

Children's Service

Requirements for Educational and Recreational Visits



2008

Foreword

High-Quality Educational and Recreational Visits

Barnet acknowledges the immense value of educational and recreational visits to young people, and fully supports and encourages all visits that are correctly planned, managed, and conducted. We believe that we should strive for high-quality educational and recreational visits and, in doing so, maximise the benefits to those young people taking part.

This document aims to provide clear and unambiguous guidance for organising educational and recreational visits. It contains advice and procedures for Barnet schools, and links with the DCSF publication '*Health and Safety of Pupils on Educational Visits*' 1998, and supplements issued in 2002. Rather than repeating much of these documents, cross-references are made throughout this publication.

Barnet places great emphasis on 'competence'. The competence of the Visit Leader is the single most important factor in ensuring the safety of participants involved in Educational and Recreational Visits. As such, the competence of the Headteacher and Educational Visits Coordinator to accurately assess Visit Leader competence is crucial. We expect schools to make accurate professional judgements regarding competence and will be happy to provide further guidance, if necessary.

The Children's Service are keen to promote a broad and balanced curriculum, which includes residential and off-site visits. We hope that this document will provide more opportunities for these activities.

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Service	Children's Service
Date	April 2008
Intended Target Group	All schools and settings (Headteachers and Educational Visits Coordinators)
Review Date	October 2008

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- EV1** Record of visits that are not overseas, residential, or adventurous
- EV2** LA Approval of overseas, residential, or adventurous activity visits
- EV3** LA Approval of a member of staff to lead an adventurous activity
- EV4** Agreement Form for external provider or tour operator
- EV5** Event Specific Risk Assessment (ESRA)
- EV6** Use of a private car to transport pupils
- EV7** Emergency Card (Visit Leader)
- EV8** Emergency Card (School Contacts)

List of Contacts

A General

- A.1 Barnet Children's Service acknowledges the immense value of educational and recreational Visits to young people, and fully supports and encourages all visits that are correctly planned, managed, and conducted. We believe that all schools should strive for high-quality educational and recreational visits, in order to maximise the benefits to the young people taking part.
- A.2 This document details the requirements for visits that establishments must meet, and includes general and specific guidance. It is intended to be supportive, and to help ensure that visits are organised with due care and reference to the safety of all participants
- A.3 All schools are required to develop their own Educational Visits Policy. The EVC is expected to have a key role in this process. The Policy should be based on the DCSF and LA Guidance, and be adopted by the Governing Body. Educational Establishments are reminded (in accordance with DCSF statutory guidance '*Health and Safety: Responsibilities and Powers*' 2001), See www.teachernet.gov.uk/visits that whilst certain tasks may be delegated to schools, the LA as employer, retains the ultimate responsibility for visits no matter who carries out the tasks. Barnet is required to take action where the required standards are not reached, or where it believes that the health and safety of anybody engaged in off-site activities is at risk.
- A.4 The Children Act 2004, through the Stay Safe outcome of the *Every Child Matters: Change for Children* agenda, places a duty on all organisations and individuals to safeguard and promote the well being of children. The vast majority of people who work with children, whether paid or voluntary workers, act professionally and aim to provide a safe and supportive environment, which secures the well being and very best outcomes for the children and young people in their care.
- A.5 Adults who work with children and young people are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation or intentions. It is recognised that achieving this standard is not always straightforward and can be complex, but it is essential that the local authority gives clear consistent advice about what constitutes appropriate behaviour and what is considered illegal behaviour or what might be classed as misconduct. This will minimise inappropriate behaviour, misunderstandings and the risk of allegations towards adults.
- A.6 Adults should take particular care when supervising children and young people on trips and outings in settings less formal than the usual workplace, and in particular when the trip involves overnight stays. During these activities, away from home or the usual workplace, a more relaxed discipline, informal dress and language code may be acceptable. However, adults remain in a position of trust and need to ensure that their behaviour cannot be misinterpreted as inappropriate.

A.7 The Children's Service endorses and adopts the following DCSF guidance, which should be considered, where appropriate, alongside the guidelines contained within this document:

- *'Health and Safety of Pupils on Educational Visits' 1998 (HASPEV)*
- *'Part 1 supplement: Standards for LEAs in Overseeing Educational Visits' July 2002*
- *'Part 2 supplement: Standards for Adventure' July 2002*
- *'Part 3 supplement: A Handbook for Group Leaders' July 2002*
- *'Group Safety at Water Margins' (DCSF/CCPR)*

The above documents will be available from the school's Educational Visits Coordinator. Additional copies may be viewed and downloaded from <http://www.teachernet.gov.uk/visits> and are also available from DCSF Publications Tel. 0845 6022260.

B Role of the Educational Visits Coordinator (EVC)

To help fulfil its health and safety obligations for visits, schools should appoint an Educational Visits Coordinator (EVC).

- B.1 The EVC will be appointed by, and will act on behalf of the Headteacher. If an EVC is not appointed, the Headteacher will be assumed to adopt the EVC's duties.
- B.2 The EVC should be specifically competent, having practical experience in leading and managing a range of visits similar to those typically run by the school. Commonly, but not exclusively, such competence will be identified in a person on the senior management of the school.
- B.3 The EVC will be the principal contact with the LA over visits planned by the school.
- B.4 The EVC will be involved in the planning and management of visits including adventure activities led by school staff.
- B.5 The EVC should ensure that an appropriate school policy is in place for visits, and that this is updated as necessary.
- B.6 The EVC will be required to attend training, and up-date training where appropriate.
- B.7 The EVC should ensure that DCSF guidance (see Section A), LA guidance, school policy, and any other relevant documentation is readily available for access by staff.
- B.8 The EVC is required to keep appropriate records of visits, and to make these available to the LA where requested, as part the LA's statutory monitoring role.
- B.9 The EVC should seek advice from LA or other personnel, where necessary.
- B.10 Where an EVC position is vacant, the associated duties will automatically revert to the Headteacher until such time as an EVC is appointed and has attended appropriate training.

The following is reproduced from DCSF 'Standards for LEAs in Overseeing Educational Visits' 2002.

- B.11 Liaise with the LA to ensure that visits meet the LA's requirements, including those of risk assessment;
- B.12 Support the head and governors with approval and other decisions.
- B.13 Assess the competence of leaders and other adults proposed for a visit (Section F).
- B.14 Organise the training of leaders and other adults going on a visit. This will commonly involve training, such as first aid, hazard awareness, etc.
- B.15 Organise thorough induction of leaders and other adults taking part on a specific visit.
- B.16 Make sure that Criminal Records Bureau disclosures are in place as necessary.
- B.17 Work with the Visit Leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully-informed basis.
- B.18 Organise the emergency arrangements and ensure there is as emergency contact for each visit.
- B.19 Keep records of individual visits, including reports of accidents and 'near-accidents' (sometimes known as 'near-misses').
- B.20 Review systems and, on occasion, monitor practice.



C Approval

- C.1 The flowchart on the previous page illustrates the LA approval system for visits, which is further described below (please contact us if you require further advice):
- C.2 All visits must be approved by the Headteacher and EVC. In approving visits the Headteacher and EVC should ensure that the Educational and Recreational Visits Checklist (page 30) has been complied with, and that the Visit Leader has been appropriately trained and inducted. The LA expects the EVC, Headteacher, and Governing Body (where applicable) to exercise appropriate professional judgement when approving visits, and expects the school to seek advice from the LA where necessary.

C.3 **For visits that are:**

- a) **overseas** *or*
- b) **residential** *or*
- c) **involving an adventurous activity as defined in Section Y** (page 26),

in addition to approval by the EVC and Headteacher (see C.2), these visits must also be specifically approved by the LA, as follows:

- Form EV2 should be submitted to the LA as early as possible in advance of the visit taking place. A minimum of four weeks is normally required. We will contact you with our comments within two weeks of receiving the EV2.

Note: for overseas expeditions as defined in Section Q, a different procedure applies and Outline Approval should be sought up to 24 months prior to the expedition taking place.

- Depending upon the nature of the visit and the systems in place within the school, the LA may request additional information to be forwarded prior to granting LA approval.
- Following submission of Form EV2, the LA will notify the EVC and Headteacher with one of the following options:
 - a) Approval granted.
 - b) Approval granted, subject to forwarding additional requested information.
 - c) Approval pending, subject to LA consideration of additional requested information.
 - d) Approval not granted (reasons will be given).

- C.4 **For all other visits**, the LA delegates all aspects of the approval of these visits to the Headteacher. This delegation is conditional upon compliance with the Educational and Recreational Visits Checklist, appropriate training/induction of the Visit Leader, and assessment of his/her competence.

The school must keep a record of these visits, details of which may be requested by the LA as part of the LA's statutory supporting and monitoring role. (Form EV1 may help in this process if the school does not have another recording system in place).

- C.5 A member of staff intending to **lead** (ie instruct) an adventurous activity (as defined in Section Y) must be specifically approved by the LA to do so (see Section Z).

D Aims of Visit & Disability Discrimination Act

- D.1 All visits must have clearly defined educational/recreational aims, which are appropriate to the needs of the group generally, and to individuals within the group specifically.
- D.2 Following a 2002 amendment to the *Disability Discrimination Act* by the *Special Educational Needs Act 2001*, it is unlawful for any school to discriminate against disabled pupils (current or prospective) because of their disability, without justification - which must be both material and substantial to the particular case. You are required to make reasonable adjustments to avoid pupils being placed at a substantial disadvantage. However, the *Disability Discrimination Act* does not require responsible bodies to place employees or pupils at inappropriate risk if a health and safety issue arises. See www.disability.gov.uk or contact the local authority for more information.

E Responsibilities

- E.1 The Health and Safety at Work etc Act 1974 places overall responsibility for health and safety on visits with the employer:
- For community schools, community special schools, voluntary-controlled schools, maintained nursery schools, pupil referral units and statutory youth groups, the employer is the Local Authority. It is a requirement that these groups adhere to this document.
 - For foundation schools, foundation special schools and voluntary-aided schools, the employer is usually the governing body or proprietor. These schools are not obliged to follow this guidance, but we strongly recommend that they do, as it represents good practice, and is regularly reviewed to ensure legal compliance. Schools that do not follow this guidance must ensure that the systems they have in place to manage the health and safety of visits are at least as robust as those of the LA. Even in such cases, schools that do not follow this guidance may run a significant risk of legal action and adverse publicity if problems arise.
- E.2 All persons involved in a visit have specific responsibilities which they should be clear about prior to the visit taking place and should be clearly stated in the planning process. These responsibilities may be seen on a continuum, from pupils, through adult helpers, teachers, group leaders, visit leader, EVC, Headteacher, governing body, to the LA.
- E.3 Staff are reminded that they should drink no alcohol while on duty as an employee. An off-duty member of staff who may be called upon in an emergency should not drink above the legal limit for driving a car - in some countries this may be zero. Under no circumstances should staff encourage students to drink alcohol, or drink alcohol in their company. The visit leader will make clear their expectations regarding alcohol consumption before the visit takes place. Staff should also adhere to local regulations regarding smoking.

- E.4 It is the responsibility of the employer to ensure that workers, whether paid or unpaid are clear about the following:
- Their individual responsibility to safeguard and promote the well-being of the children and young people for whom they are responsible
 - Their responsibility to treat children with dignity and respect
 - Their responsibility for their own actions and behaviour and the need to avoid any conduct which would lead any reasonable person to question their motivation and intentions (this includes the use of alcohol when on trips with children)
 - That they are expected to treat information about children and young people as confidential and to be mindful of what information about themselves they share with children and young people
 - That they are expected to dress in clothing appropriate to their role
 - Their responsibility to be vigilant in maintaining their privacy and be mindful of the need to avoid placing themselves in vulnerable situations (consideration about sleeping arrangements, dressing/undressing and showering are key)
 - Their responsibility to be mindful of the need to maintain professional boundaries
 - The need to be aware that even well-intentioned physical contact may be misconstrued by the child/young person, an observer or by anyone to whom the action is described
 - The need for clarity about behaviour management and the use of sanctions
 - How to consider how to comfort and reassure a distressed child in an age-appropriate way
 - To ensure that when lone working is part of their role, full and appropriate risk assessments have been conducted and agreed

This is not a comprehensive list and there may be other issues that people involved in a visit need to be attendant to. The aim of the list is to assist the adults working with children and young people to think about and monitor their own standards and practice and to support the LA in giving a clear message that unlawful and unsafe behaviour will not be tolerated and that safe working practices are of paramount importance and the responsibility of the people involved and their managers.

- E.5 For further information on 'Responsibilities', please refer to:
- DCSF Part 1 supplement: '*Standards for LEAs in overseeing Educational Visits*' (Para 5-11)
 - DCSF '*Health and Safety of Pupils on Educational Visits*' (Para 11-34) available from the school EVC or download from www.teachernet.gov.uk/visits
- or contact the LA Health and Safety Unit for further advice.

F Competence to Lead

- F.1 The single most important factor in ensuring the safety of participants involved in a visit or activity is the competence of the Visit Leader. Competence is wider than just the holding of qualifications. Competence to lead a particular activity needs to be assessed by a technical expert. The fact that somebody has done an activity before does not necessarily mean that they are competent.

- F.2 The EVC should therefore consider the following when assessing the competence of a member of staff to lead a visit:
- a) What are the leader's reasons for undertaking the visit?
 - b) Is the leader an employee of the LA?
 - c) Has the leader a real sense of responsibility, extending beyond the teaching of the subject to concern for the participant's well-being?
 - d) Does the leader possess the necessary organising ability?
 - e) Is the leader competent in risk assessment and risk management?
 - f) What experience has the leader of the participants he/she intends to lead?
 - g) What experience has the leader in leading, or assisting in the leading of the similar visits or activities?
 - h) What experience has the leader of the environment/geographical area chosen?
 - i) Does the leader possess appropriate qualifications?
 - j) If appropriate, what is the leader's personal level of skill in the activity, and fitness level?
 - k) If leading an adventurous activity, has the leader been 'approved' by the LA?
 - l) Is the leader aware of, and able to comply with, all relevant guidelines?
- F.3 The school should contact the LA Health & Safety Unit (020 8359 7450) if there is doubt regarding the competence of a member of staff to lead a visit.

G Risk Assessment

- G.1 Risk assessment is nothing more than a careful examination of what could cause harm to people, together with an identification of the control measures necessary in order to reduce the risks to a level which, in professional judgement of the person carrying out the risk assessment, is deemed to be acceptable. The process is applicable to all visits.
- G.2 There are three levels of risk assessment, all equally important. These are summarised below and further detailed in: DCSF Part 1 supplement: '*Standards for LEAs in Overseeing Educational Visits*' (Para 17–36). It is likely that all of these methods will be needed in planning and delivering visits.

a) Generic Risk Assessment (normally already in place)

This is guidance which remains constant, regardless of the nature of the visit, such as school policies, guidelines issued by the LA, DCSF, Duke of Edinburgh Award, National Governing Bodies, etc. Schools may draw up their own generic policies, in line with current LA guidance, for routine activities (eg where using particular venues regularly, or for transport, etc). Relevant aspects of any Generic risk assessments must be shared with those involved in a visit.

b) Event-Specific Risk Assessment (ESRA) (carried out in advance of the visit)

This considers any significant hazards or risks relating to a visit that are not covered within the Generic assessment, and should take into account the venue, activities, group, transport, plan B, etc. 'Significant' implies those hazards that could result in serious harm or affect several people. The process should identify the hazards, who might be affected by them, and the measures in place to control the risks and any additional measures required. These must be recorded (normally by the Visit Leader) using Form EV5 and approved by the EVC before the visit takes place. A blank and an example of a completed form appear at the end of this document. To inform future visits, it is good practice to record any amendments on the form following the review of the visit.

c) On-going Risk Assessment (carried out throughout the actual visit)

The on-going monitoring of all aspects of the visit by the Visit Leader and other staff is the single most important aspect of risk management - and hence safety. Risks should be monitored throughout the visit and, where appropriate, activities modified or curtailed to suit changed or changing circumstances. This is the responsibility of all involved in the visit, not just the Visit Leader. To inform future visits, it is advisable to record on-going risk assessments during subsequent visit reviews. See also DCSF Part 3 supplement: '*A Handbook for Group Leaders*'

- G.3 An activity should only take place if, in the professional judgement of the Visit Leader and/or supervising members of staff, the residual risk following implementation of the control measures is deemed to be acceptable.
- G.4 Relevant aspects of the risk assessment process should be shared with staff and helpers involved in the visit, as well as pupils (see G.5), and where appropriate parents.
- G.5 Participants who are involved in a visit's planning and organisation, and who are well prepared, will make more informed decisions and will be less at risk. It is therefore good practice to involve young people in the risk assessment process. This enables the control measures to be shared and understood by everyone ahead of the visit and acts as a learning outcome for the group.

See: a) DCSF Part 1 supplement: '*Standards for LEAs in Overseeing Educational Visits*' (Para 29–31 and Annex 1)

b) www.teachernet.gov.uk/docbank/index.cfm?id=3111

- G.6 For further information on Risk Assessment, please refer to:
- DCSF Part 1 supplement: '*Standards for LEAs in Overseeing Educational Visits*' (Para 17–36)
 - DCSF Part 2 supplement: '*Standards for Adventure*' (Para 35-42)
 - DCSF Part 3 supplement: '*A Handbook for Group Leaders*' – '*Ongoing risk assessment*'
 - DCSF '*Health and Safety of Pupils on Educational Visits*' (Para 37-46) available from the EVC or download from www.teachernet.gov.uk/visits
- or contact the LA Health and Safety Unit (020 8359 7450) for further advice.

H Staffing, Ratios, and Supervision

- H.1 The LA requires schools to ensure that there is an **appropriate level of supervision at all times**, and that this level of supervision has been approved by the EVC and Headteacher, and is in accordance with Governing Body policy.
- H.2 The LA purposely does not stipulate specific ratios, as to do so can be misleading, due to the fact that all visits vary. The level of supervision for a visit must be based on risk assessment of the individual visit, and will be determined by such factors as:
- a) the type, level and duration of activity
 - b) the nature and requirements of individuals within the group, including consideration of special and additional needs
 - c) the experience and competence of staff and other adults
 - d) the venue, time of year and prevailing/predicted conditions
 - e) the contingency, or 'Plan B' activities.
- H.3 The LA expects the Visit Leader, EVC, and Headteacher to make a professional judgement regarding the appropriate level and suitability of staffing for every visit. A visit must not go ahead where any of the above persons are not satisfied that an appropriate level of supervision exists.
- H.4 The Visit Leader should follow the current good practice guidance detailed in H.6, which includes aspects such as regular head counts, delegation of duties to other adults, etc.
- H.5 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.
- H.6 For further information on 'Supervision', please refer to:
- DCSF Part 2 supplement: '*Standards for Adventure*' (Para 43-57)
 - DCSF Part 3 supplement: '*A Handbook for Group Leaders*'
 - DCSF '*Health and Safety of Pupils on Educational Visits*' (Para 69-84) available from the EVC or download from www.teachernet.gov.uk/visits
- H.7 Please contact the LA Health & Safety Unit (020 8359 7450) if you require further advice regarding staffing and supervision on visits.

I Remote Supervision

- I.1 **Pupils must be supervised throughout all visits**, even though at times they may not be directly accompanied by a member of staff or other responsible adult (eg. Duke of Edinburgh expeditions, 'down time' in a town, etc). This is known as 'remote' or 'indirect' supervision.
- I.2 Barnet acknowledges the immense educational and recreational benefits that unaccompanied activities can potentially bring to young people and supports and

encourages unaccompanied activities that are correctly planned, managed, and conducted.

- I.3 The decision to allow remote supervision should be based on risk assessment and must take into account such factors as prior knowledge of the individuals (including their maturity and levels of responsibility), the venue, the conditions, the activity taking place, preparatory training, the competence of the supervising staff etc.
- I.4 Informed parental consent must be obtained prior to the 'remote' supervision of pupils.
- I.5 For further information on 'Remote Supervision' please refer to:
- DCSF Part 2 supplement: '*Standards for Adventure*' (Para 48)
 - DCSF Part 3 supplement: '*A Handbook for Group Leaders*' (loose insert)
 - DCSF '*Health and Safety of Pupils on Educational Visits*'
(Chapter 4 Para 95-96) '*Preparing pupils for remote supervision*'
(Chapter 3 Para 82-84) '*Remote supervision*'
(Chapter 8 Para 176-180) '*Remote supervision during adventurous activities*'
available from the EVC or download from www.teachernet.gov.uk/visits
- or contact the LA Health and Safety Unit (020 8359 7450) for further advice.

J Communicating with Parents

- J.1 Parents and those with parental responsibility should be made fully aware of the likely risks and their management, so that consent or refusal can be given on a **fully-informed** basis.

Information to parents must therefore include details of the activities to be undertaken and venues, together with the supervision arrangements and any other relevant information, such as precautions taken to reduce risks. All possible alternative activities (including 'Plan B' arrangements) must also be included within the information given to parents. The Parental Consent form should therefore either list the activities to be undertaken, or should refer to the 'Information Letter' which contains this information.

- J.2 It is essential that a Consent Form is obtained for every young person taking part in any off-site activities. These consent forms should be thoroughly checked ahead of the trip and a copy left with an appropriate emergency contact.
- J.3 For further information on 'Communicating with Parents', please refer to:
- DCSF Part 2 supplement: '*Standards for Adventure*' Para 40 '*Acknowledgement of Risk*'
 - DCSF '*Health and Safety of Pupils on Educational Visits*' (Para 110-122)
available from the school EVC or download from www.teachernet.gov.uk/visits
- or contact the LA Health and Safety Unit (020 8359 7450) for further advice.

K Insurance

- K.1 Advice regarding insurance may be sought from the LA's Insurance Service. Contact: them on 020 8359 7195.
- K.2 For visits abroad, additional school journey insurance **must** be taken out.
- K.3 For all other visits, it is the responsibility of the Governing Body, Headteacher, and EVC to determine whether additional insurance should be taken out. The school should particularly consider the need for additional insurance for residential activities, or those involving adventurous activities or hazardous environments.
- K.4 The responsibility for arranging adequate insurance cover rests with the Head of Establishment in conjunction with the organiser for each journey. The Council will assist by effecting cover if required, but application must be submitted at least 8 weeks before commencement of the journey. Contact the Insurance Service for further details.
- K.5 If alternative insurance arrangements are proposed, the policy must be agreed by the Insurance Service and a copy submitted with the approval forms. Organisers should take the cost of insurance cover into account.
- K.6 Administration of the insurance is dealt with by the Insurance Service, on behalf of the Insurers.
- K.7 For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all participants must hold a valid EHIC (European Health Insurance Card – formerly E111). See www.dh.gov.uk
- K.8 For further information on 'Insurance', please refer to:
- DCSF '*Health and Safety of Pupils on Educational Visits*' (Para 143-156) available from the school EVC or download from www.teachernet.gov.uk/visits

L Transport

- L.1 Parents must be made aware of the intended form of transport, and their consent obtained.
- L.2 **Private Cars**
Where a private car (ie belonging to a member of staff) is to be used to transport young people, this **must** be approved by the Headteacher, and Form EV6 must be completed and retained by the school (on an annual basis).
- L.3 **Minibuses**
An operational policy should be drawn up where a school owns or hires a minibus. See also:
- DVLA www.dvla.gov.uk Select 'Online leaflets', download INF28 '*Driving a minibus*'

- ROSPA '*Minibus Safety: A Code of Practice*' 2002
 - www.rospa.com/pdfs/road/minibus.pdf
- MIDAS (Minibus Driver Awareness Scheme) www.communitytransport.com

L.4 **Coaches**

For coach travel, please note that the Confederation of Passenger Transport (CPT) is currently in the process of developing a 'kitemark' scheme, which will guarantee a particular standard of service that will be appropriate to schools and local authority establishments (see www.cpt-uk.org). Until this is finalised, ensure that only reputable coach companies are used, and check the suitability of services offered.

L.5 **Public Transport**

For public transport within the Greater London area, contact 'Transport for London', who offer free travel for school parties on London buses, Underground, Tramlink, and Docklands Light Railway, to cultural destinations. Tel. 020 7918 3954
www.tfl.gov.uk/schoolparty

L.6 For information on 'Transport', please refer to:

- DCSF '*Health and Safety of Pupils on Educational Visits*' (Para 123-142) available from the school EVC or download via www.teachnet.gov.uk/visits

or contact the LA Health and Safety Unit (020 8359 7450) for further advice.

M Weather, Clothing & Survival

M.1 Where appropriate, the leader should obtain, and be able to act upon, appropriate recent, weather forecasts. Local advice must be obtained where appropriate.

M.2 All participants should be adequately clothed. Needs will be determined by:

- a) The time of year, prevailing weather conditions, altitude and exposure to elements
- b) Likely changes in weather
- c) The experience and strength of the party
- d) The nature of the visit and environment.

M.3 When venturing away from immediate help, leaders should consider the need for:

- a) Comfort, insulation and shelter for a casualty
- b) Comfort, insulation and shelter for the whole group
- c) Provision of emergency food and drink
- d) Possible need of signalling equipment and/or mobile phone (NB. Mobile phones may not work in remote areas).

N Farm Visits

N.1 For further information on 'Farm Visits', please refer to:

- DCSF Part 3 supplement: '*A Handbook for Group Leaders*' (loose insert on '*Farm Visits*') available from the school EVC or download from www.teachernet.gov.uk/visits
- HSE guidance AIS 23 '*Avoiding Ill Health at Open Farms*'

or contact the LA Health and Safety Unit (020 8359 7450) for further advice.

O Residential Visits

O.1 For further information on 'Residential Visits', please refer to:

- DCSF '*Health and Safety of Pupils on Educational Visits*' (Para 195-196) available from the school EVC or download from www.teachernet.gov.uk/visits

or contact the LA Health and Safety Unit (020 8359 7450) for further advice.

P Visits Abroad (to any location that is not part of the UK)

P.1 For all overseas visits, it is essential that consideration is given to the following:

- a) **Culture:** food and drink, local customs, religion, expected behaviour/dress, gender issues, sanitary arrangements, political stability, local financial information
- b) **Accommodation:** checked for suitability, security, safety precautions and emergency evacuation
- c) **Transport systems:** assessed as safe for use.

P.2 The Visit Leader should consider the relevant country information from the Foreign and Commonwealth Office website: www.fco.gov.uk (From the 'Home' page, go to 'Services' and then 'Travel Information by Country', then select the country to be visited). This should be downloaded and circulated amongst the staff team. Within this page there are a variety of direct links, which include those to the British Embassy/consulate (where in existence).

For FCO general enquiries: Tel. 020 7008 1500.

For travel advice: Tel. 0870 606 0290.

P.3 For exchange visits:

- a) The LA has adopted the Outdoor Education Advisers' Panel guidance document entitled: '*Young People's Exchange Visits*', dated 2005 (available from the Outdoor Education Adviser). Schools are required to adhere to this guidance.
- b) Further information may be obtained from the British Council (Learning) Tel. 020 7389 4880 www.britishcouncil.org/education

c) The following 'Child-Safe/Travel-Safe' publications are recommended:

- 1) *Advice for Schools*
- 2) *Advice for Parents & Guardians*
- 3) *Advice for Host Families*
- 4) *Advice for Pupils*

(Note: The 'Advice to Schools' booklet encompasses the other three booklets). See www.child-safe.org.uk (click on 'Child-Safe/Travel-Safe' in the blue box).

- 5) 'The Protection of Young People in the Context of International Visits 2002' is recommended.

Contact: City of Edinburgh Council Education Department.
Tel. 0131 469 3328. Fax. 0131 469 3311

P.4 For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all participants must hold a valid EHIC (European Health Insurance Card - formerly E111). See www.dh.gov.uk

P.5 For Overseas Expeditions see Section Q [on the next page](#).

P.6 For further information on 'Visits Abroad', please refer to:

- DCSF 'Health and Safety of Pupils on Educational Visits' (Para 197-239) available from the school EVC or download from www.teachernet.gov.uk/visits

or contact the LA Health and Safety Unit (020 8359 7450) for further advice.

Q Overseas Expeditions

Q.1 Overseas Expeditions (for the purposes of this document) are defined as those which typically take place in remote areas of the world and/or in developing countries.

Q.2 The LA places stringent requirements on Overseas Expedition providers, and schools may therefore need to allow up to 18 months for LA approval to be granted.

Q.3 Further guidance is contained within 'Guidance for Overseas Expeditions, Edition 1' (GOE1) This should be requested from the LA and considered when the proposal is initiated (normally 18-24 months before the venture). This guidance includes a checklist of vital aspects that **must** be considered prior to the school making a commitment with an external provider. In particular, schools should consider the educational aims of the visit, that appropriate progression takes place, and that the requirements relating to 'Best Value' are met.

Q.4 Unless specific exemption has been granted by the LA, it is a requirement that the Visit Leader attends the one-day 'Overseas Expeditions and Fieldwork: a Course for Teachers and Youth Leaders' course organised by the Royal Geographical Society and endorsed by the national Outdoor Education Advisers' Panel.
See: www.rgs.org/eac e.mail: eac@rgs.org

Please contact the LA Health and Safety Unit (020 8359 7450) for further advice.

R Water 'Margin' Activities

- R.1 This section applies to activities that might 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 (note: 'shallow' generally means up to the knees). It does not apply to swimming and other activities that require water safety or rescue qualifications and equipment, or water-going craft.
- R.2 Prior to engaging in water-margin activities, the school should consider whether the aims and objectives of the visit could be suitably met by other means.
- R.3 The definition in R.1 is critical:
At the outset the school should decide whether the activity:
- a) falls short of this definition (in which case this section does not apply)
 - b) does fall within this definition (in which case the below requirements apply)
 - c) exceeds this definition (in which case Section S applies)
- R.4 All staff involved in water-margin activities as defined in R.1 should be conversant with, and must adhere to, guidance contained within the document: '*Group Safety at Water Margins*', produced by DCSF in conjunction with the Central Council for Physical Recreation (CCPR).
- It is an LA requirement that a copy of this document must be made available to all supervising adults in advance of the visit (available from the school EVC or downloaded from www.teachernet.gov.uk/visits).
- R.5 As with all visits, there should be an alternative fully risk-assessed 'Plan B' that could be used where conditions dictate, and for which parental consent has been obtained.
- R.6 LA approval is not required for water-margin activities (as defined in R.1), but the leader must have previous relevant experience and their competence to lead the activity must be ratified by the EVC and/or Headteacher.
- R.7 Please contact the LA Health and Safety Unit (020 8359 7450) if you require further advice regarding water-margin activities.

S Water-Based Activities

- S.1 Except for those activities outlined in S.3, all forms of water-based activities (eg swimming, canoeing, raft building, river walking, etc) are regarded as adventurous activities and, as such, require approval.
- S.2 Swimming in UK public pools (see T.3), and water-margin activities that do not exceed the definition in R.1 are not regarded as adventurous activities and therefore do not require LA approval.
- S.3 The responsibility for the safety of participants in a water-based activity will rest with either:

a) **An external provider**

In which case Section AA applies (see page 27): the provider must complete Form EV4.

or

b) **A member of school staff**

In which case Section Z applies (see page 28): this person must be specifically approved by the LA to lead the activity, using Form EV3.

- S.4 In order to participate in water-based activities, participants should normally be water confident. Participants who lack water confidence may still be able to take part, subject to risk assessment, and taking into account factors such as the activity taking place and supervision arrangements. Reference to National Governing Body guidelines may help in this process. The level of water confidence of all participants must be known by the activity leader prior to the commencement of water-based activities.
- S.5 Leaders should have a knowledge of the water conditions/hazards (and potential changes) that might be encountered, and prepare accordingly. Local advice must be sought where appropriate (eg coastguard, harbour master, other site users, etc).
- S.6 Personal buoyancy conforming to the appropriate National Governing Body guidelines must be worn at all times by all participants in water-based activities, except, at the discretion of the leader, where the activity: a) takes place in a swimming pool, or b) is 'swimming'.
- S.7 For further information on 'Water Activities', please refer to:
- DCSF Part 2 supplement: '*Standards for Adventure*' (Para 35-42)
 - DCSF Part 3 supplement: '*A Handbook for Group Leaders*', available from the school EVC or downloaded from www.teachernet.gov.uk/visits
- or contact the LA Health and Safety Unit (020 8359 7450) for further advice.

T Swimming

- T.1 Young people must be supervised by a competent adult at all times whilst undertaking swimming activities. The following level of lifeguard supervision applies for all swimming activities:
- T.2 **Swimming pools (UK public)**
- No action is necessary, as current UK health and safety legislation guarantees appropriate lifeguard supervision.
- Note: LA approval is not required for this activity.
- T.3 **Swimming pools (lifeguarded)**
- LA approval is not required for this activity.
- a) For publicly lifeguarded pools abroad, LA staff must seek assurances that appropriate lifeguard cover is in place, prior to participants entering the water.

- b) Unless suitably qualified, LA staff should not have responsibility for lifeguarding. However, they do retain a pastoral role for participants at all times, either through direct or 'remote' supervision.
- c) For swimming lessons, the LA establishment should ensure the swimming teacher in charge or other pool employees/responsible adults supervising the participants are qualified according to the guidelines given in T.5.

T.4 **Other swimming pools**

LA approval is required for this activity if lifeguarding arrangements are not provided at the venue.

If lifeguarding arrangements are not provided at the venue, then the Visit Leader will bear the full responsibility for ensuring swimming safety. The Visit Leader must ensure that there is a qualified (see the next page) lifeguard in attendance. This could be a member of school staff, or a senior student.

The role of the lifeguard is to:

- Keep a close watch over the pool and the pool users, exercising appropriate levels of control (**Note:** the lifeguard should remain on the poolside at all times, except in the case of an emergency).
- If necessary, brief pool users in advance regarding 'rules' (eg no diving, running, etc).
- Communicate effectively with pool users.
- Anticipate problems and prevent accidents.
- Intervene to prevent behaviour which is unsafe.
- Carry out a rescue from the water.
- Give immediate first aid to any casualty.

The above must be accomplished in the context of the normal operating procedures for the pool and the emergency plan, which should be considered before swimming takes place. Full familiarisation of the systems described should be walked through at the pool, and staff should be aware of the procedures in the event of an emergency, and who at the venue will provide backup for the lifeguard during an emergency.

Staff will also need to ascertain whether they have exclusive use of the pool or whether other persons (eg guests) are able to swim at the same time. Other pool users may increase the supervision role of your lifeguard.

If a senior student holds an appropriate qualification, then their role should be emergency lifeguard action, and supervision should remain the responsibility of the LA establishment's staff.

The following minimum awards/qualifications apply:

For free swimming activity:

A valid National Pool Lifeguard Qualification administered by RLSS UK (or equivalent in the country visited) see www.lifesavers.org.uk

For structured or programmed activity:

A valid RLSS UK National Rescue Award for Swimming Teachers and Coaches (or equivalent) - see www.lifesavers.org.uk

or

A valid RLSS UK Emergency Response (Activity Supervisor) Award

or

A written statement of competence by an appropriate technical adviser (see Z.7).

T.5 Open water swimming

The following minimum awards/qualifications apply:

For free swimming activity:

A valid National Beach Lifeguard Qualification administered RLSS UK (or equivalent in the country visited) see www.lifesavers.org.uk

For structured or programmed activity

A valid RLSS UK Emergency Response (Activity Supervisor) Award

or

A written statement of competence by an appropriate technical adviser (see Z.7).

In addition, the designated lifeguard must be dedicated exclusively to the group, and the location used must fall within the RLSS definition of a 'safer bathing area'. (Note: a site evaluation form is available from RLSS UK.)

LA approval **is** required for this activity.

T.6 For further information see:

- '*Managing Health and Safety in Swimming Pools*' HSE books 2003
- '*Safe Practice in Physical Education and Establishment Sport*', BAALPE guide 2004
- '*Safe Supervision*' ASA, ISRM, RLSS UK et al October 2001
- DCSF '*Health and Safety of Pupils on Educational Visits*' (Para 183-189: '*Swimming in the Sea/Swimming Pools*') (available from the establishment's EVC)

or contact the LA Health and Safety Unit (020 8359 7450) for further advice.

U 'Open country' adventurous activities

U.1 For the purposes of LA approval, 'open country' is normally defined as land above 300m, or more than 1km from vehicular access. However, this is a somewhat arbitrary boundary and there may be occasions when this definition is inappropriate. What is important is that the remoteness, distance from a hospital and environmental conditions are considered. Please contact the LA if you think this might apply.

U.2 Open country activities are regarded as 'adventurous' and therefore the overall visit requires LA approval (using Form EV2).

- U.3 In addition, the technical competence of the instructor or staff member leading the activity must be ratified. This person will be either:
- a) An External Provider (see U.5)
- or**
- b) A Member of school staff (see U.6)

U.4 Where open country activities are to be led by an External Provider (eg an activity centre), Form EV4 (see also Section AA) ensures that the activity leader/instructor possesses an appropriate level of technical competence. No further action will normally be necessary regarding the technical competence of the activity leader.

U.5 Where open country activities are to be led by a member of school staff, then the leader must be approved by the LA (see Section Z and Form EV3). For approval, the leader must demonstrate a minimum level of technical competence as follows:

a) For leaders of walking groups outside the UK or Ireland

Please contact the LA Health and Safety Unit for further guidance.

b) For leaders of walking groups in mountainous terrain within the UK and Ireland

The appropriate minimum qualification is the Mountain Leader Award (Summer or Winter as appropriate) administered by Mountain Leader Training UK www.mltuk.org or a written statement of competence by an appropriate technical adviser (see Z.7).

c) For leaders of walking groups in summer conditions in non-mountainous hilly terrain (known variously as upland, moor, bog, hill, fell or down)

With well-defined obvious boundaries (such as roads and coastlines) and where any hazards within it are identifiable and avoidable, and where wild camping or movement on steep ground is not involved, the appropriate minimum qualification is the Walking Group Leader Award (WGL), administered by Mountain Leader Training UK (www.mltuk.org) or a written statement of competence by an appropriate technical adviser (see Z.7).

d) For leaders of walking groups in terrain 'easier' than that defined in c)

The leader must demonstrate an appropriate level of competence. This may include one or more of the following:

- i) The Sports Leaders UK Level 2 Award in Basic Expedition Leadership (formerly BELA). This is appropriate for leading groups in lowland areas, and for organising base and mobile camps. See www.bst.org.uk
- ii) Completion of a DCSF/OEAP 'Leader Training' Course
- iii) A written statement of competence by an appropriate technical adviser (see Z.7)
- iv) Evidence of recent, relevant experience, appropriately corroborated.
- v) A statement of competence (written or implied) by the Headteacher.

U.6 Please contact the LA Health and Safety Unit (020 8359 7450) if you require further advice regarding open country activities.

V Snowsports

- V.1 Skiing, snowboarding and related activities are regarded as adventurous activities, and the overall visit must therefore be approved by the LA (using Form EV2).
- V.2 Schools are particularly encouraged to consider the benefits of snowsport visits taking place during term time, as opposed to during the school holiday period. These benefits include: greater choice generally, less queuing for lifts, less crowded slopes (therefore less chance of collisions occurring), less crowded resorts, higher possibility of 'sole use' of accommodation, lessons more likely to be conducted by permanent ski school instructors (as opposed to 'casual' instructors), greater likelihood of English-speaking instructors, considerable cost savings through avoiding high season (possibly allowing more young people to participate), etc.
- V.3 A member of staff intending to organise a snowsport trip (but not instruct, lead or supervise on snow) must as a minimum hold the Ski Course Organiser Award (SCO), administered by Snowsport England (Tel. 0121 501 2314) www.englishski.org and must have previously accompanied at least one school snowsport visit.
- V.4 Young people may only ski or snowboard when under the direction of an appropriately-qualified and competent person. This would normally be an instructor employed by the local snowsports establishment. Schools should therefore consider the merits of fully-instructed lessons of 4/5 hours duration per day.
- V.5 A member of staff intending to lead skiing or snowboarding (ie without a snowsports school instructor) must:
- a) be qualified as below
- and**
- b) have been approved by the LA (see Section Z)
- and**
- c) operate at all times within the remit of his/her qualifications, experience and competence.

Skiing

The minimum qualification to lead skiing on snow is:

- The Alpine Ski Course Leader Award (ASCL) of Snowsport England (Tel. 0121 501 2314) www.englishski.org
- or**
- The Alpine Ski Leader Award (ASL) of Snowsport Scotland (Tel. 0131 445 4151) www.snowsportscotland.org.uk
- or**
- A statement of competence by an appropriate technical adviser (see Z.7).

Snowboarding

The minimum qualification to lead snowboarding on snow is:

- The Snowboard Leader Award (SBL) administered by Snowsport Scotland (Tel. 0131 445 4151) www.snowsportscotland.org.uk

or

- A statement of competence by an appropriate technical adviser (see Z.7).

V.6 Suitable helmets must be worn by participants at all times when:

a) aged under 8

or

b) racing

or

c) aged under 14 in Italy

or

d) where risk assessment deems this to be a necessity.

V.7 Young people must not participate in off-piste activities.

V.8 **Important:** Due to unacceptable liability waiver requirements, currently schools must not use the following resorts: Vail, Beaver Creek, Breckenridge, Keystone and Heavenly Lake Tahoe, until further notice. For other resorts in USA or Canada, the school must check the liability position prior to making a commitment, and should seek advice from the LA Health and Safety Unit (020 8359 7450).

V.9 Please contact the LA if you require further advice regarding snowsports.

W First Aid

W.1 The level of first aid provision for any visit should be based on risk assessment. The EVC (or Visit Leader) should make a professional judgment as to the level of first aid required for a particular visit. This decision could be influenced by factors such as the environment and proximity to emergency services or professional care. When using external providers, First Aid qualifications should be covered in the pre-visit. As a minimum, the LA Health and Safety Unit asserts that for all visits there should be a responsible adult with a good working knowledge of first aid.

W.2 The Appointed Person First Aid Certificate is a basic recognised qualification, which may be suitable for routine urban visits. However, risk assessment may indicate that a higher-level qualification is appropriate in circumstances where it is likely that access by the emergency services may be delayed. Guidance on deciding about first aid provision is included in Local Code of Practice 5.

W.3 A first aid kit (appropriate to the visit) should be carried.

W.4 For further information on 'First Aid', please refer to:

- DCSF '*Health and Safety of Pupils on Educational Visits*' (Para 64 – 68) available from the school EVC or download from www.teachernet.gov.uk/visits
- '*Guidance on First Aid for Schools*': www.teachernet.gov.uk/firstaid
- '*Supporting Pupils with Medical Needs*': www.teachernet.gov.uk/medical

or contact the LA Health and Safety Unit (020 8359 7450) for further advice.

X Emergency Procedures

- X.1 Schools should draw up an emergency action plan within their Health and Safety policy for Visits. For visits to central London and other high-profile busy locations, the emergency action plan should include a 'plan B' for alternative means of transport and activities in case of civil emergency or terrorist activity.
- X.2 It is the visit leader's responsibility to identify an appropriate **emergency contact** for their trip/visit. This person must agree to be emergency contact and be available throughout the group visit in the event of an emergency. It is essential that the emergency contact holds a copy of the consent forms (in case the copy with the group is unavailable for any reason) and the mobile numbers of all staff on the trip. The purpose of the emergency contact is not to make decisions on behalf of the visit leader but to support them in reaching an outcome. The emergency contact, when necessary, will contact parents/carers if required to do so. In exceptional circumstances the Headteacher or a member of Senior Management can be contacted to make a final decision.
- X.3 All staff involved in a visit should be aware of the action to be taken in the event of an emergency. The information contained within the DCSF Part 3 supplement: '*A Handbook for Group Leaders*' is particularly appropriate, and all staff should be aware of the guidance contained therein, in addition to any school-specific procedures (available from the school EVC or download via www.teachernet.gov.uk/visits).
- Parents and pupils should also be aware of their role in any emergency procedures.
- X.4 For visits that take place outside normal school hours:
- a) A completed Form EV7 '**Emergency Card – Visit Leader**' must be with the Visit Leader at all times
- and**
- b) A completed Form EV8 '**Emergency Card – School Contacts**' must be with the School Emergency Contact(s) at all times.
- X.5 In an emergency, if it is not possible to reach any of the 'designated contacts', the leader should call 020 8359 2000. This is the LA's emergency number and operates on a 24-hour basis.
- X.6 For further information on 'Emergency Procedures', please also refer to:
- DCSF '*Health and Safety of Pupils on Educational Visits*' (Para 240-250) available from the school EVC or download from www.teachernet.gov.uk/visits
- or contact the LA Health and Safety Unit (020 8359 7450) if you require further advice.

Y Definition of an 'adventurous activity'

Y.1 The following activities are regarded as 'adventurous' and require LA Health and Safety Unit approval:

- All activities in 'open country' (see Y.2)
- Swimming - all forms, excluding UK public pools (see Section T)
- Camping
- Canoeing/kayaking (see Section S)
- Sailing windsurfing/kite surfing (see Section S)
- Rafting or improvised rafting (see Section S)
- Use of powered safety/rescue craft (see Section S)
- All other forms of boating (excluding commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hill walking and Mountaineering (see Section U)
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling (see Section S)
- Coasteering/coastal scrambling/sea level traversing
- Underground exploration
- Shooting and archery
- Skiing, snowboarding, and related activities, including dry slope (see Section V)
- Air activities (excluding commercial flights)
- Horse riding
- Mountain biking (off-road)
- Motor sport – all forms
- High-level ropes courses
- 'Extreme' sports
- Other activities (eg initiative exercises) involving skills inherent in any of the above

Y.2 'Open country' is normally defined as land above 300m, or more than 1km from vehicular access. However, this is a somewhat arbitrary boundary and there may be occasions where this definition is inappropriate. Please contact the LA H&S Unit if you think this might apply. The level of competence required to lead in open country is given in Section U.

Y.3 For the purposes of LA Health and Safety Unit approval, the following activities are not regarded as adventurous and therefore do not require LA approval. However, these activities must be supervised by a member of staff who has previous relevant experience and who has been assessed by the EVC or Headteacher as competent to supervise the activity:

- Walking in parks or on non-remote country paths
- Field studies (unless in the environments stated in Y.2)
- Swimming in UK public pools
- Theme parks
- Tourist attractions
- Pedal go-karts
- Ice skating (rink)
- Farm visits
- Local traffic survey
- Museum, library, etc.
- Physical Education and sports fixtures
- Cycling on the road
- Water-margin activities as defined in R.1

Y.4 Please contact the LA Health and Safety Unit (020 8359 7450) if there is uncertainty over whether a particular activity requires LA approval.

Z Approval of staff to lead an adventurous activity (Form EV3)

PROCEDURE FOR OBTAINING APPROVAL

- Z.1 Staff who wish to lead (ie supervise or instruct) an adventurous activity (as defined in Section Y) must obtain the prior approval of the LA Health and Safety Unit before the activity may take place.
- Z.2 To obtain approval, the proposed leader of the activity should submit Form EV3 to the LA Health and Safety Unit (at the same time as Form EV2 is submitted).
- Z.3 On receipt of Form EV3, the LA Health and Safety Unit will consider the leader's stated competencies and qualifications in the context of the proposed activity.
- Z.4 Where approval is granted, this will be communicated to the EVC via completion and return of Form EV3.
- Z.5 Where approval is not granted, the reasons for this will be communicated to the applicant and to the EVC. Where this is the case, the member of staff concerned must not lead the activity.

CRITERIA FOR APPROVAL

- Z.6 Approval will normally be granted where the leader of the activity has recent relevant experience, and:
- is appropriately qualified through the relevant National Governing Body
- or**
- his/her competence has been ratified in writing by an appropriate technical adviser.
- Z.7 For most activities the competence required of a technical adviser is stipulated by the activity's National Governing Body. Please contact the LA Health and Safety Unit if you require further clarification.
- Z.8 In some cases, approval may be granted where no qualification is held, but the person concerned is deemed by the LA to have a sufficient level of competence as well as recent relevant experience.
- Z.9 In cases where no National Governing Body exists, the LA Health and Safety Unit will make a decision based on factors which may include: technical advice, the leader's stated competence, observed competence, past experience, attendance at training courses, etc.
- Z.10 Approval will always be subject to a requirement that the leader must operate at all times within the remit of his/her qualifications, experience, and competence, and in accordance with National Governing Body Guidelines, where these exist. Approval may also be subject to other conditions, which will be clearly specified by the LA Health and Safety Unit.
- Z.11 Where there is insufficient information for the LA to make a decision regarding approval, the applicant may then be asked to provide further information (eg evidence of awards, experience, log book details, etc). In some cases, a meeting with the applicant may be requested by the LA.

Z.12 The approval granted is solely in respect of a member of staff's authorisation to lead the technical aspects of the specific adventurous activity detailed. It is not an indication in respect of other aspects of the visit (eg general management and supervision skills) the assessment of which will be the responsibility of Headteacher and/or EVC.

AA Using an External Provider or Tour Operator (Form EV4)

AA.1 This section is applicable when a school intends to employ the services of an External Provider, and where there is an element of instruction, staffing, or guiding included, for example:

- Activity Centre
- Ski Company
- Overseas Expedition Provider
- Educational Tour Operator
- Climbing Wall where instruction is provided by climbing wall staff
- Freelance instructor of adventurous activities
- Youth Hostel (where instruction is provided)
- Voluntary organisation (eg Scout Association) where instruction is provided

AA.2 For the purposes of LA approval, an External Provider is **not**:

- Youth Hostel (where accommodation only is used)
- Hotel, B&B, etc
- Campsite
- Museums, galleries, etc
- Tourist attractions
- Theme Parks
- Farms
- Coach, Train, or Airline companies
- Swimming Pool
- Climbing Wall where instruction is provided by school staff (Section Z applies)
- 'Volunteer' instructor of adventurous activities (see AA.11)

GENERAL

AA.3 The decision about the use of an external provider or tour operator is the responsibility of the EVC, Headteacher and Governing Body (where applicable). The LA Health and Safety Unit does not approve external providers or tour operators.

AA.4 Schools must consider the requirements under 'best value' when selecting an external provider or tour operator.

AA.5 Schools that intend to use an external provider or tour operator should check that all aspects of the operation of the provider are satisfactory. In order to help ascertain this, schools must ensure that an agreement Form EV4 has been satisfactorily completed by the provider.

AA.6 The procedure is appropriate in all cases (but see AA.10-11), irrespective of whether the provider has commercial, charitable, voluntary or other status.

AA.7 PROCEDURE

a) Photocopy Form EV4 (2 sides).

b) Complete the top section.

c) Send Form EV4 to the provider.

d) On its return, check that it has been satisfactorily completed.

e) **If the provider has made any alterations to the wording of Form EV4 agreement or is unable to comply, then you must discuss this with the provider, and if necessary seek advice from the LA prior to making a commitment with the provider.**

f) Keep Form EV4 on file, together with all other relevant documentation.

g) It is not necessary to forward Form EV4 to the LA, unless specifically requested.

NOTES

AA.8 Form EV4 should be sent to the provider at the time of making a provisional booking and no deposits should be committed prior to its satisfactory completion and return.

AA.9 The satisfactory completion of Form EV4 does not necessarily signify that the service on offer will be appropriate for the young people from your school. A pre-visit and references from previous users will help you decide on its suitability.

AA.10 In some instances (eg where a school intends to use an 'external', **voluntary** individual for services) then this person may be regarded as a temporary member of staff and the procedure outlined in Section Z may be appropriate. Please contact the LA Health and Safety Unit if you need further clarification.

AA.11 This procedure is **not** sufficient for Overseas Expeditions (ie those which typically take place in remote areas of the world and/or in developing countries), for which separate arrangements are indicated and **must** be complied with (see Section Q).

AB Post-Visit Evaluation

AB.1 The following Visits Checklist has a section at the end which includes an important post-visit evaluation.

AB.2 Undertaking a post-visit evaluation will ensure that lessons are learned and appropriate changes are made for future trips.

Educational and Recreational Visits Checklist

This checklist is an essential part of the risk management process and is applicable for **all** visits.

The visit should only go ahead if the answer to all applicable questions is 'YES'

	In advance of the visit		
1.	Have the educational aims of the visit been clearly identified? (see Section D)	<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 pupils prior to the visit?	<input type="checkbox"/> yes	
4.	Does the visit comply with any guidelines specific to your school?	<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 Z)	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
7.	If using an external provider or tour operator, has the provider satisfactorily completed and returned an 'Agreement Form EV4'? (see Section AA)	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
8.	Are transport arrangements suitable and satisfactory? (see Section L)	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
9.	If the visit is residential, have appropriate measure been taken to ensure the suitability of accommodation? (see Section O)	<input type="checkbox"/> yes	<input type="checkbox"/> 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 P)	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
11.	Have you conducted a pre-visit? (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-teachers) been approved by the Headteacher as to their suitability?	<input type="checkbox"/> yes	<input type="checkbox"/> 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 his/her role?	<input type="checkbox"/> yes	
16.	Are all support staff and helpers aware of and comfortable with their roles?	<input type="checkbox"/> yes	
17.	Has Event Specific Risk Assessment (ESRA) been carried out and will this be shared with all relevant parties? (see Section G and Form EV5)	<input type="checkbox"/> yes	
18.	Have you considered alternative means of transport and activities in case of civil emergency or terrorist activity?	<input type="checkbox"/> yes	
19.	Is insurance cover adequate? (see Section K)	<input type="checkbox"/> yes	
20.	Does at least one member of teaching staff know the pupils that are being taken away, including any behavioural traits?	<input type="checkbox"/> yes	
21.	Have pupils been advised in advance about expectations for their behaviour? If appropriate, are pupils aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with pupils and staff?	<input type="checkbox"/> yes	
22.	Are pupils 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 J)	<input type="checkbox"/> yes	
24.	Have all relevant details been issued? (eg itinerary, kit lists, etc?)	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
25.	Are staff aware of any medical needs and/or other relevant details of pupils?	<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"/> yes	<input type="checkbox"/> n/a
27.	Are staff aware of any relevant medical conditions of other staff/helpers within the group?	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
28.	Does at least one responsible adult have a 'good working knowledge' of First Aid? (see Section W)	<input type="checkbox"/> yes	
29.	Is a first aid kit (appropriate to the visit) available? (see Section W)	<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 has parental consent been obtained?	<input type="checkbox"/> yes	
31.	For journeys taking place outside school hours, do staff members have emergency contact phone number(s) for designated senior staff?	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
32.	Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see Section X) and will Form EV7 be with the Visit Leader at all times?	<input type="checkbox"/> yes	
33.	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 M)	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
34.	Will suitable communication systems be in place for the duration of the visit?	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
35.	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"/> yes	<input type="checkbox"/> n/a
36.	Does any specialist equipment conform to the standards recommended by responsible agencies?	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
37.	Have all financial matters been dealt with appropriately?	<input type="checkbox"/> yes	
38.	Has the visit been approved by the Headteacher and Educational Visits Coordinator, and in line with Governing Body policy? (see Section C)	<input type="checkbox"/> yes	
39.	Are full details of the visit (including Form EV8) at school and if appropriate with the School Emergency Contact(s)?	<input type="checkbox"/> yes	
40.	If residential, overseas or involving adventurous activities, has the visit been approved by the LA? (see Section C and Form EV2)	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
41.	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 R)	<input type="checkbox"/> yes	<input type="checkbox"/> n/a

During the visit			
41.	Do all staff have a list of pupils/groups? + emergency contact details and Form EV7 if out of school hours?	<input type="checkbox"/> yes	
42.	Does the school office have a list of the names of all participants, including adults? (+ contact details if out of school hours) + Form EV8?	<input type="checkbox"/> yes	
43.	Do staff have sufficient funds to allow for any contingencies?	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
44.	Do staff have any relevant literature, work sheets, clipboards, etc?	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
45.	Do staff have other items, eg. first aid kit, + sick bags, litter sack, etc., if needed?	<input type="checkbox"/> yes	
46.	Are pupil numbers being checked at appropriate times?	<input type="checkbox"/> yes	
47.	Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully?	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
48.	Are pupils aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, crocodile, groups? - may pupils run? - are pupils aware of the procedure at road crossings? etc.)	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
49.	Has a clear recall system been arranged if the group is working away from you? Do pupils understand this and will they be able to respond effectively?	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
50.	If a rendezvous for the group has been arranged after a period of time, does each pupil and member of staff know exactly where and when to meet?	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
51.	Do pupils know what action they should take if they become separated from the group?	<input type="checkbox"/> yes	
52.	Is on-going risk assessment being conducted and, if necessary, the programme adapted to suit changed or changing circumstances?	<input type="checkbox"/> yes	
At the end of the visit			
53.	Are appropriate arrangements in force for the dismissal of pupils?	<input type="checkbox"/> yes	
54.	Has the Visit Leader reported back to the Educational Visits Coordinator?	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
55.	Has the group been de-briefed and any relevant follow-up work completed?	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
56.	Have all loose ends been tied up, eg paperwork, finance, 'thank you' letters, etc?	<input type="checkbox"/> yes	
57.	Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits?	<input type="checkbox"/> yes	
58.	Have all staff and helpers involved in the visit been thanked for their input?	<input type="checkbox"/> yes	

EV1

This Approval Form must be completed for all visits that do not fit into the EV2 criteria and if schools do not have their own form.

**Does the visit involve any swimming, water sports or water-margin activity?
(Y/N)_____**

Establishment:	Name of EVC:
Dates of visit:	Approx. no. & age of young people:
Destination/accommodation address and phone no: Venue and activities:	
Educational/recreational aims:	
Name of any external providers:	
Travel arrangements:	
Emergency contact numbers:	
Visit Leader name & contact numbers:	

- a) *The planning and risk management for the above visit has been checked and approved according to the London Borough of Barnet 'Requirements for Educational and Recreational Visits 2008' guidelines, including adherence to the 'Educational and Recreational Visits Checklist';*
- b) *The Visit Leader has received appropriate training/induction;*
- c) *The Children's Service policy on educational/recreational visits has been complied with;*
- d) *I/we will approve the Event-Specific Risk Assessment (ESRA) prior to the visit;*
- e) *(If using an External Provider): I am in receipt of a completed (unmodified or agreed) Form EV4.*

EVC	<i>signed & date</i>	Headteacher	<i>signed & date</i>
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The following are available for inspection if required (please tick):

- Information letter/s to parents
- Internal approval forms
- Form EV5 Event Specific Risk Assessment (ESRA)
- Other:

This Approval Form must be completed for all visits that are:

EV2

- Please tick which apply:
- overseas
 - residential
 - involving an adventurous activity as defined in Section Y

which will be led by: School staff an external provider involves skiing

Does the visit involve any swimming, water sports or water-margin activity?
(Y/N) _____

Establishment:	Name of EVC:
Dates of visit:	Approx. no. & age of young people:
Destination/accommodation address and phone no: Venue and activities:	
Educational/Recreational aims:	
Name of any external providers:	
Travel arrangements:	
Emergency contact numbers:	
Visit Leader name & contact numbers:	

- f) The planning and risk management for the above visit has been checked and approved according to the London Borough of Barnet 'Requirements for Educational and Recreational Visits 2008' guidelines, including adherence to the 'Educational Visits Checklist';*
- g) The Visit Leader has received appropriate training/induction;*
- h) The LA policy on educational/recreational visits has been complied with;*
- i) I/we will approve the Event Specific Risk Assessment prior to the visit;*
- j) (If using an External Provider): I am in receipt of a completed (unmodified or agreed) Form EV4.*

EVC _____ <i>signed & date</i>	Headteacher _____ <i>signed & date</i>
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The following is available for inspection if required (please tick):

- Information letter/s to parents
- Internal approval forms
- Form EV5 Event-Specific Risk Assessment (ESRA)
- Other:

FOR LA USE ONLY

- The above Visit is approved by the LA Health and Safety Unit and may take place.

Signed: _____	<i>for London Borough of Barnet</i>	<i>date</i>
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- The LA requires the following information to be forwarded for consideration prior to granting approval for this visit to take place:

EV3

Approval of a member of staff to lead an adventurous activity

Please refer to Section Z before completing.

Please FAX this form to 0870 8896794

Please enter fax no.

Establishment	
Name of activity leader	
Proposed activity	
Details of intended venture/s -venues, dates, numbers, etc	

Qualifications in the activity specified:

Personal proficiency	
Teaching/coaching awards	

Are these awards still valid? YES / NO

Experience in the activity specified:

Personal	
Teaching / leading	

Do you have recent relevant experience in the activity?
YES / NO

Signature of applicant.....

Date

FOR LA USE ONLY

The stated competence DOES / DOES NOT match current good practice for the leadership of the activity/ies specified.

APPROVAL GRANTED / NOT GRANTED..... *signed* *date*
for London Borough of Barnet

SUBJECT TO THE FOLLOWING CONDITIONS:

- 1) Adherence to LA Requirements
- 2) Adherence to National Governing Body guidelines (where these exist)
- 3) The above named must operate within the remit of his/her qualifications/experience at all times

Copy to applicant

Copy to EVC/Headteacher

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

ESRA (EVENT-SPECIFIC RISK ASSESSMENT)

EV5
EXAMPLE

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

ISSUE List significant hazards which may result in serious harm or affect several people. Consider venue, activity, group, transport, plan B, etc.	HOW TO MANAGE IT What procedures will we have? (Control measures)	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>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<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>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<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>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<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>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Ms McKenzie (parent) - diabetic</i>	<i>Discuss implications with Ms McKenzie Ensure staff aware & monitor</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<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>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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*.....

ESRA (EVENT-SPECIFIC RISK ASSESSMENT)

EV5

Visit details..... Carried out by Date

ISSUE List significant hazards which may result in serious harm or affect several people. Consider venue, activity, group, transport, plan B, etc.	HOW TO MANAGE IT What procedures will we have? (Control measures)	WHO TO BE INFORMED		
		PARENTS	STAFF	Young people

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'

VC signature/date.....

Use of a private car to transport pupils

1	To: Headteacher _____ School
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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: _____
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3	Address: _____ _____ _____ _____
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4	Date: _____
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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>

Emergency Card (Visit Leader)

This ‘card’ must remain with the Visit Leader at all times

In the event of an 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 the school emergency contact(s). This should normally include a member of staff on the Senior Management team in the school.

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 the casualty/ies (if applicable);
4. Call emergency services (999 or appropriate local number if abroad), if appropriate.

Then:

- Contact the Emergency Contact (see below) and seek further advice.
- Contact the British Consulate / Embassy if abroad;
- 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;
- 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;
- Prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Refer all press, media, parental, or other enquiries to the LA on 020 8359 2000.

If you are unable to make contact with the Emergency Contact(s), phone the LA Emergency Call Centre on 020 8359 2000.

The LA Call Centre will immediately contact an appropriate manager. Depending on the severity of the incident the Call Centre may call you back to reassure you that your initial call is being acted upon.

Name	Home	Mobile
School		
LA Emergency No.	020 8359 2000	

If the visit will be outside normal hours:

Headteacher		
Chair Of Governors		
Other		

Emergency Card (to be kept at office base)

This 'card' must remain with the emergency contact(s) at all times

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

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 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

Contact the LA Call Centre 020 8359 2000 and state that you require immediate assistance. 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 Headteacher (if this is not you)
- The LA (020 8359 2000) will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident. All enquiries should be referred to this telephone number
- If appropriate, support and counselling will be arranged.

Name	Home	Mobile
Headteacher		
Deputy Head		
Chair of Governing Body		
LA Emergency Call Centre	020 8359 2000	

List of Contacts

Corporate Health & Safety	Health & Safety Unit 020 8359 7450
Corporate Insurance section	020 8359 7195
Emergency 24 hour contact	020 8359 2000 (LB Barnet emergency number)
Transport	Ian Ollier Accident Prevention Officer 07984 011085
Barnet Children’s Service	Mick Quigley Principal Inspector, Schools and Learning 020 8359 6350

Further copies of this document may be downloaded from the BGfL and the Children’s Service intranet site (see ‘Key Documents’ section)

Copies of DCSF documentation quoted in the document may obtained from:

DCSF Publications (Tel. 0845 6022260)
or viewed and downloaded from: www.teachernet.gov.uk/visits