



# **Lostock Hall Academy**

Educating the Future

## **EDUCATIONAL / OFF SITE VISITS**

### **POLICY**

Version 2.0

#### **Related Documents:**

Lancashire County Council Educational/Off-site Visits Policy

Missing Pupil Policy

Date effective from:	<b>15 May 2015</b>
Date of review:	<b>2015/16</b>
Prepared by:	<b>N G Clitheroe</b>

**Version Control**

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1.0			
2.0	15.05.15	Updated LA guidance, including prohibiting alcohol consumption	7-15.05.15

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## **SECTION 1 – INTRODUCTION**

### **1.1 Aims**

This Policy aims to identify the required actions and procedures that staff and pupils must follow if they are organising, leading or supporting an Educational/Off Site visit.

### **1.2 Commitment**

Lostock Hall Academy is committed ensuring that all pupils have the opportunity to attend off site and residential visits and that their health, safety and well-being will be safeguarded when doing so.

Lostock Hall Academy have purchased the Lancashire County Council Educational/Off Site Visits package and have adopted their Educational/Off Site Visits Policy and Guidelines (see Appendix 1). All visits will be recorded on the on-line planning and approval system called 'Evolve'.

### **1.3 Policy Responsibility**

It is the policy of Lostock Hall Academy to appoint a designated and trained Educational Visits Coordinator (EVC).

All visits will be the subject of consultation with and will require the approval of, the EVC. Any visit which is not approved by the EVC will not take place.

The current EVC is Neil Clitheroe, Assistant Headteacher.

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## **SECTION 2 - PROCEDURES**

### **2.1 Approving Visits**

The procedures for the approval of visits are listed below:

- the member of staff considering the visit will to inform the EVC of the any visit they would like to organise (all Type A and Type B visits – see Appendix 1, Section 2 for definitions);
- the EVC will check the school diary for availability;
- the EVC will seek Governing Body approval for Type B visits;
- pupil invitation/letters will be organised and presented through an assembly;
- visit leaders will collect the contributions/charges (as appropriate);
- visit leaders will complete the online Risk Assessment and online application on the [EVOLVE](#) website and submit to the EVC;
- the Risk Assessment should identify students with disabilities, special educational, medical or dietary needs and must confirm whether it is necessary to ask if the venue can meet these needs;
- if there is any swimming during the activity, this must be specifically addressed in the Risk Assessment; and
- the EVC will check the Risk Assessment and details of the visit.

### **2.2 Organising Visits**

If the EVC is satisfied that the Risk Assessment and planning details are correct, the visit will be submitted for approval. (Type A visits require EVC/Headteacher approval and Type B visits require EVC/Headteacher and LCC Educational Visits Team approval.)

The EVC will confirm that the appropriate Disclosure and Barring Service (DBS) checks and safeguarding requirements are fulfilled.

All members of staff, governors and volunteers who attend any of the residential visits organised by, and involving pupils who attend, the Academy are not permitted to consume any alcohol for the duration of the visit.

All Academy residential visits are staffed with more than the suggested ratio of staff and pupils. The reason for this is because of the duty of care to all pupils and allows for the situation where, for example, a pupil may require medical attention and need to be accompanied to a doctor/hospital. In such situations the ratio would drop and/or an alternative member of staff would take temporary charge of the group.

Visit leaders will:

- liaise with parents/carers via letter. If applicable, a parents/carers briefing will be organised;
- invite governors to assist on the visit;
- ensure that:
  - the overall maintenance of good order and discipline during the visit.
  - a senior member of staff on the visit is nominated to co-ordinate any child protection duties.
  - adequate arrangements are implemented for the safety and well-being of all students and staff/volunteers whilst on the visit. In respect of residential visits, adequate supervision must be provided 24 hours a day.
  - all members of staff and adult helpers are fully briefed as to their roles and responsibilities.
  - group leaders are appointed with proper regard to their experience and competence to undertake the tasks assigned to them.
  - parents/carers are fully briefed about the arrangements for the visit.
  - a signed parental/carer consent form has been obtained, together with all the relevant medical information for all students participating in the Educational/Off Site Visit.
  - a suitably qualified first aider is present at all times when the group is off site.
  - they organise the pupil groups and notify students/group leaders of the arrangements.
  - they provide each member of staff/volunteers on the visit with:

- medical information of pupils taking part on the visit;
  - contact details of the Senior Leadership Team (in and out of hours);
  - mobile numbers of all staff and volunteers on the visit;
  - names, addresses, telephone numbers, next of kin of all staff and adult helpers;
  - a copy of the Missing Pupil Policy; and
  - a copy of the Risk Assessment.
- provide base contact with copies of all risk assessment, contact details and medical information of all pupils, staff/volunteers on the visit.

### **2.3 Completing and Evaluating Visits**

After each visit has concluded, the Visit Leader will communicate with the base contact that all pupils and staff/volunteers have arrived back to safely from the visit and that the students have been collected from the pick- up point.

The EVC will ensure that the Visit Leader completes the Post Visit Evaluation form on the Evolve system and that they completes an evaluation report for presentation to the Governing Body.

The Governors will assess that the educational objectives have been met on the visit and consider the outcomes of the visit.



## Educational / Off Site Visits Contacts

### For initial queries and general information contact:

Liaison and Compliance Team (Educational Visits),  
PO Box 61, County Hall, Preston, PR1 8RJ.

**Tel:** 01772 531694 / 532805

**Email:** [educationalvisits@lancashire.gov.uk](mailto:educationalvisits@lancashire.gov.uk) **Website:** [www.lancashirevisits.org.uk](http://www.lancashirevisits.org.uk)

### Key Approval & Vetting Officers

All officers are contactable using the details above

**Nicky Scott** - [nicky.scott@le.lancsngfl.ac.uk](mailto:nicky.scott@le.lancsngfl.ac.uk)

**Glenn Swindlehurst** - [glenn.swindlehurst@le.lancsngfl.ac.uk](mailto:glenn.swindlehurst@le.lancsngfl.ac.uk)

**Mick Waplinton** - [mick.waplinton@lancashire.gov.uk](mailto:mick.waplinton@lancashire.gov.uk)

### Legal Services

**Lynn Brewer**

Tel: 01772 530569

[lynn.brewer@lancashire.gov.uk](mailto:lynn.brewer@lancashire.gov.uk)

### Monitoring & Compliance

**Margaret Scrivens**

Tel: 01772 531694

[margaret.scrivens@lancashire.gov.uk](mailto:margaret.scrivens@lancashire.gov.uk)

### Emergency Contacts for Major Incidents (24hr cover)

All areas

Tel: 07887 830854 / 07767 253947 /  
07771 663501 / 07771 663498

### Communications

**Andy Swain - Media Manager**

Tel: 01772 532781

Mobile: 07824 598066

[andy.swain@lancashire.gov.uk](mailto:andy.swain@lancashire.gov.uk)

Revised 2014

[www.lancashire.gov.uk](http://www.lancashire.gov.uk)

**Lancashire**  
County  
Council



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# Educational / Off Site Visits Policy and Guidelines 2013

[www.lancashire.gov.uk](http://www.lancashire.gov.uk)



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# Lancashire County Council

## Policy and Guidelines for Educational/Off Site Visits

### 1. Introduction

This document is written to comply with Health and Safety at Work law. As an employer, Lancashire County Council has a statutory responsibility for Health and Safety. Employees also have responsibilities. This document, and the accompanying Forms and Appendices, sets out the County Council's safety policy for off-site Educational Visits and adventurous outdoor activities, and the arrangements for the implementation of the Policy. The Policy does not apply to activities undertaken by establishments on their site as these activities should be conducted in accordance with the establishment's own policy and procedures.

The revised Educational/Off Site Visits Policy and Guidelines document is applicable from September 2013. It is a Controlled Document and will be reviewed in three years time subject to legislative changes or other advice that may require an earlier review. The most up to date information will be available on the [EVOLVE](#) website.

Educational/Off Site Visits are planned discrete off site educational experiences designed to enrich and enhance the curriculum. This includes field study visits ([Appendix 7](#)). For the purpose of this Policy, curriculum swimming, sports fixtures and area school events are not Educational/Off Site Visits. For guidance on these areas of the curriculum, please refer to the separate advice including:

- [Lancashire Swimming Guidelines 2012](#)
- AfPE '[Safe Practice in Physical Education and School Sport](#)' and
- AfPE '[Guidance on the Organisation on Inter School Fixtures and Area School Events](#)'.

**All schools where Lancashire County Council is the employer, and all services within the Directorate for Children and Young People, must comply with the Policy and Guidelines when undertaking Educational/Off Site Visits and are directed to implement the arrangements in this document.**

#### **Voluntary Aided, Foundation, Free Schools and Academies**

The Governing Body is the employer in Voluntary Aided, Foundation, Free Schools and Academies. The legal responsibilities of Governing Bodies are set out in the DfE document '[Health and Safety: Advice on legal duties and powers](#)'

All schools which are covered by Lancashire County Council's insurance arrangements are obliged to comply with the Educational/Off Site Visits Policy and Guidelines. This includes every Voluntary Aided and Foundation School. This approach has the support of the Diocesan/Church Authorities.

It is a mandatory requirement that the Academies and Free Schools which have purchased the Educational/Off Site Visits package adopt the Lancashire Educational/Off Site Visits Policy and Guidelines.

This Policy document must be read in conjunction with the current editions of the following documents which are **essential reading** for any school/service involved in the planning, organisation and supervision of Educational/Off Site Visits and adventurous activities and to which various references are made:

1. Glenridding Investigation and Case Study  
[www.hse.gov.uk/aala/glenridding-beck-investigation.htm](http://www.hse.gov.uk/aala/glenridding-beck-investigation.htm)
2. ['Health and Safety: Advice on legal duties and powers'](#) (DfE)
3. Health and Safety Executive (HSE) ['School trips and outdoor learning activities: Tackling the health and safety myths'](#)

**It is essential that every school/service must have regard to the above publications, and comply with all relevant requirements contained in them.**

All activities involving young people learning outside the classroom are associated with the possibility of misadventure. Safety for Educational/Off Site Visits and for outdoor adventurous activities is critically dependent on the quality of leadership. This Policy aims to minimise the potential for misadventure, but it must be recognised that risk cannot be totally eliminated. Challenge must always be appropriate and risk acceptable. Occasionally circumstances that could not have been foreseen by even the most experienced leader may be encountered. **For this reason it is important, for example, that a visit that has been run successfully many times does not engender complacency.**

**For any activity or event the same principles will always apply:**

- **Who is going?** – **People**
  - **Where will it take place and with what?** – **Context**
  - **How will it be managed and organised?** – **Organisation**
- (See Risk Assessment **Form 5**)

Schools safety advice is available through the Schools' Portal on the Health, Safety and Wellbeing webpage. Schools and services within the Directorate for Children and Young People can obtain advice via the Intranet.

### **Professional Support Visits**

On a sample basis, the Professional Support Team will join groups on Type A and B visits. This is in the interest of quality assurance and support for the school/service and provider. For this purpose, the Professional Support Team will use the 'Visit Observation Form' (VOF). The school/service will receive a report following the visit and will have an opportunity to contribute to 'View our Visit' in the Resources section on the [EVOLVE](#) website.

## 2. Approval of Educational / Off Site Visits

Before planning and undertaking Educational/Off Site Visits all schools/services must ensure that a member of staff has been allocated to the role of Educational Visits Co-ordinator (EVC) and that the person appointed is registered with the County Council and has attended the Lancashire EVC training.

The County Council will track the appointment and training of all EVCs. It is the responsibility of the school/service to ensure that the County Council is informed of any changes to the appointment of the EVC.

All schools/services that are required to comply with this document must obtain appropriate approval before undertaking any Educational/Off Site Visit. In distinguishing which types of visit require the County Council's approval, the following categorisation has been adopted:

### **Type 'A' Visits (approval by the school/service)**

- Educational low risk off-site visits, up to one-day duration.  
The following are examples of what are normally Type A visits:  
theatre visits, most field study visits or museum visits.

### **Type 'B' Visits (approval by the County Council)**

Educational/Off Site Visits:

- involving a planned activity on water, or in which the presence of water is identified as a hazard on the risk assessment\* or
- involving adventurous activities\*\* or
- to farms or
- to theme parks or
- involving overnight stay or residential accommodation or
- outside the UK, including Foreign Exchange visits.

\*If the visit involves swimming as a planned activity, please refer to [Appendix 13](#).

\*\*The term "adventurous" is subjective and if an activity is not covered in the following examples, it does not imply that it is non-adventurous.

### **Examples of Type B Visits**

- Activities with Armed Forces (Residential only)
- Archery
- Airborne Activities (not commercial transport)
- Caving
- Climbing/Abseiling – outdoors or on artificial structures designed for practising techniques, e.g. abseil towers
- Horse Riding
- Ice Skating
- Karting
- Kiting
- Kite Surfing
- Problem Solving/Team Challenges
- Power Boating
- Quad Biking
- River Walking
- Sand/Land Yachting
- Show Caves/Tourist Mines
- Snowboarding
- Snow Sport Activities
- Sub Aqua Diving
- Trekking
- Watersports

Further clarification and advice should be sought from the Educational Visits Team if there is any doubt about the classification of an activity.

### **Type 'A' Visits**

Approval for Type A visits must be obtained within the school/service. Responsibility for the approval of Type A Educational/Off Site Visits rests with the Management (Governing Body/Management Committee/Manager). The Management's arrangements for the approval of visits must be established and reviewed annually. Within these arrangements, authorisation to approve visits may be delegated, e.g. to the Headteacher/Manager/EVC.

Any delegation of authority must be minuted in writing. In the case of schools' Governing Bodies and Management Committees, this must be included in the annual return to the County Council.

Schools/services may find it helpful to use [EVOLVE](#) to assist in the planning and management of these visits ([See Form 1 for the EVOLVE Process Flowchart](#)).

### **Type 'B' Visits**

It is the responsibility of the Management to ensure that approval is obtained from the County Council for all Type B visits. In seeking approval for an Educational/Off Site Visit submission must be made to the Educational Visits Team, via [EVOLVE](#), **at least 4 weeks prior to the visit taking place.** ([See Form 1 for the EVOLVE Process Flowchart and Appendix 1 for additional notes on Type B visits.](#))

### **Alternative Programmes (Plan B) - Applies to both Type A and B Visits**

A 'Plan B' must be in place in the event of unforeseen circumstances. If the alternative is that the visit is cancelled and the party returns to base, then this should be stated.

### **Parental/Carer Consent**

A signed parental/carers consent form must be obtained, together with the relevant up to date medical information for all children/young people participating in any Educational/Off Site Visit. Unless consent has been obtained, a child/young person should not take part in the Educational/Off Site Visit.

For Type A visits this could be done by using a general consent form at the beginning of a year, or even upon registration of a child with the school/service (Sample [Form 3A](#)). It is, however, still a requirement that parents/carers must be informed of individual off-site visits in advance, and advised where their child will be, and of any extra safety measures or clothing required.

For every Type B visit specific written consent and full medical information must be obtained ([Form 3B](#)). In order that parental/carers consent can be fully informed, it is important that the school/service provides full information regarding all activities to be undertaken on the visit ([See Appendix 7](#)). If there is to be a linked programme of such visits, it may be appropriate from the outset to obtain parental/carers consent for the linked programme.

For Children's Residential establishment please refer to [Appendix 16](#) for the relevant approval arrangements.

Establishments and services working on the Duke of Edinburgh's Award Scheme must also additionally comply with the arrangements set out in [Appendix 10](#).

### 3. Supervision

**Every person has a duty of care for the welfare and safety of all children/young people taking part in the Educational/Off Site visit.**

**Every person has a duty to stop or curtail any activity when it is considered that unsafe practice has been observed.**

**Every adult accompanying the visit must have a role.**

All staff members and adult helpers should be aware of the expectations placed upon them and should appreciate the nature of their relationship to the children/young people, other staff and adult helpers. They should fully understand and be comfortable with their role before undertaking the visit. All staff must:

- a) Conduct themselves in a manner compatible with their own safety and with the safety and well-being of everyone taking part.
- b) Inform the Visit Leader if they are unsure of their ability to perform any supervisory function requested of them.
- c) Recognise the limits of their responsibilities and act within these at all times.
- d) Report to the Visit Leader any concerns they may have relating to behaviour or well-being during the visit.

Higher levels of responsibility will normally be assigned to teachers/young people's workers than to adult helpers, and a higher standard of care is expected of them.

#### 3.1 Ratios

**The staffing required to run the visit safely needs to be identified through the Risk Assessment (Form 5) rather than by a simple numerical calculation of ratios. It is important to have a high enough ratio of adult supervisors to children/young people for any visit.**

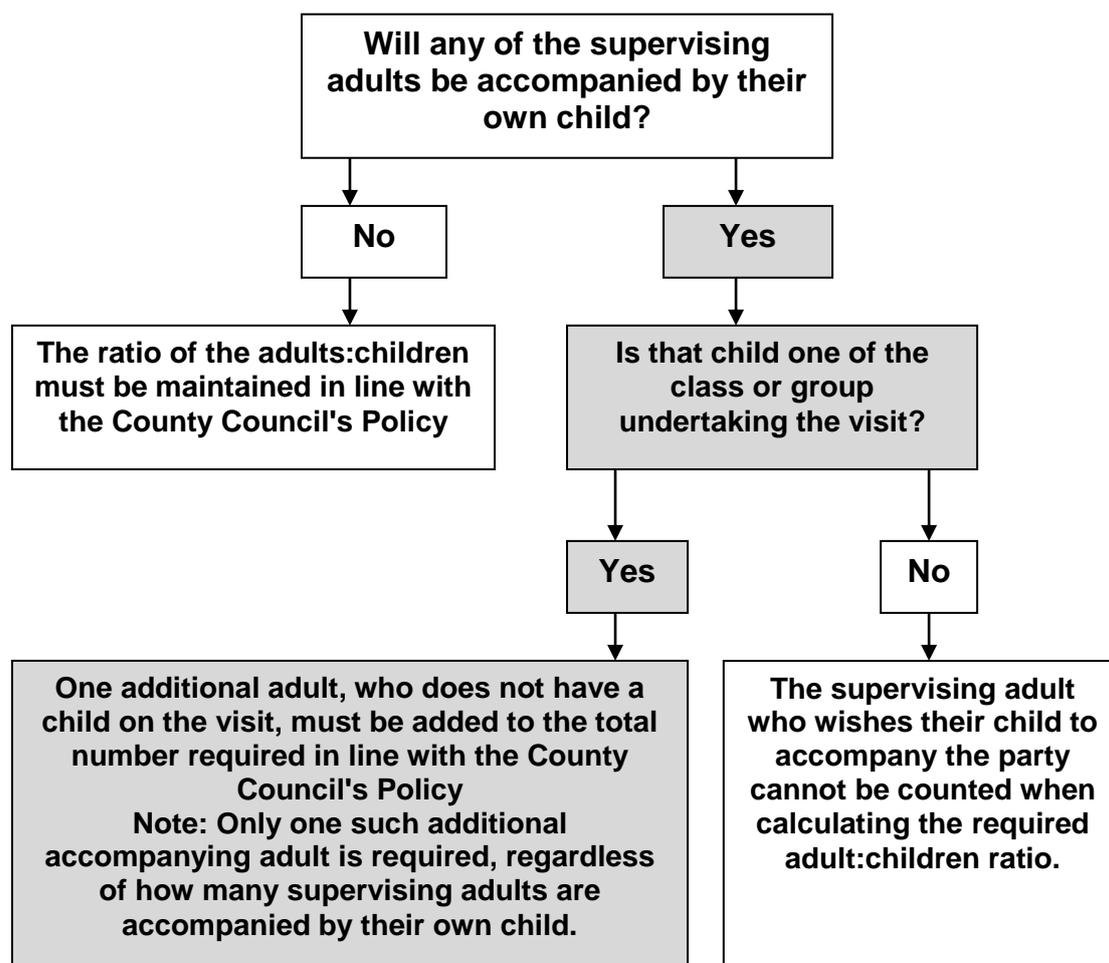
The factors to take into consideration include:

- Gender, age and ability of group
- Children/ young people with disabilities, special educational or medical needs.
- The nature of the activities to be undertaken.
- Experience of adults in off-site supervision.
- Duration and nature of the journey.
- Type of any accommodation.
- Competence of staff.
- The requirements of the organisation/location to be visited.
- Competence and behaviour of children/young people.
- First aid cover.

## Minimum Ratios

The following are regarded as the minimum ratios acceptable on any visit:

- 1 adult for every 6 children/young people in school years 1 to 3 (under 5s in reception/foundation classes should have a higher ratio);
- 1 adult for every 10 children/young people in school years 4 to 6;
- 1 adult for the first 10 children/young people and then one additional adult for every 20 children/young people or part thereof, for children/young people in school year 7 and above.



### Important Notes:

- A minimum of two competent adults (one of whom must be a teacher/young people's worker) should accompany any visit/activity. In the case of Children's Residential establishments for Type B visits, this should never be less than two Residential Child Care Workers.
- If the visit leader has an accompanying child a suitably experienced assistant leader should be identified in the party who will be able to take over in the case of any emergency. This is in addition to the extra adult requirement.
- For residential visits and any visit abroad, it is strongly recommended that the ratio should never be less than 1:10.

- For mixed groups there should be adults from each gender. In circumstances where this is not possible, it should be explicit in the Risk Assessment as to how the issue will be addressed and parents/carers should be informed of the measures taken.
- When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly.
- Ensure that Disclosure and Barring Service (DBS) checks and safeguarding requirements have been fulfilled.

### **3.1.1 Other Persons (including Children)**

It is known that, in some cases, arrangements are made for a member of staff or an adult helper to take with them other persons, including child/ren, who would not otherwise be one of the group taking part in the visit/activity. This situation would usually arise where an adult brings along his or her own child/ren, and possibly a friend. Lancashire County Council does not consider this to be good practice and does not endorse it. All schools/services are strongly encouraged to arrange their visits and activities in such a way that this does not happen. It must be clearly understood that, if an adult does bring along another person or child/ren in this way, there are certain consequences, which must be acknowledged. The most significant of these are:

- If any member of staff is accompanied by their own child/ren that are not part of the class or group, it is recommended they should not be the Visit Leader. This person must also be discounted for the purpose of calculating the adult:child ratio.
- Any adult who does not have a role on the visit must be discounted for the purpose of calculating the adult:child ratio.
- The County Council's insurance arrangements will not provide cover of any sort in respect of additional persons or children.
- The County Council takes the view that responsibility for the health, safety and welfare of such additional persons or child/ren lies entirely with the adult who has brought them, and not with the other staff/adult helpers, or with the County Council.
- Appropriate DBS checks must be undertaken in respect of any additional adult accompanying the visit. If this is not done arrangements must be made to ensure that there is no possibility of that person having unsupervised contact with the children/young people.

### **3.1.2 Unaccompanied Activities/Remote Supervision**

In some cases, Visit Leaders may be responsible for a group of young people, although not physically accompanying them; for example, local village and town surveys, visits to theme parks, Duke of Edinburgh's Award expeditions and Foreign Exchange visits. Remote supervision is reasonable practice based on providing sufficient and appropriate preparation for the participants. Assessment must be made as to their readiness to undertake the visit/task and their competence should be monitored regularly. The critical test is "Would a careful and prudent parent leave his or her children of this age and maturity unaccompanied in this situation?" ([Appendix 10](#) and [Appendix 11](#))

Suitable back up and supervision systems should be in place, while such activities are in progress. These supervision systems should be flexible enough to respond to changes with the situation or the group's actions. Supervisors may employ a range of supervision techniques e.g. telephone contact numbers, shadowing, regular checking, using fixed check points, or reverting to accompanying the group.

The authorising and supervision of unaccompanied activities may well require a higher level of competence and experience than would be acceptable for a group being accompanied by an instructor/leader.

### **3.2 First Aid**

First aid which is appropriate to the activity being undertaken should be available and accessible at all times. The level of first aid cover and the number of qualified first aiders required will be identified by the Risk Assessment (**Form 5**).

For most Type A visits, it will be sufficient that the Visit Leader has a good working knowledge of first aid and a suitably stocked first aid kit is carried.

For Type B visits, it is generally a requirement that a suitably qualified first aider is present at all times when the group is off site.

On any visit, all adults in the group should know the emergency arrangements (**Form 10**) and how to contact the emergency services.

It is good practice that records are kept of first aid qualifications. There should be regular checks that these qualifications are current.

**If any member of staff regularly undertakes Educational/Off Site Visits, it is strongly recommended that they attend first aid training.**

## 4. Duties and Responsibilities

Every person has a duty of care for the welfare and safety of all children/ young people taking part in the Educational/Off Site visit.  
Every person has a duty to stop or curtail any activity when it is considered that unsafe practice has been observed.  
Every adult accompanying the visit must have a role.

### 4.1 Responsibilities of the Management (Governing Body/ Management Committee/ Manager)

The Management must have a written policy for the effective and safe management of Educational/Off Site Visits. This policy should include:

- a) The adoption of procedures for the management of Educational/Off Site Visits, consistent with the County Council's requirements.
- b) The nomination of the Headteacher or senior member of staff to undertake the duties listed in [Section 4.2](#) below.
- c) A requirement that all Educational/Off Site Visits have specific stated objectives which are appropriate for the participants.
- d) Clear arrangements for the approval of Educational/Off Site Visits. This may allow for approval by Headteacher/ Manager/Educational Visits Co-ordinator (EVC).
- e) For schools, the adoption of a charging and remissions policy. ([Appendix 6](#)).
- f) Procedures for responding to an emergency, consistent with the County Council's requirements ([Section 6](#) and [Appendix 3](#)).

Within schools, the Governing Body may wish to nominate a governor, preferably with relevant experience in this area, to assist the Headteacher or EVC in monitoring the school's procedures.

### 4.2 Responsibilities of the Manager (Headteacher/ Manager/ EVC)

The Manager is responsible for ensuring that all activities are properly planned and appropriately supervised and that the County Council's policies are implemented. The Manager is also responsible for ensuring compliance with the Management's operational procedures.

Managers, with the approval of the Management, may delegate some or all of their tasks and functions to a senior member of the staff, nominated as the EVC. This person should ideally have experience as a Visit Leader over a number of years, and experience of participating in the range of different types of visit organised by the school/service.

**The Manager retains overall responsibility for the following:**

- a) Ensuring that the planning of visits complies with the County Council's Educational/Off Site Visits Policy and Guidelines and with the Management's operational procedures.
- b) Ensuring that the visit or activity Risk Assessments ([Form 5](#)) are undertaken and that the Visit Leader is involved in that process. The Risk Assessment should

identify any children/young people with disabilities, special educational or medical needs and, so far as possible, ensure these needs will be met. If there is any swimming during the activity, this must be specifically addressed in the Risk Assessment ([Appendix 13](#)).

- c) Ensuring that visits are planned in such a way as to provide adequate supervision at all times. In the case of a residential visit, this will mean that supervision is provided by the school/service 24 hours a day.
- d) Approving the appointment of Visit Leaders, deputy leaders, assistant staff and adult helpers.
- e) Verifying the competence and suitability of the Visit Leader and assistant staff/adult helpers, taking account of the planned arrangements for the visit and the number and nature of the group involved. The personal qualities of the individuals concerned are equally as important as any formal qualifications.
- f) Ensuring that appropriate Disclosure Barring Service (DBS) checks and safeguarding requirements are fulfilled ([Appendix 4](#)).
- g) Ensuring that the EVC/Visit Leader is allowed sufficient time to organise the visit.
- h) Ensuring that transport arrangements are appropriate and that risk assessments also take account of traffic hazards where the visit involves crossing roads ([Appendix 5](#)).
- i) Organising and monitoring the training/induction of Visit Leaders and assistant staff/adult helpers as appropriate.
- j) Organising emergency planning for Educational/Off Site Visits and ensuring that Base Contact arrangements are made ([Forms 9 and 10](#)).  
**Note:** the Base Contact must not accompany the Educational/Off Site Visit ([Section 4.6](#)).
- k) Ensuring that a senior member of staff on the visit is nominated to co-ordinate any child protection duties ([Appendix 2](#)).
- l) Monitoring visits, including accident and near miss reporting, and reviewing operational procedures ([Section 7](#)).
- m) Ensuring the Post Visit Evaluation is completed and submitted as required. ([Section 7](#)).

#### **4.3 Responsibilities of all Staff who lead or instruct their own groups in Adventurous Activities**

Staff **must** be approved and registered by the County Council prior to leading or instructing their own groups in Adventurous Activities. Applicants are required to hold the relevant National Governing Body Award qualifications or have site-specific approval for those activities (assessed by the County Council). See the [Instructor Pack](#) for guidance. To apply for approval, staff must forward a completed [Form 6](#) together with the relevant documents, to the Educational Visits Team.

#### **4.4 Responsibilities of the Visit Leader**

The Visit Leader must recognise that whilst leading the visit s/he is in effect representing the Management. The Visit Leader must:

- a) Ensure the overall maintenance of good order and discipline during the visit.
- b) Ensure that adequate arrangements are implemented for the safety and well-being of all participants, staff and children/young people, whilst on the visit. In respect of residential visits, adequate supervision must be provided 24 hours a day.

- c) Ensure compliance with the emergency procedures as set out in [Section 6](#).
- d) Ensure that all members of staff and adult helpers are fully briefed as to their roles and responsibilities.
- e) Ensure that group leaders are appointed with proper regard to their experience and competence to undertake the tasks assigned to them.
- f) Undertake the completion of the Risk Assessment (**Form 5**) with the assistance of the EVC if necessary. Engaging children/young people in the Risk Assessment process is part of learning and enables them to become more risk aware. The Risk Assessment should identify children/young people with disabilities, special educational or medical needs. The Risk Assessment should confirm whether it is necessary to ask if the venue can meet these needs. If there is any swimming during the activity, this must be specifically addressed in the Risk Assessment (**Appendix 13**)
- g) Ensure that parents/carers are fully briefed about the arrangements for the visit.
- h) Ensure that a signed parental/carer consent form has been obtained, together with all the relevant medical information for all children/young people participating in the Educational/Off Site Visit. (**Form 3, 3A or Form 3B**)
- i) Complete the Post Visit Evaluation and submit to the Manager/EVC.

The Visit Leader is also responsible for ensuring that participants conduct themselves with due respect for the environment and the local community. Visit Leaders should be familiar and act in accordance with all relevant regulations and guidance contained in this document. Visit Leaders must inform the Manager if at any point during the planning of the visit concerns arise which lead them to feel unsure of their competence to lead the visit safely.

#### **Risk Assessments:**

**The Risk Assessment process must be seen as 'on-going' and 'dynamic'. Professional judgements and decisions regarding safety will need to be made during the activity. If the control measures are not sufficient the activity must not proceed.**

#### **4.5 Responsibilities of All Accompanying Adults**

All adults, whether staff or adult helpers, have a duty of care towards the children/young people in their charge. All adults must:

- a) Maintain good order and discipline.
- b) Ensure the safety and well-being of the children/young people in their care.
- c) Inform the Visit Leader of any incident involving the children/young people in their care.
- d) Be aware of the nearest accident and emergency hospital (The responsibility for implementing the emergency procedures is that of the Visit Leader).

#### **4.6 Responsibilities of the Base Contact**

**The Base Contact must not accompany the Educational/Off Site Visit.**

The Base Contact must:

- a) Make arrangements to be accessible throughout the duration of the visit.
- b) Ensure compliance with the emergency procedures as set out in [Section 6](#).
- c) Clearly understand the visit closed procedure ([Section 6.2](#)).

## 4.7 Responsibilities of the County Council

The County Council has a duty to safeguard its employees in the course of their employment, and to ensure the safety of others who may be affected by the actions of its employees. This includes a responsibility for the safety and well-being of all adults and children/young people participating in Educational/Off Site Visits. To ensure that these responsibilities are met, the County Council will:

- a) Maintain a policy and procedures governing Educational/Off Site Visits.
- b) Provide guidance for Educational/Off Site Visits.
- c) Provide training and CPD opportunities for EVCs and other staff.
- d) Monitor Type A and Type B Educational/Off Site Visits on a sample basis.
- e) Reserve the right to monitor the venues/Providers on a sample basis.
- f) Review the Policy and Guidelines at least every three years.

**Note: Any member of the Professional Support Team has the power to stop or curtail any activity where it is considered that unsafe practice has been observed.**

## 4.8 Responsibilities when arranging transport

In addition to any requirements set out in the publications listed in the Introduction to this Policy, the County Council requires the following:

### 4.8.1 Minibuses

- Any person driving a minibus must hold a Category D1 entitlement on their driving licence.
- All seats must be forward-facing and fitted with seat belts.
- Trailer use must comply with national licence requirements.

### 4.8.2 Bus/Coach Hire

- The operator must hold a PSV licence, appropriate to the type of vehicle and/or nature of the journey being undertaken.
- Every passenger must have their own seat. All coach seats must be fitted with seat belts.

### 4.8.3 Children/Young People being transported by Staff/Adult Helpers/Young People in their own vehicle

- Drivers must hold a current valid driving licence (**Form 8A**).
- It must be confirmed that there is appropriate insurance cover for the driver's use of the vehicle.
- Parents/carers must have consented to their child/ren being transported in this way (**Form 8B**).
- Vehicles must be fitted with seatbelts.
- Booster seats must be used as required by [law](#).

Further information, guidance and a checklist on transport issues can be found in **Appendix 5**.

## 5. Providers of Activities

### 5.1 Centres and Providers of Activities

Where schools/services use an outdoor activity provider with a current Adventurous Activities Licensing Service (AALS) licence, they can be assured that staff delivering activities will be appropriately managed and qualified.

Lancashire holds a list of registered centres and providers of activities. This includes all Lancashire Outdoor Education Centres. The list is in the Resources section on the [EVOLVE](#) website and all centres/providers are re-registered every two years. Activities at all registered centres/providers have been fully risk assessed by the centre. All centres/providers are required to have adequate Public Liability Insurance.

If it is proposed to undertake activities at a registered centre/provider, **it will not be necessary** to carry out a Risk Assessment in relation to the activities undertaken at the centre/provider subject to:

- Centre staff being responsible for supervision of the activities.
- The activity forming part of the centre's/provider's registration.
- Compliance with all terms, conditions and requirements as notified by the centre/provider in its booking and contract documentation, and with any directions given by centre staff.

For visits to registered centres/providers, the following process must be followed:

- a) Submit on-line application on [EVOLVE](#).
- b) **Form 5** - Risk Assessment. Ensure that the Risk Assessment covers the transport arrangements, non centre-programmed activities, downtime and information on behaviour management and group needs.

**Note:** The school/service retains the responsibility for:

- travel to and from the Centre (**Appendix 5**),
- the evening programme,
- overnight supervision,
- supervision at meal times.

If it is proposed to use a centre or provider **not** on the Lancashire register, **Form 7** must be completed by the centre/provider and submitted to the Educational Visits Team. Centres and providers offering 'in scope' activities (AALS) must be licensed. For further information on what is 'in scope' or 'out of scope', please contact the Educational Visits Team.

### 5.2 General Points

- a) It must be clearly established who has responsibility for children/young people at each stage of the day.
- b) Any equipment or resources provided by the centre/provider must be used in accordance with any instructions given.
- c) Consideration should be given for a pre visit to be undertaken.

### **5.3 Approval of County Council Employees as Instructors for Adventurous Activities**

Staff may only instruct in Adventurous Activities if they have been registered and approved by the County Council. Application for approval should be made on **Form 6** in **the Instructor Pack** and returned, with the necessary documentation, to the Educational Visits Team.

## 6. Emergency Procedures

All Visit Leaders should familiarise themselves with the Emergency Procedures of the centre/venue.

### 6.1 The Base Contact and the Visit Leader must have:

- a) **Form 9** (Base Contact), **Form 10** (Visit Leader).
- b) Telephone numbers (both in and out of hours) of two designated senior members of staff.
- c) Mobile numbers of all staff and adult helpers on the visit.
- d) Names, addresses and telephone numbers of parents/carers of all of the children/young people involved in the visit.
- e) Names, addresses, telephone numbers, next of kin of all staff and adult helpers.
- f) Copies of the medical information for every child/young person taking part in the visit/activity (and parental/carer consent for Type B visits).
- g) Copies of route plans, venues and alternative activities (Plan B) (see [EVOLVE](#) form).
- h) Appropriate vehicle registration numbers and passenger lists for each vehicle.
- i) Copies of the Risk Assessment (**Form 5**).
- j) For major emergencies the telephone number of the County Council's emergency contacts (**Appendix 8**).

**Note:** The deputy leader should also have copies of all information. In case of emergency only, the above information should be accessible to every adult accompanying the visit/activity.

### 6.2 Visit Closed Procedure

The Visit Leader must ensure that there is a clearly defined and agreed arrangement with the Base Contact to confirm the closure of the visit. These arrangements should clearly state what action must be taken by the Base Contact if the party has failed to return or make contact by the agreed time. The Visit Leader must communicate any delays or incidents that may cause late arrivals at destinations or return journeys to base to ease any concerns.

### 6.3 Notes regarding the Media

Visit Leaders or any other group members should not discuss any matter relating to an incident, accident or emergency with the media until contact has been made with Base Contact and a member of the Corporate Communications Team (**Appendix 8**). Referral to the Communications Team should be undertaken as soon as possible. **Under no circumstances should the name of any casualty be divulged to the media.**

### 6.4 Actions to be taken by the Base Contact and Designated Senior members of staff

Having been informed by the Visit Leader that an incident, accident or emergency has occurred and that the emergency procedures are in operation, the Base Contact should refer to **Form 9** and inform one of the two designated senior members of staff.

The senior members of staff should alert the Manager, and for major incidents the County Council's Emergency Contacts (**Appendix 8**), giving details of the incident. The Manager or County Council Officers may identify further actions or help required e.g. media communication, alternative and additional telephone lines, emergency feeding, transport and further support from the County Council as identified.

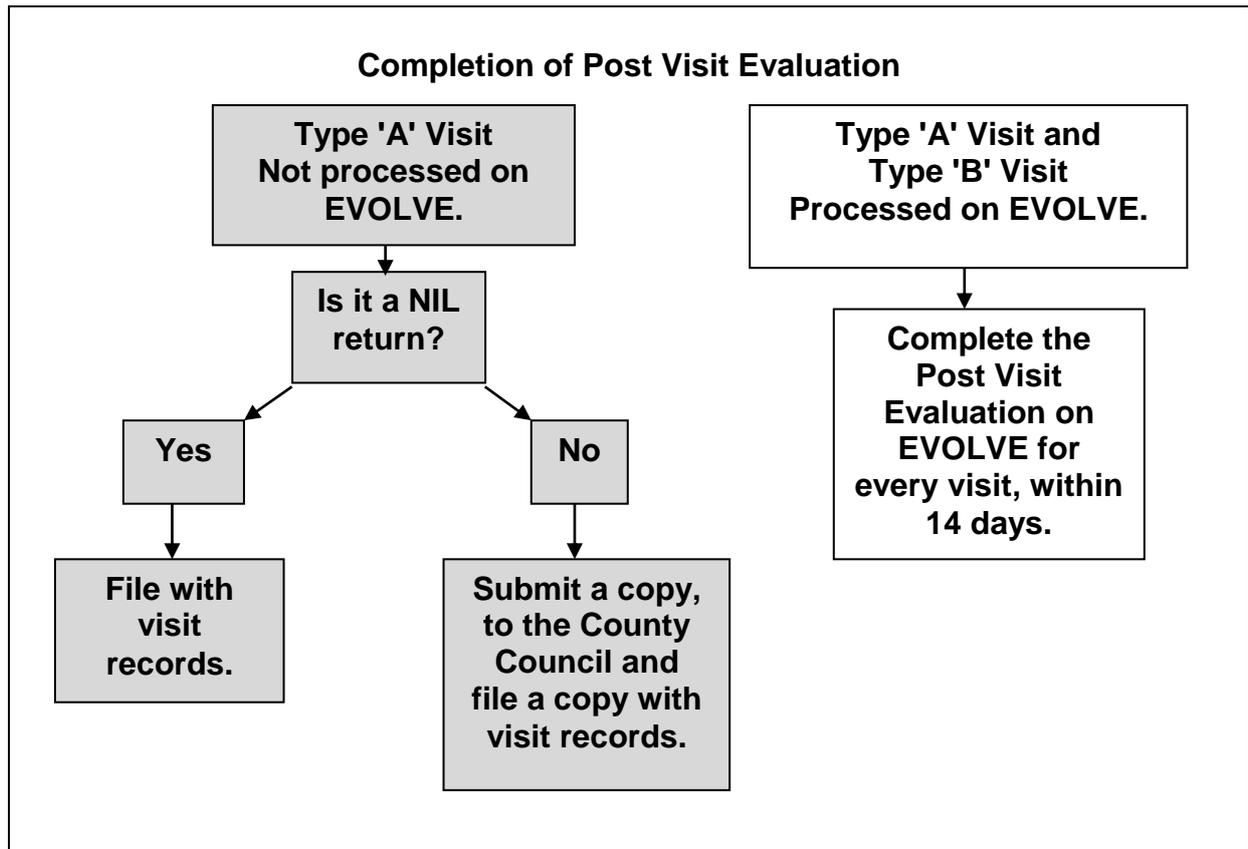
In line with the school's/service's own Critical Incident Plan the Manager or designated senior staff member should:

- Arrange to contact the parents/carers/next of kin of those involved.
- In the case of a serious incident, contact the parents/carers of all group members.
- Act as a link between the group involved, the County Council and the parents/carers.

## 7. Post Visit Evaluation For all Type A and Type B visits

On return to the school/establishment, as part of the visit closed procedure, the Visit Leader is responsible for the completion of the Post Visit Evaluation on [EVOLVE](#). (For Type A visits that are not processed on EVOLVE, Form 4 should be used). The Educational Visits Co-ordinator should be informed of the Post Visit Evaluation and as necessary follow up any Incidents/Accidents/Near Misses in the report.

The appropriate process is shown below:



The Management may wish to receive an evaluation report of all Educational/Off Site Visits.

There may be an incident or situation that could be classified as a 'near miss' or 'close call'. It is important to discuss this with experienced colleagues enabling all parties to learn from the experience and inform future actions. Please contact the Educational Visits Team for advice.

In the case of a critical incident, further support is available from the Critical Incident Support Team (CIST) ([Appendix 9](#)).