



# Educational Visits Policy

SEPTEMBER 2023

CONCORDIA MULTI ACADEMY TRUST

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# 1. Document Control

## Amendment History

Version No.	Date	Comments
2	June 2022	
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## Review Dates

Next Review Date
September 2026

## Author(s)

Name	Role
Tracy Webb	Chief Executive Officer

## Reviewer(s)

Name	Role
Jenni Ogden	Headteacher

## Approver(s)

Name	Role
Tracy Webb	Chief Executive Officer

## 2. Purpose

Educational Visits are a key part of the enrichment of education for young people within Concordia Multi Academy Trust, and are central to the philosophy of inclusively engaging, developing, and challenging young people. We believe that outdoor learning, off-site visits and learning outside the classroom are an integral part of a balanced curriculum. The purpose of this policy is to set out a framework under which key stakeholders are aware of their responsibilities and those of others in carrying out these activities and that these activities may be carried out reducing any identified risks to participants.

Each school will have its own procedures and conditions, sitting under this policy, reflecting its local arrangements and conditions for educational visits, and these may vary depending upon the nature of the visit and any other special circumstances. Each visit will have a separate, individual risk assessment that is available from the school. The school has adopted guidance and policy taken from professional third parties.

This policy is written with due regard for the public sector equality duty that is placed on all schools. It is intended to be read in conjunction with Part 2 of the policy, relevant guidance, and annexes.

The academies within our Trust will make reasonable adjustments for members of the school community with SEND and protected characteristics and guard against discriminatory practices and victimisation to ensure everyone is treated fairly.

This policy has been written with consideration given to working practises. By adopting this policy, a reduction in workload has been facilitated by reducing the need for individual academies to interpret the policy locally.

**Concordia Multi-Academy Trust will not endorse any activity where teachers or young people are required to sign a waiver of liability.**

### 3. Definitions

This section is further expanded on in Part 2 which should be referred to for guidance.

**Adventure Activities:** Activities that take place in challenging environments that can present technical or environmental complexity in the organisation or delivery of the activity. Many adventure activities have well established National Governing bodies that train, assess and validate the competency of staff to lead in the activity.

**Educational Visits:** All visits with a group of young people that leave a school site to journey to another location either during the school day or for extended periods beyond the school day. This usually does not include work experience or activities in schools on split sites. This activity is planned and organised by the school.

**EVOLVE:** Evolve is an online system for the planning, approval and management of educational visits, sports fixtures, and extra-curricular activities. Evolve is used by more than 150 local authorities for approval of visits.

**Off-site Activities:** Activities that occur away from the base of regular work with children or young people, organised by staff who work within Children's Services.

**Learning Outside of the Classroom (LOtC):** An activity that takes place on the school site and further afield. Some of this work falls under the category of Educational Visits.

**Children and Young People:** All young people under the care of Children's Services whether from a school or setting.

**Staff:** In the context of this policy, staff are defined as any employee of the Council, Trust/school, or establishment.

## 4. Quick reference table for type of visits and approval

The table 3.1 below outlines the different approval process required for each type of educational trip. This should be read in conjunction with the rest of this policy and not treated in isolation.

Type of visit	Process	Approvals required		
		EVC	Head	Trust
<p>Visit / activities within the local area and which involve no more than an everyday level of risk.</p>	<p>Visits that are part of the curriculum and take place during the academy day do not require consent</p> <p>Those that are not part of the curriculum, or extend beyond the academy day, can be covered by blanket consent but information will be provided to parents in advance, and they will have the opportunity to withdraw their child</p> <p>See the learning area operating procedure for further detail</p> <p>A risk assessment should be completed by the visit leader</p>	Yes	Yes	No
<p>Other day visits within the UK excluding adventurous activities.</p>	<p>Visit Leaders to gain outline permission for visit from Head Teacher</p> <p>Visit leader to collate the following:</p> <p>Risk assessment.</p> <p>Approvals of staff to lead activities and visits.</p> <p>Evaluation of external providers</p> <p>Parental communication and consent.</p> <p>Information about participants' medical conditions, special needs, behaviour</p> <p>All information must be submitted to the EVC for approval at least 6 weeks in advance.</p> <p>Once reviewed by the EVC, final approval to be given by the Head teacher</p>	Yes	Yes	No
<p>For all residential visits, adventurous activities or visits involving foreign travel.</p>	<p>Visit Leaders to gain outline permission for visit from Head Teacher</p> <p>Visit leader to collate the following:</p> <p>Risk assessment.</p> <p>Approvals of staff to lead activities</p> <p>Evaluation of external providers</p>	Yes	Yes	Yes

	<p>Parental consent.</p> <p>Information about participants' medical conditions, SEN behaviour</p> <p>All information must be submitted to the EVC for approval at least 6 weeks in advance.</p> <p>Once reviewed by the EVC, final approval to be given by the Head teacher.</p> <p>Once outline approval has been given by EVS and HT, the visit will be submitted to Evolve and after approval will be shared with the Visits co-ordinator lead Trustee for final approval</p>			
<p>For visits involving adventurous activities:</p>	<p>Visit Leaders to gain outline permission for visit from Head Teacher.</p> <p>Visit leader to collate the following:</p> <p>Risk assessment.</p> <p>Approvals of staff to lead activities</p> <p>Evaluation of external providers</p> <p>Parental consent</p> <p>Information about participants' medical conditions, SEN behaviour.</p> <p>Visit Leaders must check if an activity provider holds an AALA licence. If not, the Visit Leader must seek information required and liaise with Evolve/Edsential team</p> <p>All information must be submitted to the EVC for approval at least 6 weeks in advance.</p> <p>Once reviewed by the EVC, final approval to be given by the Head teacher</p> <p>Once outline approval has been given by EVS and HT, the visit will be submitted to Evolve and after approval will be shared with the Visits co-ordinator lead Trustee for final approval and then submitted to Evolve.</p>	<p>Yes</p>	<p>Yes</p>	<p>Yes</p>

	<p><b>Example risk assessment</b></p>	<p><b>Form C - consent form</b></p>	<p><b>Swimming guidance and out of hours</b></p>
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How to complete example risk assessment			
 <p>RA%20How%20to%20complete%20guide</p>	 <p>Blank%20example%20Risk%20Assessm</p>	 <p>Child%20Form%20C%20Condover%20</p>	 <p>YEAR%205%20SWIMMING%20SUMMER</p>  <p>Swimming_in_Curriculum_Out_of_hour</p>

## 5. Organisational Responsibilities and Arrangements

### Concordia Multi-Academy Trust Chair or Health and Safety Trustee:

- Allocating sufficient resources to ensure that adequate competent advice is available to provide advice, guidance, and support to Trust schools. This is the case when activities fall within the scope of this policy, in order to meet this requirement.
- Ensuring that the requirements of this policy are adequately monitored and that appropriate actions are taken to obtain compliance with the requirements of this policy. This is carried out through the use of Evolve, or equivalent. Evolve enables the LOtC, Evolve and the Educational Visits Team to check, approve (if approval is provided) monitor, review, and audit Adventurous, Residential, Standard Overseas and Major Overseas Visits.
- Reporting significant failings in this policy to the Chair of the Chief Executive Strategy Group of Strategic Health and Safety Co-ordinating Group so that they may give direction; and if required, resources to ensure compliance with relevant legislation, Local Authority Policy and Guidance, National Guidance and Industry Best practice to maintain effective oversight of day to day health and safety compliance.

### Edsential, LOtC and the Educational Visits Team (through SLA)

Responsibilities of the Edsential LOtC, Evolve and Educational Visits Team are highlighted below:

- Maintain their competence and keep abreast of legal requirements and sector and industry best practice with regards to activities covered by this policy
- Report significant changes to legislation, LA Policy and Guidance, National Guidance and sector and industry best practice to appropriate key stake holders such as Headteachers, Head of Establishments, Governor Bodies, Trustees and Educational Visits Coordinators and ensure that employee representatives are consulted on matters of health and safety relating to this policy and any associated procedures (e.g. at the School's Health and Safety Committee).
- Provide advice and guidance to schools and settings to enable activities to be carried out safely.
- Monitor schools and settings to ensure that they are complying with all relevant legislation on the conditions set out within this policy.
- Report the significant findings of monitoring including any recommended corrective actions to Headteachers, Head of Establishments, Governor Bodies, Trustees and Educational Visits Coordinators so that they can discharge their duties in accordance with this policy.

### Local Academy Boards

Local Academy Boards should satisfy themselves that the school has suitable policies and procedures in place to adequately manage and monitor all activities falling within the scope of this policy. The results of monitoring should be discussed at Local Academy Board (LAB) and Headteacher Senior Leadership Team meetings. Local Academy Boards must be kept informed of visits and trips throughout the year.

### Headteacher

The Headteacher is responsible for ensuring that any activities falling within the scope of this policy are:

- Adequately resourced (in terms of planning, time, staff and budget) to secure compliance with the requirements of this policy and any associated procedures.
- Notified using the Evolve system to the Edsential's Education Visits Advisor where required under the terms of this policy.
- Ensure visits are led by suitably trained, qualified and competent people.
- If external organisations and third party providers are providing the activity, the Headteacher is responsible for ensuring that checks are carried out to ensure so far as reasonably practicable, that suitably trained, qualified and competent people deliver the activities that they have been contracted to provide. It is the responsibility of third party providers to carry out suitable and sufficient risk assessments for all Educational Visits and Offsite Activities that they provide for the particular school.
- Covered by suitable and sufficient risk assessments and these are brought to the attention of all staff, including volunteers involved/supporting the activity. These should be checked in relation to risk management systems. Risk management systems are required to be in place using a risk benefit assessment tool to ensure that adequate risk management measures are implemented. For activities provided and delivered by third parties reasonable checks of the provider using the risk management system should be used. The Head teacher/Head of Establishment is not responsible for Providers' risk assessments and should not undertake any further risk assessments of a Providers' activities.
- Monitored and any significant findings reported to the Edsential's Educational Visits Advisor, the Local Academy Board and Trustees so they can maintain effective oversight of these activities.

The Headteacher may appoint a member (or members) of their staff to carry out these duties on their behalf for example an Educational Visits Coordinator (EVC). Where such appointments are made the Headteacher remains responsible for the standard level of compliance that is to be achieved and they must monitor the performance of these appointed person(s) to ensure that the required tasks are being carried out competently in accordance with legislation, Local Authority Policy and Guidance, National Standards and Industry Best Practice.

The appointment of an EVC should have sufficient authority (i.e. they should normally be a senior member of staff) to enable them to undertake their role. The Headteacher and Head of Establishment should ensure that the EVC is provided with the necessary information, instruction, training, and supervision to enable them to discharge their duties effectively.

### **Educational Visits Co-ordinators (EVC)**

EVC's have responsibility to ensure that they bring any significant failings relating to compliance with this policy and its associated procedures to the attention of their Headteacher. Further information and guidance should be read in conjunction with the following <https://oeapng.info/evc/>

The duties of the EVC are outlined below:

- Ensuring that you have an understanding of how Learning Outside the Classroom (LOtC), offsite activities and visits can support a wide range of outcomes for children and young people and raise achievement.
- Ensuring that you have attended EVC Training as recommended by the Trust.
- Ensuring that LOtC, offsite activities and visits meet guidance requirements.
- Ensuring that establishment managers, visit leaders, assisting staff and voluntary helpers understand that all staff involved in LOtC, offsite activities and visits require access to

training at an appropriate level to ensure that the employer's guidance and establishment procedures are properly understood.

- Ensuring that you have an establishment visit policy. As a minimum, the policy will need to make a link between the establishment's procedures and this guidance.
- Supporting the head/manager with approval and other decisions.
- Ensure visits are submitted to Head or Evolve within specified timeframe.
- Monitoring Visit Leader planning and sample monitor visits.
- Organising the training of Visit and Assistant Leaders (including voluntary helpers).
- Ensuring that where the accompanying staff includes someone with a close relationship to a group member, there are adequate safeguards to ensure that this will not compromise group management.
- Ensuring that DBS checks are in place as required.
- Reasonable comprehensive checks of any external organisations that are contracted to provide any activities regardless of whether these activities are being undertaken on or off-site are carried out to ensure that the external organisations are suitably trained, qualified, and competent to provide such activities.
- Ensuring that establishment policy provides sufficient guidance to Visit Leaders about information for parents and parental consent.
- Checking that there are two 24/7 emergency contact(s) with the base for each and every visit and that emergency arrangements are in place.

**All establishments Health and Safety Policies must ensure:**

- Medical and first aid issues are addressed.
- Emergency arrangements include emergency contact access to all relevant records, including medical and next of kin information for all members of the party including staff.
- Individual activities and visits are reviewed and evaluated and that this process includes reporting of accidents and incidents, complying with employer requirements and Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- Policies and procedures are reviewed on a regular basis.
- A review should follow any serious incident or systems failure. Risk management documentation must be updated if necessary.
- There is an establishment procedure for recording 'near accidents/near misses', including any resulting learning points and action.
- You keep up to date via EVC update processes and EVC Revalidation courses as recommended or required.
- Assistant Leaders are competent to carry out the tasks they are assigned.
- Activities and visits are led by competent and confident leaders. The Visit Leader needs to be both accountable and competent. Being accountable implies being an employee and thus part of a chain of specified roles and responsibilities. Being competent requires that the leader can demonstrate the ability to operate to current standards of recognised good practice, as set out in National Guidance.
- Ensure that a critical incident and Emergency plan is in place and relevant contact details are current.

## 6. Training

For those involved in managing and leading visits the relevant training courses are:

- Educational Visit Coordinator (EVC) Training – Concordia Multi-Academy Trust requires the academy EVC to be appropriately trained in the OEAP Educational Visit Coordinator Training or one of a similar standing that is approved by the CEO of the Trust.

Note: Local trips or those regularly undertaken day trips to environments regularly visited by schools may be led by competent staff who have not attended Visit Leader training on authorisation of the Head Teacher.

Suitable systems and processes are in place to ensure that those trained are kept updated and records of training are retained within schools.

For the purposes of day-to-day updating of information, EVCs and Visit/Activity Leaders are directed to the periodic news items and updates of OEAP National Guidance.

## 7. Planning

### Notification, approval, monitoring, and evaluation of all visits.

Staff who wish to **lead** (i.e., supervise or instruct) an adventurous activity, must first upload details and scanned copies of all relevant qualifications (e.g. instructor certificates, first aid, etc) to the 'My Details' section of their EVOLVE account.

EVOLVE enables Edsential to check, provide guidance if needed, approve (if approval is provided), monitor, evaluate and audit Adventurous, Residential, Standard Overseas and Major Overseas Visits.

All other visits do require final approval from Headteachers once they have been formally approved by the Academies Visits Co-ordinator (EVC). All visits are to be entered onto EVOLVE in order to support with the planning, processing, monitoring and evaluating of visits.

Where approval is not granted to lead the activity, the Visit Form will be returned to the EVC via EVOLVE, with an attached note. Where this is the case, the activity **must not** take place.

Activity	Authorisation Required and Minimum Time Frame
Local off site non adventurous visits	Authorised by Head
Residential in UK / Overseas by LOtC Provider	Edsential Authorisation - <b>20 working days (term time) in advance of activity</b>
Adventure Activities	Edsential Authorisation - <b>20 working days in advance of activity</b>
Overseas Expeditions and Ski trips other overseas visits not delivered by an LOtC provider	Edsential to be involved in the planning stages and final submission must be submitted <b>6 weeks</b> in advance

Concordia Multi-Academy Trust requires that all visits are thoroughly researched to establish the suitability of the venue and to check that facilities and third-party provision will meet group expectations in accordance with the above table. Such information gathering is essential in assessing the requirements for effective supervision of young people, it is a vital dimension of risk management.

It is good management practice to carry out a preliminary visit. The following identifies the circumstances where preliminary visit is a requirement.

- A preliminary visit is required for visits where there is a high complexity factor\* and the visit has not happened previously.
- A preliminary visit is required when visit is solely led by the academy.

\*Residential visits, visits abroad, exchange visits, adventure led by the academy staff, all have high aspects of complexity.

If the visit is led and managed by the provider, then a variety of approaches can reduce the need to carry out a preliminary visit. Visit Leaders can take full advantage of the nationally accredited provider assurance schemes that are now available. Examples include: -

- The LotC Quality Badge
- AALS licensing
- Adventuremark

Concordia Multi-Academy Trust takes the view that where providers demonstrably hold one of the above current accreditations at the time of the visit, there should be no need to seek further assurances.

## 8. Third Party Providers (Internal and external)

Where activities that fall within the scope of this policy are being provided by a third party, Concordia MAT will require that:

- Reasonable comprehensive checks of any external organisations that are contracted to provide any activities, regardless of whether these activities are being undertaken on or off-site, are carried out to ensure that the external organisations are suitably trained, qualified, and competent to provide such activities. These checks also need to ensure that the external provider carries a minimum of £5m public liability insurance coverage for lower level activity and £10million for adventurous activities from an approved UK insurer.
- Confirmation about individual Awarding Body schemes should be made via the LOtC, Evolve and Educational Visits Team.
- The performance of external organisations by the authorising representative is adequately monitored to ensure that agreed practices are being met.
- The significant findings of monitoring are acted upon and reported to the Local Academy Board of the school.

## 9. Requirement to Ensure Effective Supervision

Health and Safety laws do not prescribe activity specific staffing ratios, but it does require that the level of supervision and group management is 'effective'. Each school will assess requirements and use guidance given below:

- Staff competence.
- Activity – nature and location of the activity (including the type of activity, duration, skill levels involved).
- Group – age (including the development age) of the group, ability of the group (including special learning needs, behaviour, medical and vulnerability characteristics etc.).
- Environment – nature and location of the activity including the type of the activity, duration, skill levels involved, as well as the time of year and prevailing conditions.
- Distance away from the academy including travel arrangements.

The DfES publication HASPEV (1998) suggested the following “starting points”.

- School years 1-3, 1:6
- School years 4-6, 1:10/15
- School years 7 onwards, 1:15/20
- For visits abroad 1 adult to 10 pupils

The Early Years and Foundation Stage Statutory Framework sets out specific legal requirements for minimum ratios in this age group, which apply both indoors and on outings. These are complex and include requirements about the qualifications of the staff.

They require a minimum of 2 adults with a group, including at least one person who has a current paediatric first aid certificate, with minimum ratios as follows:

- Age under 2, 1:3
- Age 2, 1:5
- Age 3+, 1:8 or 1:13 depending on setting, time of day and staff qualifications

**Concordia Multi-Academy Trust will not endorse any activity where teachers or young people are required to sign a waiver of liability.**

## 10. Parent/Guardian Consent

All schools within Concordia will obtain written consent in September for trips that are to take place within the normal school day. No further written consent will be required however parents must be informed of the trip taking place and the reasons why. Schools will complete a risk benefit form for all trips. All schools must ensure that 2 phone numbers are held for pupils as emergency contacts.

Some visits do not require consent, all the rest can be covered by a combination of blanket consent (with subsequent information to parents) and visit specific consent (see the National Guidance document on consent <http://oeapng.info/downloads/all-documents/>).

Trips that take place outside of school hours must have written consent with 2 emergency contacts detailed on them (or the best number to contact parents/carers during the visit duration).

## 11. Charging

All academies must follow the National Guidance on charging for academy trips in line with the Concordia Charging Policy ([www.concordiamat.co.uk](http://www.concordiamat.co.uk))  
<http://oeapng.info/downloads/all-documents/>

## 12. Transport

All academies must follow the National Guidance on Transport for trips.

<http://oeapng.info/downloads/all-documents/>

Further guidance is provided in part 2 of this document.

## 13. Insurance

Insurance cover for approved educational visits is provided by the academy insurance provider (public liability) insurance policy through RPA.

## 14. First Aid

For visits beyond the local environment there must be a qualified first aider.

## 15. Swimming

### **Offsite Swimming Facilities, overseas Swimming pools and Open Water Swimming**

Establishments must liaise with the EVC before any visit is planned for any swimming pools. The establishment must notify Edsential of this visit within a minimum of 8 weeks before the visit takes place. **Establishments must check the lifeguard provision in advance.** See section 20 for guidance on lifeguard qualifications. It is strongly advised that all swimming both structured and unstructured is placed onto EVOLVE. School staff must be aware of child's swimming ability before they commence activity.

## 16. Guidance, advice, support, and further training

The appropriate guidance for the management of outdoor learning (see definitions in part 1) is the OEAP National Guidance web site – [www.oeapng.info](http://www.oeapng.info). All schools should familiarise themselves with this website and the guidance section of the Evolve. All schools within Concordia MAT buy into the Evolve service.

### **Access to advice, support, and further training.**

Where an employee experiences problems with finding the material, they are looking for, or require clarification or further help, guidance, or bespoke training, they should contact Edsential (number in appendix) or Jeanne Fairbrother Consultants (SLA Health and Safety).

**Further guidance is provided in the appendices of this document.**

## 17. Appendix A

The purpose of this document is to document the processes required for educational visits and trips for Concordia Multi Academy Trust, National Guidance and EVOLVE.

All parties adopt the Outdoor Education Advisers' Panel 'National Guidance': [www.oeapng.info](http://www.oeapng.info)

This document hyperlinks to the main National Guidance site. Hyperlinks are used throughout this document however as this guidance is updated regularly it is not possible to hyperlink to specific sections.

All schools use the web-based system 'EVOLVE' to facilitate the efficient planning, management, approval, and evaluation of visits. All staff that lead or accompany visits can access their own EVOLVE account which is set up by their Establishment's Educational Visits Coordinator (EVC).

As well as being an efficient tool for planning and approving visits EVOLVE also contains a variety of features including search and report facilities, downloadable resources, a link to the National Library, staff records, visit history and gateway access for parents. EVOLVE:  
<https://evolve.edufocus.co.uk/evco10/unknown.asp>

### Approval of visits

In approving visits the Head teacher and EVC should ensure that the visit leader has been appropriately inducted/trained and is competent to lead the visit.

**'Ad-hoc' activities:** Where there are local activities that are a planned part of the curriculum but are dependent upon the right conditions on the day then the visit leader should sign out before departure leaving relevant information with the base contact. Such activities must be addressed in the school policy with a risk assessment completed and approved by the EVC.

**All other visits:** It is recommended that all visits are entered onto EVOLVE in order to support schools with the planning, processing and monitoring visits.

Based on the visit types EVOLVE automatically directs the flow for approval.

The following visit types are 'authorised' within the Establishment and then 'checked and approved' by Edsential via EVOLVE:

A - overseas

B - residential

C - involving an adventurous activity as defined in appendix below

Approval is delegated to the Head teacher for visits which are not in the visit categories highlighted A, B or C.

### Inclusion

Under the Equality Act 2010 it is unlawful to discriminate against disabled participants or those with protected characteristics because of their characteristics or disability without material or substantial justification. The Establishment is required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Disability Discrimination Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person

should not impinge unduly on the planned purpose of the activity.

### **Responsibilities**

The Health and Safety at Work Act 1974 places overall responsibility for health and safety on educational visits with the employer: the employer is Concordia Multi Academy Trust.

All persons involved in a visit have a specific responsibility which they should be clear about prior to the visit taking place.

### **Planning a trip/visit**

EVOLVE provides a means of recording processes during the planning phase and enables the EVC to contribute, support and monitor the activity.

The extent of planning required is related to the complexity of the visit.

Risks are expected to be reduced to an *acceptable* or *tolerable* level and not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity.

Owing to the complex nature of off-site visits conventional 'risk assessment' as a stand-alone tool is not particularly useful and can on occasion be misleading. It is of greater benefit to consider the overall 'risk management' of visits by taking all aspects of visit planning and management into account. All visits, undertaken by schools within the Trust should use the risk assessment format available on the EVOLVE website (risk benefit form).

Visit planning includes consideration of the question: '*What are the really important things that we need to do to keep us safe?*' Visit planning should focus on those issues that are individual to the specific event, taking into account the needs of the group (including special and medical needs), the experience and competency of the leader and team of staff in the context of the event. Significant issues must be recorded on EVOLVE either in notes or as an attachment and shared with all parties.

This planning process by the leader may be compared to the expectation of a teacher or youth worker to plan a lesson/session/programme which is relevant to the needs of the group.

Planning that includes adventurous activity commonly involves delivery by an external provider and the provider will have responsibility for managing the activity.

Alternative arrangements (Plan B) should be included within the planning process where appropriate. For example, where weather conditions or water levels might be critical or where an overcrowded venue might necessitate an alternative option.

It is good practice to involve participants in the planning and organisation of visits as in doing so they will make more informed decisions and will become more 'risk aware' and hence at less risk. They will also have greater ownership of the event.

### **Safety during the visit**

Prior to the visit, staff must ensure that all participants understand what is expected of them. This includes any 'rules' that will be in place. These should be re-emphasised as appropriate during the visit.

Monitoring of the visit must be ongoing. This contributes towards both enjoyment and safety.

It is primarily the responsibility of the visit leader in consultation with other staff where appropriate, to modify or curtail the visit or activity (e.g., Plan B) to suit changed or changing circumstances. For example, an over-busy lunch area, rain and rising water levels.

Following the visit, the visit leader should record any significant issues as a note on EVOLVE for both reference and to inform future visits.

## **Parent / Guardian Consent**

### **In relation to schools:**

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours.

Parents / guardians must be informed in advance of each activity and must be given the opportunity to withdraw their child from any particular school visit or activity covered by the form. The school must have a robust means of ensuring that changes to parent / guardian contact details and child medical details are up-to-date.

A class list must be taken on the visit, that clearly identifies all pupils that are on the visit.

### **Staffing, Supervision and Ratios**

On all visits there must be an 'effective level of supervision' that has been approved by the EVC and Head teacher and where applicable is in accordance with Local Academy Board policy.

Ratios for Early Years are specified and must be adhered to.

For all other visits the visit leader, the Head teacher must make a professional judgment regarding the number and suitability of staffing on an individual visit basis after consideration of the following factors:

- *the type, level, and duration of activity*
- *the nature and requirements of individuals within the group including those with additional needs*
- *the experience and competence of staff and other adults*
- *the venue, time of year and prevailing/predicted conditions*
- *the contingency or 'Plan B' options.*

*A visit must not go ahead where either the visit leader, EVC or Headteacher is not satisfied that an appropriate level of supervision exists.*

Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

Particular consideration should be given to the additional implications that may arise if staff are to be accompanied by family members (or partners) on visits.

### **Ratios and Effective Supervision**

Ratios are a risk management issue and should be determined through the process of risk

assessment. It is not possible to set down definitive staff/student ratios for a particular age group or activity, although the law does specify minimum ratios for Early Years.

Some guidance documents do set out ratios, but these should be regarded as starting points for consideration rather than being definitive, as they may only be appropriate where the activity is relatively straightforward, and the group has no special requirements. For example, the DfES publication HASPEV (1998) suggested the following “starting points”.

- School years 1-3, 1:6
- School years 4-6, 1:10/15
- School years 7 onwards, 1:15/20
- For visits abroad 1 adult to 10 pupils

Without special safeguards or control measures, these ratios will **not** be adequate to meet the needs of most residential or more complex visits.

The Early Years and Foundation Stage Statutory Framework sets out specific legal requirements for minimum ratios in this age group, which apply both indoors and on outings. These are complex and include requirements about the qualifications of the staff.

They require a minimum of 2 adults with a group, including at least one person who has a current paediatric first aid certificate, with minimum ratios as follows:

Age under 2, 1:3

Age 2, 1:5

Age 3+, 1:8 or 1:13 depending on setting, time of day and staff qualifications.

**Concordia Multi Academy Trust requires that a member of the senior leadership team is present and attends all overnight/residential visits.**

### **First Aid**

**For all visits there should be a responsible adult with a good working knowledge of first aid and/or training appropriate to the environment (e.g.. urban, remote, water, etc).**

‘Basic Skills’ e.g. a 3 hour non-assessed course is generally suitable for routine urban visits, however the nature of the visit may indicate that a higher level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed.

Integration with third party first aid procedures at provider sites where applicable is to be recommended.

Based on the nature of the particular visit the EVC (or visit leader) should make a professional judgment regarding the level of first aid required and document the decision.

A first aid kit appropriate to the visit should be carried.

### **Transport**

#### **Private cars**

Where a private (staff/parent) car is to be used to transport young people then this must be

approved by the Head of Establishment. A risk assessment must be completed by the Head teacher and consent obtained from a parent.

### Coaches

Edsential does not approve certain coach companies. Whilst UK legislation ensures that coach companies are fit for public use, the facilities available on coaches may vary. Liaising with other Establishments within the area that have used a particular company (via a search on EVOLVE) will help to determine the level of service that may be provided.

### Farm Visits

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Refer to EVOLVE National Library: [‘Preventing or controlling ill health from animal contact at visitor attractions - Advice to Teachers’](#) and associated documents.

Refer to Farming & Countryside Education: [www.face-online.org.uk](http://www.face-online.org.uk)

### Water-Margin Activities

This section applies to:

**Activities that take place near or in water – such as a walk along a riverbank or seashore, collecting samples from ponds and streams, or paddling or walking in gentle\*, shallow\* water. It does not apply to swimming and other activities that require water safety or rescue qualifications and equipment or water-going craft.**

\* ‘gentle’ means hardly moving at all.

\* ‘shallow’ typically means up to the knees of the participants.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

At the outset the leader must decide whether the activity:

- a) Falls **within** the definition in bold above - in which case the guidance below applies.
- b) **Exceeds** the definition in bold above - in which case this is a water-based adventurous activity.

All staff involved in water-margin activities should be conversant with the guidance contained within [Group Safety at Water Margins](#). This document must be made available to all supervising adults in advance of the visit.

As with all visits where appropriate there should be an approved alternative ‘Plan B’ that could be used where conditions dictate and for which parental consent if necessary has been obtained.

Edsential approval is required for water-margin activities. The leader must have previous relevant experience and must have been assessed as competent to lead the activity by the EVC and/or Head teacher.

**Young people must be supervised by a competent adult at all times whilst undertaking swimming activities. The following criteria apply:**

### Swimming pools (lifeguarded)

- -UK Swimming Pool safety is guided by various Health and Safety at Work Acts and Regulations. Pool operators have a duty to take all reasonable and practicable measures to ensure that teaching and coaching activities are conducted safely.
- For publicly lifeguarded pools abroad the Establishment's staff must seek assurances that appropriate lifeguard cover is in place prior to participants entering the water.
- The Establishment's staff should not have responsibility for lifeguarding, unless the Establishment have a member of staff who is suitably qualified. **However, they do retain a pastoral role for participants at all times either through direct or 'remote' supervision.**
- For swimming lessons, Edsential and the LA Establishment should ensure the swimming teacher in charge or other pool employees/responsible adults supervising the participants are qualified according to current guidelines.

### Hotel (and other) swimming pools

Approval to lead the activity will be required via EVOLVE.

Establishments must ensure they liaise with the Educational Visits Adviser before any visit is planned for Hotel (and other) swimming pools. The Establishment must notify the LA of this visit within a minimum of 8 weeks before the visit takes place.

Establishments should check the lifeguarding position in advance. See swimming risk assessment.

### For free swimming activity

- A valid RLSS UK National Pool Lifeguard Qualification (NPLQ), or equivalent in the country visited - see [www.lifesavers.org.uk](http://www.lifesavers.org.uk)

### For structured or programmed activity

- A valid RLSS UK National Rescue Award for Swimming Teachers and Coaches (NRASTAC) or equivalent - see [www.lifesavers.org.uk](http://www.lifesavers.org.uk) **or**
- A valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement (available from 2012) see [www.lifesavers.org.uk](http://www.lifesavers.org.uk)

### Definition of an 'adventurous activity'

Please contact Edsential if there is uncertainty over whether a particular activity requires approval.

The following activities are regarded as 'adventurous' and require Edsential and LA approval:

- All activities in 'open' (see below).
- Swimming
- Water margin activities
- Canoeing / kayaking
- Sailing / Windsurfing / Kite Surfing
- Rafting or improvised rafting
- Use of powered safety / rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hill walking and Mountaineering

- Rock climbing (including climbing walls), Abseiling
- Mountain Biking
- Coasteering / coastal scrambling / sea level traversing
- Snowsports (skiing, snowboarding, and related activities), including dry slope
- River / gorge walking or scrambling
- Camping
- Underground Exploration
- Air activities (excluding commercial flights).
- Horse riding.
- Motor sports- all forms
- Shooting and archery
- Theme Parks- where there is a range of water rides
- Off road cycling
- High level ropes courses AND Zip wires
- Trampolining and Trampoline Parks
- Zorbing
- Paintballing
- Adventure Playgrounds / trails i.e Manley Mere, Crocky trail
- Any activity where the provider has to sign a waiver form.
- Other activities (e.g initiative exercises) involving skills inherent in any of the above.

**Currently Edsential do not approve the following Activities:**

- Zorbing
- Paintballing
- Visits to the Crocky Trail, Manley Mere

**The following activities are not regarded as adventurous and therefore do not require Edsential and LA approval.** However, these activities must be supervised by a member of staff who has previous relevant experience and who in the opinion of the EVC and Head of Establishment is competent to supervise the activity:

**These are examples only:**

- Walking in parks or non-remote country paths
- Bowling
- Chester Zoo
- Laser Quest
- Swimming - as part of the Edsential swimming programme
- Pedal go-karts
- Ice skating (rink)
- Local traffic survey
- Museum, library, etc
- Physical Education and sports fixtures (other than in the above list)
- Football stadiums
- Theme Parks where there are no water rides

## 18. Appendix B – Volunteer Driver’s Declaration

To: The Head teacher

I confirm that I am willing to use my own vehicle for transporting students on Educational Visits.

I accept responsibility for maintaining appropriate insurance cover and have checked with my insurance company that students carried voluntarily are insured.

I have a current clean, valid driving license.

I shall ensure that the vehicle is roadworthy in all respects.

I shall ensure that all passengers wear correctly fastened seat belts.

I shall at no time transport a single student, other than my own child, as part of any journey.

I agree to the terms and conditions outlined in this declaration and will operate within them. I have never been interviewed, cautioned, or convicted of any offence that would render me unsuitable to work with young people.

I shall at no time transport a student or students while I am under the influence of alcohol or drugs.

Signed: ..... Date: .....

Name and address: .....

.....

The Trust reserves the right at any time to request copies of any relevant documentation, including vehicle registration or ownership document, MOT certificate, insurance certificate, road tax or driving license.

Persons regularly transporting children will be asked to provide any disclosure certification required by the school or employer’s policy. This is in order to ascertain that they have not been declared unsuitable to work with children and young people.

Drivers should retain a copy of this declaration reminding them of the school’s expectations.

	<b>Insurance cover required</b>
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>

## 19. Appendix C – Parental Consent Form

For a student to be Transported in Another Adult’s Vehicle

*Schools may wish to obtain parental permission for students to be transported in other adults’ cars using a pro forma such as this:*

There may be occasions when your child could be transported in the car of another adult associated with the school.

The conditions under which other adults agree to provide use of their car are as follows:

They:

- confirm they are willing to use their own vehicle for transporting students on Educational Visits
- accept responsibility for maintaining appropriate insurance cover and have checked with their insurance company that students carried voluntarily are insured.
- have a current clean, valid driving license.
- shall ensure the vehicle is roadworthy in all respects
- shall ensure all passengers wear correctly fastened seat belts
- shall at no time transport a single student, other than their own child, as part of any journey (this section does not apply to any 17/18/19-year-old student transporting their peers)
- agree to the terms and conditions outlined in this declaration and will operate within them
- have never been interviewed, cautioned, or convicted of any offence that would render them unsuitable to work with young people
- shall at no time transport a student or students while they are under the influence of alcohol or drugs.

I give permission for my son/daughter/ward ..... to be transported in the car of another parent within the requirements explained to me.

Signed: ..... Date: .....

Name and address: .....

.....