if feeling unwell or if they have any other concern.

After the Visit

A debrief should take place after each visit. This should take place within a week of the visit date, and should involve the Visit Leader, accompanying staff and, if appropriate, the supervising parents. The purpose of the debrief is to identify what went well and what could have been done better, in order to inform future planning. Any concerns, especially regarding health and safety, including any 'near-misses', should be recorded and reported to the EVC or Head Teacher.

Residential School Camp

Residential School Camp can only take place providing members of staff and other volunteers agree to accompany the children. This means giving up a considerable amount of their time over and above normal working hours. The governors recognize that adults supervising children on a residential camp are entitled to periods of downtime in the evening to ensure a reasonable and healthy work/life balance. They accept that if accompanying adults are expected to be 'on duty' 24/7, this could have a detrimental effect on their own well-being and the health and safety of other members of the party.

Adequate supervision of the children will always be treated as the highest priority when arranging downtime for adults. The group leader will be responsible for organizing a program of downtime and will have regard to the following:

- Downtime will only be allocated providing that the health & safety of all is not compromised. Consideration will need to be given to pupil behaviour, health issues and any other relevant

factors at the time.

- Downtime during the daytime will **only** be agreed if there are adequate numbers of adults to supervise the children during their activities to comply with the required adult:pupil ratios.
- All supervising adults are entitled to receive an equal amount of downtime.
- Downtime will not be taken off-site unless the number of supervising staff remaining on site is adequate to comply with the required adult:pupil ratio.
- The moderate consumption of alcohol by supervising adults (on a rota basis) will only be permitted during their evening downtime, after the children have been put to bed. The amount of alcohol consumed must be kept to '**within reasonable limits**' to enable **all staff** to be able to respond in the event of a critical incident.
- The number and complexity of the group of children will be taken into account when determining how many will refrain from drinking alcohol during downtime. At the very minimum, at least three adults (including at least one senior member of staff) will refrain from consuming any alcohol per evening, and will assume overall responsibility for the welfare of the children in the event of an incident, supported by all other adults present.
- All supervising staff will refrain from drinking alcohol in their downtime should there be any issues regarding the safe and adequate supervision of the children in their care.
- **Downtime will only be allocated providing that the health & safety of all is not compromised.**

Insurance

The school purchases Offsite Insurance via North Somerset Education Services Partnership (NSESPP).

Links

Although this policy focuses on the management of health, safety and welfare, educational visits are an integral part of the strategy for learning and the curriculum plan. The policy should therefore be linked to complementary policies concerned with such issues as equality of opportunity, safeguarding special educational needs and E-Safety.

This Policy has been written in line with DfE guidelines on school visits.

<http://media.education.gov.uk/assets/files/pdf/d/departmental%20advice%20on%20health%20and%20safety%20for%20schools.pdf>

YATTON FEDERATED SCHOOLS SCHOOL TRIP POLICY

APPENDIX A : Definitions of categories of Educational Visits and School Trips (from 'Safety on School Trips, Off-site Visits and Adventurous Activities' guidance published by North Somerset Council)

3.1 Category A Activities

3.1.1 Definition

Activities and off site visits that are LOW risk and do not present any additional risks that would be encountered in everyday life.

Category A Activities includes:

- Visits to sites of historic, commercial, or cultural interest;
- Theatre or cinema trips
- Zoo or National Trust type visits;
- Most local field studies;
- Most local walks;
- Away sports fixtures;
- Journeys to and from local sports facilities.

These are essentially visits to and from a place of interest that has a controlled environment or they are very close to local amenities should assistance be needed. The leader will not need to have a specific National Governing Body qualification but will still need to be assessed as competent to lead the trip.

3.2 Category B Activities

3.2.1 Definition

These are activities that carry a higher level of risk than that Category A and as such require higher levels of competent supervision. This means that the leader should, as a minimum, have undergone an additional familiarisation process or induction specific to the activity and/or location.

Category B Activities include:

- ☐ Beach, Coastal, and River Walk Studies;
- Working Farm Visits
- Cycling or mountain biking in non-remote or hazardous countryside;
- Field study ventures in non-remote upland or coastal area;
- Fishing
- ☐ Land navigation exercises;
- Orienteering in local parks or open woodland;
- Riding horses or pony trekking;
- Use of swimming pools
- Team building/problem solving exercises, rope and assault courses
-

A National Governing Body award such as the Basic Expedition Leadership Award (BELA) may be relevant as a measure of competence for teachers leading certain activities in Category B.

3.3 Category C Activities

3.3.1 Definitions

These are activities and off site visits that are potentially HIGH risk. They therefore require greater supervision of young people. The Instructor requires considerable experience and a degree of competence defined by a **National Governing Body** (NGB) of the sport.

All residential ventures are classed as Category C.

Category C Activities include:

- Archery;
- Camping;
- Caving;
- Climbing;
- Motorised transport;
- Overseas Adventure Activities;
- Trekking;
- Water sports
- Canoeing / Kayaking
- Sailing
- Surfing
- Swimming in open water
- Underwater swimming
- Water skiing
- Windsurfing
-

3.3.2 Notification and Approval in schools

The Educational Visits Coordinator (EVC) and the Headteacher **must** be informed when these activities take place. All risk assessments relating to the trip and/or adventurous activity **must** be submitted to the EVC for approval.

3.3.3 Notifying the Local Authority (LA)

The LA Health and Safety/School Visits Officer must be notified of all Category C and residential ventures **at least 4 weeks** prior to the activity and/or trip.

The information must now be sent via the Evolve website (www.nscschooltrips.org).

Additional information can also be provided as necessary, e.g. itinerary.

On satisfactory completion of the above the LA will authorise the trip via the EVOLVE website.

Federation of Yatton Schools

School Visit Checklist

A copy of this form, along with risk assessments, should be completed and given to the EVC at least 48 hours before the visit. See School Policy and guidance or the EVC for further advice if required.

Destination: _____

Trip Leader _____ Mobile number _____

Purpose / Aims of Visit _____

Date of Visit: _____ Year Groups / Classes: _____

Departure Time: _____ Return Time: _____

School uniform / kit / other clothing: _____

School staff accompanying: _____

Other adults accompanying: _____

First Aid provision: _____

Cost per child _____ Money required on trip? _____

Before the Visit	
Discussed outline details with the EVC?	
Do proposed activities fall within Category C? If so, has external approval been obtained? <i>(The Local Authority must be notified via the Evolve website at least 4 weeks before the visit date)</i>	
Informed the school office staff?	
Entered event in school diary?	
Has transport been booked /confirmed? (if required)	
Are accompanying adults involved in transporting children by car? If so, have they completed Drivers' Form?	
Provided parents with all the relevant information about the Visit?	
Received consent from parents/carers for all pupils?	
Informed relevant colleagues of date of trip? (eg, other teachers, teaching assistants, music teachers, PPA staff)	
Is school kitchen aware of trip / lunches ordered? (as appropriate)	
Do you have adequate supervision for the trip? <i>(Check with EVC if unsure)</i>	
Completed carefully considered Risk Assessments (including consideration of any additional needs) and given copies to EVC?	

Has an exploratory visit taken place? If not, what checks have been made concerning suitability, etc, of the venue?	
Have accompanying staff / adults been given relevant trip information - including list of children's names (as appropriate), risk assessments and briefed them on their responsibilities?	
Are you aware of all medical / dietary requirements of children and adults?	
Have children been briefed about the trip – purpose, organisation, behaviour expectations and health & safety considerations?	
On the day:	
First aid bag/box	
Medication	
Mobile phone(s)	
Hi-vis jackets (as appropriate)	
Bucket	
Whistle(s)	
Registers / lists of pupils attending (updated)	
Spare clothing	
Do you have emergency contact numbers? (school/SLT/accompanying adults)	
Has school office got relevant contact information?	

After the visit:

A de-brief should take place within a week of the visit. The purpose is to discuss what went well and what could have been done better in order to inform future planning. Any concerns , especially regarding health and safety, including any 'near misses' must be recorded and reported to the EVC or Head Teacher.

North Somerset Council's School Trips Policy

- 1.1. This policy has been drawn up to consolidate the legal requirements and guidance from the Health and Safety Executive (HSE), DfE advice and relevant guidance on offsite visits e.g. Outdoor Education Advisors Panel (OEAP), The Association for Physical Education (AfPE), and National Governing Bodies (NGBs) of sport and recreation. The OEAP National Guidance provides a detailed information on all aspects of offsite visits which is compiled by experts in the field and has recently been endorsed by the HSE.
NSC therefore have adopted the OEAP National Guidance for offsite visits unless otherwise stated or further clarified within this document.
- 1.2. Under the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 Headteachers and managers of educational establishments must ensure the health, safety and welfare of all those undertaking and participating in any outdoor and adventurous activities or off site school visits.
- 1.3. Each school or educational establishment must have a policy for the effective management of all educational visits and out of school activities. This should clearly cover the appropriate management structures and the Education Visits Coordinator (EVC) roles and responsibilities.
- 1.4. All schools must have a set procedure in place for any teacher wishing to organise a school trip. This will ensure that all trips are planned and authorized in accordance with the school policy and the Local Authority (LA) guidance.
- 1.5. The Headteacher/ Manager and the EVC must be notified of all off site visits and activities. Category A and B Activities and off site visits can be approved by the Headteacher/ Manager and EVC in line with the Educational Establishment's procedures and policy.
- 1.6. Staff involved in school trips should have the appropriate training and instruction for the tasks required. Teachers or support staff should not be expected to lead a school trip unless the Headteacher and the EVC have provided adequate training, information, instruction and assessed them as competent.
- 1.7. All Category C and residential trips must be notified to the LA at least four weeks prior to the visit taking place. Upon satisfactory examination of the schools planning and risk assessments (RA) the LA will then be able to support the schools authorisation of the trip. The LA will not examine the every RA as completion of a suitable and sufficient RA is the responsibility of the school, however risk assessments will be spot checked as appropriate. More complex trips e.g. expeditions will require additional notification periods. The LA should be informed of these trips in the early planning stage.
- 1.8. All off site visits including residential visits, excursions, outdoor and adventurous activities must be adequately risk assessed before they will be authorised by the LA, Headteacher/ Manager or the Education Visits Coordinator (EVC). Any unsafe practice, hazards or unacceptable risks identified during this process must be managed and brought to acceptable levels before the activity is to proceed.
- 1.9. The school have a duty to ensure the safety of pupils throughout the trip and this duty cannot be delegated even when an external provider is leading an activity. The school must therefore ensure all adequate precautions are in place and that they are adequately supervising pupils at all times.
- 1.10. All volunteers and adult supervisors both in educational establishments and employed by educational establishments who will have regular contact with young people will be subject to a police Disclosure and Barring Service (DBS) check.
- 1.11. The **LA** will provide a designated competent member of staff whose responsibilities are to:
- Advise on the legal responsibilities and powers of the LA and its schools for all kinds of educational visits;
 - Provide written guidelines for Governors, Headteachers and Teachers;
 - Review policies and procedures in light of lessons learned and share good practice;
 - Produce generic risk assessments;
 - Provide training to Educational Visits Coordinator (EVC)s;
 - Advise and guide the EVCs;
 - Approve the schools authorisation all Category C and residential school trips;
 - Monitor the work of the EVC and those involved in educational visits;
- 1.12. **Headteachers** of schools where the LA is the employer must ensure that all visits comply with the LA School Trips Policy and adopted guidance in addition to the school's own Health and Safety Policy. Headteachers of schools where the Governing Body is the employer are responsible to the Governors for ensuring that visits comply with the school's own School Trips Policy and Health and Safety Policy. Further responsibilities for the Headteachers should include:
- They have appointed a suitable Education Visits Co-ordinator.
 - All necessary actions have been completed before the visit begins.

- The risk assessment(s) is complete and that it is safe to make the visit.
 - Training needs have been met prior to the visit commencing.
 - All supervisors on the visit are appropriate people to supervise children.
 - The Governing Body has approved the visit if necessary.
 - Parents/guardians have signed consent forms.
 - Arrangements have been made for all of the medical needs and special educational needs of all children.
 - The mode of transport is appropriate.
 - There is adequate and relevant insurance cover.
 - That they have contact details of all the adults and young people in the travelling group and the contact details of parents/guardians and the adult supervisors/volunteer's next of kin
- 1.13. All schools and educational establishments must ensure that a member of school staff has been appointed as an **Educational Visits Co-ordinator (EVC)**. This may be the Headteacher or another senior member of school staff appointed by the head acting on his or her behalf. It will be for the Headteacher to decide on whether or not a member of support staff could fulfil the duties of the EVC. The EVC will be involved in the planning and management of educational visits including adventure activities led by staff.
- EVC functions are to:**
- Liaise with the LA;
 - Ensure the governing body/ Headteacher are kept fully informed;
 - Ensure only competent leaders are appointed to lead ventures;
 - Assess the competence of leaders and other supervising adults in line with LA guidance;
 - Organise training, including induction and risk assessments for leaders and other supervising adults;
 - Ensure all trip are suitably risk assessed;
 - Ensure that supervising adults have DBS checks in place if appropriate;
 - Ensure parents/ guardians are fully briefed and that informed consent has been given for their child to take part in the venture;
 - Organise emergency arrangements;
 - Keep records suitable records of activities and ensure evaluations are completed;
 - Monitor practice;
 - Review systems and ventures;
- 1.14. **Governors** of all types of schools should ensure:
- That the school has a suitable School Visits Policy
 - That adequate training is in place for the effective implementation of the Visits Policy
 - That visits have a specific and stated objective;
 - Agree in advance those activities they wish to be informed of;
 - That they are informed of significant incidents or injuries.
- 1.15. The **Group Leader** has overall responsibility for the supervision and conduct of the visit and will have been appointed by the Headteacher, EVC or the Governing Body. The group leader should:-
- Undertake the planning and preparation of the visit including the briefing of the group's members and parents/ guardians.
 - Appoint a Deputy Leader
 - Liaise with the Educational Visits Coordinator (EVC's) regarding the safety management for the visit
 - Undertake an appropriate risk assessment or ensure that any generic RA covers all relevant hazards and is suitable and sufficient for the planned activity and all those attending.
 - Be suitably qualified and competent if instructing an activity and comply with relevant NGB guidelines for the activity.
 - Follow the procedures set out in his Policy and the OEAP general guidance for Visit Leaders as appropriate.
 - Have regard for the health and safety of the group at all times.
 - Know all the young people proposed for the visit to assess their suitability and RA if necessary.
 - Stop the visit or the activity if they think the risk to the health or safety of the young people is unacceptable.
- 1.16. The group leader should make it clear to **young people** that they must:-
- Not take unnecessary risks.
 - Follow the instructions of the leader and any other supervising adults.
 - Dress and behave sensibly and responsibly. Clothing requirements may be agreed in advance depending on the nature of the trip.
 - Look out for anything that might hurt or threaten anyone in the group and tell the group leader about it.
 - Abide by any code of conduct in place for the visit.
- 1.17. Any young person whose behaviour may be considered to be a danger to themselves or to the group after an appropriate RA may be stopped from going on the visit. The curricular aims of the visit for these young people

should be fulfilled in other ways.

1.18. The group leader should ensure that **parents/ guardians** are given information about the purpose and details of the visit and are invited to any briefing sessions for longer visits. The group leader should also tell parents/guardians how they could help prepare their child for the visit, for example, reinforcing the visit's code of conduct.

Parents/guardians must:-

- Provide the group leader with emergency contact numbers
- Sign the consent form
- Give the group leader relevant information about their child's health which might be relevant for the visit

1.19. Certain external providers of adventure activities to young people under the age of 18 and accepting payment of their services are required to apply for a license under the Adventure Activities Licensing Regulations 1996. The council does not operate an approved list of providers. It is therefore important that the leader undertakes relevant checks of the safety conditions for each visit prior to the trip taking place, including ensuring providers complete a Provider Declaration form (OE02) or have a current LotC Quality Badge.

1.20. To assist risk management and determine appropriate control measures all school trips should be considered in three different categories (A, B and C) according to the levels of potential risk. Regardless of the category all school trips must be organised in accordance with school policy and LA guidelines to ensure all levels of risk are minimised.

1.21. Every effort should be made to ensure that school activities are available and accessible to all who wish to participate, irrespective of special needs, ethnic origin, sex, religion etc. Young people should be encouraged to participate in as wide a range of activities as possible. If a trip is to cater for young people with special needs, due consideration should be given to the selection of suitable venues at the early planning stage as appropriate.

Informing the Local Authority (LA)

As the employer, the LA has responsibility for health and safety in schools. It has the power to ensure that its health and safety policy is being carried out in schools and on all school activities. It is good practice for schools to draw up their own specific health and safety policies based upon the LA's general guidance. Where the LA is not the employer the Governing body has appointed the NSC Health & Safety Team to act on its behalf. The Health and Safety Department provide specialist advice and support to Headteachers, staff and governors on organising school trips. To fulfil its statutory duty the LA undertakes monitoring to ensure their policy is workable and being adhered to. When undertaking a Category C, Overseas or Residential school trip, details of the trip must be notified to the LA via the Evolve website www.nscschooltrips.org. Risk assessments must also be included and can be attached to the notification form.

For enquiries please contact the Health and Safety Team on 01275 884 675.