



RICKMANSWORTH SCHOOL

POLICY FOR OFFSITE VISITS AND LEARNING OUTSIDE THE CLASSROOM

Version:	2
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Version Ratified By:	Full Governing Body
Date Version Ratified:	December 2019
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Date this version issued:	December 2019
Last Review Date:	February 2018
Next Review Date:	December 2022
Target Audience:	Governors, Staff, Parents
To Be Published on The Website	Yes

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OVERVIEW

Purpose

The Staff and Governors of Rickmansworth School (referred to as the Establishment) acknowledge the immense value of off-site visits and related activities to young people, and fully support and encourage those that are well planned and managed.

This document provides concise and supportive guidance for the planning and management of off-site visits and related activities. It is available electronically on the school's Shared Drive and on 'EVOLVE', along with a number of other supporting documents.

All visits and LOtC activities will be planned in such a way as to ensure that the benefits and intended learning outcomes are clearly identified and understood by the supervising adults beforehand and can form the basis for objective evaluation afterwards.

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

Arrangements and considerations for all visits and LOtC activities will be recorded, either on 'EVOLVE', by means of standard operating procedures using generic risk assessments or the Local Learning Area Procedure for low risk trips as deemed most appropriate by the Headteacher and/or EVC in order to minimise the associated bureaucracy.

A reference copy of this document is kept on the shared drive and it will be brought to the attention of all members of staff.

Review Process

This document will be reviewed in accordance with our policy review process on a three-yearly basis or on the introduction of new or amended relevant legislation. .

Tony Walker
CHAIR OF GOVERNORS

Matthew Fletcher
HEADTEACHER

Scope and Remit

It is a legal expectation that employees must work within the requirements their employer's guidance. This policy relates to Hertfordshire's "Guidance for the Management of LOtC and Offsite Visits" and it is the expectation that all staff will follow its requirements

This policy applies to all members of establishment staff, and other adults associated with Rickmansworth School who take responsibility for children and young people participating in learning and recreational activities in environments that are different from where the young people are usually based. It therefore applies when organising and supervising children and young people taking part in off-site activities and visits, as well as when taking part in on-site activities outdoors.

This policy provides the key reference for sound planning for learning and recreational activities that involve taking groups of children and young people away from their usual operational base. It should be implemented when using places such as:

- the establishment's own grounds
- the local environment
- places further afield e.g. visits to local libraries, theatres and museums etc.
- residential venues
- learning ventures abroad

and involves any one of the following:

- direct supervision of young people undertaking experiences beyond the boundary of their normal operational base;
- direct supervision of young people undertaking experiences that fall within the remit of Learning Outside the Classroom (LOtC);
- facilitating experiences for young people undertaking experiences beyond the boundary of their normal operational base;
- deploying staff who will supervise or facilitate experiences of or for young people undertaking experiences beyond the boundary of their normal operational base.

Staff must ensure the young people are supervised in accordance with the contents of this policy, regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

Roles and Responsibilities

Under the Health and Safety at Work Act (1974), health and safety responsibilities lie with the employer. This might be a Local Authority (LA) or Governing Body or a Management Panel. An employer has the legal responsibility to carry out the duties imposed by the Act. However, employers can delegate the tasks necessary to discharge these duties, even though the overall responsibility for health and safety rests with the employer.

In Hertfordshire, the tasks of scrutinising and approving arrangements for Offsite Visits and LOTC activities are delegated to the Headteacher of the school.

Headteacher and Senior Educational Visits Coordinator (EVC)

The Headteacher has chosen to delegate some of the tasks of scrutinising and approving Offsite Visits and LOTC activities to another member of the senior leadership team (SLT) the Senior EVC.

The Head teacher and Senior EVC will ensure that:

- All off-site visits and LOTC activities comply with employer guidance and are notified or submitted for formal approval as required;
- All staff involved are competent to carry out such responsibilities as they may be allocated;
- There is a clearly designated person, either him/her-self or another suitable member of staff, as the EVC and that the designated person meets employer requirements, including undertaking EVC Training as recommended or required by the employer;
- If taking part in the visit or activity as either an Assistant Leader or as a group member, s/he is clear about their role and that they should follow the instructions of the designated Visit Leader (who will have sole charge of the visit);
- Suitable child protection procedures are in place, including vetting at an appropriate level of all voluntary helpers. Where access to the young people is regular or significant, DBS checks must be in place as required;
- S/he is assured that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained and competent to carry out such tasks as they are allocated;
- Sufficient time is assigned for staff to organise visits properly;
- A culture of apprenticeship /succession planning, to ensure sustainable visits and the development of competent visit leaders and EVCs, is supported within the establishment;
- The EVC is supported in ensuring that visits are effectively supervised with an appropriate level of staffing;
- The EVC is supported in ensuring that visit information has been shared with parents and that consent has been sought where necessary;

- Arrangements are made for the medical needs and special educational needs of all the young people and staff;
- Inclusion issues are addressed;
- Suitable transport arrangements are in place and meet any regulatory requirements;
- Insurance arrangements are appropriate;
- Details related to the visit (including person details of both participants and staff) are accessible at all times to a designated 24/7 emergency contact(s) in case of a serious incident;
- That there are contingency plans in place should the visit plan be significantly changed or cancelled (Plan B);
- Arrangements are in place for the governing body to be informed of such visits as are required by the establishment visit policy;
- Staff are aware of the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors, and contractual relationships;
- Establishment visit policy should identify the types of visit that require a preliminary visit;
- Establishment visit policy should formally adopt a set format for recording written risk-benefit assessments. Such risk-benefit assessments should be proportional, suitable, sufficient and based on the 'Principles of Sensible Risk Management'. The adoption of materials made available by employers to reduce bureaucracy is good practice;
- Where the activities or visit involves a third party provider, appropriate assurances have been sought; national schemes e.g. LOtC Quality Badge, AALS licence, Adventuremark, or a clear management Statement of Competence, are recognised in keeping with Hertfordshire's recommendations and make further seeking of provider assurances unnecessary
- All visits are evaluated with regard to best value, teaching and learning, quality experiences, addressing issues raised by any serious incident and to inform the operation of future visits;
- The establishment visit policy includes appropriate emergency procedures in case of a major incident
- The establishment visit policy includes a procedure to ensure that parents are appropriately informed in the event of a serious incident;
- Serious incidents are reported to the employer as required by employer guidance, meeting the requirements of RIDDOR.
- Senior EVC will undertake the Headteacher responsibilities for all Low-Medium Risk trips. The Headteacher will approve all High Risk Trips (residential, overseas, OAA and Water Based).

Educational Visits Coordinator (EVC) and Senior EVC

To help fulfil its health and safety obligations for visits, this establishment has a specifically designated EVC who supports the Head of Establishment and Senior EVC.

The EVC will:

- Be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the establishment. Commonly, but not exclusively, such competence will be identified in a person on the senior management of the establishment. Where the EVC role is attached to an administrative post, or where a post holder is not an experienced visit leader, s/he will receive structured support in the form of regular (twice Termly) supervision meetings from a designated establishment colleague who has that practical experience
 - Attend training, and update training, as required by the local authority (LA).
 - Support the head of establishment in ensuring that competent staff are assigned to lead and accompany visits and with approval and other decisions.
 - Ensure that a policy is in place for offsite visits and LOtC activities, that it is updated as necessary, and is readily available to staff, (e.g. via EVOLVE) and that procedures should aim to minimise bureaucracy, taking full advantage of any national schemes that provide assurances regarding safety and quality of provision.(e.g. there should be no need to seek assurances from adventure activity providers who hold the LOtC Quality Badge, or a current AALS Licence, or Adventuremark).
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- Have an understanding of the Manifesto for LOtC and the supporting rationale
 - Ensure Offsite and LOtC activities meet employer guidance requirements.
 - Ensure the Headteacher, Visit Leaders, assisting staff and voluntary helpers understand that all staff involved in visits require access to training at an appropriate level to ensure that employers' guidance and establishment procedures are properly understood.
 - Ensure Offsite activities must be led by competent leaders and that assistant supervisors are competent to carry out the tasks to which they are assigned.
 - Organise the training of leaders and assistant leaders, including voluntary helpers.
 - Support the Head/Manager with approval and other decisions.
 - Monitor visit planning and arrange for sample monitoring in the field as appropriate.
 - Ensure DBS checks are in place where required.
 - Provide sufficient guidance to visit and activity leaders regarding information for parents and parental consent.
 - Ensure there is a 24/7 emergency contact(s) for each and every visit and that emergency arrangements are in place.
 - Ensure that medical and first aid issues are addressed.

- Ensure that emergency arrangements include emergency contact access to all relevant visit records, including medical and next of kin information for all members of the party and including staff.
- Ensure that visits and LOtC activities are reviewed and evaluated; this process will require the reporting of accidents and incidents.
- Ensure that visit policies and procedures are reviewed on a regular basis and immediately following any serious incident or systems failure.
- Keep up to date via EVC training events and employer information updates.

The Visit/Activity Leader will:

- Have the overall responsibility for supervision and conduct of the visit. S/he must be an employee and not a volunteer.
- Be competent to take on such responsibilities and tasks as may be allocated or required for the duration of the visit/activity and be formally approved to do so.
- Plan and prepare for the visit, taking a lead on risk management. This establishment sees it as good practice to involve all participating staff in the planning and risk management process for any given offsite visit or LOtC activity to ensure wider understanding. It is also seen as good practice to involve young people in these processes wherever appropriate;
- Define the roles and responsibilities of other staff (and young people) to ensure effective supervision, and appoint a deputy wherever possible;
- Ensure that where any accompanying staff includes someone with a close relationship to a member of the group, there are adequate safeguards to ensure that this will not compromise group management;
- Ensure that child protection issues are addressed. e.g. DBS checks;
- Collate, make available and disseminate relevant information to supporting staff, parents and young people as appropriate
- Make sure there is access to first aid at an appropriate level;
- Arrange pre-visit information meetings where appropriate;
- Evaluate all aspects of the visit, both during and after the event via Evolve;
- Ensure that staff and other supervisors have been appropriately briefed on:
 1. the young people making up the group, including age, health characteristics, capabilities, special educational needs, behaviour and any other information that seems relevant in the context of the planned activities.
 2. the nature, location and duration of the activity.
- Ensure the visit is effectively supervised; the overarching duty of care remains with the accompanying establishment staff, even when partial responsibility is shared with a provider. Should the provider run the activity in a way that causes concern, the accompanying staff should consider stopping the activity at the first appropriate moment. Such an intervention

will need to be used with great sensitivity and discretion to ensure that it does not result in young people being put at greater risk;

- Ensure that all staff and any third party providers have access to emergency contact and emergency procedure details.
- Have attended either HCC's 'Visit Leader Awareness' or the OEAP's 'Visit Leader' training.

Member of Governing Body/Management Board

There will be a member of the School's Governing Body or Management Board who is designated as specifically responsible for Offsite Visits and LOtC activities.

This person's role is to "enable and ensure" by acting as a "critical friend/he will ensure that:

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- S/he has a clear understanding of whether the management board or governing body is the direct employer of establishment staff; in which case the body will carry the same responsibilities as those of a Director of Children's Services;
- S/he has an understanding of how outdoor learning supports a wide range of learning outcomes;
- S/he has access to employer guidance as well as establishment policy, and a training package to support it;
- Establishment policy clarifies his/her involvement in the visit approval process. The member of the Governing Body will complete spot checks on Evolve Entries and report any findings to the Senior EVC. The member of the Governing Body will not approve individual trips and visits
- There is an EVC in place that meets with employer requirements;
- There are formal notification and approval procedures in place that meet with employer recommendations and requirements;
- The establishment visit policy supports the principles of inclusion;
- There are monitoring procedures in place.

Competence

Competence is a combination of experience, training/qualifications and common sense.

The competence of the visit leader is the single most important contributory factor in the safety of participants.

Consideration will be given to the following when assessing the competence of a member of staff to lead a visit:

- a) What experience has the leader in leading or accompanying similar or other visits? (check Visit History on 'EVOLVE').
- b) Is the leader competent in planning and managing visits?
- c) What are the leader's reasons for undertaking the visit?
- d) Is the leader an employee at the establishment?
- e) Does the leader have the ability to manage the pastoral welfare of participants?
- f) Does the leader exhibit sound decision making abilities?
- g) What experience has the leader of the participants he/she intends to supervise?
- h) What experience has the leader of the environment and geographical area chosen?
- i) If appropriate, what is the leader's personal level of skill in the activity, and fitness level?
- j) Does the leader possess appropriate qualifications, especially if leading adventurous activities?
- k) Is the leader aware of all relevant guidelines and able to act on these?

This establishment operates a process of apprenticeship and succession for all staff likely to be involved in organising, leading or accompanying offsite visits and LOtC activities.

The establishment undertakes to ensure that all such staff, will undergo an induction process that typically entails Visit Leader Awareness training, either in-house or from the LA's Offsite Visits Adviser, access to (and training where required) the establishment's 'EVOLVE' site and practical experience of accompanying visits and LOtC activities before being tasked with leading a visit for themselves.

Planning

The extent of planning required is related to the complexity of the visit, based on STAGED:

Staffing, Timings, Activity, Group, Environment, Distance.

Risk Assessment

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

Due to the complex nature of off-site visits, conventional 'risk assessment' as a stand-alone tool is not particularly useful and can on occasion be misleading. It is of greater benefit to consider the overall 'risk management' of visits by taking all aspects of visit planning and

management into account. This can be achieved effectively through a combination of the 'EVOLVE' visit form itself, and where appropriate, any event specific notes or attachments.

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

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

Planning that includes adventurous activity commonly involves delivery by an external provider and the provider will have responsibility for risk assessing and managing the activity. As such, the provider's risk assessment is not the concern of the establishment leader, does not need to be requested from the provider, and does not need to be attached to 'EVOLVE'.

Use of generic risk assessments

A selection of generic risk assessments are available in Word format from the Health & Safety pages on the Grid and for use on 'EVOLVE'.

Whilst not exhaustive, the control measures contained within this selection are probably sufficient to cover most eventualities likely to be encountered in the course of most offsite visits and LOtC activities.

Staff are encouraged to compile their own "event-specific" risk assessments which can then be reviewed and re-used as required.

Note: whilst it is not possible to "clone" visits on 'EVOLVE', it is possible to re-use risk assessments and other documents that have been attached to previous visits. Staff should liaise with their EVC about this.

Plan B

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

Where appropriate, all alternative activities should be fully considered and risk assessed beforehand.

Seeking Assurances from Provider / Use of a Provider assessment Form (OV6)

Hertfordshire County Council provides the OV6 'Provider Assessment Form' to help provide an audit trail for arrangements and checks if required.

Many providers have websites and offer information packs which contain the sorts of information asked for on the OV6, including a Safety Management statement, so it may not be necessary to use one.

The OV6 is a generic form, for use for all kinds of provider, so if one is sent to a provider, it should be specified that they only need to complete the parts applicable to them/their services.

Once an OV6 has been received, signed and dated by a manager or person in authority, it is not always necessary to send a new one to the same provider each time you use them. It is sufficient to annotate the existing form already held by the establishment to show the school has checked back with the provider and that there have been no major or significant changes since the form was originally signed; this will not apply if the time interval is not more than 12 months or so.

To reduce bureaucracy for both Visit Leaders and Providers, leaders should take advantage of national schemes that have been established to eliminate the need for questionnaires and forms as advised in LA guidance e.g. LOtC Quality Badge, AALS Licence and 'Adventuremark'.

Holding one of the above is a credible assurance of Health and Safety, and Visit Leaders should seek no further verification and not request the completion of an OV6 Form. The LOtC Quality Badge also covers learning quality.

Visit Leaders should not ask for copies of risk assessment documentation but may seek assurance of a provider's competence to deliver their activities safely by means of a Safety Management statement if this is not already provided.

National Institutions and Public Buildings: - by their very nature these venues and providers are extremely unlikely not to conform to current Health & Safety legislation so it should not be necessary to require them to complete an OV6 or send out copies of their risk assessment documents.

HCC Providers and Establishments: - OV6 forms are not required from HCC-run providers such as Cuffley Camp, Herts Young Mariners Base, Hudnall Park or The Old Coach House in Snowdonia.

Preliminary Visits

Wherever reasonably possible, it is good practice for the Visit Leader to make a preliminary visit to a venue or provider beforehand in order for them to familiarise themselves with the layout and surroundings, and any site-specific procedures or issues which may have an impact on the visit or members of the group.

Within the UK, highest priority for preliminary visits will be where no serving member of staff from the establishment has visited before, then when the Visit Leader has no experience of the venue/activity.

For overseas visits, advantage should be taken of any offers by tour operators for “leaders’ orientation”-type visits.

Participants

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

Outcomes

Clarity regarding the intended outcomes of the visit will help to ensure that the potential benefits can be achieved. Up to four ‘intended’ outcomes may be recorded on ‘EVOLVE’ during the planning process, for subsequent evaluation.

Work that takes place outside the classroom can provide a very powerful means of developing learning in all curriculum areas, and raise attainment. Experiential learning can also provide opportunities for development in other areas, including:

- Relationships
- Emotional & spiritual
- Cross curricular
- Individual
- Teamwork
- Environmental

Preparatory work should take place in advance of the visit where appropriate. This, in conjunction with activity that will take place during the visit, should feed into any follow-up work.

'[High Quality Outdoor Education](#)' can be used as a tool by visit leaders to assist in both identifying outcomes and in the evaluation of the learning taking place.

Staffing and Supervision

The LA requires establishments to ensure there is an appropriate level of supervision at all times for all visits and that such supervision is 'effective'. This must have been approved by the EVC and Head of Establishment and, where applicable, in accordance with Governing Body policy.

Ratios for Early Years are specified and must be adhered to; see [Statutory Framework for the Early Years Foundation Stage](#).

For all other visits the visit leader, EVC and Head of establishment will 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;
- the contingency or 'Plan B' options.

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

A useful 'starting point for consideration' is 1 adult :10 young people. Where departure from this starting point results in fewer staff, the justification should be recorded as a note on 'EVOLVE'.

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.

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 as part of their recruitment process. For the purpose of this policy:

- 'frequently' is defined as 'once a week or more'.
- 'intensively' is defined as 3 times in a 30 day period or overnight (2am - 6am).

Remote Supervision

Young people must be supervised throughout all visits. At times they may be unaccompanied by a member of staff or other responsible adult, e.g. D of E expeditions, 'down time' in a shopping mall, etc. This is known as 'remote' supervision.

'Remotely supervised' activities can bring purposeful educational benefits, and the progression from dependence to independence is to be encouraged.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

The decision to allow 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.

Use of Voluntary Helpers

The use of parents and other adults with a clear association with the establishment, as helpers or supervisors on offsite visits or LOtC activities, is seen as a valuable means of encouraging or maintaining closer links with the local community and accessing a wider set of skills and experience than may exist amongst the establishment's staff.

Such volunteers will need to understand and consent to the fact that they will be answerable to the visit/activity leader.

It is a fact that a volunteer will not be accountable through a legalistic audit trail (as would exist were their involvement based on a contractual relationship) and is therefore the case that a volunteer helper cannot be appointed as a Visit Leader.

It is good practice that all adult helpers and volunteers are subject to DBS checking; however this may not be required where there is no possibility for unsupervised direct contact exists.

Clear DBS-checks must have been returned before a volunteer adult helper may participate in a residential visit or activity.

Emergency Procedures

Staff involved in a visit must be aware of, and adhere to, the establishment's policy on emergency procedures.

The establishment maintains a number of mobile 'phones specifically for use during offsite visits which should have all relevant contact details pre-programmed into them. It is each Visit Leader's responsibility to ensure these 'phones have:

- the correct details programmed into them beforehand;
- fully-charged batteries (and chargers available if necessary)
- sufficient credit available for the duration of the visit

Beware of over-reliance on mobile 'phones; in event of an emergency a land-line should be used wherever possible.

For all "out of hours" and residential visits there will be a nominated person(s) that can provide 24/7 cover as an Emergency Contact and that the person(s) so nominated will have 24/7 access to all details of the visit. This will include medical and next-of-kin information regarding staff as well as young people.

Consideration will be given to the following:

- Criteria for identifying the nominated Emergency Contact(s)
- Is more than one Emergency Contact required?
- Procedure for lodging visit plans to enable them to be accessed in the event of an emergency?
- Have procedures been tested?
- Is it possible to demonstrate a proactive response, to any pattern that can be recognised within incidents?

Visit Leaders should also complete and carry an Emergency Contacts sheet.

Where appropriate the Visit Leader should have an "Emergency Events" card Appendix G.

First Aid

It is not always necessary that qualified First Aider accompanies an offsite visit or LOTC activity. First aid issues for any LOTC activity should be considered as part of the risk management process and the exact requirements should be determined by ensuring that first aid support is available at an appropriate level. What is “appropriate” will be determined by:

- The nature of the activity.
- The nature of the group.
- The likely injuries associated with the activity.
- The extent to which the activity will isolate the group from normal ambulance support, or a known point where a qualified first aider will be available.

A very basic level of first aid support must be available at all times. This will require that one or more of the staff leading the activity:

- Know how to access qualified first aid support.
- Have a working knowledge of simple first aid and are competent to use the first aid materials carried with the group.

For some activities (most commonly in defined adventure activities) there is a good practice expectation that requires those leading such activities to hold a current first aid “qualification”. To be a “qualification”, the first aid course must include a formalised assessment process; otherwise any certification will have the status of a certificate of attendance. In practical terms, the course will be a minimum of 16 hours.

It is a legal requirement that all minibuses must carry a first aid kit.

Approval of Visits

Approval is delegated to the Head of Establishment and Senior EVC for all visits.

However the following types of visit are required to be notified to the LA:

- Overseas (anywhere that involves crossing a substantial area of open sea, including Northern Ireland, the Isle of Man, the Hebrides and the Channel Islands)
- Those involving one or more adventurous activities to be led by a member of establishment staff.

Regardless of whether a visit should be notified to the LA or not, there should be a clear, unambiguous audit trail for arrangements with clear evidence of approval. Such evidence will usually be recorded on EVOLVE but where this is not the case a signature of endorsement on a lesson plan will suffice.

The process for approval has three main stages:

1. Visit/activity proposed and planned by Visit Leader and accompanying colleagues;
2. Arrangements scrutinised by EVC or Senior EVC until satisfied to recommend approval;
3. Arrangements re-scrutinised by Head and Senior EVC, when satisfied, approved.

An offsite visit or LOtC activity should not proceed without clear evidence of approval.

Trip Leaders should must follow the procedure below:

- Complete Trip Request Form (appendix A)- to be approved by Senior EVC, Headteacher and calendar group
- Complete appropriate Trip Checklist (appendix B and C)
- Where appropriate log the trip on EVOLVE

The Governing Body representation has 'Read Only' access on EVOLVE and will inform the EVC of any concerns in planning..

Where applicable, a visit may also need to be notified to the LA; this is done automatically by 'EVOLVE'.

The establishment will approve Low Risk Trips to follow a Local Learning Area procedure (Appendix 4). In this instance the trip does not need to be approved via Evolve and will follow the guidance outlined in the Local Learning Area Risk Assessment and Checklist.

Additional monitoring

In its evaluation of LOtC, "How far should you go"- 2008, Ofsted recommends that it is good practice to sample monitor offsite visits and LOtC activities by means of field visits.

From time to time the EVC may recommend, or the Head/Governors/LA may decide to, sample monitoring by field visit as an additional means of ensuring safety of participants and quality of provision.

Consent

Section 35 of the Education Act 2004 states: *'Where a visit is part of a planned curriculum in normal curriculum time, then parental consent is not necessary although it is recommended good practice to ensure that parents are informed'*.

Annual consent is appropriate for regular routine activities that take place during normal school hours.

For all other visits, consent should be obtained on an individual visit basis. Information provided to parents prior to granting consent should include full details of the activities and any other significant information.

Insurance

The establishment has chosen to make its own insurance arrangements, personal accident / travel insurance which cover all visits abroad. For all other visits it is the responsibility of the Governing Body (where applicable), Head of Establishment, and Educational Visits Coordinator to determine whether additional insurance should be taken out. The establishment should particularly consider the need for additional insurance for residential activities, or those involving adventurous activities or hazardous environments.

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

Due to the United Kingdom leaving the European Union, the school will seek advice for up to date foreign travel information from <https://www.gov.uk/foreign-travel-advice> .

Inclusion

This establishment policy endorses the following principles:

- A presumption of entitlement to participate
- Accessibility through direct or realistic adaptation or modification
- Integration through participation with peers.

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification.

Visit Leaders are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage.

However, the Disability Discrimination Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises.

It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

Expectations of staff must be reasonable, so that what is required of them (to include a given young person) is within their competence and normal work practices.

Codes of Behavioural Conduct

This establishment encourages the use of codes of behavioural conduct as a means of establishing appropriate expectations of young persons' behaviour. Such codes need to be explained to both the young people and those in a position of parental support before the visit, so reducing the opportunity for misunderstanding both expectations and the sanctions that may be invoked where the code is breached.

As part of encouraging social responsibility, young people should be encouraged to sign up to a "behavioural contract" for all residential visits

As part of the request for consent, parents should sign and accept responsibility for removing young people in prescribed circumstances.

Further examples can be found under 'resources' on 'EVOLVE'.

Transport

Private Cars

Where a private (staff or parent) car is to be used to transport young people then this must be approved by the Head of Establishment, and an OV7D Form must be completed and retained by the establishment on an annual basis. Staff are discouraged in using private cars.

Coaches

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

Minibuses

Establishments that own or hire a minibus must have an operational policy in place for this. For further information, see also:

- HCC Minibus Manual
<http://www.hertsdirect.org/envroads/roadstrans/rsu/driving/advice/minibus/>
- DVLA www.dvla.gov.uk Select 'Online leaflets', INF28 'Driving a minibus'
- ROSPA 'Minibus Safety: A Code of Practice' 2008
- MiDAS (Minibus Driver Awareness Scheme) via [Community Transport Association UK](#). This also contains information on PCV licences, weight limits and towing.

All drivers of minibuses should undertake HCC's Minibus Drivers' Assessment Scheme training, and keep that training current (5 yearly reassessments). This applies to pre & post 1997 licence holders operating under the section 19 permit scheme as 'volunteer drivers'. Post 1997 licence holders may drive a minibus provided:

- Drivers are aged 21 years or over.
- They have held their category B driving licence for at least two years.
- The minibus is being used by a non-commercial body for social purposes, but not for hire or reward.
- Drivers are not being paid to drive the minibus, other than out-of-pocket expenses.
- The minibus does not exceed 3.5 tonnes (or 4.25 tonnes if specialised equipment for the carriage of disabled passengers is included) gross vehicle weight.
- No trailer is towed.

Public Transport

For public transport within the Greater London area contact 'Transport for London', who offer special arrangements for establishment parties on London buses, Underground, Tramlink, and Docklands Light Railway, to cultural destinations. See [Transport for London](#) Tel. 020 7918 3954.

Swimming

This establishment acknowledges the immense educational benefits that swimming activities can potentially bring to young people, and fully supports and encourages swimming activities that are correctly planned, managed, and conducted.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

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

Particular consideration should be given to the following factors:

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

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

Swimming pools (life-guarded)

LA notification is not required

- 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 life-guarded 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 life-guarding. However, they do retain a pastoral role for participants at all times either through direct or 'remote' supervision.
- For swimming lessons, the LA establishment should ensure the swimming teacher in charge or other pool employees/responsible adults supervising the participants are qualified according to current guidelines.

Hotel (and other) swimming pools

Visit Leaders should check the life-guarding position in advance.

If life-guarding arrangements are not provided at the pool then the visit leader will bear the full responsibility for ensuring swimming safety by using appropriately trained staff from the Establishment.

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 in the party holds an appropriate qualification then their role should be emergency lifeguard action, but supervision should remain the responsibility of the LA establishment's staff.

Under no circumstance will any students be permitted to swim unsupervised by Lifeguards.

Open water swimming

LA notification is required via EVOLVE.

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.

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 signalling 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.

APPENDICES

APPENDIX A – Trip Request Form

Rickmansworth School

Authorisation Form for an Educational Visit

Agreement in Principle

Completed Form to be Submitted to the EVC

Title of visit		Date	
Group Leader		Total No. staff required	
Staff requested to attend			
Place(s) to be visited			
Purpose of visit			

POLICY FOR OFFSITE VISITS AND LEARNING OUTSIDE THE CLASSROOM

Please note that the trip is not full approved until you have submitted all details onto EVOLVE and received confirmation from the EVC and/or Headteacher.

Low level risk LOCAL trips only – no need for EVOLVE approval

Low and medium risk trips – Submit to Judith Chasseguet on EVOLVE

High risk trips (residential, abroad, adventure) – Submit to EVC on EVOLVE

APPENDIX B – CHECKLIST FOR MEDIUM-HIGH RISK TRIPS

Educational Visits Checklist

Trip Leader	Destination:	Date:	
Timeline	Actions		Complete
Pre-approval	Attended Educational Visits Training		
	Read Educational Visits policy		
	Check the School Calendar for suitability of dates (clashes, Blue Days etc)		
	Fill in the Trip Authorisation Form for an Educational Visit*, to be signed by the EVC and Headteacher at Calendar group meeting. Calendar Group normally meets once weekly. For residential trips no		

POLICY FOR OFFSITE VISITS AND LEARNING OUTSIDE THE CLASSROOM

<p>staff are to be approached until a draft list has been approved by the Headteacher.</p>	
<p>I have read the Statement from Herts CC regarding the terrorism threat to school trips*. I have made the necessary amendments to the appropriate risk assessments to reflect the advice given. I have had a 1:1 meeting with the EVC to discuss my trip and I will hold a briefing with all staff prior to the day of departure to discuss the advice given and the location of key meeting points</p>	
<p>If collapsing a year group this must be discussed with Cover Manager and DoL in advance regarding the organisation for the remaining students</p>	
<p>Liaise with Bursars regarding costing, remembering to allow for VAT and cover, including agreeing how payment to be made/collected. Bursars need to know if it's first come first served and dates/times of deposits need to be recorded. For trips likely to be oversubscribed, places must be allocated randomly.</p>	
<p>Check with Bursars that sufficient insurance is in place, take a copy of the insurance policy if a high level trip</p>	
<p>Draft a trip letter using Parent Letter request template**. Detail any customisation required. Email request to parentmail@rickmansworth.herts.sch.uk. Request any trip specific student details required other than those held on the school system, for example can your child swim, weight/height for ski fitting etc. Letter for website will be produced if 'Publish to Website' is selected.</p>	

<p>Once approved</p>	<p>Use generic School templates available in EVOLVE/Resources and follow guidance to complete Risk Assessments on all aspects of the trip including specific student needs (health, SEN etc).</p> <p>Before your trip is submitted on EVOLVE, make sure it includes:</p> <ul style="list-style-type: none"> ● The following Risk Assessments: <ul style="list-style-type: none"> ○ General Considerations ○ Indirect Supervision ○ a Travel Risk Assessment (e.g. by foot, coach, minibus etc) ● Any other Risk Assessments applicable to your trip (e.g. Museum, Swimming Pool) ● A Risk Rating of L/M/H for each risk ● Details of any Additional Measures should be added for risks where necessary e.g. Sick bags will be on hand with [Staff name] ● A full Student List with Medical and Emergency Contact details ● The Parent Letter and (for any residential trip) any Resources shared with parents and staff e.g. parent handbook, powerpoints <p>Submit to the appropriate Educational Visits Coordinator (EVC). High risk trips must be submitted to the AHT EVC. All other trips must be submitted to the SLT Administrator. Risk Assessments for High Risk trips are passed onto Governors for approval – please allow 2 additional weeks in planning.</p>	
	<p>Where appropriate establish what kite marks and quality assurances the provider holds. This is essential for all high risk trips (overseas, residential, OAA or water based)</p>	
	<p>Liaise with Admin Support for Trips to create a student list with details, which contains medical information, and emergency contact details (NB: allow lead time of 2 weeks)</p>	
	<p>Liaise with activity providers throughout the process to ensure they have the relevant documents from the school and we are aware of any specific equipment required by the students</p>	

POLICY FOR OFFSITE VISITS AND LEARNING OUTSIDE THE CLASSROOM

Collate photocopies of passports and EHIC's (do not keep originals)	
Email final staff list to the Headteacher for approval. All trips must be approved by the Headteacher only. Failure to follow procedure will result in the trip being cancelled. Confirm other staff who are assisting on trip; if they are to miss School then agreement must be made with their line manager and inform cover manager via lilac form (do not complete any forms until staffing agreed with HT). Seek approval from EVC for Sixth Form Students or parent Volunteers to support the trip in a supervisory capacity.	
Book School mobile phones and where appropriate Two Way Radios with the Finance Dept. It is not appropriate or acceptable to distribute personal mobile numbers to students	
Notify Premises Dept. of arrivals/departure times if using a coach or if out of usual School hours	
Book minibuses with Premises Dept	
<p>Arrange a meeting with all staff attending – discuss the major risks, students (health, dietary, SEN or behaviour issues – discuss with DoL), emergency arrangements, schedule, travel, share mobile numbers and <i>allocate roles</i>. Provide staff with briefing pack (itinerary, staffing and contact numbers, student details, risk assessments etc). Where Sixth Form Students have been approved to support the trip, ensure that staff have been clearly briefed on their role and the expected boundaries between staff and sixth form students. Discuss with EVC if unsure.</p> <p>For High Risk trips collate essential health, dietary and emergency contact details from all staff (see Staff Information/Trips/Staff Details – High Risk Trips)</p> <p>For high risk trips ensure all staff are aware of the School's policy regarding the consumption of alcohol whilst on School trips</p>	

POLICY FOR OFFSITE VISITS AND LEARNING OUTSIDE THE CLASSROOM

	<p>Parent meeting (normally only for High Risk trips) - see Educational Visits Policy for information parents require. Please ensure two staff are present, and that parents are briefed on fire exits and muster points.</p>	
	<p>Arrange a student meeting to clarify logistics, equipment, significant risks, code of conduct and potential consequences for failing to meet behaviour expectations. Please note that students are expected to follow the School's uniform or dress code unless informed otherwise by the Headteacher. High Risk trips must collate parental and student signatures using the Generic Code of Conduct. Before issuing, add any trip specific behaviour requirements to the Code of Conduct e.g. do not ski off-piste, stay in groups of 4. Trips for year 11-13 must also collate student and parent signatures for the Alcohol Code of Conduct (2nd page of Generic Code of Conduct).</p>	
	<p>Inform rest of staff at least two weeks in advance if students are missing School by placing the following details on the staff room notice board;</p> <ul style="list-style-type: none"> - Names of students, dates, times and location <p>Students to catch up on missing work.</p>	
	<p>Speak to Bursars regarding petty cash/foreign money required</p>	
	<p>Confirm day trip staffing with your line manager. Confirm residential trip staffing with the Headteacher / EVC. Please consider the impact to your department and the wider school when planning your staff</p>	
	<p>Confirm staff attending trip with cover manager</p>	
	<p>Email Estate Manager to confirm number of students absent so catering dept aware of absences.</p>	
2 weeks before	<p>Confirm emergency SLT contact if any part of the trip is outside of School office hours. This is normally the EVC</p>	

POLICY FOR OFFSITE VISITS AND LEARNING OUTSIDE THE CLASSROOM

trip departur e		Inform Premises Dept of any cars to be left on School site	
		Put a notice in the Staff Bulletin the week before your trip: what class/year will be out, what date, where, how many students	
		Arrange cover for any duties that staff will miss during the trip	
		Collect Disposable Breathalysers (Year 11-13 High Risk trips only)	
		Leave cover work for appropriate lessons/days	
		Collect mobile phone(s) and where appropriate Two Way Radios from Bursar's office. The phone numbers can be issued to students and parents when it is certain which phones will be taken. Staff are not permitted to disclose their personal numbers	
Day trip	of	Collect and sign out any medication of trip members that School already hold eg epipens	
		Collect passports and EHICs from students/parents	
		Collect minibus keys and diesel card	
		Collect First Aid Kit	
		Collect high visibility vests from EVC. These are to be worn by staff getting children on/off the coach when using UK coaches in Europe	
		Distribute copies of Emergency Event Card*, Student Details and Itinerary for all staff on the trip	
		Leave signed Trip Checklist with EVC. Provide a hard copy of key paperwork (student list, staff list, itinerary and contact details) to EVC and SLT contact.	

POLICY FOR OFFSITE VISITS AND LEARNING OUTSIDE THE CLASSROOM

Leave a full student list and a copy of the parent letter with Student Reception (or Sixth Form Office) for attendance reasons.	
Take a register and inform student reception or Sixth Form Office of any absences (call switchboard if meeting students offsite)	
Brief students at the start of the day and throughout regarding the expected standards of behaviour/code of conduct and highlight significant risks. Provide students with an emergency contact card (school number, trip leader mobile number, hotel address and number – if appropriate)	
Ensure students arrive back safely and are collected / sent home as agreed with parents. All students are to return to School. Text SLT contact if outside of School hours.	

Trip Leader Signature:		Date:	
EVC Signature:		Date:	

Copy to be retained by Trip Leader and EVC

APPENDIX C – CHECKLIST FOR LOW RISK TRIPS

Low Risk Local Visits – Local Learning Area Trip Checklist

POLICY FOR OFFSITE VISITS AND LEARNING OUTSIDE THE CLASSROOM

Trip Leader		Destination:		Date:	
Timeline	Actions				Complete
Pre-approval	Attended Educational Visits Training and read the Educational Visits Policy				
	Check the School Calendar for suitability of dates (clashes, Blue Days etc)				
	Fill in the Trip Authorisation Form for an Educational Visit*, to be signed by the EVC and Headteacher at Calendar group meeting. Request for the trip to be considered as a Low Risk Visit within the Local Learning Area. This can only be agreed by the EVC.				
	If collapsing a year group this must be discussed with Cover Manager and DoL in advance regarding the organisation for the remaining students				
	Liaise with Bursars regarding costing, remembering to allow for VAT and cover, including agreeing how payment to be made/collected. Bursars need to know if it's first come first served and dates/times of deposits need to be recorded. For trips likely to be oversubscribed, places must be allocated randomly.				
	Draft a trip letter** to inform parents of the details. Consent is not required.				

POLICY FOR OFFSITE VISITS AND LEARNING OUTSIDE THE CLASSROOM

Once approved	Read the Risk Assessment for Low Risk Trips (within the Local Learning Area)	
	Create a student list using either Progresso for small groups or Evolve for larger groups (contact SLT Admin for help if needed). The list must contain medical and emergency contact information.	
	Email final staff list to the Headteacher for approval. Failure to follow this procedure will result in the trip being cancelled. Once approved then agreement must be made with line managers and inform cover manager via lilac form (do not complete until staffing agreed with HT).	
	Book School mobile phones and where appropriate Two Way Radios with the Finance Dept.	
	Notify Premises of arrivals/departure times if using a coach or book minibuses with Premises	
2 weeks before departure	<p>Arrange a meeting with all staff attending – discuss the major risks, students, emergency arrangements, schedule, travel, share mobile numbers and <i>allocate roles</i>.</p> <p>Where Sixth Form Students have been approved to support the trip, ensure that staff have been clearly briefed on their role and the expected professional boundaries. Discuss with EVC if unsure.</p>	
	Arrange a student meeting to clarify logistics, equipment, significant risks, code of conduct and potential consequences for failing to meet behaviour expectations. Please note that students are expected to	

POLICY FOR OFFSITE VISITS AND LEARNING OUTSIDE THE CLASSROOM

	follow the School's uniform or dress code unless agreed by the Headteacher.	
	Inform rest of staff at least two weeks in advance if students are missing School by placing the following details on the staff room notice board: Names of students, dates, times and location. Students must catch up on missing work.	
	Email Estate Manager to confirm number of students absent so catering dept aware of absences.	
	Arrange cover for any duties that staff will miss during the trip	
	Leave cover work for appropriate lessons/days	
	Collect mobile phone(s) and where appropriate Two Way Radios from Bursar's office. The phone numbers can be issued to students.	
Day of Departure	Collect and sign out any medication of trip members that School already hold eg epipens	
	Collect minibus keys and diesel card	
	Collect First Aid Kit	
	Leave full student list and a copy of the parent letter with Student Reception (or Sixth Form Office) for attendance reasons.	

POLICY FOR OFFSITE VISITS AND LEARNING OUTSIDE THE CLASSROOM

<p>Take a register and inform student reception or Sixth Form Office of any absences (call switchboard if meeting students offsite)</p>	
<p>Brief students at the start of the day and throughout regarding the expected standards of behaviour/code of conduct and highlight significant risks. Provide students with an emergency contact card (school number, trip leader mobile number, hotel address and number – if appropriate)</p>	

<p>Trip Leader Signatu re:</p>		<p>Date:</p>		<p>EVC Signatu re:</p>		<p>Date:</p>	
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