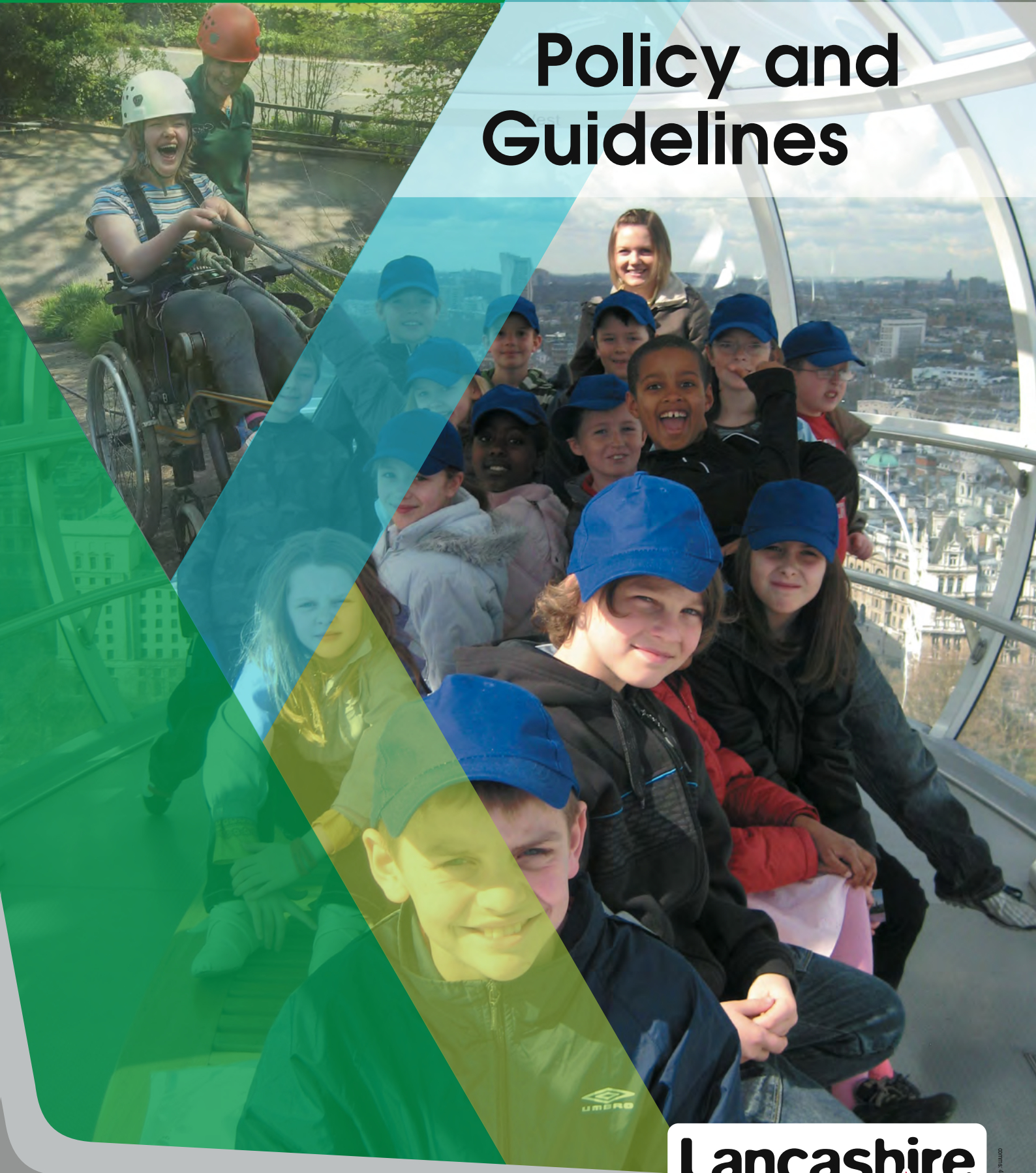


Policy and Guidelines





Policy and Guidelines

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Policy and Guidelines for Educational/Off Site Visits

1. Introduction

This document is written to comply with Health and Safety at Work law. As an employer, Lancashire County Council has a statutory responsibility for Health and Safety. Employees also have responsibilities. This document, and the accompanying Forms and Appendices, sets out the County Council's safety policy for off-site Educational Visits and adventurous outdoor activities, and the arrangements for the implementation of the Policy. The Policy does not apply to activities undertaken by establishments on their site as these activities should be conducted in accordance with the establishment's own policy and procedures. The County Council is committed to collaborative working, ensuring every child and young person can access high quality learning experiences. Every day Educational/Off Site Visits achieve breakthroughs in learner engagement, attainment and progression in core subjects and positively impact on teacher pupil relationships.

The revised Educational/Off Site Visits Policy and Guidelines document is applicable from September 2016. It is a Controlled Document and will be reviewed in three years time subject to legislative changes or other advice that may require an earlier review. The most up to date information will be available on the EVOLVE website.

Educational/Off Site Visits are planned discrete off site educational experiences designed to enrich and enhance the curriculum. This includes field study visits and any visit with an adventurous element to it. For the purpose of this Policy, curriculum swimming, sports fixtures and area school events are not Educational/Off Site Visits. For guidance on these areas of the curriculum, please refer to the separate advice including:

- National Governing Body Advice – **ASA Swimming**
- AfPE -Safe Practice in Physical Education and School Sport 2016

All schools and education services within the Authority, where Lancashire County Council is the employer, must comply with the Policy and Guidelines when undertaking Educational/Off Site Visits and are directed to implement the arrangements in this document.

Voluntary Aided, Foundation, Free Schools and Academies

The Governing Body is the employer in respect of Voluntary Aided, Foundation, Free Schools and Academies and holds the legal responsibility for health and safety.

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

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

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

1. Glenridding Investigation and Case Study:
www.hse.gov.uk/aala/glenridding-beck-investigation.htm
2. 'Health and Safety: **'Advice on legal duties and powers'** (DfE)
3. Health and Safety Executive (HSE) **School Trips**

It is essential that every school/service **must** have regard to the above publications.

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

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

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

Schools' safety advice is available through the Schools' Portal on the Health, Safety and Quality webpage.

Professional Support Visits

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

2. Approval of Educational/Off Site Visits

Before planning and undertaking Educational/Off Site Visits all schools/ services **must** ensure that a member of staff has been nominated to the role of Educational Visits Co-ordinator (EVC) and is registered with the County Council. It is a mandatory requirement that all newly appointed EVCs attend the Lancashire EVC training course (Educational/Off Site Visits Role, EVC 101). Delegates **must** attend the full day to receive the accreditation. The course is fully discounted under the Service Level Agreement (See **Appendix 1**). The appointment, training and CPD of EVCs is tracked and the school/service **must** inform the Educational Visits Team of any changes to the appointment of the EVC.

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

Types of Visits

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

Educational low risk off-site visits, up to one-day duration.

The following are examples of what are normally Type A visits:
theatre visits, most field study visits or museum visits.

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

Educational/Off Site Visits:

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

* If the visit involves swimming as a planned activity, please refer to Appendix 9.

** The term 'adventurous' is subjective and the following are examples (not an exhaustive list) of such activities;

- Paddle sports; canoeing, kayaking, stand up paddle boarding.
- Mountain sports; climbing, hillwalking, scrambling, gorge walks, 'river' walks.
- Caving; including show caves/ tourist mines.
- Motorsports; karting, MX riding, quad biking, BMX riding.
- Artificial climbing structures; walls, high/ low ropes.
- Snow sports; skiing, boarding.
- Water sports; sailing, power boating, SCUBA diving, kite surfing, wild swimming.
- Horse riding.
- Ice skating/ archery.
- Activities with armed forces

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

Approval of Visits

(See **Form 1** Flowchart for the Application /Approval Process)

Type A Visits

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

Any delegation of authority **must** be minuted in writing. In the case of schools, Governing Bodies and Management Committees, this **must** be included in the annual return to the County Council in the summer term. Schools/services may find it helpful to use EVOLVE to assist in the planning and management of these visits.

Type B Visits

It is the responsibility of the Management to ensure that approval is obtained from the County Council for all Type B visits. In seeking approval for an Educational/Off Site Visit, submission **must** be made to the Educational Visits Team, via EVOLVE, **at least 4 weeks prior to the visit taking place.**

For Children's Residential establishments please refer to **Appendix 16** for the relevant approval arrangements.

Additional information is provided in EVOLVE for schools/services involved in the Duke of Edinburgh's Award Scheme.

Alternative Programmes (Plan B)

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



Informed Parental/Carer Consent

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

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

For every Type B visit specific written consent and full medical information **must** be obtained (**Form 3B**). In order that parental/carers consent can be fully informed, it is important that the school/service provides full information regarding all activities to be undertaken on the visit (Sample activity sheets are available in the Resources section of EVOLVE). If there is to be a linked programme of such visits, it may be appropriate from the outset to obtain parental/carers consent for the linked programme.



3. Supervision

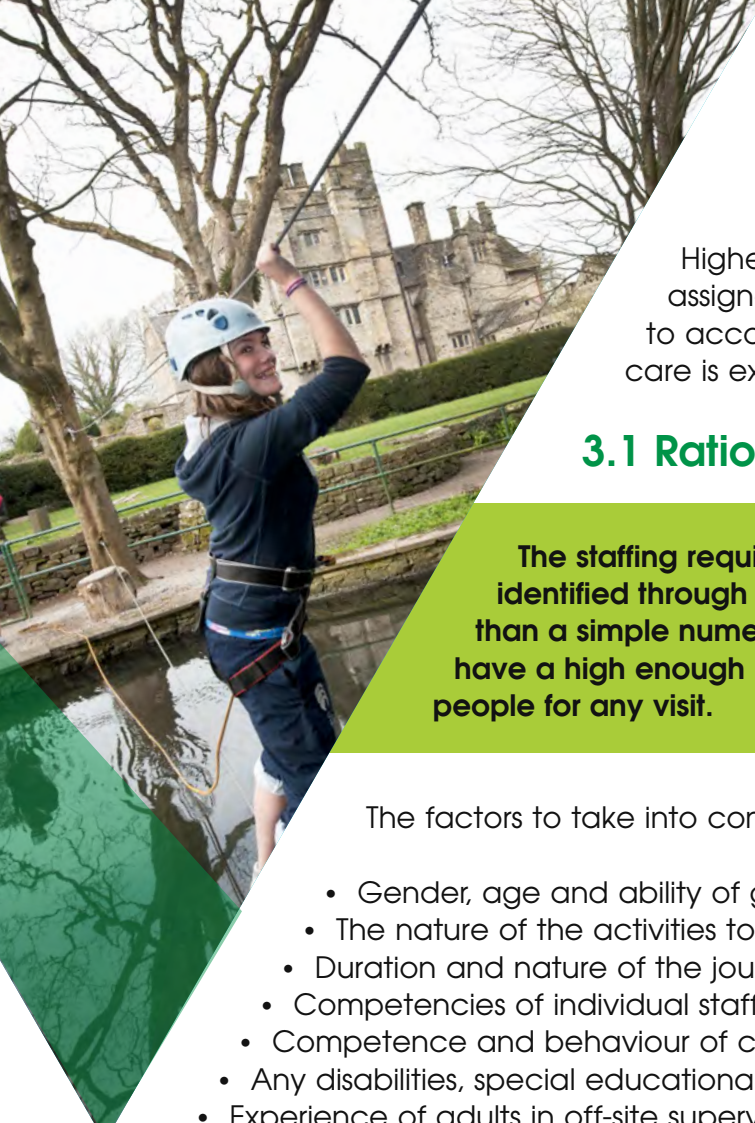
Every person has a duty of care for the welfare and safety of all children/young people taking part in the Educational/Off Site visit to ensure the safe and healthy return of the party.

Every person has a duty to intervene where unsafe practice is observed or it is felt likely to occur.

Every adult accompanying the visit must have a role.

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

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



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

3.1 Ratios

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

The factors to take into consideration include:

- Gender, age and ability of group.
- The nature of the activities to be undertaken.
- Duration and nature of the journey.
- Competencies of individual staff and volunteers.
- Competence and behaviour of children/ young people.
- Any disabilities, special educational or medical needs.
- Experience of adults in off-site supervision.
- Type of any accommodation.
- Ability to respond to emergencies, including first aid cover.
- The requirements of the organisation/ location to be visited.

Important Notes for Ratios

- The normal practice is that there is a minimum of two competent adults accompanying any visit or /activity. For schools, one **must** be a teacher. For the Wellbeing, Prevention and Early Help Service (WPEHS) one **must** be a young people's worker/children's centre worker. In the case of Children's Residential establishments for Type B visits, this should never be less than two Residential Child Care Workers.
- An exception to a teacher always accompanying a group would be for Type A small group visits, such as intervention activities. This is common practice in Short Stay and Special Schools. Visits such as these may be led by experienced and competent school staff, but **must** be under the supervision and direction of a qualified teacher.
- If, exceptionally, the Visit Leader has an accompanying child, a suitably experienced assistant leader should be identified in the party who will be able to take over in the case of any emergency. (See 3.1.1 on page 13)

- For residential visits and any visit abroad, it is strongly recommended that the ratio should never be less than 1:10.
- For mixed groups, there should be adults from each gender. In circumstances where this is not possible, it should be explicit in the Risk Assessment as to how the issue will be addressed and parents/carers should be informed of the measures taken.
- When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly.
- Ensure that Disclosure and Barring Service (DBS) checks and safeguarding requirements have been fulfilled.

Minimum Ratios Acceptable on any Visit

Pre-school/ Reception/ Foundation: Staffing arrangements **must** meet the needs of all children and ensure their safety. Providers **must** ensure that all children are adequately supervised and decide how to deploy staff to ensure that children's needs are met.

Years 1 to 3: 1 adult for every 6 children.

Years 4 to 6: 1 adult for every 10 children.

Years 7 and above: 1 adult for the first 10 children/young people and then one additional adult for every 20 students, or part thereof.

Post 16 years: The Risk Assessment process should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the students.

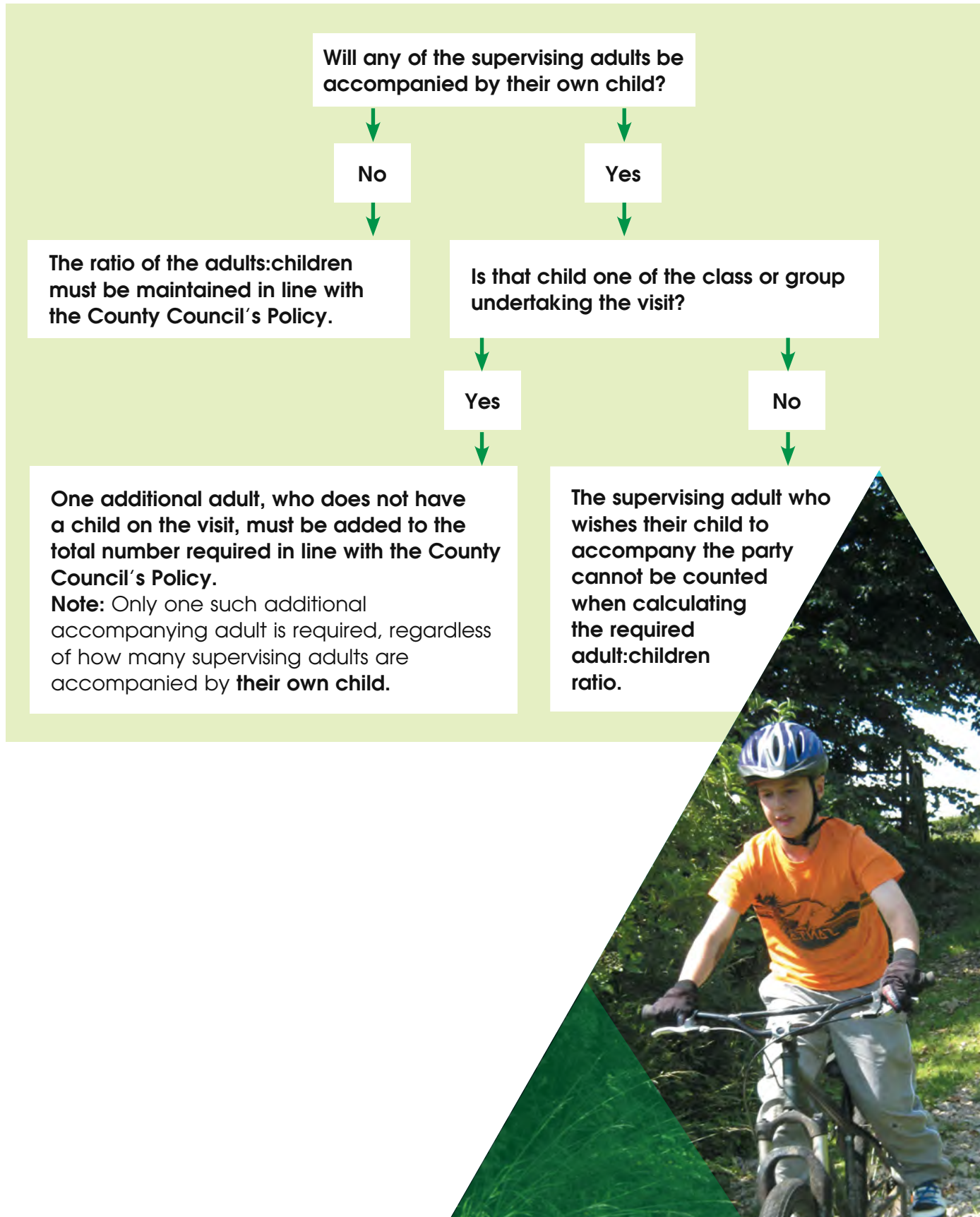
3.1.1 Other Persons (Including children)

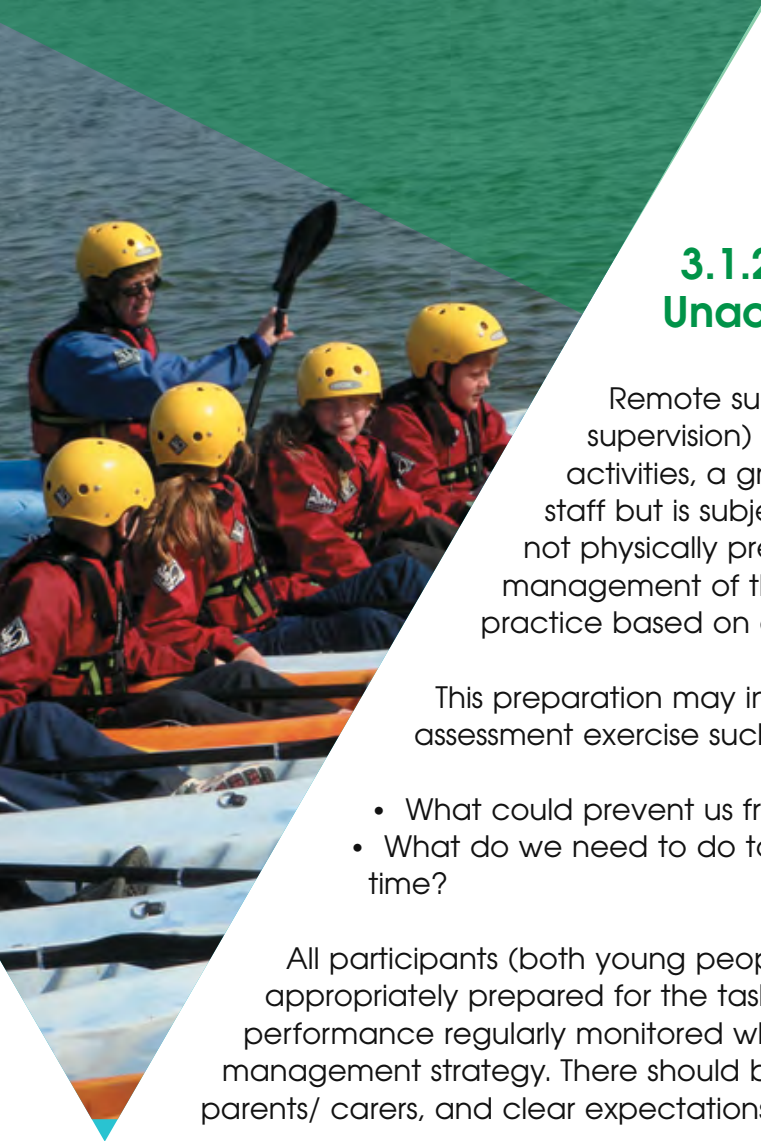
It is known that, in some cases, arrangements are made for a member of staff or an accompanying adult to take with them other persons, including child/ren, who would not otherwise be one of the group taking part in the visit/activity. This situation would usually arise where an adult brings along his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

The most significant of these are:

- If any member of staff is accompanied by their own child/ren that are not part of the class or group, it is recommended they should not be the Visit Leader. This person **must** also be discounted for the purpose of calculating the adult:child ratio.
- If the emergency base contact has a relative or child on the visit, consideration should be given to appointing an alternative base contact or a contingency plan.
- Any adult who does not have a role on the visit **must** be discounted for the purpose of calculating the adult:child ratio.
- The County Council's insurance arrangements will not provide cover of any sort in respect of additional persons or children.
- The County Council takes the view that responsibility for the health, safety and welfare of such additional persons or child/ren lies entirely with the adult who has brought them, and not with the other accompanying adults or with the County Council.
- Appropriate DBS checks **must** be undertaken in respect of any additional adult accompanying the visit. If this is not done, arrangements **must** be made to ensure that there is no possibility of that person having unsupervised contact with the children/young people.
- Schools should be aware that if they are delivering adventurous activities using their own staff which fall under the scope of the AALA regulations and external pupils/ young people are offered a place on the activity then there may be AALA licensing implications. Examples of such activities could include (but not exclusive to) D of E ventures in typically 'gold' terrain, certain paddle sports, caving or domestic snow sport visits.
- Occasionally schools may receive a request from a parent of an ex-student to be included on a visit. The school should indicate to the parent that the visit is for pupils on the school roll only; there is no right to a place and the request refused. However, in some very exceptional cases, the school may decide that there are some benefits to the group and decide to include the ex-pupil. The school **must** ensure that the risk assessment reflects this decision and that the ratios are appropriate. In addition, in respect of public liability insurance the LCC insurance team (and /or insurance company) **must** be informed of the additional child. Any additional costs should be charged to the parent of the ex-pupil.

Own children





3.1.2 Remote Supervision/ Unaccompanied Activities

Remote supervision (as opposed to direct or close supervision) usually occurs when, as part of planned activities, a group works away from the supervising staff but is subject to stated controls. Staff, even though not physically present, remain fully responsible for the safe management of the young people and this is a reasonable practice based on a rigorous assessment of risk.

This preparation may include involving them in a simple risk assessment exercise such as:

- What could prevent us from all arriving back at the coach on time?
- What do we need to do to ensure that we all arrive at the coach on time?

All participants (both young people and staff) should be sufficiently and appropriately prepared for the task/ activity being undertaken and their performance regularly monitored when using remote supervision as a group management strategy. There should be fully informed consent obtained from the parents/ carers, and clear expectations understood by all.

Examples of type of visit where remote supervision takes place include:

- Theme parks.
- D of E ventures (see D of E notes on Evolve).
- Town/ village studies.
- Orienteering events.
- Foreign exchange visits.
- Stated controls identified by the risk assessment may include:
- Establishing effective lines of communication which allow any necessary required assistance to be rendered in a timely manner.
- Identifying a meeting point constantly staffed (often on a rota system).
- Regular 'check-ins' by young people.
- Staff visibly patrolling the venue.
- Buddy systems. (It is suggested that groups are at a minimum of three.)

Training for staff is available through the D of E scheme and Mountain Leader Training.

The critical test is:

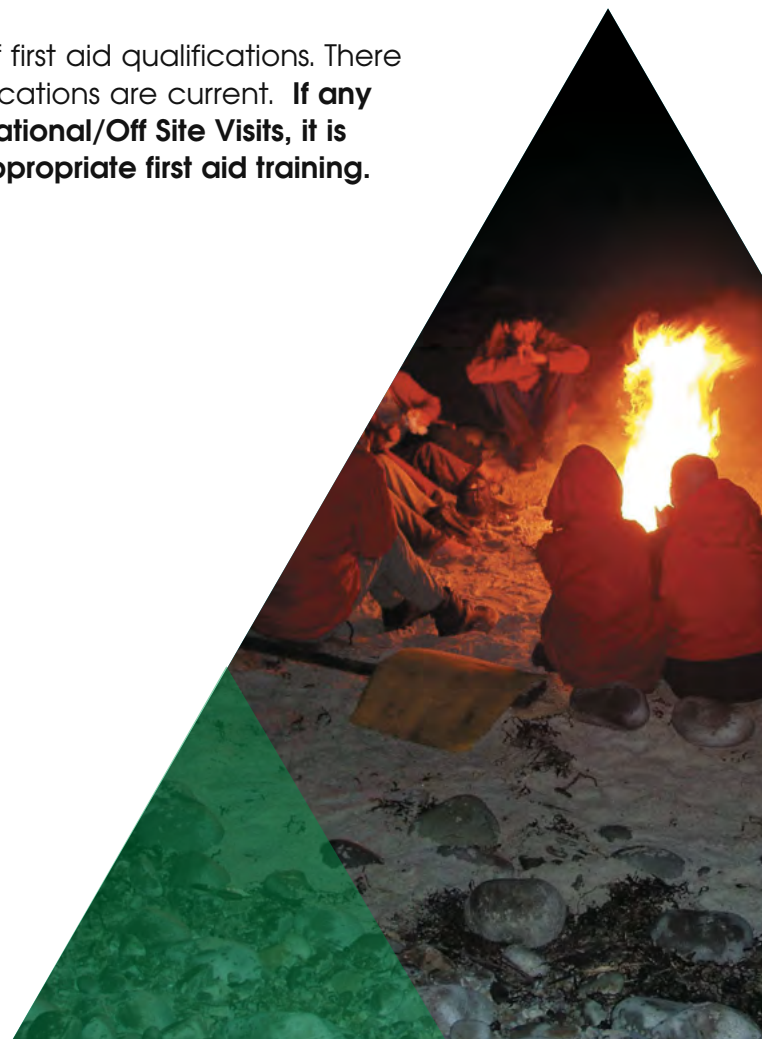
Would a careful and prudent parent leave his or her children of this age and maturity unaccompanied in this situation?

3.2 First Aid

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

For most Type A visits, it will be sufficient that the Visit Leader has a good working knowledge of first aid and a suitably stocked first aid kit is carried. For Type B visits, it is generally a requirement that a suitably qualified first aider is present at all times when the group is off site. On any visit, all adults in the group should know the emergency arrangements (**Form 10**) and how to contact the emergency services.

It is good practice that records are kept of first aid qualifications. There should be regular checks that these qualifications are current. **If any member of staff regularly undertakes Educational/Off Site Visits, it is strongly recommended that they attend appropriate first aid training.**





4. Duties and Responsibilities

Every person has a duty of care for the welfare and safety of all children/ young people taking part in the Educational/Off Site visit to ensure the safe and healthy return of the party.

Every person has a duty to intervene where unsafe practice is observed or it is felt likely to occur.

Every adult accompanying the visit must have a role.

4.1 Responsibilities of the 'Management' (i.e. Governing Body/ Management Committee/Manager)

The 'Management' **must** have a written policy for the effective and safe management of Educational/Off Site Visits. Members of the Management should view their main role as being 'to enable and ensure' otherwise described as being a 'critical friend'. This policy should include:

- a) The adoption of procedures for the management of Educational/Off Site Visits, consistent with the County Council's requirements.
- b) The nomination of the Headteacher or senior member of staff to undertake the duties listed in Section 4.2 below.
- c) A requirement that all Educational/Off Site Visits have specific stated objectives which are appropriate for the participants.
- d) Clear arrangements for the approval of Educational/Off Site Visits. This may allow for approval by Headteacher/ Manager/Educational Visits Co-ordinator (EVC).
- e) (Schools only) A charging and remissions policy.
- f) To ensure that under the school/service's duty of care, a clear decision on the consumption of alcohol by any person during the visit.
- g) To ensure that smoking does not take place (including electronic cigarettes).
- h) Procedures for responding to a critical incident/ emergency, consistent with the County Council's requirements (Section 6 and Appendix 3).
- i) To ensure that there are arrangements for the monitoring and evaluation procedures of visits/activities and compliance with Lancashire County Council's procedures.

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

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

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

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

The 'Manager' (Headteacher/Manager/EVC) retains the overall responsibility for the following:

- a) Ensuring that the planning of visits complies with the County Council's Educational/Off Site Visits Policy and Guidelines and with the Management's operational procedures.
- b) Providing a varied programme of opportunities which are structured and progressive.
- c) Ensuring that the Risk Assessments (**Form 5**) are undertaken by the Visit Leader. The Risk Assessment should identify any children/young people with cultural requirements, disabilities, special educational or medical needs and, so far as possible, ensure these needs will be met.
- d) If there is any swimming during the activity, this **must** be specifically addressed in the Risk Assessment and will require the presence of a qualified life-saver. (**Appendix 9**).
- e) Ensuring that visits are planned in such a way as to provide adequate supervision at all times. In the case of a residential visit, this will mean that supervision is provided by the school/service 24 hours a day.
- f) Making sufficient time and resources available for the EVC to arrange induction and training of staff and accompanying adult. This should include opportunities for staff to develop competence in dynamic risk management by assisting more experienced colleagues on a range of educational visits and by attending relevant training courses.
- g) Verifying the competence and suitability of the Visit Leader and accompanying adults, taking account of the planned arrangements for the visit and the number and nature of the group involved. The personal qualities of the individuals concerned are equally as important as any formal qualifications.
- h) Ensuring that appropriate Disclosure Barring Service (DBS) checks and safeguarding requirements are fulfilled (**Appendix 4**).
- i) Ensuring that the EVC/Visit Leader is allowed sufficient time to organise the visit.
- j) Ensuring that transport arrangements are appropriate and that Risk Assessments also take account of traffic hazards where the visit involves crossing roads (**Appendix 5**).
- k) Organising and monitoring the induction and ongoing training of Visit Leaders and accompanying adults to ensure that proper support systems are in place to cope with incidents, emergencies and critical incidents. (**See Section 6**)
- l) Organising emergency planning for Educational/Off Site Visits and ensuring that Base Contact arrangements are made (**Forms 9 and 10**).

Note: the Base Contact **must** not accompany the Educational/Off Site Visit (**Section 4.6**).

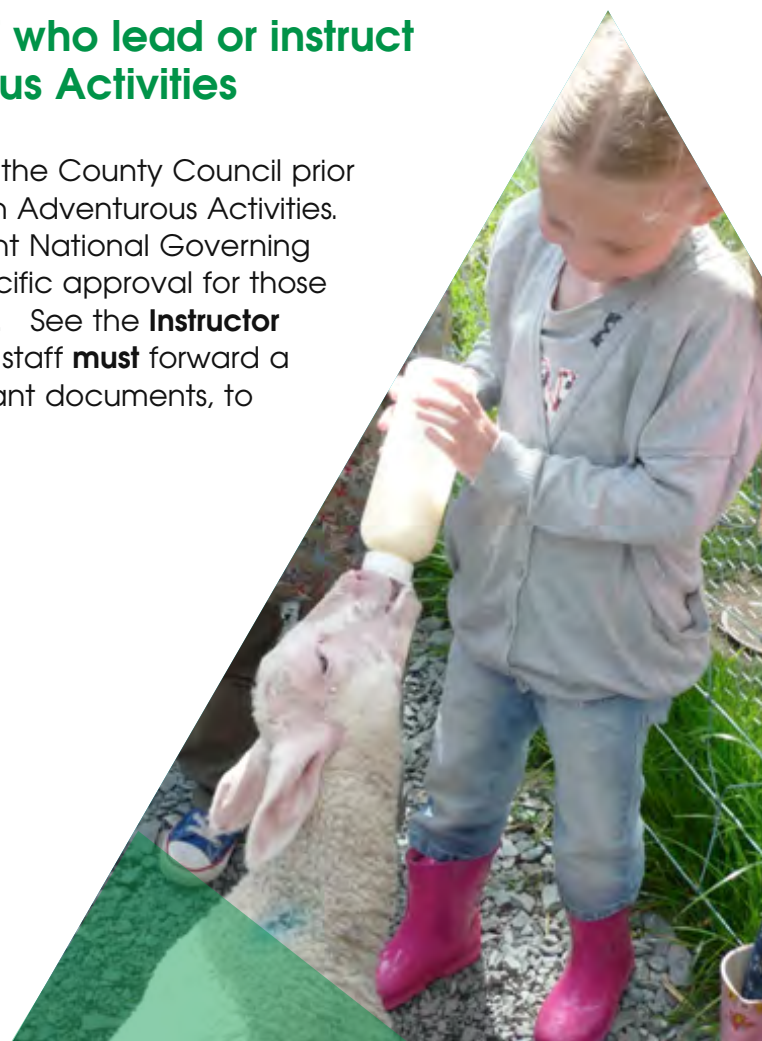
- m) Ensuring that a senior member of staff on the visit is nominated to co-ordinate any child protection duties (**Appendix 2**).
- n) Monitoring visits, including accident and near miss reporting, and review and review visit arrangements and outcomes. This evaluation will inform future visits and staff training needs. (**Section 7**).
- o) Ensuring the Post Visit Evaluation is completed and submitted as required. (**Section 7**).

4.3 Risk Assessments

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

4.4 Responsibilities of All Staff who lead or instruct their own groups in Adventurous Activities

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



4.5 Responsibilities of the Visit Leader

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

- a) Obtain the Manger's approval for the visit/activity, according to the LCC and establishment's procedures.
- b) Ensure that that the ratio of staff to children/young people is appropriate for the environment /activities and needs of the group.
- c) Ensure that adequate arrangements are implemented for the safety and well-being of all participants, including accompanying adults, whilst on the visit. In respect of residential visits, adequate supervision **must** be provided 24 hours a day.
- d) Ensure the overall maintenance of good order and discipline during the visit.
- e) Ensure compliance with the emergency procedures as set out in **Section 6** and ensure that all accompanying staff are familiar with this procedure.
- f) Ensure that all members of staff and accompanying adults are fully briefed as to their roles and responsibilities.
- g) Ensure that group leaders are appointed with proper regard to their experience and competence to undertake the tasks assigned to them.
- h) Undertake the completion of the Risk Assessment (**Form 5**). The Risk Assessment should
 - i. Identify children/young people with cultural requirements, disabilities, special educational or medical needs.
 - ii. Identify and record significant hazards and the safety measures required to reduce risk to tolerable level.
 - iii. Make known to parents/carers, the Manager /Management the level of residual risk that needs to be managed.
- i) If there is any swimming during the activity, this **must** be specifically addressed in the Risk Assessment and will require the presence of a qualified lifesaver. (**Appendix 9**)
- j) Ensure that parents/carers are fully briefed about the arrangements for the visit. This includes Plan B.
- k) Ensure that a signed parental/carer consent form has been obtained, together with all the relevant medical information for all children/young people participating in the Educational/Off Site Visit. (**Form 3, 3A or Form 3B**)
- l) Seek appropriate assurances from the Provider/Centre and ensure that there is a clear contract/agreement in place about who responds to what.
- m) In respect of all visits organised by Wellbeing, Prevention and Early Help Service (WPEHS) the Visit Leader **must** contact the Base Contact to confirm staff and young people numbers before any visit can commence.
- n) Complete the Post Visit Evaluation on EVOLVE.
- o) Monitor visits, including accident and near miss reporting, and review visit arrangements and outcomes. This evaluation will inform future visits and staff training needs. (**Section 7**).

In addition, the Visit Leader is responsible for ensuring that participants conduct themselves with due respect for the environment and the local community, particularly when not directly supervised.

4.6 Responsibilities of the Base Contact

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

The Base Contact **must**:

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

4.7 Responsibilities of the County Council

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

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

Note: *Any member of the Professional Support Team has the power to intervene where unsafe practice is observed or it is felt likely to occur.*



4.8 Responsibilities when arranging transport

Further guidance is found in **Appendix 5** and EVOLVE, but the County Council requires the following:

4.8.1 Minibuses

- Any person driving a minibus **must** hold a Category D1 entitlement on their driving licence. (See the legal advice on EVOLVE)
- All seats **must** be forward-facing and fitted with seat belts.
- Trailer use **must** comply with national licence requirements.

4.8.2 Bus/Coach Hire

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

4.8.3 Children/Young People being transported by Staff/ Accompanying Adults /Young People in their own vehicle

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

5. Providers of Activities

5.1 Centres and Providers of Activities

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

Lancashire holds a list of registered centres and providers of activities. This includes all Lancashire Outdoor Education Centres. The list is posted in the Resources section on EVOLVE and all centres/providers are re-registered every two years. Activities at all registered centres/providers have been fully risk assessed by the centre.

Schools should be aware that if they are delivering adventurous activities using their own staff which fall under the scope of the AALA regulations and external pupils/ young people are offered a place on the activity then there may be AALA licensing implications. Examples of such activities could include (but not exclusive to) D of E ventures in typically 'gold' terrain, certain paddle sports, caving or domestic snow sport visits.

All centres/providers are required to have adequate Public Liability Insurance.



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

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

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

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

Note: The duty of care is always maintained by the school/service and they retain the responsibility for:

- Travel to and from the Centre (**Appendix 5**).
- The downtime/ evening programme.
- Overnight supervision.
- Supervision at meal times.

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

5.2 General Points

- a) When a provider is used, ensure that there is a clear contract/agreement in place about what they are responsible for (supervision/ activities). This **must** be clearly established for each stage of the day.
- b) Any equipment or resources provided by the centre/provider **must** be used in accordance with any instructions given.
- c) Consider making a pre visit.

6. Emergency Procedures

Note: All Visit Leaders should familiarise themselves with the Emergency Procedures, including those of any centre/venue.

6.1 The Base Contact and the Visit Leader must have:

- a) The establishment's emergency response procedures and be familiar with them.
- b) **Form 9** (Base Contact), **Form 10** (Visit Leader).
- c) Telephone numbers (both in and out of hours) of two designated senior members of staff.
- d) Mobile numbers of all accompanying adults on the visit. Together with names, addresses and telephone numbers of parents/carers of all of the children/young people and the same details for the next of kin of all accompanying adults involved in the visit.
- e) Consideration of communication issues to ensure alternative effective communication is maintained.
- f) Copies of the medical information for every child/young person taking part in the visit/activity (and parental/carer consent for Type B visits).
- g) Copies of route plans, venues and alternative activities (Plan B) (see EVOLVE form).
- h) Appropriate vehicle registration numbers and passenger lists for each vehicle.
- i) Copies of the Risk Assessment (**Form 5**).
- j) For critical incidents, the telephone numbers of the Lancashire Emergency Duty Team (**Appendix 6**).

Note: It is considered good practice that for all accompanying adults to hold a copy of the information.



6.2 Visit Closed Procedure

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

6.3 Notes regarding the Media

Visit Leaders, accompanying adults or any group members should not discuss any matter relating to an incident, accident or emergency with the media until contact has been made with Base Contact. Assistance is available from the Corporate Communications Team and it is advised that referral to this team should be undertaken as soon as possible. (**Appendix 6**).

Note: *Under no circumstances should the name of any casualty be divulged to the media.*

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

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

The senior members of staff should alert the Manager, and for major incidents the Lancashire Emergency Duty Team (**Appendix 6**), giving details of the critical incident. The Manager or County Council Officers may identify further actions or help required e.g. media communication, alternative and additional telephone lines, emergency feeding, transport and further support from the Authority as identified.

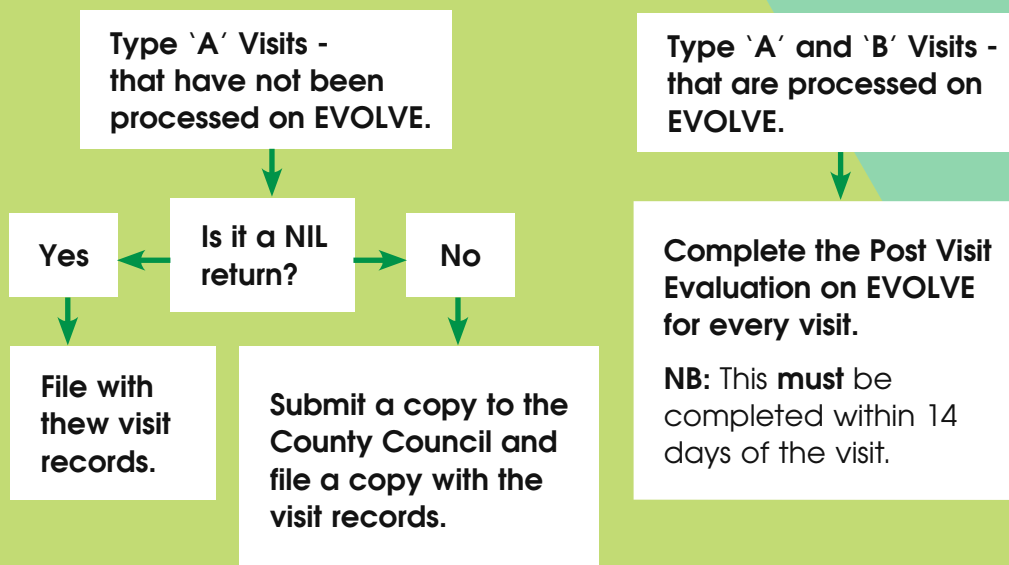
7. Post Visit Evaluation For all Type A and Type B visits

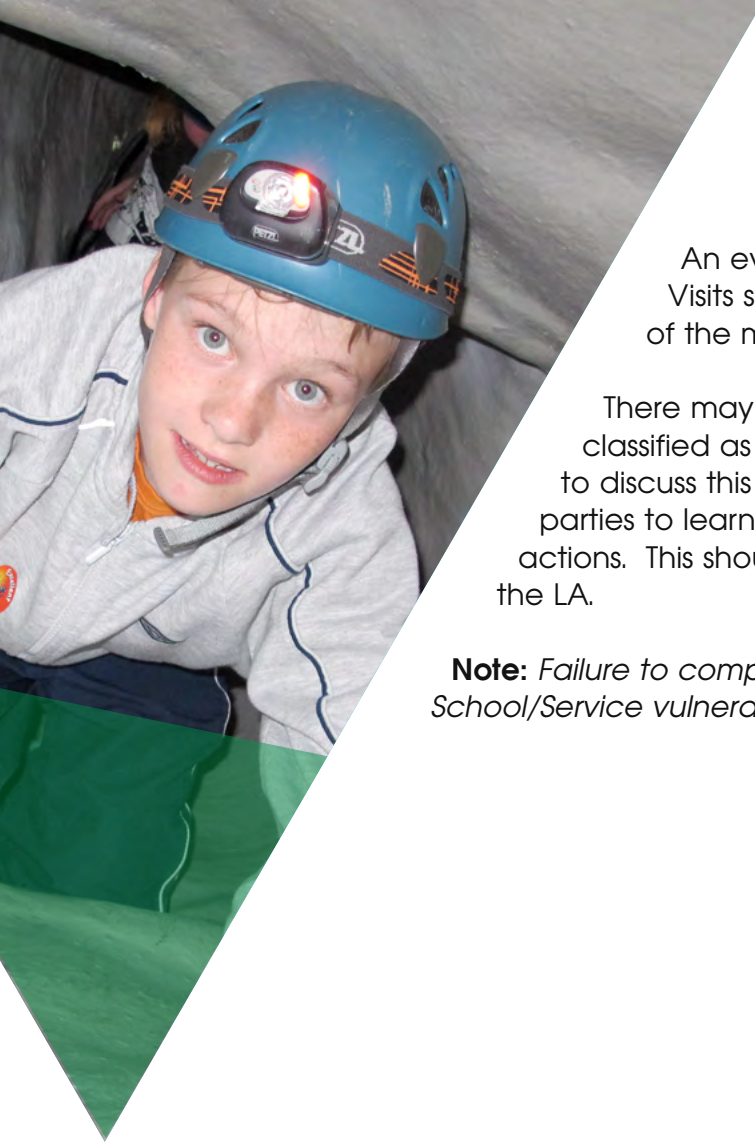
A Post Visit Evaluation **must** be completed on EVOLVE once a visit is closed. Schools/services should keep records of individual visits including what worked well, what didn't and any accident/incident reports.

The processes for Type A and B visits are given below:



Completion of Post Visit Evaluation





An evaluation report of all Educational/Off Site Visits should be made to the management as part of the monitoring procedures.

There may be an incident or situation that could be classified as a 'near miss' or 'close call'. It is important to discuss this with experienced colleagues enabling all parties to learn from the experience and inform future actions. This should be recorded on EVOLVE as a note to the LA.

Note: *Failure to complete the Post Visit Evaluation may leave the School/Service vulnerable to legal action.*

Educational Off Site Visits

