



SCHOOL JOURNEYS VISITS & LOCAL ACTIVITIES POLICY

Version 2.0

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Reviewer:	Steve White - Ed. Visit Co-ordinator (EVC)
Governor Link:	Educational Link Governor

School Journeys Visits & Local Activities Policy

East Barnet School, Chestnut Grove, East Barnet, EN4 8PU

Statement of Principle

Taking groups of students off-site for certain educational activities can provide them with very valuable and worthwhile experiences and opportunities which cannot always be achieved in the normal classroom setting.

Organising off-site activities carries with it a tremendous responsibility. The well-being, Health & Safety of all students and staff must be paramount at all times in planning and executing such activities.

All students have the opportunity to take part in at least one off-site activity during key stage 3 and during key stage 4 unless they are on the 'trip exclusion' list kept by the EVC.

Definitions

There are three main categories of off-site activities:

a. School Journey

This is an activity lasting more than one day and therefore involving one or more nights away. It includes field courses, overseas visits, ski-trips etc.

b. School Visit

This is an organised activity lasting one day or less, not involving any nights away.

c. Local Activity

This is an activity that takes place locally, either as part of lessons or extracurricular activities. They do not involve charges to students, often do not require transport and are usually of short duration. They include local studies, surveys, sports matches, etc.

In this document, the phrase "off-site activity" includes all three of the above categories.

Requirements

1. All off-site activities must satisfy at least one of the following aims:
 - a. To provide opportunities for students to broaden their educational experience beyond the school environment.
 - b. To provide opportunities for students to develop social skills and a team spirit.
 - c. To provide opportunities for students to experience activities which help make their learning relevant and enjoyable.
 - d. To provide opportunities for students to experience cultures, activities and resources otherwise not available to them in school.
 - e. To develop a sense of pride in the school by being representatives in competitions, events, etc.
 - f. To strengthen links with the local community.

2. All off-site activities must follow the procedures and guidelines detailed in this document and The London Borough of Barnet's 'Guidance for Off-Site Visits and Related Activities with National Guidance & Evolve 2012' which the school has adopted. Activity organisers are required to read and familiarise themselves with both these documents., including any relevant hyperlinked materials relevant to a planned activity (e.g. 'Safety at Water Margins')
3. All proposed off-site activities must be applied for using the schools online 'Evolve system'
4. All off-site activities must receive approval from the school Education Visits Co-ordinator (EVC) before planning or taking students out of school. For residential trips or visits abroad or those involving adventurous activities, approval must also be obtained (via Evolve) from the Schools' Outdoor Education consultant and the Educational Visit Link Governor. Without approval from all these people, a visit must not take place and if necessary cancelled.
5. All off-site activities must be organised to minimise the disruption to students and to the school. This includes consideration of cover and the effect this has on staff and students remaining in school as well as the curriculum disruption to students participating in the activity
6. Off-site activities must not be organised during periods approaching important examinations for which students should be preparing. In particular, for students in years 11, 12 and 13, there should be no off-site activities during school days or holidays from the end of February half-term to the end of their exam period, except in exceptional circumstances agreed by the EVC.
7. Under the 'Disability Discrimination' act, all students should have equal access to an off-site activity, regardless of any disability they may have. The school will make reasonable adjustments to an activity to avoid students being placed at a substantial disadvantage. However, no student or member of staff should be placed at an inappropriate risk due to a health and safety issue.

Procedures

A. Approval

1. Any proposed activity should be discussed with and supported by the appropriate Head of Faculty or Head of Year. As well as outlining the educational objectives of the visit and the anticipated student benefits, this discussion should include possible staffing of the activity, eligibility of students and any safety or supervision problems.
2. A 'Trip Proposal Form A' (Appendix A), found on 'Fronter' must be completed and submitted to the Educational Visits Coordinator (EVC). Wherever possible, this should be submitted before the school calendar is drawn up (normally June of the preceding Academic Year). It should contain the names of those who are willing to staff the trip (the staff newsletter can

be used to invite interest in this). Before agreeing to take part in an off-site activity, staff must first gain approval from their line manager.

3. Any decision to conditionally approve the activity will be made by the EVC in accordance with the details of this policy. This will include consideration of the competence of the trip leader to undertake this role. At this stage, in the case of residential trips abroad or any trips involving adventurous or high risk activities, the EVC will notify the Educational Visits Link governor. This Governor may decide to approve the activity, or seek further guidance from the Governing Body.
4. When an activity is conditionally approved the member of staff in charge of the activity will be asked to log on to 'evolve' (www.Barnetvisits.org) and complete the necessary information. For residential, high risk activities or trips abroad, this online application must be submitted and approved by the schools' outdoor education consultant as soon as possible and at least six school weeks before the activity is due to begin. The trip organiser must also ensure that a comprehensive risk assessment is undertaken and that any issues encountered are addressed. Any doubts or difficulties should be discussed with the EVC. A summary of this assessment must be recorded on form EV5 (Appendix A3) and attached to the 'evolve' application.
5. The school has insurance that covers journeys, trips and visits unless insurance is already included within a package deal. However separate insurance must be arranged for:
 - a. any participant who is not a current member of the school;
 - b. any activity which involves particular risks or dangers (e.g. rock climbing, canoeing, skiing, some water sports).
6. Any concerns about insurance cover should be discussed and agreed with the Bursar.
7. Procedures for organising sports fixtures are covered separately in Appendix I.
8. The school will keep a record of the 'Evolve' application for all off-site activities. The Educational Visits Link Governor will be provided with a login and password to enable monitoring of applications.

B. Staffing

1. After final approval is given staffing must be confirmed and CRB checks carried out on any accompanying adult who is not already a school employee. Staffing ratios should be determined based on the risk assessment undertaken but recommended staffing levels are detailed in Appendix G. It must be borne in mind that a mixed group of students should ideally be accompanied by at least one male and one female adult. If this is not the case, separate consideration needs to be given, e.g. toilet issues. The Head Teacher retains the authority to veto the inclusion of any individual – staff, helper or student in any off site activity.
2. All off-site activities must have a named person in charge and wherever possible a named deputy who would be able to take over the leadership of the activity if circumstances required. The activity leader must discuss the suitability of any accompanying adult, who is not member of the teaching staff, with a Deputy Head, before inviting that person to take

part in the activity. The staffing of any off site activity should include at least one member of staff with significant experience of previous off-site activities.

3. For all visits, there should be a responsible adult with a working knowledge of First-Aid appropriate to the environment. A 'Basic Skills, 3 hour non-assessed course is generally suitable for routine urban visits but the level of First Aid provision required for a visit should be based on the risk assessment and agreed with the EVC.
4. The activity leader is responsible for ensuring that all accompanying adults, especially non-teachers, are fully briefed and aware of their responsibilities well before departure. These responsibilities should be stated clearly in the planning procedures. This should include safety and emergency procedures, risk assessment and issues concerning smoking and drinking.
5. Year 12 and 13 students may travel unescorted on visits and journeys, provided that the agreement of the EVC and written parental consent have been obtained in advance.
6. On all off-site activities and at all times, staff are 'in loco parentis' and should be fully aware of the responsibility that this entails. However, on residential trips, the trip leader, having undertaken a risk assessment, may allow some members of staff to be 'off-duty' for a period of time. The trip leader may also, if appropriate allow off-duty members of staff to consume a small amount of alcoholic drink. The trip leader must decide which staff should not consume any alcohol. At any one time, there should always be at least one designated member of staff who will consume no alcohol at all.
7. If students are partaking in any activity where the risk of injury may be considered greater than when in school, the person supervising that activity must be a suitably and appropriately qualified instructor as defined in section 21-29 of the Barnet guidance document.

C. Charges for Journeys & Visits

1. The amounts that parents can be charged in respect of visits are determined by the legal requirements of the Education Reform Act and the school's policy on Charging for School Activities. If there is any doubt as to how these apply to any visit or journey, the matter should be discussed firstly with the school Bursar and then if necessary with the Headteacher.
2. If more than 50% of the time spent on an activity takes place during school hours, students cannot be charged for participating. In these cases, it is usual to ask parents for a voluntary contribution in order to cover the costs. The phrase 'If insufficient contributions are received, it will be necessary to cancel the event' should be used in letters where this applies.
3. Letters to parents should explain that all monies paid (including deposits) are non-refundable unless the trip is cancelled. It should also make clear that if it is necessary to remove their child from a school activity due to inappropriate behaviour before or during an activity, all money paid may be forfeited.

4. Parents should be given a reasonable amount of time to produce deposits to secure a place on an activity. Places shouldn't be allocated on a first come, first serve basis. Selection procedures, if oversubscribed should be outlined to parents in the original trip letter.
5. In general, the total cost of an off-site activity should be covered by the charges made to parents. Total costs and charges per pupil must be determined by the organiser, bearing in mind the need to provide value for money, and made clear to parents in the letter telling them of the proposed activity. The charges made per student should be calculated as accurately as possible and not designed to make a profit or to cover any necessitous student or any who might withdraw. If, at the end of an activity, there is a significant amount of money unspent, a letter should be sent to parents giving them the option to donate this money to school funds or to request a refund.
6. A contribution from school funds, at the discretion of the Headteacher, can be expected to support necessitous students including, but not restricted to, those whose parents are in receipt of income support and who are taking part in an activity that is an essential part of the curriculum.
7. Students and parents should be given a guideline as to the amount of pocket money required. If this is below £20, it is acceptable for students to keep this themselves. However, for larger amounts, pocket money should be collected and retained by the teacher in charge and issued to students when required. All receipts and payment of cash must be signed and documented according to the schools financial management policy. This documentation must be returned to the Bursar at the end of the trip and retained
8. Wherever an off-site activity involves costs, a copy of the letter to parents containing information on payments required should be given to the Bursar who, on production of signed form A, will open an account. All financial transactions must take place through official school accounts handled by the Finance Office. Receipts must be given for all monies collected and invoices/receipts produced for all expenditure. A final account will be drawn up by the Finance Office at the end of each activity and a copy given to the activity organiser.

D. Communication

1. Before distributing information about an activity, the organiser should check the list of students banned from activities that is kept in the school office. The activity organiser should also check with the appropriate Head of Year that there are no other students who should not take part. Invitations to take part in an activity should not be sent to these students.
2. Any student due to be involved in an off-site activity whose behaviour gives cause for concern should be discussed with the appropriate Year Head, and if necessary Deputy Head, who will make the final decision whether to involve the student in the activity.
3. A letter, **which must be approved by the Deputy Head** should be sent to parents of students who are eligible to apply for a place on an off-site activity, together with a form of consent for their child to be included. A sample letter and consent form is given in Appendix E. If there are any times during an activity where there is planned to be remote supervision, this

must be detailed clearly in the letter to parents and acknowledged on the signed parental consent slip.

4. Bear in mind that parents should be provided with as much information as possible about the activity. The following headings should cover most of the essentials, but are not necessarily exclusive.
 - a. Dates of the activity.
 - b. Objectives of the activity.
 - c. Cost of the activity.
 - d. Times of departure and return.
 - e. Location of departure and return.
 - f. Mode of travel including the name of the travel company.
 - g. Size of the group and level of supervision including any times when remote supervision will take place.
 - h. If residential, details of accommodation including security and supervisory arrangements on site.
 - i. Details of provision for special educational or medical needs.
 - j. Names of leader and other staff on activity.
 - k. Details of activities planned and how assessed risk will be managed.
 - l. Standards of behaviour expected particularly in respect of alcohol, drugs, smoking and sex. The school Code of Conduct may be referred to.
 - m. Any items students should not take on or bring back from the activity.
 - n. Any items which students must not purchase or acquire whilst on the activity. This should include alcohol, tobacco, fireworks, laser pens, guns & other offensive weapons.
 - o. Details of insurance taken out.
 - p. Clothing and equipment to be taken.
 - q. Requirement and restrictions on spending money.
 - r. The schools right to remove any student from the activity whose behaviour prior or during the activity is unacceptable and the possible forfeit of monies paid in this case.
 - s. A mobile telephone number for parents to contact the group leader in an emergency, and, where possible, a telephone number of any hotel, hostel etc.
5. The letter to parents should also be used to obtain information required from parents. This information will vary according to the nature of the activity. The following headings should be considered:
 - a. Any allergies, phobias or travel sickness propensities the student may have.
 - b. Any medication the student is taking (the dosage and who administers it).
 - c. Any dietary requirements.
 - d. Any recent illnesses suffered by the student. Parents should also be asked to inform school of any infectious or contagious diseases suffered within the family in the 4 weeks before departure.
 - e. Name address, telephone number of the student's GP.
 - f. Parental home and daytime telephone numbers and addresses.

- g. Alternative contact telephone number and address.
 - h. Any other information which the parent thinks should be known.
6. Parents and students must be given the following instruction: “No student should be in possession of any drugs, medication, including Paracetamol, pain-killers or hay-fever remedies. Where students need to have in their possession an asthma inhaler or an epi-pen , parents should notify staff in writing of the dosage and quantity held by the student.” Parents should also supply staff with a reserve inhaler or epipens for the designated member of staff to keep. If a student requires medication, this should be held by a designated member of staff and administered as required.
 7. The consent form for school journeys should ask parents to agree to the students receiving emergency treatment, including anaesthesia and blood transfusion, as considered necessary by the medical authorities. It could prove necessary to produce this signed consent form to a Doctor before any emergency treatment is undertaken.
 8. On school journeys or day visits abroad, parents should be encouraged to attend a briefing meeting at which written details of the proposed activity should be provided.
 9. For any journey to another EEC country, all students must have on them at all times a valid EHIC card. A photocopy of this card must be retained by the group leader.
 10. For any visit to another country, students must either submit their own passports or complete the necessary details required for a collective passport. A photocopy of the collective passport must be kept by the deputy leader of the activity. Similarly, if students submit their passport, a photocopy should be made and kept by the deputy leader. The group leader will then retain the passports and return them at the end of the trip.
 11. Whenever a school journey is due to depart early in the morning or return late in the evening, parents should be reminded of the need to consider our immediate neighbours and minimise any noise. Similarly coach companies should be given parking instructions and asked to avoid leaving their engines running. Staff will also need to ensure that students minimise any noise.
 12. Whenever a trip is due to depart or return outside of normal school hours, the trip leader should inform the caretaking staff of the details.
 13. Parents must be informed that they will not be contacted during a school journey unless there is a problem. Similarly the activity leader must decide whether students will be allowed to take their own mobile phones and inform them of this decision in advance of the departure date.
 14. The member of staff in charge of the activity must take a mobile telephone and ensure that the school has the phone number. They must also ensure they have contact numbers for at least two members of the School Leadership Team, and a copy of the Emergency contact card (Appendix F) with them at all times during the activity. On school journeys, one of the Leadership Team contacts should be notified by telephone of the group’s safe arrival and return. In addition, on residential trips, the school mobile phone should be taken and parents given the number in writing before the trip takes place. Where possible, parents

should also be provided with an emergency phone number of the hotel/centre where students are staying. It should be stressed to parents that these numbers are for emergency use only.

15. If there is to be a serious delay in the return of a trip, students will, where possible, be given the opportunity to telephone their parents. If this is not possible the school contact must be informed and will either contact the parents or arrange for a notice to be displayed at the school telling parents of the delay.
16. It must be made clear to students and their parents that smoking or drinking alcohol is not permitted on school activities. However, where the local law and context allow, and with written parental permission, Year 13 students may, at the discretion of the trip leader and under staff supervision, be allowed to consume a small amount of alcoholic drink
17. The possession or taking of any illegal substance is strictly forbidden as is the possession of illegal items, e.g. knives. In this area, the same rules apply on a school visit as apply at school.

E. Final Preparations

1. All details of the activity should be completed on 'Evolve' at least 10 days before departure together with an accurate list of students involved in the activity. In some cases, where the majority of a year group are involved, it may be useful to provide an additional list of students not taking part in the activity.
2. Where an activity involves students missing normal lessons, a list of names should be placed on the notice-board in both staff rooms at least 5 working days before the activity.
3. Before departure, a 'Final Departure slip' (Appendix D) must be completed and left in the school office. This will detail any final changes to the lists of students involved or activity arrangements.
4. Where it is considered inappropriate to wear school uniform for an off-site activity, permission must be obtained from the appropriate Deputy Head.
5. Final approval will be given only when the EVC is satisfied that all the above procedures have been correctly completed.

F. Health, Safety and Supervision

1. Good organisation and thorough preparation are the best way to avoid problems. The most important part of the organisation of any off-site activity is to ensure the adequate supervision of students and safety of all members of the activity. At all times, staff involved are "in loco parentis" and must understand the responsibility that this entails. They have a duty to maintain good order and discipline and to safeguard the safety and well-being of all students and staff. The points below are useful guidelines but cannot cover every situation. Any doubts on matters of supervision, health or safety must be discussed with the EVC before the final arrangements for the activity are made.
2. Providing the balance between total supervision and giving young people the experience of using initiative and developing independence in unfamiliar surroundings (which is often the whole point of the exercise) is a matter of fine judgement. The essential requirement is that

situations should be assessed and positive decisions made rather than matters be allowed to develop by default or through ignorance. Children can be oblivious to very real risks and dangers: it is essential that adult leaders are not!

3. All persons involved in a visit should have specific responsibilities which they should be clear about prior to the visit taking place and these should be clearly stated in the planning process. Thorough briefings for staff and students should be held before each activity
4. During an off-site activity, all staff and helpers are responsible for the students involved. , At all times they should know where students are and provide adequate and appropriate supervision. Large parties should be split into small manageable groups, each responsible to a specific adult.
5. Where the activity organiser deems it appropriate to allow students to explore a venue under remote rather than direct supervision, students should always be in groups of no less than four. At such times there should always be a member of staff at a designated point and students must all know where this point is and how to get to it. Staff must also be confident that all students know the time at which they must report. Students must also be issued with written details of activity staff contact number, the school address and contact number and their accommodation (if residential) address and contact number.
6. Where students have the opportunity to shop, they must be reminded of the items that they are not allowed to buy.
7. Bored children can get into trouble. 'Free time' may be appropriate, but if so must be planned and timetabled in advance. In general, there should be a full programme of activities to keep all students busy.
8. On a school journey, at least one adult member of staff must be on duty or on call at all times during the night. They should not have consumed alcohol within the previous 12 hours
9. The teacher in charge of the activity must have a record of all medical and dietary conditions for all students on the trip. Medication needed by students should be kept securely by teaching staff. Only a designated member of staff may give medication to students in conjunction with medical records and parental consent forms. All medical treatment must be documented and the record retained.
10. Any student who is in breach of any regulations for the activity should be spoken to and sanctions taken as appropriate. If there is concern that this behaviour is putting at risk the health, safety or well being of the student or others in the group, the teacher in charge of the activity should consider telephoning the designated member of the SLT to discuss whether to contact parents, to ask parents to collect the student or to send the student home with appropriate accompaniment.
- 11. In all cases of serious misbehaviour, a full report should be submitted to the Headteacher on return from the activity.**

G. Post Visit

On the first school day after an activity:

1. The activity organiser should give a brief verbal report to the EVC or member of the senior leadership team.
2. Any serious problems of misbehaviour from students should be reported to the Head of Year or Deputy Head as appropriate.
3. Any concerns with regard to the conduct of any member of staff or any other adult involved in the activity should be reported to the Head or Deputy Head.
4. Any accidents; incidents involving child protection issues; or health & safety problems should be reported to the appropriate member of the Senior Leadership Team.

Transport

1. Use of public transport is encouraged. It is possible to apply for free travel for school groups on London Transport to certain destinations at certain times. Further details are available at www.transportforlondon.co.uk
2. Staff and other adults who wish to drive students in their own car must:
 - a. have a suitable licence and insurance cover
 - b. have received written permission from parents
 - c. have completed a 'Private car use' document (appendix H) and
 - d. gain approval from the Headteacher.
 - e. They are also responsible to ensure that the vehicle is roadworthy
3. For sports fixtures, where students are not transported by coach or school mini-bus, parents must be made aware that:
 - a. it is their responsibility to make suitable arrangements for their child's transport to and from a sporting event
 - b. it remains their responsibility should they allow their child to be given a lift by other adult.
4. If an activity leader wishes to use parents, volunteers or other students to transport participants, they must ensure that the drivers are aware of their legal responsibilities for the safety of the students in their cars and written agreement from parents of participants must be obtained.
5. The activity leader must ensure that all adult drivers (staff and volunteers) have completed a 'Private Car Use' document (appendix H) and that they have a current valid CRB check and/or Independent Safeguarding Authority (ISA) clearance.
6. Drivers must ensure that students wear a seat belt at all times.
7. Drivers should avoid being alone in a car with only one student. It is better to arrange a central dropping point for all passengers than individual home drops.

Emergency Procedures

1. The first priority is to ensure the health and safety of all students and staff and activity leaders must give all staff detailed instructions on emergency procedures before the activity begins.
2. In the event of an accident or emergency, the activity leader will usually take charge. The priorities are:
 - a. assess the situation;
 - b. take action to safeguard all members of the group;
 - c. attend to any casualties;
 - d. inform emergency services if appropriate;
 - e. inform the contact person at school;
 - f. inform anyone else who needs to know of the incident (e.g. Embassy, police, insurers, tour operator).
3. A member of staff should always accompany a student who it is decided has to be taken to hospital.
4. All relevant details or witness accounts of an incident should be written down accurately and as soon as possible including times, dates, names and addresses of witnesses and circumstances and retained by the activity leader or most senior member of staff.
5. **If an incident occurs, no information should be given to any unauthorised person including the media. The activity leader should wait and act upon advice from the school contact when faced with such enquiries.**
6. **No-one in the group should discuss legal liabilities with other parties.**
7. If contacted by the group leader, a school contact person will need to assess the situation and take appropriate action. They should:
 - a. inform the other named contact person(s); the Headteacher and/or other members of the Senior Leadership Team; and the Chair of Governors (or Educational Visits Link governor);
 - b. consider whether to contact parents of particular students;
 - c. follow the guidance offered by the London Borough of Barnet as detailed on the emergency card (Home Contacts) (Appendix F2);
 - d. refrain from releasing any information to the media but refer any enquiries to the Borough of Barnet emergency response team.
8. The group leader must carry an emergency card with them at all times. This should contain all the telephone numbers needed in an emergency.

FORM A:

APPLICATION FOR APPROVAL TO ORGANISE A SCHOOL JOURNEY/VISIT/ACTIVITY

1. Name of Teacher organising Activity:	
2. Destination and Description of Proposed Activity:	
3. Preferred Dates of Activity: (inclusive dates)	From: To:
4. Alternative Dates if Possible:	From: To:
5. Number and Names of Staff who are willing to take part: Staff member responsible for First Aid:	
6. Number of Students and Year Groups/Target Group involved:	
7. Proposed Selection Procedure (if oversubscribed):	
8. Approximate Cost to Student:	

9. Method of Transport:
10. Other Information (e.g. any special risks):
11. Educational Purpose / Reasons of the Trip:

This activity has been discussed with and approved by HOF / HOY: _____

Signature

I have read the 'Policy on School Journeys, Visits and Activities' available on Fronter

Once completed, this form should be sent to Steve White for approval. Once approved, please enter the activity on EVOLVE at www.barnetvisits.org

FOR COMPLETION BY EVC

This activity has been approved subject to completion of all details and appendices on the EVOLVE online form. You need now to login to www.barnetvisits.org using your username and password (ask N. David if you are unsure of these). The EVOLVE form must be submitted to the EVC at least 14 days before the planned activity, and for residential trips or trips abroad at least 10 weeks before the activity.

EVC Signature:

Date:

Comments:

A risk assessment is the process of thinking through the possible risks involved in a particular journey or activity and identifying action that must be taken to prevent or minimise the risk, and action that would need to be taken in the event of an incident occurring.

It is important that all staff involved in an off-site activity meet to discuss the possible dangers and risks that are part of the activity planned.

These would range from the risk of students being separated from the group to possible risks of injury caused during a particular activity.

Staff should consider all risks from those that may be unlikely but have a serious consequence, to those which are very likely and have a minor consequence. Significant risks relating to hazards which could result in serious harm should be considered.

When the significant risks have been identified, staff should formulate action plans to minimise the occurrence of these problems and action plans to deal with them if they occur. These must then be recorded in the appropriate section on Form EV5, and all staff involved in the activity must be made aware of the relevant aspects of the risk assessment before and during the visit as required..

A blank form and a sample form are contained in Appendices A3 + A4.

Further details on carrying out risk assessments are detailed in the Barnet Educational Visits Guide section G.

Below are just some of the issues that should be addressed:

- a. Safety on transport
- b. Stranger danger- particular consideration needed in use of toilet facilities, woodland, parks
- c. Students wandering outside of given boundaries
- d. Students allowed to explore with remote supervision
- e. Safety near water or mountainous terrain
- f. Specific risks attached to activity being undertaken
- g. Specific students who may require additional consideration

EVENT SPECIFIC NOTES

What are the really important things we need to do to keep ourselves safe?

Visit details	Carried out by	Date	WHO TO BE INFORMED		
			PARENTS	STAFF	PARTICIPANTS
ISSUE Consider STAGED: Staff, Timings, Activity, Group, Environment, Distance	HOW TO MANAGE IT				

You must ensure that appropriate persons are aware of any Generic procedures, but these do not need to be repeated here

ESN

ESRA (EVENT-SPECIFIC RISK ASSESSMENT)

EV5
EXAMPLE

Visit details: *Plan Bee Park, 30 x Year 7, 30/11/06* Carried out by: *Ivor Clearview* Date: *17/1/06*

ISSUE <small>List significant hazards which may result in serious harm or affect several people. Consider venue, activity, group, transport, plan B, etc.</small>	HOW TO MANAGE IT <small>What procedures will we have? (Control measures)</small>	WHO TO BE INFORMED		
		PARENTS	STAFF	PUPILS
<i>Crossing main road</i>	<i>Brief young people in advance about dangers of crossing at Risklow Road Ensure staff directly supervise crossing</i>	✓	✓	✓
<i>Climbing frame in adventure playground</i>	<i>Check condition on arrival Check young people have suitable footwear Not to be used if wet, - 'Plan B' use indoor facilities</i>	✓	✓	✓
<i>Sam and Amit likely to wander off</i>	<i>Individual briefing as well as group briefing Agree sanctions Mr Blaine to directly supervise Sam & Amit all day</i>	✓	✓	✓
<i>'Stranger danger'</i>	<i>Discuss issues with park warden in advance Brief young peoples accordingly Young people must stay in groups of 3 Young people not to enter toilets alone</i>	✓	✓	✓
<i>Ms McKenzie (parent) - diabetic</i>	<i>Discuss implications with Ms McKenzie Ensure staff aware & monitor</i>		✓	
<i>Indoor area (Plan B) - climbing wall</i>	<i>Climbing wall out of bounds Brief young people Staff in hall to monitor at all times</i>		✓	✓

You must also ensure that appropriate persons are aware of any Generic procedures, but these do not need to be repeated here. The activity must only take place if the residual risk following implementation of control measures is deemed to be acceptable. If none, strike through sheet and write 'NONE'

EVC signature/date: *MJS 23/01/06*

For completion by providers and tour operators used by London Borough of Barnet

EV4

When considering using a provider or tour operator for a visit, Barnet schools must seek written assurances that the provision complies with LA policy.

School Person In charge

Date(s) of visit Name of provider

The provider or tour operator providing services is asked to give careful consideration to the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications which do not apply to your provision.

Section A should be completed for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.

SECTION A: ALL VISITS

Health, Safety, and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, 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.

Vehicles

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

Staffing

4. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability to work with young people.
5. There are adequate and regular opportunities for liaison between Barnet staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to staff.

Insurance

6. The provider has public liability insurance for at least £5 million with a clause giving 'indemnity to principal'.

Accommodation (if provided)

7. UK accommodation is covered by a current fire certificate or advice has been sought from a fire officer and implemented, and a fire risk assessment has been completed.
8. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned.
9. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
10. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to pupils' accommodation.

SECTION B: ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

11. Adventure Activities Licensing Authority (AALA) Licence covering dates of visit YES OUT OF SCOPE

12. If YES, AALA Licence number R

For AALA licensable activities in the UK, the specifications in this section are checked as part of the AALA inspection. However, providers licensed with AALA are asked to consider these specifications with respect to any activities or aspects of provision not covered by the licence.

Activity management

- 13. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.
- 14. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.
- 15. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser.
- 16. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is in line with current good practice within the UK, and this includes appropriate instructor competencies.
- 17. Participants will at all times have access to a person with an appropriate First Aid qualification. Staff are practiced and competent in accident and emergency procedures.
- 18. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
- 19. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.

SECTION C: TOUR OPERATORS

Where a tour operator delivers services using other providers (eg. ski schools, transport operators or accommodation) the tour operator must ensure that each provider meets the relevant specifications outlined in Sections 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.

- 20. Sections A and B of this form, as appropriate, have been completed to show that checks have been made. Records are available for inspection.
- 21. The Tour Operator complies with the package travel regulations, including bonding to safeguard customers' monies.
- 22. ATOL, ABTA or other bonding body name and numbers

SECTION D: OVERSEAS EXPEDITIONS

- 23. The provider complies with 'Guidance for Overseas Expeditions, Edition 1' (GOE1).

If any of the above specifications cannot be met or are not applicable, please give details:
Details of any other accreditation, eg with National Governing Bodies, tourist boards, etc.

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 conditions herein.

Signed..... Date.....

Name (print)..... Position in organisation

Full name and address of company, firm, person or corporation

Tel..... Fax..... E.mail

FORM C: SCHOOL JOURNEYS AND VISITS CHECKLIST.**Appendix C**

The checklist cannot cover all possible steps in organising the activity. There will be other steps specific to certain activities. The checklist does cover the main essential steps and must be completed for each journey or visit undertaken.

ACTION	VISIT ABROAD	VISIT IN UK	DAY TRIP
Form A completed			
Form A approved			
Risk assessment completed			
Transport booked provisionally			
Letter to parents drafted			
Letter to parents agreed			
Letter to parents distributed			
Account opened with Bursar			
List of students to Bursar			
Deposits collected			
Receipted payment cards issued			
Insurance arranged with Bursar			
Names of accompanying adults determined			
Adult responsible for First Aid			
Necessitous students identified			
Program of activities produced			
Meeting with parents organised			
Parental consent forms distributed			
Parental consent forms collected			
Travel arrangements confirmed			
Passports checked /photocopied			

EHIC cards applied for by students			
EHIC cards collected and photocopied			
'Evolve' details all completed			
Final approval given			
All monies collected & receipts issued			
All pocket money collected and receipted			
All invoices passed to Bursar			
Student list displayed in staffroom			
Student list given to EVC			
Canteen informed of reduced numbers			
Briefing with all adults held			
First Aid kit collected			

AFTER VISIT

First Aid kit returned			
All receipts (inc pocket money) & invoices to Bursar			
Final accounts produced, signed and given to Bursar for approval			
Brief verbal report on activity to EVC			
Notes			

SCHOOL ACTIVITY FINAL DEPARTURE DETAILS

Name of Activity.....

All students taken on the activity were correct on the list already given Yes / No

The following changes were made to the list of students/staff taken:

.....

.....

.....

The activity departed on time as planned Yes / No

The activity departed at due to

.....

I have an emergency contact for two members of the senior team. Yes / No

I have a mobile telephone with me. Yes / No (number)

Signature..... (teacher in charge of activity)

Any Other Information:

This form should be left in the school office before departure.

Dear Parents,

In May this year the Geography Department of East Barnet School will run a five day Fieldtrip to Llanbedr in the Black Mountains of South Wales, for members of Year 10 Geography groups. You have returned a slip indicating that you wish your son/daughter to be considered for this trip.

The date of the trip is:-

Monday 17th May 2009 - Friday 15th May 2009

Students will be staying at Perth-y-Pia, a hostel at about 350 metres above sea level near Table Mountain, just north of Crickhowell, Powys.

The hostel is run by residential wardens who are responsible for the care and maintenance of the accommodation and the provision of food. Teaching and other activities will be undertaken and run by the East Barnet Staff.

In the O.C.R. 'A' Geography Syllabus 25% of a candidate's final mark comes from a detailed Fieldwork File, and therefore, as a department, we feel that it is very important that students have the opportunity to attend this trip as all their fieldwork can be completed during this week away.

In order for this trip to take place, we require a voluntary contribution of £197 per student. If you have financial difficulties in meeting the cost of this trip, please contact me immediately. You may, of course, make your contributions in instalments and begin payment straight away.

A breakdown of the cost per person is:

Full board and lodging	£119.00
Transport to and from hostel plus one day's coach hire	£53.00
Pony Trekking	£20.00
Visit to colliery	No charge
Insurance and General Expenses	£5.00

The charging policy regulations apply to this Fieldtrip, and while we are confident that parents/guardians will be willing to support the venture financially, I must advise you that if insufficient voluntary contributions are received the trip would have to be cancelled.

The postal address of the hostel is:-

Perth-y-Pia Outdoor Centre, Craig-Llwydd, Llanbedr, Crickhowell, Powys NP8 1SR

Telephone: 01873 810050 (for important messages only).

While staying at the hostel students will be expected to obey the rules of the centre (they will be informed of these rules) and whilst out working, to honour the rules of the Country Code and obey instructions given by staff. Most importantly, the first rule for the trip is to ensure that no member, staff or student, is endangered or has their enjoyment jeopardized by another member's actions.

The following important rules lay out the behaviour standards expected of each member of the group.

1. The possession of or consumption of alcohol is strictly forbidden for any student on the trip.
2. The possession, purchase or use of illegal drugs is against the law and is strictly forbidden.
3. No student is allowed to smoke.
4. No student is allowed in a dormitory occupied by students of the opposite sex.

5. All members are reminded of the dangers of theft. Please leave valuables or irreplaceables at home. Personal stereos / iPods / mobile phones may be taken at students' own risk, but only used at certain times and in certain places as instructed.
6. Staff will be operating a strict code of conduct re bedtime. Times will be stipulated at daily meetings.
7. Students must co-operate and follow instructions given to them by members of staff at all
8. times.

Staff will impose appropriate sanctions in the event of any student breaking these rules.

We will be leaving East Barnet Lower School at 8.30am on Monday 11th May. Students will be expected to arrive at least 10 minutes before this departure time. We will be stopping at the motorway services during the morning, where students can buy food, but as this may not be at lunchtime they may prefer to bring a packed lunch.

The general itinerary for this Fieldtrip is as follows:-

Monday 11th May
 8.30am Departure
 12.30/1.00pm Arrive Abergavenny, Settlement study
 4.00-5.00pm Arrive at hostel

Tuesday 12th May
 Hill slope transect and study. Local venue

Wednesday 13th May :
 Stream gauging and study. Local venue

Thursday 14th May
 Visit to Big Pit, Blaenavon. Then pony trekking at Llangorse

Friday 15th May
 Pack and tidy hostel.
 Arrive East Barnet School about 4.00pm

Every evening except Friday will be spent writing up the day's work and on organised activities in and around the hostel.

There follows a list of essential requirements for the Fieldtrip and this can be used as a checklist for the journey:-

- A pair of soft shoes for wearing in the hostel
- Outdoor footwear suitable for walking
- Wellingtons
- At LEAST one complete change of clothing
- Night attire
- Waterproof clothing. VERY IMPORTANT. We hope that the weather will keep fine, but students will be working in the field whatever the conditions
- Washing kit and towel
- Writing equipment- lead pencil, coloured pencils, pens, ruler, rubber, sharpener, protractor, calculator
- Clipboard, plastic bag to cover board if wet
- Folder, for notes, worksheets and brochures
- Torch
- Flask or bottle, for a hot or cold midday drink

Small rucksack/bag for taking out each day

The riding school at Llangorse has asked us to provide the following information about clothing for pony trekking.

1. Clothing must be ample and warm to suit the time of year
2. Long trousers should be worn (preferably not jeans)
3. Gloves, if possible, should be worn
4. Strong shoes with a well-defined heel should be worn. Not suitable are climbing or hiking boots, high heeled shoes, sandals, or flat soled canvas shoes or trainers (shoes were available from the centre last year free of charge).

Please try to borrow any suitable clothing which your son or daughter does not have. Please let me know if there is a problem regarding your son or daughter pony trekking.

Spending money. We recommend no more than £30.00 as this will have to be kept by the students themselves and cannot be looked after. There will be limited access to shops and places to spend money.

Students with specific medication should hand it to the teacher in charge, clearly labelled, with their name and instructions clearly marked at the onset of the journey. Students will be responsible for ensuring that they collect their daily provision of medication and remember when to take it. If your son or daughter has any medical condition / allergy / dietary restriction, please also indicate this on the attached slip.

Bookings for the Fieldtrip are now open and should be made on the attached form and all money paid into the Finance Office.

Yours sincerely,

Return to Mr Cloke or the Finance Office before 30 March 2009

Name of student:

Form:

(As it appears on passport)

D.O.B ___/___/___ (DD/MM/YY)

Any Medical conditions and medication:

Special dietary requirements:

Emergency contact number(s):

Name: _____ (Home Phone) _____

Name: _____ (Mobile) _____

Email:

I agree to my son/daughter taking part in the trip as detailed in the letter dated Feb 2009. I enclose an initial deposit of £50 to secure a place, this being the first instalment of my £197 contribution to cover the cost of the trip. Cheques should be made payable to 'East Barnet School'. I am aware that monies paid are non-refundable and that the school reserves the right to withdraw any student either before or during the trip, due to poor behaviour. In this case, all monies paid will be forfeited.

Signed: _____ Parent/Guardian Date: _____

Name: _____

**EMERGENCY CARD
(VISIT LEADER)**

Emergency Card (Visit Leader)

This 'card' must remain with the Visit Leader at all times on a visit

In the event of a significant incident or accident that **does not** involve serious injury or fatality, and/or **is not likely to attract media attention**, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.

In the event of an incident that **does** involve serious injury or fatality, and/or **is** likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** to report the incident and request assistance.

London Borough of Barnet Emergency Contact

020 8359 2000

Be prepared to give: Your name and Establishment/Group
 Phone number & back up phone numbers
 Exact Location
 Nature of Incident
 Number in the Group

You will be called back as soon as possible so try not to make outgoing calls until contact is made. You will be given advice and asked what the LA can do to support you.

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

Name	Home	Mobile
Establishment		
London Borough of Barnet Emergency Contact	020 8359 2000	-

If the visit will be outside normal establishment hours:

Establishment 'Home' Contact		
Head of Establishment / Chair of Governing Body (optional)		
Other/EVC		

EMERGENCY CARD (HOME CONTACTS)

Emergency Card (Home Contacts)

For visits that take place outside normal establishment hours.

This 'card' or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.

The establishment's Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

If the incident **does not** involve serious injury or fatality, and/or **is not** likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts who may be able to assist.

If the incident **does** involve serious injury or fatality, and/or **is** likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back as soon as possible;

It is the responsibility of the Visit Leader to contact the LA. However circumstances may prevent this. If you are not 100% positive that the LA has been contacted, please contact London Borough of Barnet 020 8359 2000 and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident.

- Your details will be taken and you will be phoned back as soon as possible;
- You should also contact the Head of Establishment (if this is not you);
- A Response Team will be brought into action to support the party, the establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately;
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

Name	Home	Mobile
Head of Establishment		
Deputy Head of Establishment		
London Borough of Barnet Emergency Contact	020 8359 2000	-
Chair of Governing Body (optional)		
Other/EVC		

STAFFING LEVELS

Appendix G

The minimum staffing for school visits and journeys is as follows:-

Day Visits In The UK			
Student Numbers	Teachers	Other suitable adults	Total
1-30	1	1	2
31-45	2	1	3
46-60	2	2	4
61-75	3	2	5
76-90	4	2	6
91-105	4	3	7
106-120	5	3	8
121-135	5	4	9
136-150	6	4	10
151-165	6	5	11
166-180	7	5	12
181-195	7	6	13
196-210	8	6	14

All School Journeys & Day Visits Abroad			
Student Numbers	Teachers	Other suitable adults	Total
1-10	1	1	2
11-20	2	0	2
21-30	2	1	3
31-40	3	1	4
41-50	3	2	5
51-60	4	2	6
61-70	4	3	7
71-80	5	3	8
81-90	5	4	9
91-100	6	4	10
101-110	6	5	11
111-120	7	5	12
121-130	7	6	13
131-140	8	6	14
141-150	8	7	15
151-160	9	7	16
161-170	9	8	17
171-180	10	8	18
181-190	10	9	19
191-200	11	9	20

Use of a private car to transport pupils

1	To: Headteacher _____ School
----------	------------------------------

I confirm that I am willing to use my own vehicle for transporting young people on educational/recreational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.

2	Signed: _____ Print name: _____
----------	------------------------------------

3	Address: _____ _____ _____ _____
----------	---

4	Date: _____
----------	-------------

The LA reserves the right at any time to request copies of any relevant documentation (ie.Registration Document, MOT, Insurance, Driving Licence)

	Insurance cover required
For teachers, youth workers, or other LA employees	<i>'Use by the Policyholder in connection with the business of the Policyholder'</i>
For parents and other volunteers	<i>'Use for social, domestic and pleasure purposes'</i>

Staff organising any sporting event during lesson time, either off-site or in school, should gain approval by completing appendix A form and handing in to the EVC at least five days prior to the event taking place. The event should only be arranged on a provisional basis until approval has been granted by the EVC.

The decision to allow an event to take place will have to take into account the impact of the event on the students' curriculum and the cover implications of staff who are involved.

For any events off-site and after school or at weekends, a list of students involved, the venue, start and finish times and nature of the activity must be left or sent to the Chestnut Grove School Office before departure. Organising staff should always check that all students have informed their parents of their involvement in an activity.

Staff should always ensure that they have a mobile phone on which they can be contacted. The school mobile phone can be used where necessary

For events after school, students will normally be transported to and from the activity using the school minibuses or a coach. If students are to be transported using private vehicles of teachers, parents or others, the parents of those being transported should provide written permission for their child to do so and the adult in charge of the vehicle must complete a 'Private Car Use form' (Appendix H). Students should always be returned to school unless parents have already picked up their child at the venue.

If an activity leader wishes to use parents, volunteers or other students to transport participants, they must ensure that the drivers are aware of their legal responsibilities for the safety of the students in their cars and written agreement from parents of participants must be obtained.

They must also ensure that all adult drivers (staff and volunteers) have a current valid CRB check and have registered with the school. The activity leader must ensure that all adult drivers (staff and volunteers) have completed a 'Private Car Use' document (appendix H) and that they have a current valid CRB check and/or Independent Safeguarding Authority (ISA) clearance.

Students involved in a weekend sporting event should be given a letter at the beginning of the year or as soon as they become involved, explaining that transport to and from the sporting venue is the responsibility of the parents and that they should check on each occasion that they have suitable arrangements in place. Before a student can take part in a weekend activity, parents should return a signed slip acknowledging that they have received the letter and accept this responsibility.

Staff organising or taking students to a sporting event should carry out a risk assessment covering the event. It is acceptable for staff to produce one risk assessment covering an activity that will be repeated several times throughout the year. A copy of these risk assessments should be handed in to the school office. However, for all activities, staff should undertake a visual risk assessment / inspection of the venue on arrival to ensure that equipment, surfaces, supervision and general provision are safe. If the member of staff feels that any of these aspects are not safe, they should withdraw the students from the event immediately.

Staff should also ensure that for any activity undertaken by students, there is a suitably qualified leader / teacher /coach. If staff are running any activity that is deemed to be an adventurous activity, they must gain special permission from the Trip Consultant by completing the relevant section of the 'Evolve' form at least 6 weeks in advance of the activity.

EDUCATIONAL VISITS CHECKLIST

Appendix J

The questions below form part of the risk management process for educational visits. Any visit should only go ahead if the answer to all relevant questions is 'YES'. This checklist can be used as a tool or aide-memoire to assist the EVC/visit leader in the planning process, although alternative approaches to considering the relevant issues are equally as valid.

In advance of the visit:

- | | | | |
|-----|---|--------------------------|--------------------------|
| 1. | Have the intended outcomes of the visit been clearly identified? (see Section 4) | <input type="checkbox"/> | |
| | | yes | |
| 2. | Is the visit appropriate to the age, ability and aptitude of the group? | <input type="checkbox"/> | |
| | | yes | |
| 3. | Has there been suitable progression/preparation for participants prior to the visit? | <input type="checkbox"/> | |
| | | yes | |
| 4. | Does the visit comply with any guidelines specific to your Establishment? | <input type="checkbox"/> | |
| | | yes | |
| 5. | Does the visit comply with any specific LA guidelines? (see relevant sections) | <input type="checkbox"/> | |
| | | yes | |
| 6. | If a member of staff is going to <u>lead</u> an adventurous activity, have they been 'approved' by the LA? (see Section 28) | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 7. | If using an external provider or tour operator, does the provider hold an LOTC Quality Badge (see www.lotcqualitybadge.org.uk) or have they satisfactorily completed and returned a 'Provider Form'? (see Section 29) | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 8. | Are transport arrangements suitable and satisfactory? (see Section 14) | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 9. | If residential, have appropriate measure been taken to ensure the suitability of accommodation? (see Section 17) | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 10. | If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? (see Section 18) | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 11. | Has a pre-visit taken place? (normal procedure for most visits within the UK).
If not, have appropriate additional checks been made? | <input type="checkbox"/> | |
| | | yes | |
| 12. | Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations). | <input type="checkbox"/> | |
| | | yes | |
| 13. | Have any adult helpers (non LA employees) been approved by the Head of Establishment as to their suitability? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 14. | Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? | <input type="checkbox"/> | |
| | | yes | |
| 15. | Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role? | <input type="checkbox"/> | |
| | | yes | |
| 16. | Are all support staff aware of and comfortable with their roles? | <input type="checkbox"/> | |
| | | yes | |
| 17. | Are all helpers aware of and comfortable with their roles? | <input type="checkbox"/> | |
| | | yes | |
| 18. | If appropriate, have Event Specific Notes (ESN) been made and will these be shared with all relevant parties? (see Section 7 and ESN Form) | <input type="checkbox"/> | |
| | | yes | |
| 19. | Is insurance cover adequate? (see Section 13) | <input type="checkbox"/> | |
| | | yes | |
| 20. | Does at least one member of staff know the participants that are being taken away, including any behavioural traits?
Have participants been advised in advance about expectations for their behaviour? | <input type="checkbox"/> | |
| | | yes | |
| 21. | If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff? | <input type="checkbox"/> | |
| | | yes | |

- | | | | |
|-----|---|--------------------------|--------------------------|
| 22. | Are participants aware of the nature and purpose of the visit? | <input type="checkbox"/> | |
| | | yes | |
| 23. | Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? (see Section 9) | <input type="checkbox"/> | |
| | | yes | |
| 24. | Have all relevant details been issued? (eg. itinerary, kit lists, etc?) | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 25. | Are staff aware of any medical needs and/or other relevant details of participants? | <input type="checkbox"/> | |
| | | yes | |
| 26. | Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 27. | Are staff aware of any relevant medical conditions of other staff/helpers within the group? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 28. | Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment? (see Section 12) | <input type="checkbox"/> | |
| | | yes | |
| 29. | Is a first aid kit (appropriate to the visit) available? (see Section 12) | <input type="checkbox"/> | |
| | | yes | |
| 30. | Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. eg. 'Plan B', and have these plans been risk assessed and parental consent been obtained? | <input type="checkbox"/> | |
| | | yes | |
| 31. | For journeys taking place outside the establishment's 'normal' hours, will an Emergency Card (Visit Leader) be with the leader, and an Emergency Card (Home Contacts) be with the designated home contacts? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 32. | Are full details of the visit at the LA establishment, or recorded on EVOLVE, and if appropriate with the establishment's Emergency Contact(s)? | <input type="checkbox"/> | |
| | | yes | |
| 33. | Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see Section 27) | <input type="checkbox"/> | |
| | | yes | |
| 34. | Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? (see Section 19) | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 35. | If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? (see Section 16) | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 36. | A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 37. | Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 38. | Does any specialist equipment conform to the standards recommended by responsible agencies? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 39. | Have all financial matters been dealt with appropriately? | <input type="checkbox"/> | |
| | | yes | |
| 40. | Has the visit been approved by the Head of Establishment and EVC, and in line with the School Visits Policy (where appropriate)? (see Section 3) | <input type="checkbox"/> | |
| | | yes | |
| 41. | If residential, overseas or involving adventurous activities, has the visit been approved by the LA ? (see Section 3) | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |