



Outdoor Education and Offsite Educational Trips Policy

For all schools in the Bosco Catholic Education Trust

This Policy has been approved and adopted by the
Bosco Catholic Education Trust.

Approved:

Mar 22

For review:

Mar 25

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Policy for Outdoor Education and Off-site Educational Visits (‘Learning Outside the Classroom’)

1. Introduction

1.1 Our schools provide many opportunities for their students/children/young people to enrich and enhance their on-site learning through use of Outdoor Education and Off-site Educational Visits. This encompasses residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities. All trips and visits are carefully considered and monitored by the Governors and EVC. Our aim is to provide as many experiences for our pupils as possible using sensible, appropriate and thorough risk assessment.

1.2 The value of off-site educational visits is well recognised by the Governing body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated, and responsibilities recognised.

1.3 This document outlines the specific policies and procedures for our schools. It supplements and follows the advice and guidance contained within the following significant publications:

- West Sussex County Council’s Regulations for Educational Visits and the use of EVOLVE and national Guidance: March 2013. See:
https://www.westsussex.gov.uk/learning/west_sussex_grid_for_learning/curriculum/outdoor_education/off-site_activities/regulations_and_guidance_for_o.aspx
- Departmental advice on health & safety for schools, regularly updated. See:
<http://www.education.gov.uk/aboutdfe/advice/f00191759/departmental-advice-on-health-and-safety-for-schools/key-points>
- Department for Education advice on ‘Legal Duties and Powers For Local Authorities, school leaders, school staff and governing bodies, available at:
<http://media.education.gov.uk/assets/files/pdf/h/dfe%20health%20safety%20advice%20181212.pdf>
- The Health and Safety Executive statement: “School Trips and Outdoor Learning Activities – Tackling the Health & Safety myths . available at:
<http://www.hse.gov.uk/services/education/school-trips.pdf>

2. Roles and Responsibilities

2.1 The Governing Body satisfies itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential, abroad, or hazardous need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.

2.1 The Head Teacher is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature. This is recorded through use of the Internal Permission/Cover Arrangements/Checklist form.

2.2 The Educational Visits Co-ordinator (EVC) ensures that all off-site activities follow the correct procedures. The person with these responsibilities (currently the school business manager) will approve the group leader for every visit and monitor the written risk assessments to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- Ensure that Vetting & Barring Scheme / Criminal Records Bureau disclosures are in place where necessary
- Arrange Emergency Contact Duty Officer (the EVC unless another member of the senior leadership team has been identified on the Evolve form due to their unavailability) and draw up proper procedures to be followed in such an event.
- Keep records and make reports of accidents and “near misses”
- Review and regularly monitor procedures
- Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC policies for Learning Outside the Classroom.

2.3 The Group Leader is responsible for identifying the purpose of the visit and following the checklist published in the Local Authority guidance. A risk assessment is necessary for all off-site visits. Significant risks and their control measures will need to be recorded and attached to the EVOLVE visit form (available on <http://www.westsussexvisits.com/>).

This will take account of:

- Generic risks as published in this document and the WSCC Regulations for Educational Visits and the use of EVOLVE March 2013 and Section B (Adventurous Activities) of the Regulations & Notes of Guidance for Off-site Activities 2007.
- Event Specific Risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader’s competence, the group and other factors such as transport.

- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and the risk assessment control measures

2.4 Participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose of the visit and understand expectations of behaviour.

3 Guidance Notes for Off-Site Educational Visits

To ensure proper good practice and compliance with the necessary regulations it is expected that :

3.1 All group leaders will familiarise themselves with the published advice and guidance. Further information is available from the Evolve web-site (www.westsussexvisits.org). Training for group leaders will be arranged to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency. Access to such training is also available through the Outdoor Education Office (0330 222 8344)

3.1.1 In order to plan an off-site activity, the EVC (or Head of Department/faculty/year) should be involved in discussing plans at an early stage. Routine or local visits such as games matches need to be planned ahead also. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.

3.1.2 Parental Consent. Copies must be available for the Emergency Contact and the Group Leader to take on the visit. *See Appendix A*

3.1.3 Internal Approval Form. *See Appendix B* This local form is to achieve any necessary cover arrangements.

3.1.4 An Evolve Visit form must be completed for all residential visits and for those that are either visits abroad or for adventurous/hazardous pursuits. Out of county visits are also required to use this system. The form will need to be submitted to, and approved by, the Head of Establishment (or EVC) one month in advance and certainly before becoming financially committed. These types of off-site activity also need the Governing body's approval. School Journey Insurance is provided by the Academies Insurance provider, Marsh. Off-site Group Leaders should check to see if such cover is already being provided by a tour operator, or external provider. The details are published at Appendix Z in the WSCC Regulations and Notes of Guidance for Off-site Activities 2007 and are available on the Evolve website.

3.1.5 OE2 form: This optional form provides information on what WSCC expects an external provider to deliver. It should be sent to any provider being considered for the first time and attached to the evolve form as evidence of the planning process. *See Appendix C*

3.1.6 Evaluation Report: On return the Group Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near miss' or where an incident took place. A new on-line accident reporting procedure is now available. If such a form was completed at the venue, there is a need to place such an occurrence on the record at the 'home' establishment. A general evaluation of the visit is possible, within 28 days, through the EVOVE visit form. This can inform future visits and may be a useful check on the value of the risk assessments undertaken.

3.1.7 Risk Assessment forms (eg. RAOS1) should be completed and attached to the Evolve form when risks are perceived as significant. External providers will have their own risk assessment documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required. (See www.aala.org.uk) If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation. *See Appendix D*

3.1.8. Providers that hold a LOTC (Learning Outside the Classroom) Quality Badge have been externally assessed and are acceptable as a 'checked' provider on the EVOLVE site.

Tel No:	(Home)	(Work)	(Mobile)
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APPENDIX B

(Name of School) OUTSIDE VISITS : GOVERNORS APPROVAL FORM
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Destination	Hazardous		Please tick or cross all boxes
	Overnight stay		
	Journey abroad		
Provisional Governor's approval: Required if 1 or more boxes ticked			
Signed:.....			
Date and Times of Visit:			
If the visit is residential have arrangements been made for Mass Attendance and Parents informed?			
No of pupils:		Female	Age Range
Staff	Staff contact no`s		First Aider
Leader			Qualification
Other staff			Expires
			Minibus Driver
			Permit No
			Expiry date
Mode of Transport : COACH/ MINIBUS/ TRAIN/ PLANE (<i>delete as applicable</i>)			
Coach Hire / Flight/ Train Information			
<i>Delete as applicable</i>			
Educational Benefits (up to 4)			
1.			
2.			
3.			
4.			
Cost To Pupil:			
Cost to School:			
Cost to Department:			
Overall Cost:			

Approved by EVC
Signed: Date:.....

Approved by Governor
Signed: Date:.....

Outside Visits – Guidance

Before making any **financial** commitment or publicising a visit to students, the proposed visit must receive provisional approval from the Leadership team, and provisional approval from the school's Educational Visitor Co-ordinator (EVC). Where staff release is required, and this has been agreed on the original application to the Leadership team, the cover co-ordinator must be advised so that he/she can ensure cover is arranged. It is anticipated that most visits will be approved in time for them to be published in the school calendar. Where this is not possible, provisional approval should be applied for, in writing, through the Assistant Headteacher responsible. This should be in exceptional circumstances only – all trips should be put forward in the calendar to allow for appropriate oversight of trips and cost to parents. The cost of any cover must be included in the charge to student. A provisional budget must be prepared and submitted to the Business Manager for approval as indicated on the checklist.

- Incidents, near misses and accidents must be reported to the Business Manager. This is so that we may learn from the experience and take steps to avoid any similar event happening again.
- Where a trip involves an overnight stay, access to changing rooms or unsupervised access to any pupil or group of pupils, then all accompanying adults must have a **Disclosure and Barring Service** (DBS) check. This includes all parent volunteers and partners of staff. It is not acceptable to say that the person has no supervising responsibility so does not need checking.
- It must be remembered that if a visit takes place totally or mainly in school time, then the cost of the activity must be met by **voluntary contribution** which must be made clear in the letter.
- If a family member accompanies a member of staff, either student or adult, they must be aware of the potential conflict of interest in the event of an incident and they must be sure that the remaining staff will be able to manage the group. **At no time should an adult be put in the position of supervising a group containing their own child.**
- Each trip must be accompanied by a qualified **first-aider**. First aid kits can be obtained from the medical room; two weeks notice of your requirements should be given.
- **Uniform** should be worn on all school visits even if they occur outside school hours unless the activity precludes it or makes it clearly inappropriate eg Duke of Edinburgh expeditions or fieldwork where there is potential to get wet or dirty.
- The governors require organising staff to ensure wherever possible that Catholic pupils taking part in residential trips will be taken to Mass by accompanying staff when the trip includes a Sunday or Holy Day of Obligation. Certain activities eg uninterrupted expeditions may prevent this from happening. Parents must be informed of whatever arrangements have been made.

PROVIDER STANDARDS FORM OE2



For completion by providers of outdoor education, visit venues and off-site activities to West Sussex schools and education establishments.

Name & address of provider/organisation: -

The provider named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed.

Please tick all specifications you meet. Indicated by a cross any you cannot meet. Write N/A against any specification, which does not apply to your provision.

Section A should be completed for all visits. Section B (adventure activities) should be completed, if applicable.

Section A – ALL PROVIDERS

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and has a health and safety policy and recorded risk assessments which are available for inspection.
2. Accident and emergency procedures are maintained and records are available for inspection.
3. The staff have the experience, competence and professionalism to work with the age range and abilities of prospective groups.
4. There are adequate and regular opportunities for the group leader to liaise with the provider and designated staff.
5. The Centre has a Code of Conduct, which can be provided in advance of any booking and to which visiting groups should adhere.
6. All reasonable checks, including Criminal Record Bureau checks, are made on staff that have unsupervised access to young people
7. There are adequate and regular opportunities for liaison between visiting staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to visiting staff.
8. The provider has public liability insurance for at least £5million, **(please attach a copy of your insurance certificate of cover)**

9. The provider will take all reasonable steps to allow inclusion and participation for any young people who have special needs or have a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001.
10. The provider encourages responsible attitudes to the environment as an integral part of the programme.
11. All vehicles are roadworthy and meet statutory requirements. Drivers are PCV qualified or operate with a small bus permit and local minibus driving assessment.
12. A current fire certificate covers all accommodation – or advice from a fire officer has been sort and implemented and a fire risk assessment has been completed.
13. Security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation.
14. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is suitably located to ensure adequate supervision.

Section B – PROVIDERS OF OUTDOOR AND ADVENTUROUS ACTIVITIES

15. The provider meets the requirements of the Adventure Activities Licensing Authority (AALA)

For AALA licensable activities the specification in this section may be checked as part of an AALA inspection. However, providers registered with the AALA are also asked to consider the statements below with respect to any activities or aspects of their provision not covered by the licence.

16. The minimum ratios of staff to young people for the activities conform to those recommended by the appropriate National Governing Body or, in the absence of this, the providers Code of Practice and informed by a risk assessment.
17. The provider operates a policy for staff recruitment, induction and training which ensures that all staff with a responsibility for participants is competent to undertake their duties.
18. The provider maintains a written code of practice for each activity which is consistent with relevant National Governing Body guidelines or, in their absence, recognised national standards.
19. Staff competencies are confirmed by the appropriate National Governing Body qualification for the activity to be undertaken, or staff have had their competencies confirmed by an appropriately experience and qualified technical adviser.
20. Please list the adventurous activities you will be providing along with the minimum qualification or training an instructor will have. Where appropriate please give details of the nature of the location to be used:

ACTIVITY	MIN QUALIFICATION/TRAINING	LOCATION
<i>Eg: Canoeing</i>	<i>BCU Level 2 Coach</i>	<i>Sheltered Lake</i>
.....
.....
.....(continue on a separate sheet if necessary)		

21. Visiting groups will have access to appropriate first aid. Centre based staff are practised and competent to respond to accidents and incidents.
22. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
23. All equipment used for activities is suited to the task and adequately maintained in accordance with current good practice.

If any of the above specification cannot be met or are not applicable, please give details:

Details of any accreditation eg: '**Learning Outside the Classroom**' Quality Badge Award, AALA, National Governing Body, Tourist Boards etc:

I certify that the organisation I represent complies fully with the requirements set out above, except where I have deleted or crossed out the item. It will observe the above conditions during any visit from a West Sussex establishment

Signed: Date:

Name: Position in Org:

Tel (general): Fax:

Email (general):

Website:

Thank you for completing this form. Please return it to the school/establishment that sent it to you or to:-

Simon Whitmore
 Outdoor Education Adviser, Room 215, East Wing North
 County Hall, CHICHESTER, West Sussex PO19 1RF

APPENDIX D

The Governors and Head Teacher of each school have a legal duty to ensure safety arrangements are in place to control any risks of harm, injury or ill-health to staff and students.

Instructions

As the Teacher responsible for the organising the education trip you must complete the risk assessment below and forward it to the Business Manager for approval.

Department	People at risk	Off-site activity description
Off-site location	People particularly at risk this trip	Date of trip
Assessment date	Assessor / s	Approved
Review date		Date

HAZARDS What has the potential to cause someone harm, injury or ill-health?	RISKS What type of harm, injury or ill-health could happen?	HOW WILL YOU CONTROL THE RISK? You can attach or refer to relevant documentation that explains your safety arrangements e.g. letter to parents,
General <ul style="list-style-type: none"> - Lack of information - Medication - Food allergies 	Risk of harm if insufficient information exchanged	<ul style="list-style-type: none"> - Letter sent to parents - Students complete a medical form and staff make arrangements for particular medical needs - Staff and pupils exchange mobile telephone numbers - Students given preparation talk regarding hazards and how to keep themselves and others safe - Students given information sheet about the trip (attached) - Students responsible for providing own food and refreshments
Staff / student ratio	Harm in insufficient staff / student ratio	-
Travel – hire coach <ul style="list-style-type: none"> - Travel to and from venue - Leaving the coach - Vehicle breakdown - Service stations - Travel sickness Student bags and personal belongings 		<ul style="list-style-type: none"> - Coach driver responsible for advising staff and students what to do in the event of a vehicle breakdown - Seat belts installed, staff routinely check students are wearing seat belts - Student bags to be stored safely to avoid blocking exits and walkways - First aid kit provided, incl. sick bags - Students who suffer with travel sickness advised not to play electronic games or read whilst travelling - Students advised how much or little freedom they have to ‘roam’ - Students supervised by staff during journey

<p>Travel – School minibus</p> <ul style="list-style-type: none"> - Travel to and from venue - Leaving the minibus - Vehicle breakdown - Service stations - Travel sickness Student bags and personal belongings 	<p>Injury from slipping or tripping</p> <p>Students suffering with travel sickness</p>	<ul style="list-style-type: none"> - Approved driver responsible for checking vehicle - Seat belts installed, staff routinely check students are wearing seat belts - Student bags to be stored safely on mini bus and to avoid blocking exits and walkways - Details of breakdown service providers in mini bus - In case of breakdown, staff and students instructed to leave the mini bus and wait on roadside or verge to the rear of the mini bus - First aid kit provided, including sick bags - Students who suffer with travel sickness advised not to play electronic games or read whilst travelling - Students advised how much or little freedom they have to 'roam' - Students supervised by staff during journey
<p>Travel – train</p> <ul style="list-style-type: none"> - Seating arrangements - Underground travel - Large group of students - Getting lost - Student bags and personal belongings 		<ul style="list-style-type: none"> - Students advised how much or little freedom they have to 'roam' - Appropriate supervision will be maintained at all times - Students will generally be able to walk around the train in small groups - Where possible students and teachers will sit close together - Each pupil will be given a copy of the underground system - In the event of any pupil becoming lost a meeting point will be agreed - Student bags to be stored safely on to avoid blocking walkways - Students supervised by staff during journey
<p>Venue</p> <p>Activities</p> <p>Managing student movements while there</p> <p>Plan B in case of change in conditions – e.g. weather</p> <p>Additional concerns related to specific students, e. disability or behavioural matters</p>		<ul style="list-style-type: none"> -



**Introduction to EVOLVE
for Staff**



Welcome to EVOLVE!

This document has been designed as an introduction for staff to EVOLVE.

EVOLVE is an online tool for planning and managing educational visits, on-site activities, after school clubs and sports fixtures. It is currently used by over 21,000 schools across the UK, and more than half a million staff have used the system to efficiently plan and approve 1.2 million visits and activities – and counting!

Developed by experienced teachers and educational practitioners, this market leading system has been designed with teachers in mind. It helps schools, colleges, trusts and Local Authorities to improve and simplify the process of planning, approving, monitoring, evaluating and reporting all learning which takes place outside of the classroom.

Further information and “How To’s” can be accessed at any time by clicking the red question mark icon at the top right of the screen in EVOLVE. An ‘Introduction to EVOLVE for EVCs’ is also available.

This document will explain:

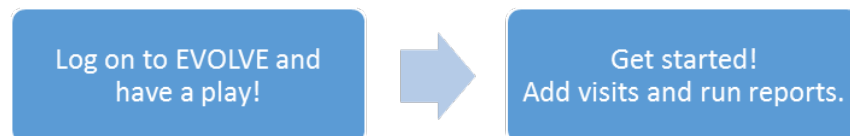
Section 1: Setting up

- 1.1 How to get to EVOLVE
- 1.2 How to set up your account

Section 2: Using EVOLVE:

- 2.1 The workflow of EVOLVE
- 2.2 How to add a visit
- 2.3 How track the progress of visits
- 2.4 Reporting in EVOLVE
- 2.5 Where you can access further information

Suggested work flow:



Section 1: Setting up EVOLVE

Section 1.1: How to get to EVOLVE

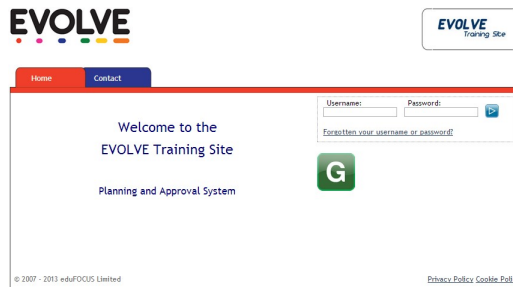
EVOLVE is a cloud based service and therefore all you need in order to be able to configure and use EVOLVE is an internet enabled device such as a PC, MAC, tablet or mobile phone. You can access EVOLVE via your dedicated web address or, you can go to the following address and choose your site from the list:

evolve.edufocus.co.uk

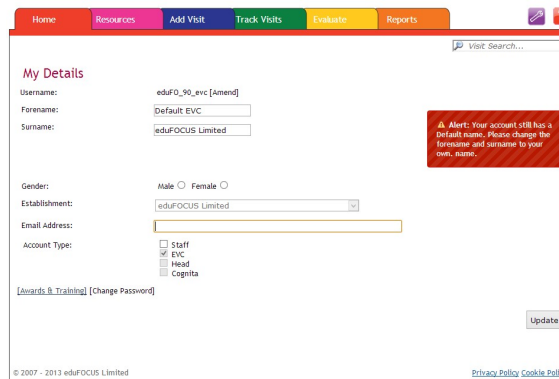
Section 1.2: How to set-up your Account

You should have received your default username and password from your site administrator. If you have not received these details then please contact them directly.

- 1) Enter your username and password into the boxes on the home screen:



- 2) If this is the first time that you have logged in then you will be automatically redirected to your 'Profile' page and prompted to personalise your user account with your own **Forename**, **Surname**, **Gender** and **Email Address** (it is vital that you enter your email address otherwise you will not receive EVOLVE email notifications).



- 3) Click **[Update]** to save the changes.


When your account was created it was given a default username and password. You must now secure your account by setting your own username and password. Try to choose a username that you will easily remember e.g. one that you use for other school systems or your email address etc. Passwords must be at least 8 characters long and they must contain both letters and numbers.




- 4) Click on the **[Amend]** link next to your username, enter your desired username and then click **[Continue]** to save it.
- 5) Click on the **[Change Password]** link at the bottom of the screen, enter your chosen password and then click **[Continue]** to save the new password.
- 6) Click **[Log Out]** at the top right of the screen and then use your new username and password to log back into the system to verify that your new details have been saved.

Section 2: Using EVOLVE

Section 2.1: The Workflow of EVOLVE

EVOLVE has been designed in an easy-to-use way, so that it guides you through educational visit planning from research, to form creation, to evaluating the visit and finally being able to report on it.



Home	Clicking this tab will take you back to the Home Page, where you can access your profile, messenger and contact details.	
Resources	The resources tab enables you to view upcoming training sessions, access documents to help you plan a visit, and view previous visits for ideas.	
Add Visit	Click here to add a visit. EVOLVE will intuitively hide any irrelevant sections based on your answers as you work through the form.	
Track Visits	Click here to track the progress of your visits (see 2.3 'How to track progress of visits')	
Evaluate	Click here to evaluate visits (up to 28 days after the visit date).	
Report	This tab enables to you easily create visit reports (see 2.4 'Reporting in EVOLVE')	
Visit Search	Easily find visits based on visit ID number, or name e.g. "London Zoo"	

Section 2.2: How to I add a visit

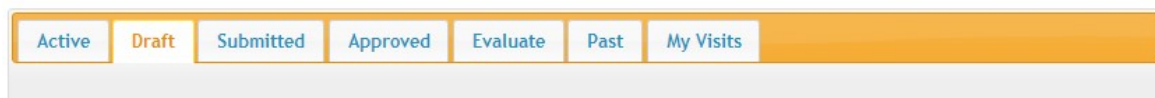
1. Log in to your account



2. Click '**Add Visits**' (blue tab)
3. Complete the form
4. Once complete, click [**Submit**] to submit the form to your EVC.
5. Once submitted, you can choose if you wish to send notifications (from the list, or by typing in an email address).

Section 2.3: How to track progress of visits

1. Log in to your account
2. Click 'Track Visits'



Visit Forms are displayed in different tabs to make it easy to track progress and find forms that need attention:

Active	Lists your visits that are running today
Draft	Lists all of the visits that are sitting in your account waiting for your action/involvement. These may be visit that you have created, but not yet submitted to the EVC for authorisation, or they may be visits that the EVC has returned to you for further action. You can click on the orange edit button to edit the visit form, or click on the purple 'eye' button to view a printable version of the form
Submitted	Lists visits that have been submitted further up the chain, but that have not yet been approved
Approved	Lists all of the <i>forthcoming</i> visits that have already been approved
Evaluate	Lists any visits that have run in the last 28 days and that have not yet been evaluated
Past	Lists visits that have already run
My Visits	Provides a summary of visits that you have either led or accompanied.

Section 2.4: How to report on visits

More detailed information about reporting in *EVOLVE* can be found in the online help pages that can be accessed by clicking on the red [?] button at the top right of the screen.



As an overview, there are four sub-categories in the 'Reports' section.

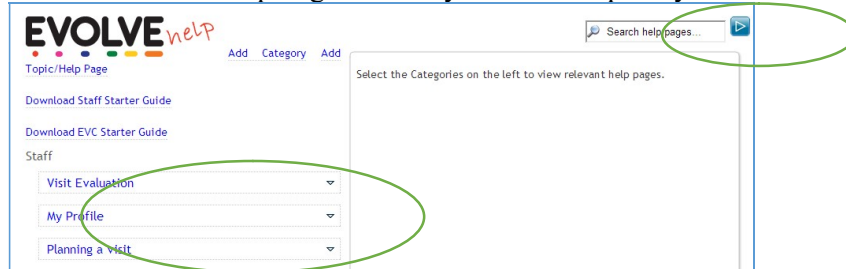
Visit Monitoring	These reports allow you to access the visit diary, showing draft and confirmed visits. It also allows you to generate detailed reports around specific visit criteria.
Staff & Volunteer Reports	These reports allow you to access the visit history of staff and volunteers, and see an overview of those visits.
Visit Summaries	These statistical reports can support visit monitoring providing aggregated data relating to types of visits, destinations, number of students involved, visit purposes etc.
Participant Reports	These allow you to generate student level reports. The visit count report can be used to support Record of Achievement portfolio generation, and the comparison reports are a valuable tool to assist with monitoring quality of opportunities within and between cohorts e.g. year group, class or gender comparisons as well as comparisons based on MIS data such as students on 'Gifted & Talented' programme etc.

Section 2.5: Where can I access further information?

If you have any queries regarding EVOLVE, these could be answered using the integrated Help Pages. You can access this by clicking on the red question mark:



These Help Pages contain articles and “How To’s”, which you can read through to learn more. Alternatively, you can search the Help Pages to find your answer quickly:



If the Help Pages cannot answer your query, please contact your site administrator directly.

PLANNING CHECKLIST FOR OFF-SITE ACTIVITIES

This checklist is to help the Headteacher, Educational Visits Co-ordinator and the Group Leader to ensure:

- *The safety of the participants and staff*
- *The maximum educational benefit to participants*
- *Effective organisation and administration*
- *Issues related to access and conservation are addressed*

It may be used by the Head of establishment or EVC to decide whether final approval for a visit is given. It is recommended the EVOLVE planning tool (www.westsussexvisits.org) is used.

tick box:

1. GROUP LEADER

Is there a clearly identified group leader, familiar with the basic principles of safe practice?
Someone who is sufficiently experienced to assess the risks and manage the proposed activity?

2. PURPOSE

Have the purpose and objectives and learning outcomes of the visit been clearly identified, discussed with any other provider, and are they appropriate to the age and ability of the group? Does the activity fit within the overall programme of the establishment? Is it part of a progressive development for the group?

3. RISK ASSESSMENT

Have the risks involved in the activities you propose been fully considered?
Have you planned, and where necessary, recorded your control measures using the RAOS1 form? (electronic version available on EVOLVE website) Evidence is required and might be included within existing documentation (e.g. a kit list, letter to parents or code of conduct)
(The Regulations and Notes of Guidance for Off-Site Activities – March 2013 provides the employer's generic assessment, but leaders are expected to give further consideration to their own risk assessments)

4. LOCATION

Is the location, or venue for the visit, appropriate to the activity to be undertaken and manageable for the group? *(Is it the only and best venue which could be used to achieve the objectives?)*

5. ADVICE AND APPROVAL

Have you discussed plans with any other suitably qualified and experienced staff?
(eg. your establishment's Educational Visits Co-ordinator.)

Does the proposed activity include adventurous activities or a hazardous pursuit? *(See definition on EVOLVE website and in the W'SCC Regulations and Notes of Guidance for Off-Site Activities – August 2015)*

Have you consulted the Outdoor Education Adviser? (0330 222 8344)

If you are using commercial or independent provider that has not been 'checked' by WSCC, have you sent a copy of the OE2 form for them to complete and requested evidence of Public Liability insurance?

6. STAFF

Are the members of staff, instructors or adult volunteers leading activities suitably qualified and experienced, i.e. competent to do so?

Have all members of staff or adult volunteers been vetted, for safeguarding purposes, where necessary? (List 99, Disclosure & Barring Service / police checks.)

7. STAFF/PARTICIPANT RATIO

Will the group have acceptable staff/participant ratio necessary for the activities proposed?

Do plans and staffing ratios reflect the needs of people with special needs?

Will this include male and female supervision where necessary?
(See the WSCC Regulations and Notes of Guidance for Off-Site Activities – August 2015)

8. PRELIMINARY VISIT

Has the group leader made a preliminary visit to the site or centre to be visited, to check arrangements?
(e.g. travel time, access including disabled members, and permission, facilities and equipment, leisure or recreational facilities for residential stays, staff support, guides or programmes of work, potential health and safety issues, shelter, toilets, costs, accommodation, contingency arrangements, references from previous users.)

If not, has action been taken to ensure the Group Leader is aware of potential hazards and opportunities?

9. PARENTAL CONSENT

Has the consent of parents/guardians/carers been obtained for the visit and for the activities which are planned?

For residentials or visits abroad, has a parents' meeting been arranged?

10. THE PROGRAMME

Do the participants and staff have appropriate clothes and equipment necessary for the activities proposed and allowing for a range of weather conditions?

If not, will another provider be offering additional appropriate equipment?

Are the participants prepared for and physically capable of taking part in the proposed activity?

Is the programme suitable for all of the participants?

Is there an alternative programme ('Plan B') in the event of poor weather or other unexpected change in circumstances?

11. ORGANISATION

Do you have first aid available and staff who hold the minimum first aid qualification relevant to the working environment?

Are staff aware of dietary and medical needs of young people and staff?

Do you know and understand the insurance arrangements?

Do you need to take out additional cover?

Has a European Health Insurance card been acquired for trips to Europe for all participants, and the consular details obtained?

12. TRANSPORT

Is appropriate transport available?

Are there suitable and sufficient qualified drivers for any planned minibus journey?

Is there a contingency plan in the event of a delay or early return?

13. FINANCE

Have adequate arrangements been made to finance the visit and manage the finances through your school/youth centre account? *Is the L-A or school's charging policy being complied with?*

Are you aware of VAT regulations, particularly regarding criteria for VAT recovery?

14. BRIEFING FOR PARTICIPANTS

Will the participants be properly briefed on the activities they will undertake during the visit?

(The briefing may need to include:

- appropriate clothing and equipment
- rendezvous procedures for lost participants
- significant hazards
- groups for study or supervisory purposes
- safety risks of jewellery
- a system of recall and action in emergencies
- relevance to prior and future learning
- agreed codes of conduct and behaviour
- mobile phone and social media policy)

15. BRIEFING FOR STAFF

Will the leader also brief adults and voluntary helpers?

(The briefing may need to include:

- defining roles and responsibilities
- careful supervision, to cover the whole time away
- communications arrangements
- anticipation of hazards and the nature of the programme
- standards of participant behaviour expected
- regular counting of participants
- how much help to give to participants in their tasks
- a list of names of people in sub groups
- mobile phone, photographs and social media policy
- emergency procedures)

16. EMERGENCY CONTACT

Has a named point of contact been identified at home or 'back at base' in the event of an emergency. Does this person have a list of the group members, home contact numbers and a programme of the group's activities? Do they have a checklist of actions to take in the event of an incident?

Are sufficient staff aware of procedures and relevant phone numbers in the event of an emergency? Is there an, up-to-date, Emergency Response Plan at your establishment?

17. LOCAL AUTHORITY MONITORING

Has the EVOLVE visit form been completed online and submitted for approval?

18. PREPARATION AND COMMUNICATION

Is there adequate time and opportunity to prepare for the visit or activity?

Have other staff and colleagues whose work may be affected been notified of planned arrangements?

19. FOLLOW UP

Have arrangements been considered for appropriate follow-up work, evaluation and contacts after the visit? Is the EVOLVE evaluation facility to be used within 28 days?
Have you considered the Post Event Review section of your Risk Assessment?

Has a report been provided for the Head and other colleagues, where appropriate, to share positive aspects of the visit and learn from problems or incidents?

Have financial records been completed?