



# EDUCATIONAL VISITS POLICY

May 2017

Review: May 2019

## **Rationale**

Watermore Primary School regards trips and educational visits as a valuable and integral part of a pupil's education and acknowledges the voluntary contribution which teachers and other adults make in enabling pupils to experience a rich variety of visits off the school site.

Such trips do, however, often involve a degree of risk, which is inherent when pupils are placed in unfamiliar places or are undertaking new activities. By following the procedures within this policy, the degree of risk will be reduced to an acceptable level.

## **Purposes**

1. To extend and enrich the delivery of the National Curriculum and support children's learning, by widening the learning experiences on offer in a contrasting situation.
2. To develop the cross-curricular links within the curriculum.
3. To ensure that trips and visits are well planned so that each individual child gains the most out of each trip.
4. To ensure that all pupils have equal opportunity, and therefore entitlement, to benefit from trips and visits.

## **Guidelines**

1. Parents are asked to give one-off written permission for their children to be taken off-site in the local area, e.g. to walk between the two school sites or go for a local walk.
2. For other class trips, visits to other schools and anything involving transport in a coach or private car, written permission is sought on each occasion.
3. All educational trips and visits are planned in direct line with the school's Health and Safety and Charging and Remission Policies.
4. All trips and visits are planned in line with Government and Local Education Authority guidelines. The designated teacher in charge of a proposed trip or visit submits a proposal form to be agreed by the Head teacher. Once this has been agreed, the designated teacher carries out a risk assessment that is in line with the risk assessment process.
5. An initial residential proposal form for a residential visit will be completed by the designated teacher and then sent to the LA for clearance. In addition to this a Notification form must be sent to the LA. Each adult in the party should have a copy plus a list of all the children taking part in the visit.
6. A trip or visit letter is sent out to parents/carers detailing the trip's aims and how it benefits the pupils' education. For residential visits, a meeting is also arranged to inform parents of further details. Parents are asked for written permission for their child to take part in any activity that takes children off the school sites. If we do not receive this written permission, the child will be unable to participate.
7. When staying in overnight accommodation, the designated leader will ensure that the sleeping arrangements are suitable and the accommodation is secure.
8. In case of an emergency, staff will report it to the school, who will follow the procedures in the emergency plan.

## **Supervision**

1. The designated leader of a trip should be a teacher and groups organised in such a way that that teacher could respond in the case of an emergency.
2. A deputy leader is designated, who will normally be another member of staff but may be an adult agreed by the Headteacher.
3. Although the government now has no specific guidelines for supervision ratios, we continue to provide the level of supervision outlined in previous LA guidelines for adult to pupil ratios:
  - Reception - 1:4
  - Years 1-3 – 1:6
  - Years 4-6 – 1:10

Supervising adults should, wherever possible, include mixed genders. Residential trips will definitely have adults of both genders to accompany the trip.

4. All helpers on the trip (parents/grandparents) will have DBS (Disclosure and Barring Service) clearance if they are to be left alone with any children. Teachers will consider whether parents will supervise a group containing their own children on a case by case basis.
5. If a child's behaviour in school is such that he/she may jeopardise their own or others' safety, then they will be withdrawn from the trip/residential visit and any monies returned to the parent. In the first instance, it will be discussed and agreed by SLT. Then the Head teacher will agree this with the Chair of Governors. If appropriate, advice from the Behaviour Support Team and the LA Health & Safety Department will be sought.

## **Definitions**

**School Trip** - This is any activity which involves pupils leaving the site. The only exception would be where pupils need to move between parts of a split school site.

**Residential Visit** - This is any trip whereby pupils will be away from their homes for at least one night. This will include any stay in a hotel or similar and also includes camping.

## **Type of School Trips to be undertaken & Charging Policy**

The School will undertake a range of school trips relating to the curriculum. Parents will be asked for voluntary contributions to fund the activity. However, if insufficient funds are collected to cover the cost of the trip, the trip will be cancelled.

## **The Process**

For any proposed school trip a series of stages must be completed. This will involve the following steps.

**STEP 1 - INITIAL PROPOSAL & HAZARD RATING** - The person proposing a trip will complete the initial proposal form for a school trip (see appendix 1). This form is designed to provide sufficient information to enable the School Trip Approval Group (SLT) to decide whether it should proceed to the formal planning stage.

**STEP 2 - INITIAL APPROVAL** – The School Trip Approval Group (SLT) will assess the information provided and decide whether the trip:

- a) conforms to the type of school trip the school will undertake.
- b) is able to be organised effectively in order to minimise/control the risks associated with it.

If the assessment indicates that the requirements have not been met or there is insufficient information on which to make a decision, then either additional information will be requested or the suggested trip will be indicated to have been disapproved. If additional information is requested, then the Proposer will need to resubmit the initial School Trip Proposal Form with the additional information.

If approval is given, then an individual will be appointed as the School Trip Organiser for the trip and the trip given a risk assessment classification by the School Trip Approvals Group (SLT). The risk assessment classification will be High, Medium or Low. This is based on the following:

- High Risk - Trips abroad and/or involving adventurous activities.
- Medium Risk - Other residential trips.

Low Risk - Short duration trips in the local vicinity or regular trips. This would include visits to local shops or park. This is not an absolute indicator of the risks involved in a trip, but is used to identify the likely timescales required in order to make adequate arrangements for the safe management of the trip.

**STEP 3 - SPECIFIC RISK ASSESSMENT** - The School Trip Risk Assessment (See Appendix 2 and 3) is to be completed by the School Trip Organiser. This will include, or have attached, all relevant information about the trip and may involve the School Trip Organiser in a preliminary visit to the venue. These are to be recorded on the school risk assessment form. This is the key element to the process and it is important that all relevant aspects are considered. These will vary considerably depending on the trip but the higher the risk rating the more complex the arrangements are likely to be. In the case of residential visits, the risk

assessments from the camp organisers will be sought, including the qualifications of any instructors and written confirmation that all staff have had a CRB check. The camp organisers will need to detail the qualification for outdoor pursuits using the LA proforma.

**STEP 4 - FORMAL APPROVAL OF TRIP** - Once completed the Risk Assessment Form will be submitted to the School Trip Approvals Group (SLT), together with any supporting paperwork. They will then decide whether the trip should proceed to the next stage, whether additional information is required or if the trip is no longer felt to be appropriate. Risk assessments for residential visits will be discussed with the Governors Health and Safety Committee.

**STEP 5 - PARENTAL INTEREST** - A letter is to be sent to parents/guardians explaining in detail what the trip aims to do and asking them to indicate whether they would be prepared for their child to attend. It must also indicate whether they will need to contribute towards the funding of the trip and the likely cost. Provided sufficient interest is indicated then the process will move to the next step. Parents will need to sign agreement (usually a slip at the end of the letter).

**STEP 6 - CONFIRMATION OF VENUES ETC.** - This is where the relevant provisions will be finalised. In particular, the venue and transport will be booked and both the numbers of pupils to attend and adult supervisors confirmed.

**STEP 7 - LETTER TO PARENTS** - Parents will be notified what they will need to provide, e.g. pocket money, packed lunch etc. Parents will also be asked to notify the school of any particular needs of pupils, this covering diet, medication, plus use of non-prescribed medication. (See Appendix 4)

**STEP 8 - BRIEFING OF PUPILS** - This is essential so that pupils know what to expect and what is expected of them. In particular, they will need to be advised what is to happen on each day, which must include where they are to meet, clothing etc. required, what papers they need to bring with them

**STEP 9 - EMERGENCY** - Details relating to Emergency provision will be finalised

**STEP 10 - COMPLETION OF NOTIFICATION FORM** - If the trip is to involve a residential stay then the Risk Assessments and the Residential School Trips Notification Form (available on LA Intranet) must be sent in to the Health and Safety Unit of the Personnel Section in advance of the trip (minimum 4 weeks before).

## **STEP 11 - ESSENTIAL ITEMS**

The School Trip Organiser needs to ensure that the following items accompany them on the trip:

- List of children on the trip and contact numbers (only to be used if it is not possible to contact the school, or for specific reasons such as consultation about a medical issue)
- Bands with the school telephone number (EYFS and KSI)
- Medical forms
- Class medication
- Mobile phone
- First aid kit
- Sick bucket/paper towels/wet wipes
- Spare clothes (EYFS and KSI)

**STEP 12 - DEBRIEF & EVALUATION** - Staff and pupils involved will be asked to comment on the trip and identify any concerns and also to highlight where things worked out positively.

Also refer to appendix; Part 3 of *Health and Safety of Pupils on Educational Visits: A Good Practice Guide (HASPEV)*.

Appendix 1

Watermore Primary School INITIAL PROPOSAL FORM FOR SCHOOL DAY TRIP			
CHILDREN TO ATTEND TRIP - ages and numbers			
PURPOSE OF VISIT AND EDUCATIONAL OBJECTIVE(S)			
LOCATION(S) & PROPOSED DATE			
DURATION OF VISIT			
WHAT TRANSPORT WILL BE REQUIRED?		RISK RATING	
		Low	Medium
		High	
HOW MANY ADULTS WILL BE REQUIRED TO ACCOMPANY THE CHILDREN? HOW MANY STAFF MEMBERS? HOW MANY VOLUNTEERS?			
NAME OF PROPOSER:			
ESTIMATED COST (THIS WILL BE BASED ON OTHER TRIPS OR INVOLVE SOME INVESTIGATION OF COSTS RELATING TO TRANSPORT, ACCOMMODATION ENTRANCE FEES ETC.)			
APPROVED FOR FORMAL PLANNING? YES/NO (IF NO GIVE REASONS)			
APPROVED, INDICATE BELOW THE NAME OF SCHOOL TRIP ORGANISER APPOINTED, AND DEPUTY			

**RESIDENTIAL TRIP RISK ASSESSMENT PROFORMA/CHECKLIST**

<b>I - DESCRIPTION OF SCHOOL TRIP</b>
Type of Trip: (Local, residential, foreign, adventurous): Duration of Trip: Pupils to Attend:        _____ Boys        _____ Girls : Total : _____ Name of Party Leader  Name of Deputy/ies   Other Competent Adults Attending:  _____  _____  _____  Educational Aims of Trip  _____  _____  _____

<b>2 - DETAILED ITINERARY</b>
A detailed itinerary needs to be attached to the risk assessment. This will need to include dates, times and details of what is to take place. This will include arrival, departure times, means of transport and duration at a location or undertaking an activity.

<b>3 - PERSONS AFFECTED BY THE TRIP</b>
The persons affected by the activities will be the staff, pupils and volunteers participating in the trip.

<b>4 - HAZARDS</b>
The principal hazards associated with school trips are death, personal injury/illness and loss/damage of property. They are to be addressed by compliance with standards and through specific risk assessments.

<b>5 - CONTROL MEASURES</b>
The control measures provided must be identified. The following forms a mix of checklist/explanation aimed at achieving this. If the control measures are acceptable the trip may proceed

<b>5.1 - Accommodation.</b>
a) Give details of venue(s): Include name, address and type of venue(s)  _____  _____  _____  _____
It is generally recommended that a pre visit inspection take place or that you make contact with someone who has stayed at the facility recently. A plan of the sleeping accommodation and emergency exits is useful, as is a brochure, so that parents and pupils get an appreciation of the type of facilities available.
b) Does the venue provide separate accommodation for: <ul style="list-style-type: none"> <li>• Staff and Pupils? <b>YES/NO</b></li> <li>• Boys &amp; Girls? <b>YES/NO</b></li> <li>• School Party and other users?</li> </ul>

## YES/NO

NB: If the answer to any of these questions is no, very careful consideration will need to be given as to whether to proceed or consider other accommodation. Some exceptions exist, e.g. it may be acceptable for staff to share a single sex bunk-room with pupils, whilst a camp site could require that the party share facilities with other users.

### 5.1 - Accommodation (cont.)

c) Does the venue have the following Security arrangements

- CCTV?  
**YES/NO**
- Secured access operated by employees of venue?  
**YES/NO**
- Securable rooms, e.g. door and window locks?  
**YES/NO**
- Secured accommodation for valuables and personal possessions?  
**YES/NO**
- Are shower/toilet facilities for single use?  
**YES/NO**
- Are shower/toilet facilities for communal use?  
**YES/NO**

d) Is there a history of security problems, e.g. theft, assault, at venue or in neighbourhood?

**YES/NO**

e) Are evacuation arrangements in place for:

- fire?  
**YES/NO**
- bomb alerts?  
**YES/NO**

f) Are there arrangements in place for first aid?

**YES/NO**

### 5.2 - Activities

Details are required on any activity which may be undertaken and full information needs to be provided to parents. Activities usually fall under two broad headings, formal and informal.

**Formal** – These activities usually involve visits to museums or activities classed as outdoor activities. There is usually very specific information available on the type of precautions required, e.g. see outdoor pursuits checklist.

**Informal** – These tend to be the social events associated with trips, they can involve simply walking along a beach, to shopping, to possibly swimming. If there is a possibility of these events taking place, then clear procedures need to be drawn up for them.

#### 5.2.1 - Activities - Formal (Canoeing, Skiing etc.)

a) (UK) Is the centre registered with the Adventure Activities Licensing Authority?

**YES/NO**

If Yes give reference number and what licensed for

: \_\_\_\_\_  
\_\_\_\_\_

b) For any adventurous activity, whether in the UK or abroad, has the advice in the Education Service H&S Manual and 'Safe Practice in PE', produced by BAALPE, been followed?

**YES/NO**

c) Has the qualifications checklist, a copy of which is contained in the Education Service Manual, been completed?

**YES/NO**

d) If no specific detail is contained in H&S Manual/Safe Practice in PE, has it been confirmed that the activity is to be organised/run in line with the practice approved by the governing body for the Activity?

**YES/NO**

e) If there is no governing body for the activity, have full details on the activity been provided?

**YES/NO**

(This must include details of what the activity will involve, where it is to be undertaken, qualifications of leaders and levels of supervision and what personal protective equipment is to be used. An example of an activity which has no governing body is raft building)

### 5.2.2 - Activities - Informal (Shopping, Sightseeing etc.)

a) Have you identified the location where these activities will take place?

**YES/NO**

b) Have you identified if the area is known to have a problem with crime?

**YES/NO**

c) Have you identified whether there are any special weather conditions required for the activity?

**YES/NO**

d) If swimming from a beach have you checked that the beach is supervised by lifeguards and that swimming is only to take place in safe areas indicated?

**YES/NO**

e) If pupils are allowed to go off by themselves, e.g. shopping, have they been provided with

- Emergency contact details?

**YES/NO**

- Location of member of staff?

**YES/NO**

- Information on how to contact emergency services?

**YES/NO**

f) If pupils are abroad have they been briefed on local customs?

**YES/NO**

### 5.3 - Disability

a) Has the venue been confirmed as able to provide activities for disabled.

**YES/NO**

b) Has the accommodation been confirmed as being accessible. Specifically does it have

- suitable disabled toilet and washing facilities?

**YES/NO**

- access to rooms via ramps, lift or stair lift?

**YES/NO**

- accessible dining facilities?

**YES/NO**

c) Are the emergency evacuation arrangements at the venue suitable to deal with the persons disability?

**YES/NO**

### 5.4 - Insurance

a) Does the trip take place during normal school time and form part of the curriculum, e.g. swimming?

**YES/NO**

(If Yes the same insurance arrangements will apply as for a normal school day.)

b) Does the trip involve an overnight stay?

**YES/NO**

(If Yes, then School Journey type insurance is strongly recommended.)

c) Does the trip involve travel abroad?

**YES/NO**

(If Yes, then School Journey type insurance is strongly recommended.)

### 5.5 - Parents/Guardians

Have parents/guardians been informed of the

a) educational aims of visit?

**YES/NO**

b) itinerary and both organised and ad hoc activities?

**YES/NO**

c) clothing etc. is required?

**YES/NO**

d) need to inform staff of any medical/dietary needs of their child?

**YES/NO**

e) insurance arrangements in place for the trip?

**YES/NO**

### 5.6 - Personal Needs

Have pupils been notified

a) what clothing they will need?

**YES/NO**

b) what footwear is required?

**YES/NO**

c) if a packed lunch is required?

**YES/NO**

d) if they will need money?

**YES/NO**

e) the itinerary?

**YES/NO**

### **5.7 - Security**

There are many aspects of security and these will vary depending on the type and duration of trip. The following need to be considered

a) Have pupils been advised of what they can expect and how to summon assistance?

**YES/NO**

b) Has anyone who may have unobserved one to one contact with pupils, and is part of the party, received police clearance?

**YES/NO**

c) Have staff been made aware of the need to check that the security arrangements indicated are in operation and whether pupils might be able to leave the building unobserved?

**YES/NO**

### **5.8 - Staffing & Supervision**

**(Adequate supervision is viewed as the main control measure for any activity which is dynamic. This will reduce the likelihood of inappropriate behaviour and thus of injury or other mishap, e.g. loss of possessions)**

a) What is the level of competent adults to pupils?      \_\_\_ Adults      \_\_\_ Pupils = Ratio \_\_\_ : \_\_\_

**b) Does the trip comprise a mixed sex group?**

YES/NO

c) If yes to b), are there competent adults of each sex present?

**YES/NO**

**d) Are there any pupils with special or medical needs?**

YES/NO

**e) If yes have all staff been informed of relevant details?**

YES/NO

f) Have all staff/volunteers going on trip had Police clearance?

**YES/NO**

### **5.9 - Transport**

There are many possible means of transport to a venue. The following is a guide to some of the different types.

#### **5.9.1 - Transport - Hired (This will usually be some form of motor vehicle)**

**a) Is the company from which the vehicle is to be hired reputable, licensed and have in place the necessary insurance?**

YES/NO

**b) Is the vehicle fitted with seatbelts?**

YES/NO

**c) Is there one seat for each of the party?**

YES/NO

(NB the three for two rule is no longer in operation.)

#### **5.9.2 - Transport - Scheduled (This will usually be by bus, train, ferry or aeroplane.)**

**a) Have the tickets been booked in advance?**

YES/NO

**b) Is the party to be sat together?**

YES/NO

**c) Does the party have all the necessary paperwork for travel abroad:**

- Passports & Visa's if necessary

**YES/NO**

- Form E111 (available from post offices) Provides entitlement, in reciprocating countries, to free or reduced cost medical assistance.

**YES/NO**

#### **5.9.3 - Transport - School Minibus**

a) Is the service/log book of the vehicle up to date?

<b>YES/NO</b>
b) Does the driver of the vehicle hold the South Gloucestershire 'Certificate of Competence' to drive a minibus? <b>YES/NO</b>
c) Is the use and operation of the minibus in line with the Council Policy? <b>YES/NO</b>

<b>5.10 - Emergency Arrangements</b>
a) <b>First Aid</b> - Is there <ul style="list-style-type: none"> <li>a qualified first aider in the party? <b>YES/NO</b></li> <li>an appointed person in the party? <b>YES/NO</b></li> </ul> <p>NB: Minimum coverage is an appointed person. This individual is responsible for the first aid kit and will take charge in an emergency.</p>
b) <b>Medical Needs</b> - have staff been <ul style="list-style-type: none"> <li>made aware of those in the party with medical needs? <b>YES/NO</b></li> <li>provided, where appropriate, with a copy of the health care plan? <b>YES/NO</b></li> <li>informed where the medication is kept? <b>YES/NO</b></li> <li>trained, where appropriate, to administer the medication? <b>YES/NO</b></li> <li>advised, whether non prescription medication can be provided to individual pupils? <b>YES/NO</b></li> </ul>
c) <b>Notification to Parents</b> - In the event of an accident or incident have arrangements been made for <ul style="list-style-type: none"> <li>Someone in the party to contact the parent(s)? <b>YES/NO</b></li> <li>Someone in the party to contact a designated person who will then contact parents? <b>YES/NO</b></li> </ul>
d) <b>Arrangements for sending someone home</b> - In the event of misbehaviour or injury have arrangements been established for sending someone home? <b>YES/NO</b>
e) <b>Emergency Plan</b> - In the event of a major incident are there arrangements in place to provide support, e.g. counselling, for <ul style="list-style-type: none"> <li>Staff? <b>YES/NO</b></li> <li>Pupils? <b>YES/NO</b></li> <li>Parents? <b>YES/NO</b></li> </ul>
f) <b>Interpretation Service</b> - For trips abroad has the school obtained details of the Councils current interpretation service provider and briefed staff and pupils on how to access the service? <b>YES/NO</b>

<b>6 - Specific Considerations</b>
<b>6.1 - Exchange Visits</b> - These trips have been highlighted as having the potential for Child abuse. Before a child is placed with a family a check on the suitability of the family must be undertaken. It is not always possible or practicable to undertake Police Checks. Even where this is possible steps must be taken to provide the pupils with support. This means there is someone they can talk too and a facility for the child to be relocated, if the exchange proves a problem, or to come home early.
<b>6.2 - Age of Consent</b> - Pupils and parents should be made aware of the differing ages of consent that apply in different countries. This information must therefore be obtained well in advance of the trip. The expectation is that pupils on school trips will conform to the legal position in force in this country rather than in the country visited.
<b>6.3 - Alcohol</b> - No alcohol is to offered or consumed by any pupils of any age whilst in the care of the school, except in he case of visits to foreign countries where appreciation of the culture of the country would include the pupils sampling local wines. In such cases the consent of the parent(s)/guardian(s) of the child must be obtained in writing.
<b>6.4 - Body/Ear Piercing and Tattooing</b> - Pupils and parents are to be informed that the school does not allow pupils who are under loco parentis to have ears/bodies pierced or permanent tattoos. This should be

viewed as a serious disciplinary issue which will result in pupils being sent home early.

**PROVIDER STATEMENT YES/NO**

Many control measures will be met if the provider being used holds the LOtC quality badge. Where this is not held, the provider statement should be completed. Details of the badge and list holders can be found at [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)

A check has been made to confirm that the provider holds LOtC badge **yes/no**

Has the provider statement been completed? **Yes/No**

Has the relevant questions been answered? **Yes/No**

Have any queries been addressed? **Yes/No**

**TRANSPORTING YOUNG PEOPLE IN PRIVATE CARS.**

Where this occurs, there should be recorded procedures.

As a minimum, recorded procedures must address the following:

- a) Seeking evidence that the vehicle is roadworthy. e.g. MOT certificate where relevant.
- b) Seeking evidence that the driver holds an appropriate and valid licence.
- c) Seeking evidence that there is a valid insurance policy covering the intended use. This requires that employees have "business use" cover.
- d) Ensuring that there is explicit parental consent to transport pupils in private cars and by specified persons.
- e) Ensuring that drivers properly understand their duty of care in this situation.

The driver of any vehicle transporting children or young people cannot drive and supervise at the same time. Therefore, a key judgement needs to be made about the likely behaviour and individual needs of the passengers. If any of the children or young people may require close supervision, then another adult should travel in the vehicle so that the driver is not distracted.

In addition, establishments who wish to use volunteer helpers or other young people to help transport pupils in their own cars must ensure that they are aware of their legal responsibility for the safety of the young people being transported.

Other than in an emergency situation, staff or volunteer adult helpers transporting young people should not be left on their own with a young person.

**WATERMORE PRIMARY SCHOOL - MEDICAL INFORMATION AND SCHOOL TRIP  
CONSENT FORM**

**DETAILS OF PUPIL**

Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_

Home Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Class \_\_\_\_\_

**MEDICAL INFORMATION**

a) Are you aware that your child has any medical condition **YES / NO**

Type of Condition or Illness \_\_\_\_\_

Name & Type of Medication \_\_\_\_\_  
(as described on container)

How long will your child require the medication \_\_\_\_\_

**FULL DIRECTIONS ON USE**

Dosage and Method \_\_\_\_\_

Timing \_\_\_\_\_

Special Precautions \_\_\_\_\_

**MEDICAL INFORMATION**

Name of Doctor \_\_\_\_\_

Address and tel.no. \_\_\_\_\_

Medical Card No. (if known) \_\_\_\_\_ Date of last tetanus injection \_\_\_\_\_

**CONTACT DETAILS**

Name of Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Daytime tel. no. \_\_\_\_\_ Alternative tel.no. \_\_\_\_\_

**DIETARY REQUIREMENTS**

Does your child have any particular dietary requirements **YES/NO**

If yes please detail below

- Declaration (1) I agree that my child may participate in the school trip  
(2) I agree that my child is fit to participate in the activities to be undertaken

I give permission that where staff are unable to contact me, they may give permission for any emergency dental, medical or surgical treatment. Staff will give permission for treatment as advised by the medical authorities present.

Date \_\_\_\_\_ Signed \_\_\_\_\_ (Parent/Guardian)

# Provider Statement

This form is **NOT** required for providers that hold a valid Learning Outside the Classroom (LOtC) Quality Badge.

Details of the badge and a list of holders can be found at [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)

Organisers requiring advice on the interpretation of information given by Providers on this form should contact their establishment's EVC.

## **PART 1: To be completed by the Visit Organiser**

<b>Name &amp; address of Establishment (school/service)</b>	
<b>Email (or fax)</b>	
<b>Type of Visit/Activity:</b>	
<b>Name of Visit Organiser</b>	
<b>Name of Provider</b>	
<b>Date(s) of visit</b>	

## **PART 2: To be completed by the Provider**

Please give careful consideration to the following statements and respond with YES, NO or N/A, or give the specific information required.

### **SECTION A**

<b>To be completed for all types of visit</b>		
<b>1. Insurance</b>		<b>Yes/No/NA</b>
1.1	Do you hold public liability insurance, which will be current during the proposed visit, and which covers all directly provided and sub-contracted activity?	
1.2	If Yes, what is its indemnity limit?	<b>£ M</b>
<b>2. Health, Safety and Emergency Policies</b>		<b>Yes/No/NA</b>
2.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments, which are available for inspection?	
2.2	Do you have accident & emergency procedures in place, with records available for inspection?	
2.3	Are there first aid arrangements in place?	
<b>3. Vehicles</b>		
3.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and EU regulations on passenger seats and seat restraints?	

<b>4. Staffing</b>		
4.1	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity?	
4.2	Are there regular opportunities for liaison between your staff and establishment staff?	
4.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?	
<b>5. Accommodation</b>		
5.1	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	
5.2	Is the accommodation accessible including: <ul style="list-style-type: none"> <li>• Suitable disabled toilet and washing facilities</li> <li>• Access to rooms via ramps, lift or stair lift</li> <li>• Accessible dining facilities</li> </ul>	
5.3	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available?	
5.4	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	
5.5	Are separate male and female sleeping accommodation and washing facilities provided?	
5.6	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	
<b>6. Sub-contracting</b>		
6.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	
6.2	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	

## SECTION B

<b>To be completed if the visit includes adventurous activities or field studies</b>		
<b>7. Adventure Activities Licensing Authority (AALA) Licence</b>		
7.1	<b>AALA Reference number</b>  <b>Date of expiry.</b>	
7.2	<b>Does the Licence held cover all planned activities, which are in the scope of AALA licensing?</b>	
<b>8. Activity Management</b>		
<b>To be completed about all activities</b>		<b>Yes/No/NA</b>
8.1	Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties?	
8.2	Do you maintain a written code of practice for activities, which is consistent with relevant National Governing Body guidelines and, if abroad, the relevant regulations of the country concerned?	
8.3	Do you confirm staff competence by appropriate National Governing	

	Body qualifications for the activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	
8.4	Where there is no National Governing Body for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice?	
8.5	Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?	
8.6	Is there a clear definition of responsibilities between your staff and visiting staff about supervision and welfare of participants?	
8.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?	

## SECTION C

To be completed by Tour Operators		
9. Tour Operators		
		Yes/No/NA
9.1	If you are a Tour Operator, do you comply with the Package Holidays and Package Tours Regulations 1992 and The Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001, including bonding to safeguard customers' monies? Please provide ATOL, ABTA or other bonding body names and numbers below.	
Details of any bonding (ATOL, ABTA etc)		

## SECTION D – EXPEDITIONS

To be completed for overseas expeditions		
10. EXPEDITIONS		
		Yes/No/NA
10.1	Do you agree to provide sufficient written information and assurances specific to the expedition, as required by the establishment and its employing body?	

## SECTION E – ACCREDITATION

11. Details of any accreditations held by the Provider		

**CONFIRMATION**

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might adversely affect the safety and wellbeing of user groups.

Signed:

Date:

Name:

Position in organisation:

Name of Provider:

Address of Provider:

Tel:

Fax:

Email:

Website:

**Thank you for completing this form. Please return it to the Organiser at the establishment named in part 1.**

# Residential School Trips Notification Form

This form is to be completed by Council Schools for all residential school trips and returned to the Schools' H&S Unit a minimum of 4 weeks in advance of the trip.

**NAME OF SCHOOL:** .....

**NAME OF ORGANISER:** .....

**SIZE OF GROUP: BOYS** ..... **GIRLS**..... **LEADERS (male)**..... **(female)**.....

= **TOTAL** .....

**GROUP SPLIT: YEARS 1-3** ..... **YEARS 4-6**..... **YEARS 7+**.....

**DATE OF TRIP:** .....

**VENUE:** .....

**ADDRESS:** .....

**TELEPHONE NUMBER OF VENUE:** .....

**EMERGENCY LOCAL TELEPHONE NUMBERS** (The emergency local telephone number is for someone at school/home, not travelling on the trip, who is designated to pass out information to parents in case of incidents.)

**DAY** .....

**NIGHT**.....

**PURPOSE OF VISIT** ..... (This could be cultural, language development, team building etc.)

## ADVENTUROUS ACTIVITIES

Where trip involves adventurous activities, e.g. canoeing, caving, climbing etc. by signing this form you are confirming that you have checked with the provider and that they follow the safe practice laid down by the relevant national governing body in respect of leadership qualifications, instructor to student ratios and safe practice.

## RISK ASSESSMENT

By signing this form you are confirming that all relevant checks and risk assessments have been completed for all aspects of this Residential School Trip.

**SIGNED – HEAD TEACHER** .....

**DATE** .....

Completed Form to be returned to: [schools.healthsafety@southglos.gov.uk](mailto:schools.healthsafety@southglos.gov.uk) or - Schools' Health & Safety Unit, Department for Children, Adults and Health, PO Box 298, Civic Centre, High Street, Bristol, BS15 0DG, Telephone : 01454 863224 Fax : 01454 863260

# Watermore Primary Risk Assessment

Date of Risk Assessment: .....

Description of Activity being risk assessed

.....  
.....

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by When	Action Completed

Review date: .....