

Educational Visits Policy



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| Date of next review: | January 2025 (unless required sooner) |
| Responsible person: | Deputy Head (Co-curricular & Logistics) |
| References: | The Education (Independent School Standards) Regulations 2014 OEAP National Guidance DfE Health and safety: advice on legal duties and powers (February 2014) DfE Health and safety on educational visits (November 2018) |
| Appendix 1: | School Learning Area |
| Appendix 2: | Emergency Procedure |
| Policy number: | 14d |

This policy is primarily for staff guidance but will be of interest to parents, in particular the sections on the [Procedure for Parents/Guardians to book places on School trips](#), the [Role of Parents and Guardians](#), [Parental/Carer Consent](#) and others.

Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes St John's School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust.
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application and Scope

For the purposes of this policy, a "visit" is an off-site activity provided as part of the curriculum, during School time, or outside the normal School day. Sports fixtures are out of scope of this policy.

In addition to this Educational Visits Policy, St John's School:

1. Adopts National Guidance www.oeapng.info
2. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities. www.stjohnsvisits.org.uk

All staff are required to plan and execute visits in line with this School policy, National Guidelines and current best practice. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of Visit & Approval

There are three 'types' of visit:

- 1. Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.**

These follow the 'School Learning Area' Operating Procedure (Appendix 1) and should be entered on EVOLVE by the visit leader using the "Local Area Visit" module. This does not require approval but does notify the EVC and Deputy Head (Co-curricular & Logistics).

- 2. Other non-residential visits within the UK that do not involve an adventurous activity. e.g. visits to museums, farms, theme parks, theatres, etc.**

These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Deputy Head (Co-curricular & Logistics) for approval.

- 3. Visits that are overseas, residential, or involve an adventurous activity.**

These follow 2. above, but the Adviser may provide comment prior to passing on to the Deputy Head (Co-curricular & Logistics) for approval.

When planning trips please check the school SOCS Calendar and Evolve to ensure no clashes for the intended year groups with confirmed trips or events. Residential trips, unless part of the curriculum, e.g. Field trips, should be planned out of term time if possible to ensure pupils are not missing academic lessons.

Procedure for Parents/Carers to book places on School trips

Parents will be sent a "Booking Invitation" from Evolve for all relevant trips and must complete the consent and payment.

For trips which the School believes may be oversubscribed the following process should be followed to ascertain interest and allocate spaces fairly, dependent on accommodation layout, restrictions on numbers across each year group and between male and female pupils. If there is a high level of interest the School may prioritise the more senior year groups; however, the aim is to run certain popular trips annually so pupils in the younger year groups will have another opportunity during their whole school journey.

Parents will receive an email from SchoolPost with a form to complete to express interest in a place on a particular trip by a specific date. Responses received after the deadline will be placed onto a Waiting List, in the order in which they are received by the School unless other factors need to be considered such as accommodation layout, gender balance and restrictions on numbers across each year group.

If the trip is over-subscribed, all those who expressed an interest prior to the deadline will be entered into a ballot for the number of places on the trip. Parents who were unsuccessful in the ballot will be informed by email that they have been placed on the Waiting List, with priority over those who did not express interest prior to the deadline.

Those successful in the ballot will receive a Booking Invitation email from Evolve with a consent/payment link sent on a specific date/time which they will be notified of in advance. There will be a window of five days* to complete payment and consent. Anyone who does not complete payment and consent within this window will forfeit the place which will be offered to the Waiting List.

Parents deciding to give up their child's place on a trip should contact the trip leader as soon as possible to enable the School to offer the place to the Waiting List. Invitations offered to the Waiting List must also complete payment and consent within a five day* window.

*In certain circumstances it is possible that the School will need payment and consent within a shorter time frame than five days but this will be clearly stated when sending the invitation.

Parents need to be mindful that any random ballot selection cannot take into consideration friendship groups. We do understand that this makes the decision more difficult but based on feedback from parents we feel that this is the fairest way to allocate places on trips that are likely to be over-subscribed.

Roles and responsibilities

Refer to: '[Planning Basics](#)' and '[Checklists](#)' in National Guidance <http://www.oeapng.info>

The role of the external Educational Visits Adviser is to:

- Advise about compliance with the legal framework within which outdoor learning, off-site visits and Learning Outside the Classroom ("LOtC") are delivered;
- Interpret, refine and presenting National Guidance;
- Provide advice and support in relation to developing high quality outdoor learning, off-site visits and LOtC;
- Provide practical guidance and support on proportionate risk management;
- Advise on the role of national quality assurance schemes (e.g. LOtC Quality Badge, national governing body accreditation schemes, etc.).

Refer to: '[Outdoor Education Adviser](#)' in National Guidance <http://www.oeapng.info>

The role of the Deputy Head (Co-curricular & Logistics) is to:

- Be satisfied that there is a declared and valid reason for the event. This is delegated to the team who approve visits on Evolve.
- Adventurous activities and foreign trips need permission from the Deputy Head (Co-curricular & Logistics) following comment, if required by the Outdoor Adviser.
- Approve or reject the initial application for any high risk and foreign residential visit.
- Be satisfied that visits comply with the regulations and guidelines as promulgated in this policy, the ISI handbook for the Inspection of Schools, OEAP National Guidance, DfE Guidance 2014 [Health and Safety Advice on Legal Duties and Powers for Local Authorities, Headteachers, Staff and Governing Bodies](#) and other supplementary guidance.
- Ensure that the Educational Visits Co-ordinator is competent to oversee the coordination of all off-site educational visits.
- Maintain an overview of the timing of all educational visits and how they integrate with other whole school events.
- Check that the proposed dates for the visit or activity are suitable by reference to the School's calendar of events.
- When approving the trip on Evolve, ensure that there are sufficient members of staff left in School to provide cover for emergencies and illness.
- Approve the risk assessment and ensure that all supervising staff have read and understood the risk assessment

Refer to: '[Head / Manager](#)' in National Guidance <http://www.oeapng.info>

The role of the Educational Visits Co-ordinator (EVC) is to:

- Give advice for, and approve, each step of the planning stages for any trip for which the initial approval has been given.
- Ensure that all educational visits are planned meticulously using Evolve.

- Ensure that all members of staff involved in the planning and execution of a visit are aware of the guidelines available.
- Ensure that the Trip Leader is competent and possesses the appropriate experience and training to undertake the activity.
- Ensure that appropriate vetting of all staff and any volunteers accompanying the party has been checked for foreign and activity trips.
- Ensure that visits have appropriate staff supervision and cover for health and safety, first aid, medication and behaviour management.
- Work with the Trip Leader to provide full and timely details of the visit to parents and obtain their consent or refusal and online payment
- Organise the emergency arrangements and ensure there is an emergency contact for each visit.
- Keep records of individual visits including reports of accidents or 'near misses'.
- Ensure that visit evaluation is used to inform future visits and staff training needs.
- Flag up any concerns with the Senior Leadership Team.

Refer to: '[Educational Visits Coordinator](#)' in National Guidance www.oeapng.info

The role of the Trip Leader is to:

- Have full responsibility for the planning and safe conduct of the activity, in accordance with this policy and its supplementary guidance, and for ensuring all participants are aware of their roles. Leaders accompanying pupils are in 'loco parentis' and are responsible for their safety and well-being at all times.
- The Trip Leader's duty is to exercise the higher level of care than that of a parent. Other supervising adults will also have a duty of care, but the Trip Leader retains overall responsibility. It is the duty of care of the Trip Leader to ensure, wherever possible, that the competence of each member of staff is appropriate to her/his role.
- Submit detailed plans to the Educational Visits Co-ordinator (EVC) via Evolve. Identify the clear purpose and objectives of the visit.
- Use the "Event Specific Notes/Plan" within Evolve to carry out a comprehensive risk assessment for review and approval by the Deputy Head (Co-curricular & Logistics) and ensure that all staff on the trip have read and understood the risk assessment. A pre-trip briefing should be held to allow the staff to ask questions and raise any concerns ahead of departure.
- Arrange briefing meetings with parents, as appropriate, for high risk, residential and foreign visits.
- Whilst it is not essential for each group to be accompanied by a qualified First Aider, it is an aspect that should be considered at the planning stage of each event.
- Obtain Medical Needs from iSams, and meet with the Medical Centre to discuss the pupils on the trip in order to ensure that any specific medical and health issues of pupils or accompanying staff are considered within the planning stages and their needs are catered for.
- Meet with the Safeguarding team to ensure that any specific pastoral issues of pupils are considered within the planning stages and their needs are catered for
- Complete the visit documentation and obtain the appropriate approvals from the Deputy Head (Co-curricular & Logistics) and EVC for any visit off-site, whatever the duration.
- Plan the itinerary in sufficient detail to identify every period of the visit including meal, rest and recreational times.
- Have or obtain prior knowledge of the venue.
- Assess, wherever practicable, the suitability and safety of any accommodation to be used. In addition the window and room locking policy should be established and communicated to pupils.
- Inform parents of the detail of the visit, including its nature, purpose and related activities, and obtain their permission/consent for their child to take part.
- Ensure that parents are fully informed of the schedule for the collection of payments before any bookings are made.
- Allocate supervisory responsibility, to each adult accompanying the visit, for named pupils and ensure that the adults understand that they are responsible directly to the Trip Leader.
- Ensure that pupils do not consume any alcohol.
- Ensure that staff who are on duty do not consume any alcohol, and are not under the influence of any alcohol. Staff who are not on duty are permitted to drink a maximum of two alcoholic drinks as they may be called upon to assist those on duty at short notice.
- Ensure that all the pupils in the party and the accompanying adults are fully aware of the risk assessments, emergency plans and the expected standards of behaviour.

- Ensure that staff have completed Cover Request Forms and given these in advance to the Cover Co-ordinator
- When on the visit, continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members, and the suitability of the prevailing conditions.
- Ensure that on return from a visit, all pupils are delivered, where appropriate, into the care of a person with parental responsibility or their representative.
- Conduct a review of the trip on return, evaluating its success and recording any 'near-misses' or proposed changes for repeat trips in the future. This report should be added to Evolve
- Check when planning an activity requiring it, the provider holds the LOTC Quality Badge, and if not, conduct due diligence.

Refer to: '[Visit Leader](http://www.oeapng.info)' in National Guidance www.oeapng.info

Refer to: '[Assistant Leader](http://www.oeapng.info)' in National Guidance www.oeapng.info

Role of Parents and Guardians

Parents and Guardians are requested to:

- Carefully read all information regarding the proposed visit before giving online consent.
- Provide up to date medical and emergency contact details, informing the school in writing before the visit commences.
- Ensure that their child brings any prescribed Emergency Medication with them for the trip.
- Make all payments by the deadlines given, taking note where payments are non-refundable.
- Inform the School immediately if their child has to withdraw from the visit for any reason, honouring any outstanding commitments to further payments.
- Arrange, where appropriate, for the prompt collection of their child on their return from the trip and complete the transport arrangements on the Consent Form

Refer to: '[Parents](http://www.oeapng.info)' in National Guidance www.oeapng.info

Refer to: '[Planning Basics](http://www.oeapng.info)' and '[Checklists](http://www.oeapng.info)' in National Guidance <http://www.oeapng.info>^[11]_{SEP}

Staff Competence

We recognise that staff competence is one of the most important factors in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Deputy Head (Co-curricular & Logistics) will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Refer to: '[Assessment of Competence](http://www.oeapng.info)' in National Guidance www.oeapng.info

Staffing and Supervision

On all visits there must be an 'effective level of supervision' that has been approved by the EVC and Deputy Head (Co-curricular & Logistics).

The visit leader, EVC and Deputy Head (Co-curricular & Logistics) must make a professional judgement regarding the number and suitability of staffing on an individual visit basis, after consideration of the following factors:

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

A visit must not go ahead where either the visit leader, EVC, or Deputy Head (Co-curricular & Logistics) is not satisfied that an appropriate level of supervision exists.

Visit leaders, EVCs and Deputy Head (Co-curricular & Logistics)s often find it helpful to have 'a starting point for consideration'. Where departure from the starting point results in fewer staff, the justification should be recorded as a note on EVOLVE.

See '[Underpinning Framework](http://www.oeapng.info)' on National Guidance www.oeapng.info

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

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

Vetting and Disclosure and Barring (DBS) Checks

Staff and volunteers who work *frequently* or *intensively* with, or have regular access to young people or vulnerable adults, must undergo an enhanced DBS check with barred list check as part of their recruitment process. For the purpose of this guidance:

- '*frequently*' is defined as 'once a week or more'.
- '*intensively*' is defined as 'four or more days in a month, or overnight'.

Refer to: '[Vetting and DBS Checks](http://www.oeapng.info)' in National Guidance www.oeapng.info

Direct, Indirect and Remote Supervision

Young people must be supervised throughout all visits, even though they may be unaccompanied at times.

Direct supervision is where a member of staff is with a young person / group.

Indirect supervision is where young people are unaccompanied by a member of staff, but where there is a member of staff in the vicinity, for example as might occur in a museum or shopping centre, or 'down-time' at an activity centre.

Remote supervision is where young people are unaccompanied by a member of staff, and the supervising member of staff is not necessarily in the immediate vicinity, for example as might occur during D of E expeditions, or a Sixth Form unaccompanied visit to university open day.

Indirect and Remotely supervised activities can bring valuable educational benefits, and the progression from dependence to independence is to be encouraged. Such activities develop essential lifelong skills, including managing risk, self-sufficiency, interaction with the public and social skills, decision making, etc.

The decision to allow indirect or remote supervision should be based on professional judgement taking into account such factors as:

- prior knowledge of the individuals (including their maturity and levels of responsibility);
- venue and conditions;
- the activity taking place;
- preparatory training;
- the competence of the supervising staff;
- the emergency systems in place. When recording a **remotely** supervised visit on EVOLVE, there must still be a named visit leader. This will be the member of staff that has made a professional judgement regarding the level of responsibility and maturity of the participants, and decided that in their opinion it is reasonable for them to be undertaking the specific activity unaccompanied by an adult. A 'Note' should be added to EVOLVE specifying that remote supervision applies.

Refer to the following documents in National Guidance www.oeapng.info

['Ratios and Effective Supervision'](#)

['Group Management and Supervision'](#)

['Vetting and DBS Checks'](#)

First Aid

For all visits there should be a responsible adult with a good working knowledge of first aid appropriate to the environment (eg. urban, remote, water, etc).

General 'life experience', or a 3 hour non-assessed 'Basic Skills' course is suitable for routine urban visits. However the nature of the visit may indicate that a higher level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed.

Based on the nature of the particular visit, the EVC (or visit leader) should make a professional judgement regarding the level of first aid required.

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

Refer to: ['First Aid'](#) in National Guidance www.oeapng.info

Alcohol

Pupils of any age are not allowed to consume any alcohol.

Alcohol consumption by staff should be discussed and agreed in advance, taking into account:

- the law;
- the negative effect of alcohol on the ability of leaders or helpers to carry out their responsibilities;
- the need for a sufficient number of alcohol-free leaders to provide effective supervision or to drive, including in an emergency;
- the time taken after drinking for someone to be free of the effects of alcohol;

As alcohol affects judgement and decision-making ability, participants should always be supervised by alcohol-free leaders. This includes overnight during a residential. So, if leaders are to drink alcohol:

- there should be sufficient leaders to allow some to be 'off duty' without adversely affecting supervision levels or the ability to deal with an emergency, including the possible need to drive;
- those who do drink should do so in moderation (and a maximum of 2 drinks) and be fit to return to duty at the appropriate time (note that the body will take up to three hours to process the alcohol in one large glass of wine or a pint of strong beer);
- the duty rota should not unfairly penalise any leaders who choose not to drink.

When travelling overseas, all leaders and participants should be aware of local laws and customs relating to alcohol. Local laws should always be followed where they are more restrictive than the laws of the UK or the agreed visit rules.

Overseas Visits

For all 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, corruption, political stability, local financial information, alcohol & drugs.
- b) Accommodation: checked for suitability, security, safety precautions and emergency evacuation.
- c) Transport systems have been assessed as safe for use.

The visit leader should consider the relevant country information from the Foreign and Commonwealth Office website: www.fco.gov.uk (from the home page select 'Travel Advice'). All relevant FCO information should be circulated amongst the staff team.

For exchange visits:

- St John's has adopted the Outdoor Education Advisers' Panel guidance document: *Young People's Exchange Visits*.
- Refer to the British Council (Learning) www.britishcouncil.org

For Overseas Expeditions see relevant sections.

Refer to: '[Overseas Visits](#)' in National Guidance www.oeapng.info

Mobile Phones

Carrying mobile phones on trips can help to ensure safety for all members of the School, however it is important that the following guidance is adhered to:

The trip leader should carry the trip mobile phone for use in contacting other staff members, SLT or the emergency services. The trip phone should be switched on at all times and not on silent, unless that is required by the location, e.g. theatre performance. All pupils should be given the trip mobile phone number which will be listed on the emergency cards.

For residential trips, the trip mobile phone which is listed on the emergency cards should be switched on 24x7 and given to the member of staff on duty each night. It is the trip leader's responsibility to ensure the phone is charged at all times.

Only the trip mobile phone can be used to take photographs or videos of pupils on the trip and these should then be passed to the Marketing Department who will upload to Social Media before deleting all photographs or videos from the trip phone. If a trip mobile phone is not available and a personal mobile is used, the images should be given to the Marketing Department on returning to School and deleted from the personal device (reporting to the Director of Safeguarding to confirm this has taken place). Staff should refer to section 17 of the Staff Code of Conduct for essential guidance on taking photographs and videos involving pupils.

The trip leader may ask other trip staff to provide them with their mobile phone number for the duration of the trip so that they can be contacted in case of emergency. The trip leader undertakes to ensure that these numbers are not held on any mobile device or in any written form after the end of the trip.

It is advised that if staff need to contact anyone during the trip they do so by pre-dialling 141 (some mobile providers use a different prefix – staff are advised to check this with their provider) before the number so that their own number remains protected.

In the event of an incident the trip leader will advise staff and pupils not to post any details on social media. The trip leader will liaise with SLT to take advice with respect to communications with parents and advise staff and pupils.

Staff or pupils who take personal mobile phones on trips do so at their own risk and the school accepts no responsibility if they are lost, damaged or stolen.

Weather, Clothing & Survival

Where appropriate, the leader must obtain and act upon recent weather forecasts and local advice.

Participants should be adequately clothed appropriate to:

- The time of year, prevailing weather conditions, altitude and exposure to elements;
- Likely changes in weather;
- The experience and strength of the party;
- The nature of the visit and environment. When venturing away from immediate help, leaders should consider the need for:
 - Comfort, insulation and shelter for a casualty;
 - Comfort, insulation and shelter for the whole group;
 - Provision of emergency food and drink;
 - Torch;
 - Possible need of signaling equipment and/or mobile phone (NB. Mobile phones may not work in remote areas); It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (e.g. Plan B) to suit changed or changing circumstances - for example: over-busy lunch area, rain, rising water levels, etc.

Definition of an 'adventurous activity'

The following activities are regarded as 'adventurous' and require Adviser comment:

- All activities in 'open country' (see below)
- Swimming (all forms, excluding publicly lifeguarded pools)
- Camping
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing / Wakeboarding
- Snorkel and aqualung activities
- Hill walking and Mountaineering
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coastering/coastal scrambling/sea level traversing
- Underground exploration
- Shooting / archery / paintballing
- Snowsports (skiing, snowboarding, and related activities), including dry slope
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- Off road cycling
- 'Extreme' sports
- Other activities (e.g. initiative exercises) involving skills inherent in any of the above

For the purposes of Adviser comment, the following activities are not regarded as adventurous and therefore do not require comment. However, these activities must be supervised by a member of staff who has previous relevant experience and who in the opinion of the EVC and Deputy Head (Co-curricular & Logistics) is competent to supervise the activity:

- Walking in parks or on non-remote country paths
- Field studies - unless in the environments stated in 'open country'
- Swimming in publicly lifeguarded pools
- Theme parks

- Tourist attractions
- Pedal go-karts
- Ice skating (rink)
- Farm visits
- Local traffic survey
- Museum, library, etc.
- Physical Education and sports fixtures (other than the above)
- Water-margin activities

Please contact the EV Co-ordinator who will contact the Outdoor Advisor if there is uncertainty over whether a particular activity requires Adviser comment.

Adventurous Activities

This section is applicable to all adventurous activities except the following, for which separate guidance applies:

- Water-based activities
- Open country activities
- Snowsports
- Overseas expeditions

The responsibility for the safety of participants in an adventurous activity will rest with either:

- a) **An external provider** - The provider must hold an [LOtC Quality Badge](#) or complete a [Provider Form](#) Note: If a Provider holds an *AALA licence* (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.

Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

or

- b) **A member of your establishment's staff** - This person must be specifically approved by the Deputy Head (Co-curricular & Logistics) / Outdoor Adviser to lead the activity, via EVOLVE.

Open-country activities

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

For the purposes of this policy, 'open-country' is normally defined as land above 300m, or more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate.

Open-country activities are regarded as 'adventurous' and therefore these visits require Adviser comment and Deputy Head (Co-curricular & Logistics) approval.

The responsibility for the safety of participants in an adventurous activity will rest with either:

- a) **An external provider** - The provider must hold an *LOtC Quality Badge* or complete a *Provider Form* Note: If a Provider holds an *AALA licence* (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required. Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

or

- b) **A member of your establishment's staff** - see below

The following minimum levels of technical competence apply where a member of the establishment's own staff intends to lead an open-country activity:

- For leaders of walking groups outside the UK or Ireland, please contact the Adviser for further guidance.
- For leaders of walking groups in mountainous terrain within the UK and Ireland - Mountain Leader Award (Summer or Winter as appropriate) www.mltuk.org **or** - A written statement of competence by an appropriate technical adviser
- 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. - Walking Group Leader Award www.mltuk.org **or** - A written statement of competence by an appropriate technical adviser.
- 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:
 - Countryside Leader Award. See www.countrysideleaderaward.org
 - Sports Leaders UK Level 3 Award in Basic Expedition Leadership (BEL).
 - Completion of a suitable 'Leader Training' Course.
 - A written statement of competence by an appropriate technical adviser
 - Evidence of recent, relevant experience, appropriately corroborated.
 - An assessment of competence (written or implied) by the Head of Establishment.

Snowsports

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

Snowsports (e.g. skiing and snowboarding) are regarded as adventurous activities, and the visit therefore requires Adviser comment.

The following courses are recommended for all staff involved in organising or accompanying snowsports visits (but not instructing, leading or supervising on snow):

- Snowsport Visits Training Course (SVT) administered by EVOLVE Advice <http://www.evolveadvice.co.uk/svt>
- Snowsport Course Organiser Award (SCO) administered by Snowsport England www.snowsportengland.org.uk

In addition, the visit leader should ideally have previous experience of accompanying snowsports visits.

Young people may only participate in snowsports when under the direction of an appropriately qualified and competent person. This would normally be an instructor employed by the local snowsports school. Establishments should therefore consider the merits of fully instructed lessons of 4/5 hours duration per day.

A member of staff intending to lead skiing or snowboarding (i.e. not using a ski school instructor) must be qualified as below and have been approved by the Outdoor Adviser via EVOLVE

Skiing: The minimum qualification to lead skiing on snow is:

- The Alpine Ski Course Leader Award (ASCL) www.snowsportengland.org.uk **or**
- The Alpine Ski Leader Award (ASL) www.snowsportscotland.org **or**
- A statement of competence by an appropriate 'technical adviser' -

The minimum qualification to lead snowboarding on snow is:

- The Snowboard Leader Award (SBL) administered www.snowsportscotland.org **or**
- A statement of competence by an appropriate 'technical adviser' -

See EVOLVE Resources for the current good practice guidance on helmets for snowsport activities.

Pupils may only take part in off-piste activities if:

- a) under the direction of a suitably qualified local instructor, AND
- b) they will remain within the designated controlled areas, AND
- c) off-piste activities are specifically included within the visit insurance policy, AND
- d) a NOTE is added to EVOLVE in advance of the visit, confirming that the above criteria are/will be complied with.

Refer to '[Snowsport visits](http://www.oeapng.info)' in National Guidance www.oeapng.info

Overseas Expeditions

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

There are stringent requirements on Overseas Expedition providers, and visit leaders may therefore need to allow up to 18 months for Adviser comment to be granted. A 'Note' (for the attention of the Outdoor Advisor) should be added to the EVOLVE Visit Form as soon as possible during the planning stages.

Overseas Expeditions will only be approved if the provider either:

- a) Holds an LOTC Quality Badge www.lotcqualitybadge.org.uk

or

- b) Provides a statement of compliance with *Guidance for Overseas Expeditions, Edition 4*

For providers that do not hold an LOTC Quality Badge, 'Guidance for Overseas Expeditions, Edition 4' should be referred to when the proposal is initiated. This document contains information for both visit leaders and providers, and includes a checklist of vital aspects that **must** be considered prior to the establishment making a commitment with an external provider. Overseas expedition providers are required to comply with the minimum standards specified in this document.

When planning an expedition and selecting a provider, visit leaders should particularly consider the educational aims of the venture, that appropriate progression takes place, and that the requirements relating to 'Best Value' are met.

Refer to: '[Overseas Expeditions](http://www.oeapng.info)' in National Guidance www.oeapng.info

Approval of staff to lead an adventurous activity PROCEDURE FOR OBTAINING APPROVAL

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

The visit leader should complete the Visit Form on EVOLVE as usual. During this process EVOLVE will ask for an Activity Leader Form (ALF) to be completed, which will request further details regarding the proposed venture (e.g. dates, venues, numbers, etc.). The ALF will then be embedded within the Visit Form for that particular visit.

On receipt of a Visit Form (and embedded ALF), the Adviser will view the proposed activity in the context of the leader's competencies and qualifications.

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

CRITERIA FOR APPROVAL

Approval will normally be given where the leader of the activity has recent relevant experience, and:

- is appropriately qualified through the relevant National Governing Body, **or**
- has a 'Statement of Competence' from an appropriate 'technical adviser' – see below.

For most activities the competence required of a technical adviser is stipulated by the activity's National Governing Body. For further clarification regarding a technical adviser 'Statement of Competence' please contact the Adviser.

In some cases approval may be granted where no qualification is held, but the person concerned is deemed by the Adviser to have a sufficient level of competence in addition to recent relevant experience.

In cases where no National Governing Body exists, the Adviser will make a decision based on factors which may include: technical advice, the leader's stated competence, observed competence, past experience, and attendance at training courses.

Approval will always be subject to a requirement that the leader must act at all times within the remit of his/her qualifications, and in accordance with National Governing Body Guidelines where these exist. Approval may also be subject to other conditions which will be specified by the Adviser on the Visit Form.

Where there is insufficient information for the Adviser to make a decision regarding approval, then the applicant may be asked to provide further information (e.g. evidence of awards, experience, and log book details, etc.). In some cases a meeting with the applicant may be requested by the Adviser.

Approval to lead an adventurous activity is specific to the technical aspects of the adventurous activity detailed. It is not an indication in respect of other aspects of the visit such as general management and supervision skills, the assessment of which may be the responsibility of Deputy Head (Co-curricular & Logistics) and/or EVC.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see [Appendix 2](#)). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

Refer to: '[Critical incident management](#)' in National Guidance www.oeapng.info

Refer to: '[Emergency planning establishment](#)' in National Guidance www.oeapng.info

Refer to: '[Emergency procedures for visit leaders](#)' in National Guidance www.oeapng.info

Educational Visits Checklist

St John's School's [Educational Visits Checklist](#) forms part of the risk management process for visits and off-site activities, and may be downloaded from EVOLVE Resources. A visit should only go ahead if the answer to all relevant questions is 'YES'. This can be completed and attached to EVOLVE or used as an aide-mémoire

Parental / Carer Consent

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time.

Specific, (i.e. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via EVOLVE, letters, meetings, etc.), so that consent is given on a 'fully informed' basis.

Refer to: '[Parental Consent](#)' in National Guidance www.oeapng.info

Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. The School is required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

Refer to: '[Inclusion](#)' in National Guidance www.oeapng.info

Disability, health and special educational needs

The School will make every effort to ensure that the range of trips and visits available to pupils cater for and are accessible to all, irrespective of disability, special educational or health/medical needs.

Where there are doubts over the inclusion of a pupil on the grounds of disability, health, SEN or other characteristics, the School will assess risks and consult with the pupil and parents.

If despite making reasonable adjustments there remains a significant, unmanageable and unacceptable risk to the health and safety of pupils or anyone else on the visit, it may be reasonable to exclude a pupil from the visit on those grounds. A record should be maintained by the School of the reasons for the exclusion of that pupil from the visit.

Charging / funding for visits

The cost of all visits must be budgeted for within the School's annual budget process or covered by a supplemental charge to parents. Payments may be broken down into installments which should aim to match the School's financial outlay leading up to the trip, but in all cases the final installment must be paid prior to the visit. In general, payment from parents must be received in full prior to each visit. Online parental consent must be obtained in advance of all trips. The School reserves the right to prevent a pupil from taking part in an educational visit while overdue fees remain unpaid.

All payments will be managed through EvolvePay once the Finance Department has confirmed the payment plan.

Transport

It is expected that all transport is of an equal standard to that expected in the United Kingdom when pupils undertake a trip/visit using either public transport and/or private hire. Where this is not the case, parents must be informed before they consent to the trip/visit. It must not be assumed that the legal requirements in another country are the same as those in the United Kingdom.

Where it is deemed appropriate that pupils use their own cars and/or lift share parental permission must be sought both for the driver and any passengers. The trip leader is expected to consult the EVC. Where a third party is used to provide transport the same factors should be considered. Similarly, where standards of transport such as safety (e.g. seat belts) do not meet those demanded in the UK, parents must be informed in advance.

Independent Travel Arrangements for pupils on trips

Please note below the requirements for pupils travelling independently on both outward and return journeys to ensure the appropriate care and safety of pupils, while understanding that some pupils may wish to leave a trip outside the general return to school arrangements.

Lower Third – Upper Fifth

- Outbound and return journey for trips (by train or coach) – All pupils are required to travel with School staff, departing from St John's, on all trips and are not allowed to join or leave the trips at home stations, or make their own way home from venues.

- Parents or a named adult will be allowed to collect from venues if the consent form is completed on Evolve (using the "Booking Invitation" email or logging into MyEvolve on My School Portal)
- Siblings are welcome to leave the venue with Sixth Form pupils in a pre-booked taxi if there is parental permission and consent, and this is required due to exceptional circumstances. A pre-booked taxi would only be for sibling groups and not friendship groups. Please note the taxi must be booked for a time before staff are due to leave the venue to ensure staff can supervise pupils into the taxi. Pupils are the parents responsibility for the taxi journey. Pre-booked taxi's may not be an option when a trip involves larger numbers.

Sixth Form

- Outbound journey for trips (by train or coach) – All pupils are required to travel with School staff, departing from St John's, on all trips and are not allowed to join the trips at home stations, or make their own way to the venue.
- Return journey for trips (by train) – Pupils will be allowed to leave the train at their home station, with consent from parents using the Evolve trip form whereby the home stations are identified. Please note that staff will only be able to supervise those who are accompanying them back on the School site. Parents will be required to take responsibility for the pupils once they have left the supervision of the staff.
- Return journey for trips (by coach) – Pupils will be permitted to make their own way home from the venue but will be required to de-register with the trip leader at which point, parents will resume responsibility.
- Pupils can leave a venue in a taxi pre-booked by parents. Please note the taxi must be booked for a time before staff are due to leave the venue to ensure staff can supervise pupils into the taxi. Pupils are the parents responsibility for the taxi journey. Pre-booked taxi's may not be an option when a trip involves larger numbers.

If the pupil has parental consent and leaves the supervision of staff for their return journey they need to de-register first, at which point the parents will resume responsibility.

Refer to: '[Transport general considerations](http://www.oeapng.info)' in National Guidance www.oeapng.info

Private Cars

Teachers and others who drive pupils in their own car must ensure their passengers' safety, that the vehicle is roadworthy, and that they have appropriate license and insurance cover for carrying the pupils. **Approval must be given by the Deputy Head (Co-curricular & Logistics) and the Designated Safeguarding Lead. Staff should check the Staff Conduct Policy rules on driving pupils in their own car.** Volunteers should be carefully vetted by the School before they are permitted to drive pupils in their car. The driver is responsible for making sure that pupils have a seat belt and use it at all times. Vehicles without seat belts should not be used. Visit Leaders who wish to use parents, volunteers or other pupils to help transport pupils in their own cars, must ensure that they are aware of their legal responsibility for the safety of the pupils in their cars. Parents' agreement should be sought for their pupils to be carried in other parents' cars. It is advisable that parents or staff driving pupils are not put in a position where they are alone with a pupil. The trip leader should arrange a central dropping point for all pupils rather than individual home drops.

Refer to: '[Transport in private cars](http://www.oeapng.info)' in National Guidance www.oeapng.info

Insurance

Refer to: '[Insurance](http://www.oeapng.info)' in National Guidance www.oeapng.info

General

The School insurance policy covers most educational visits. Advice on what is covered should be sought from the Finance Director. Additional arrangements may be necessary to obtain insurance cover for activities abroad and activities of a potentially hazardous nature. The trip leader should also ascertain the details of the insurance held by any tour operator being used. Additional cover may also be necessary for participants with medical conditions. The trip leader should check this with the insurance company via the Finance Director before departure. The trip leader should write to the

parents to tell them which responsibilities the School accepts and the scope of any insurance cover the School is to arrange. It is advisable to make copies of the insurance schedule available to parents as early as possible in the booking process.

Cancellations

Some parents may cancel their pupil's place in the visit. The trip leader should forward any cancellations to the EV Co-ordinator and Finance Director as soon as possible, in writing, if a replacement is not available. Delay in notification may incur cancellation charges.

Transport

When hiring coaches etc. the Visit Leader should contact the School Transport Manager to check that the company used has appropriate insurance. When using School/private vehicles, the Visit Leader should check that the insurance policy is appropriate to the journey. Taking the School minibus abroad will require permission of the Deputy Head (Co-curricular & Logistics) and may require extra insurance. It may also require specific training or qualifications. It is the Visit Leader's responsibility to check this. The Visit Leader should also check that the teacher driving the School minibus abroad is appropriately insured and that their driving licence is valid for the countries to be visited or passed through en route. Teachers, other adults or pupils using their own cars to carry pupils on visits should ensure that their vehicle is properly licensed and that the insurance covers its use on School business.

Swimming

All swimming activities and venues must be included within the visit plan, and lifeguarding arrangements checked in advance. This is particularly important in respect of visits abroad, where for example, a hotel pool may be available.

Young people must be supervised by a competent adult at all times whilst undertaking swimming activities.

The following criteria apply:

Swimming pools (lifeguarded)

- UK Swimming Pool safety is guided by various Health and Safety at Work Acts and Regulations. Pool operators have a duty to take all reasonable and practicable measures to ensure that teaching and coaching activities are conducted safely.
- For publicly lifeguarded pools abroad, the establishment's staff must seek assurances that appropriate lifeguard cover is in place prior to participants entering the water. Unless suitably qualified, the establishment's 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.
- For swimming lessons, the visit leader should ensure the swimming teacher in charge or other pool employees/responsible adults supervising the participants are qualified according to current guidelines.

Refer to: '[Swimming in a Swimming Pool](http://www.oeapng.info)' in National Guidance www.oeapng.info

Hotel (and other) swimming pools

The Visit Leader should check the lifeguarding position in advance.

If lifeguarding arrangements are not provided at the pool then the Visit Leader will bear the full responsibility for ensuring swimming safety, and approval to lead the activity will be required via EVOLVE.

The following awards/qualifications apply:

For free swimming activity

- A valid RLSS UK National Pool Lifeguard Qualification (NPLQ), 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 (NRASTAC) or equivalent - see www.lifesavers.org.uk or ▴ A valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement.

- see www.lifesavers.org.uk

The role of the lifeguard is:

- To directly supervise 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 (e.g. no diving, running, etc.).
- To communicate effectively with pool users.
- To anticipate problems and prevent accidents.
- To intervene to prevent behaviour which is unsafe.
- To carry out a rescue from the water.
- To give immediate first aid to any casualty.

The above must be accomplished in the context of the normal operating procedures and the emergency plan for the pool, which should be considered before swimming takes place. Full familiarisation of the systems described should be walked through at the pool. Staff must be aware of the procedures in the event of an emergency, and who at the venue will provide back up. Staff should also know if they have exclusive use of the pool, as other pool users may increase the supervision role of your lifeguard. If a young person holds an appropriate qualification then their role should be emergency lifeguard action, and supervision should remain the responsibility of the establishment's staff.

Refer to: '[Swimming in a Swimming Pool](#)' in National Guidance www.oeapng.info

Open water swimming (i.e. not in a swimming pool and not a 'water-margin' activity) Particular consideration should be given to the following factors:

- Unknown locations and hazards, especially overseas.
- Changing environmental conditions.
- Supervisor complacency.
- Adherence to local advice.
- Preparation and knowledge of young people, i.e. is it a planned activity?

The designated lifeguard must be dedicated exclusively to the group, and the location used must fall within the RNLI/RLSS definition of a 'safer bathing area'. Local advice must always be sought.

For free swimming activity

- A valid National Beach Lifeguard Qualification (NBLQ) or equivalent in the country visited, see www.lifesavers.org.uk Note: this is for beach/sea only, not inland water.

or For structured or programmed activity

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

- A valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement. (available from 2013) see www.lifesavers.org.uk

Refer to '[Natural Water Bathing](#)' in National Guidance www.oeapng.info

Water-Margin Activities

This section applies to:

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

* 'gentle' means hardly moving at all. 'shallow' typically means up to the knees of the participants.

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

At the outset the leader must decide whether the activity:

a) Falls **within** the definition in bold above - in which case the below guidance applies,

or

b) **Exceeds** the definition in bold above - in which case this is a water-based adventurous activity and the below section 'Water-based Activities' applies.

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

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

The leader must have previous relevant experience, and must have been assessed as competent to lead the activity by the EVC and/or Deputy Head (Co-curricular & Logistics).

Refer to '[Natural Water Bathing](#)' in National Guidance www.oeapng.info

Water-Based Activities

For clarification between water-margin and water-based activities see above section

St John's School acknowledges the immense educational benefits that water-based activities can potentially bring to young people, and fully supports and encourages water-based activities that are correctly planned, managed, and conducted.

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

The following are not regarded as adventurous activities for the purposes of approval:

- Swimming in publicly lifeguarded pools
- Water-margin activities
- Commercial craft, tourist boat trips, and similar activities for which young people would not normally wear personal buoyancy. With the exception of the above, all other forms of water-based activities are regarded as adventurous activities, and as such require the appropriate

approval. The responsibility for the safety of participants in an adventurous activity will rest with either:

- a) **An external provider** - The provider must hold an *LOtC Quality Badge* or complete a [Provider Form](#)

Note: If a Provider holds an *AALA licence* (and/or any other accreditation) but not an *LOtC Quality Badge*, then a *Provider Form* is still required. Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

or

- b) **A member of your establishment's staff** - This person must be specifically approved by the EVC to lead the activity, via EVOLVE.

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 consideration of all factors, including the activity itself and supervision arrangements. The level of water confidence of all participants must be known by the activity leader prior to the commencement of water-based activities.

Leaders should have knowledge of the water conditions/hazards (and potential changes) that might be encountered, and prepare accordingly. Local advice must be sought where appropriate, e.g. coastguard, harbour master, other site users, etc.

Personal buoyancy conforming to the appropriate National Governing Body must be worn at all times by all participants in water based activities, except, at the discretion of the activity leader, where the activity:

- a) takes place in a swimming pool, **or**
- b) is 'swimming', **or**
- c) is an activity for which personal buoyancy would not normally be worn by young people.

Using an External Provider

An 'External Provider' is defined as where there is an element of instruction, staffing, or guiding, for example:

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

For the purposes of this policy, an External Provider is NOT a: - Youth Hostel (where accommodation only is used) - Hotel, B&B, etc - Campsite

- Museums, galleries, etc - Tourist attractions - Theme Parks - Farms

- Coach, Train, or Airline company - Swimming Pool - Climbing Wall where instruction is provided by a member of St John's School staff with an approved Activity Leader Form (ALF) - 'Volunteer' instructor of adventurous activities (see below)

The decision about the use of an external provider is the responsibility of the visit leader, EVC, and Deputy Head (Co-curricular & Logistics). The Adviser does not 'approve' external providers or tour operators.

Visit Leaders should consider the requirements under 'best value' when selecting an external provider.

To confirm that all aspects of the operation of the provider are satisfactory, the Visit Leader must ensure that either:

a) The Provider holds an LOfC Quality Badge www.lotcqualitybadge.org.uk or www.kaddi.com

or

b) A 'Provider Form' has been satisfactorily completed by the provider Note: If a Provider holds an AALA licence (and/or any other accreditation) but not an LOfC Quality Badge, then a Provider Form is still required.

Note: EVOLVE will automatically identify providers that hold an LOfC Quality Badge, via the search tool Kaddi www.kaddi.com

For Providers that hold an LOfC Quality Badge www.lotcqualitybadge.org.uk or www.kaddi.com No further action is necessary, other than to check the suitability of the provider/venue in relation to the intended aims or learning outcomes for the particular group.

For Providers that do not hold an LOfC Quality Badge or www.kaddi.com

PROCEDURE

www.lotcqualitybadge.org.uk

- Download a [Provider Form](#) from EVOLVE.
- Complete the top section.
- Send Provider Form to the provider (email, fax, post). - On its return check that it has been satisfactorily completed.
- Upload the Provider Form to Evolve together with all other relevant documentation.

Important: If the Provider has made any alterations to the wording of the Provider Form or is unable to comply, then you must discuss this with the Provider, and if necessary seek advice from the EVC / Adviser prior to making a commitment with the Provider.

The Provider Form 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.

The satisfactory completion of a Provider Form does not necessarily signify that the service on offer will be appropriate for the young people from your establishment. A pre-visit and recommendation from previous users will help you decide on its suitability.

In some instances, for example where a visit leader 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 'Approval of staff to lead and adventurous activity' may be appropriate.

The above procedure is **not** sufficient for Overseas Expeditions (i.e. those which typically take place in remote areas of the world and/or in developing countries), for which separate arrangements are applicable and **must** be complied with, see 'Overseas Expeditions.'

Appendix 1 – School Learning Area

General

Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- do not require parental consent although this is still advisable to keep parents informed and is a function within the Local Area Visit module
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- take place during the school day
- should be recorded on EVOLVE if regular, e.g. swimming lessons
- should be recorded on EVOLVE using the "Local Area Visit" module.

Boundaries

The boundaries of the School Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues: *e.g.*

- The new playing fields (over the M25 foot bridge on Barnett Wood Lane)
- Senior playing fields
- Astroturf
- Swimming pool and sports hall
- Cross country field
- Leatherhead town centre
- Leatherhead leisure centre
- The Church Hall
- The Local Area Visit module on Evolve may be used if staff are visiting another local school (less than 30 minutes away) to take part in non-adventurous activities, e.g. debating competitions; and travelling by school minibus.

Operating Procedure for School Learning Area

The following are potentially significant issues/hazards within our School Learning Area:

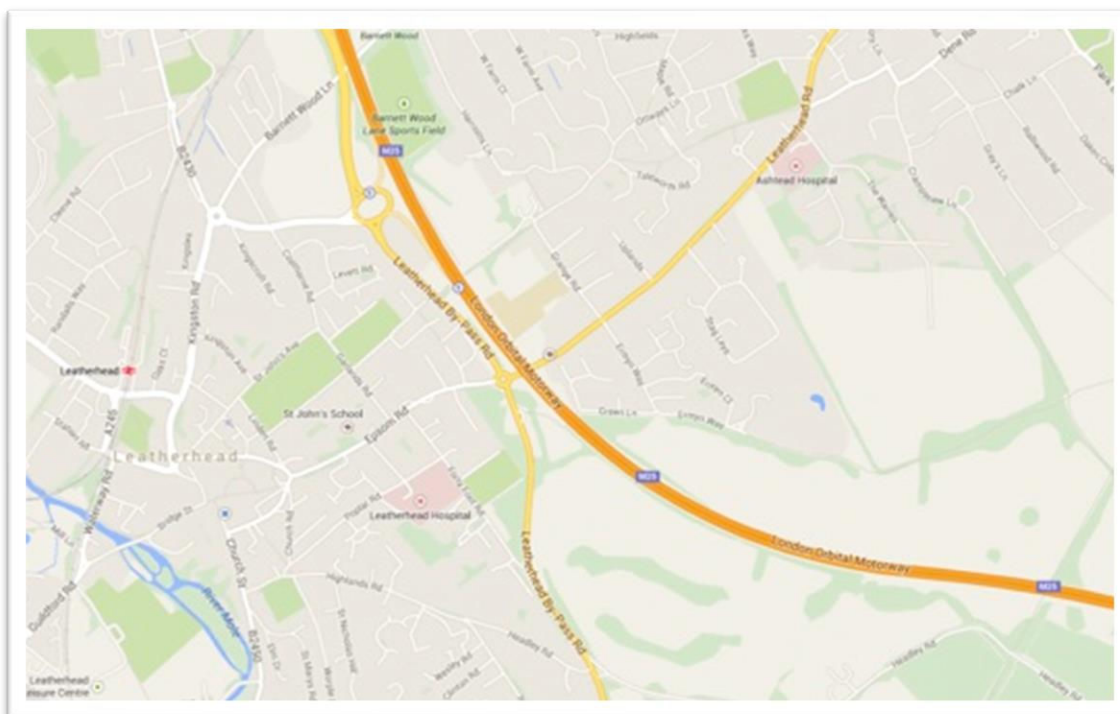
- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

Staff will add the trip to Evolve using the Local Area Visit module which includes date, time, pupil and staff names and location

- EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the 'School Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.
- Appropriate staff/pupil supervision is in place and adhered to
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the School Learning Area is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.

- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will update EVOLVE with a list of all pupils and staff, a proposed route, and an estimated time of return.
- A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)



Appendix 2 – Emergency Procedure

Please also refer to the School Incident Management Plan, available on SharePoint.

The School's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the Head or the Deputy Head (Co-curricular & Logistics) in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the School Learning Area, the visit leader will carry either:
 - a) An Emergency 'Card' (see EVOLVE Resources), or
 - b) An OEAP National Guidance Emergency action card

This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.