

**Ratified by Oasis Community  
Learning Executive:  
7<sup>th</sup> July 2009**

# Off-site Activities and Educational Visits

Implementation: July 2009

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## 1 Introduction

- 1.1 Oasis Community Learning recognises and accepts that learning that takes place out of the classroom is a valuable tool in every one of its students' education if conducted within a safe and healthy environment.
- 1.2 It is the intention of Oasis Community Learning and the Academy that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment on Academy visits. The "References" section in appendix 14 of this policy sets out these sources.
- 1.3 The overall high quality of planning and leadership on Academy off-site activities will be evident from the contribution these activities will make to the all round ethos of the Academy, the interaction between students and staff, and the quality of the learning experience. The impact of this policy will be regularly evaluated and where necessary changes made for improvement.
- 1.4 All employees and volunteers have a duty to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The Academy's off-site activities and educational visits policy can only be successfully implemented with the full co-operation of everyone concerned.
- 1.5 Throughout this policy off-site activities and visits are categorised under three risk types (A,B and C) and have corresponding sign-off procedures, as summarised below:

**Type A (Low risk):** Day trips without overnight stay that do not have an element of 'adventure' e.g. museums, art galleries or local sports fixtures. This category of trip should be authorised by the Principal or their delegated senior representative.

**Type B (Medium risk):** Trips that have overnights stays as part of the programme, and involve low risk activities, or no overnight stay but involve higher risk activities. These would normally be trips/activities within the UK. This category of trips should be authorised by the Principal and also signed off by the Academy Council.

**Type C (High risk):** Trips which have overnight stays and contain higher risk activities such as expeditions, ski trips or Duke of Edinburgh award activities. Such trips could be in the UK or overseas. This category of trips should be authorised by the Principal and the Academy Council and be signed off finally by the Oasis Community Learning Board (or their designated representative) following consultation with an approved outdoor education advisor.<sup>1</sup>

## 2 Aims of the Policy

### **This policy aims to:**

- set out Oasis Community Learning's requirements for managing and running off-site activities and educational visits;
- make clear the aims and objectives that underpin educational visits and off-site activities;
- give guidance on the procedures for ensuring suitable and sufficient risk assessment;
- indicate who is responsible for what; and

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<sup>1</sup> The outdoor education advisor may be LA approved or OCL approved. For OCL approved advisors contact OCL's Head of Governance for more information.

- give examples of the documents to be used in planning and running off-site activities and educational visits.

### **3 Aims and objectives for off-site activities and educational visits**

3.1 Every visit and activity must have clear aims and objectives. Oasis Community Learning's general aims and objectives for educational visits/activities are to:

- Learn a variety of new skills.
- Develop self-confidence, self-reliance, maturity, awareness and a sense of responsibility.
- Work cooperatively with others.
- Provide experiences outside the scope of the normal curriculum.
- Promote the achievement of short-term goals.
- Reinforce the development of social and personal skills in new situations.
- Encourage self-assessment.

3.2 In addition, a residential experience may also provide the opportunity to:

- Encourage corporate spirit.
- Promote and improve personal physical ability.
- Visit a foreign country and encourage students to use a foreign language.
- Experience foreign culture.

For each visit the specific aims and objectives should be set out in the Notification and Approval Form for off-site activities and visits (appendix 1).

### **3.4 Curriculum Links**

It is Oasis Community Learning policy that each educational visit should also have clear curriculum links, identifiable in the Academy's curriculum programmes.

## **4 Responsibilities**

Responsibilities for managing off-site activities and educational visits:

### **4.1 The Oasis Community Learning Board**

The Oasis Community Learning Board is responsible for the quality and safety of all Academy off-site activities and will:

- 4.1.1. make itself familiar with the requirements of the appropriate legislation and codes of practice;
- 4.1.2. create and monitor a management structure and approval procedure for educational visits and off-site activities;
- 4.1.3. consider, approve or not approve, any proposals for Type C (high risk) off-site activities;
- 4.1.4. ensure that there is an effective and enforceable policy for the provision of health and safety on off-site activities and educational visits throughout the Academy, and, that it is implemented;
- 4.1.5. provide guidance on the financial management procedures to be used;
- 4.1.6. determine the charging and remissions policy;

- 4.1.7. support the Academy in any emergency situation, especially dealing with the media;
- 4.1.8. periodically assess the effectiveness of the policy and ensure that any necessary changes are made; and
- 4.1.9. provide guidance on the quality and safety aspects of off-site activities and visits.

**In particular, the Oasis Community Learning Board undertakes to provide as far as is reasonably practicable:**

- 4.1.10 effective guidelines and risk management to enable educational visits and off-site activities to occur ensuring the safety of both students and staff;
- 4.1.11 a management structure to give support and guidance so that staff feel able and willing to undertake off-site activities;
- 4.1.12 safe and healthy working practices that take account of appropriate statutory requirements, codes of practice and guidance;
- 4.1.13 supervision, training and instruction so that all staff and students can undertake school-related activities and visits in a healthy and safe manner; and

**4.2 The Academy Council**

The Academy Council must be made aware of all off-site activities and visits and must approve the Type B (medium risk) activities under arrangements made by the Principal in consultation with the Academy Council.

The Chair or agreed representative from the Academy Council must approve all Type C (Higher Risk) activities before submitting the application to Oasis Community Learning for sign off (which will follow consultation with approved outdoor education advisors).

**The Academy Council will:**

- 4.2.1. ensure that procedures are in place to vet the quality, relevance and safety of each proposed off-site visit;
- 4.2.2. ensure that procedures are in place to vet proposed contractors (e.g. tour operators);
- 4.2.3. ensure that the Academy can be run efficiently in the absence of staff engaged in the activity or visit;
- 4.2.4. ensure that the arrangements are in line with any code of practice and guidance provided by the Department and/or Oasis Community Learning;
- 4.2.5. determine the charging and remissions policy and appropriate procedures for the financial management of visits having regard to Oasis Community Learning's guidance; and
- 4.2.6. ensure that educational objectives are required for each visit.

**Oasis Community Learning also considers that it is good practice for the Academy Council to:**

- 4.2.7. ensure that the visit has specific and stated objectives;
- 4.2.8. ensure that the Principal/Group Leader shows how their plans comply with regulations and guidelines, including the Academy's health and safety policy documents;
- 4.2.9. ensure that reports of each visit are made and recorded;
- 4.2.10. determine the timescale for the organising of visits;
- 4.2.11. ensure that information and guidance provided by Oasis Community Learning or the DCSF is available to inform the Academy's policy, practices and procedures relating to the quality of health and safety of the staff and young people on trip and visits. (These should include measures to obtain parental consent on a basis of full information, to investigate parental complaints, and to discuss and review procedures including incident and emergency management systems.)
- 4.2.12. ensure that the Principal and the Educational Visits Coordinator (EVC) are supported in matters relating to educational visits and off-site activities and that they have the appropriate time, and expertise to fulfill their responsibilities;
- 4.2.13. ensure that the EVC, Group Leaders, organisers and supervisors are appropriately trained;
- 4.2.14. agree on the types of visit the Academy Council should be informed about, and which require specific approval of the Council;
- 4.2.15. ask questions about a visit's educational objectives and how they will be met;
- 4.2.16. ensure that proposals and risk assessments for Type C (higher risk) trips are checked by approved outdoor education advisors and approved by Oasis Community Learning as necessary before bookings are confirmed;
- 4.2.17. ensure that bookings are not completed until external providers have met all the necessary assurances. Also, ensure that specific items in the risk management - for example, overnight security, room and floor plans - are checked by the appropriate individuals prior to departure; and
- 4.2.18. ensure that the Principal and the EVC have taken all reasonable and practicable measures to include young people with special educational needs or medical needs on a visit.

#### 4.3 **The Principal**

The Principal has responsibility for the day-to-day development and implementation of off-site activities and visits procedures and conditions for all staff and students.

The Principal will:

- 4.3.1 appoint a suitable senior member of staff to be the Educational Visits Coordinator (EVC). He/she will act on behalf of the Principal in ensuring the quality and safety of all the Academy's educational visits, and will ensure that all educational visits follow the agreed procedures.
- 4.3.2 ensure that the EVC is appropriately trained;

- 4.3.3 determine which Type A (low risk) visits to approve personally and which to delegate to the EVC;
- 4.3.4 personally approve Type B (medium risk) trips before passing them to the Academy Council for approval, and Type C (high risk) trips before passing proposals to the Academy Council and the Oasis Community Learning Board for approval.

**The Principal will ensure that:**

- 4.3.5 visits comply with regulations and guidelines provided by the DCSF, Oasis Community Learning and the Academy Council, and the Academy's own health and safety and educational visits policies;
- 4.3.6 there is an acceptable procedure for choosing appropriate contractors (e.g. tour operators) for activities/visits and that wherever possible they have the LOTC Quality Badge;
- 4.3.7 adequate child protection procedures are in place; including all staff and volunteers being CRB checked and having relevant training/instruction;
- 4.3.8 all necessary actions have been completed before the visit begins;
- 4.3.9 risk assessments have been completed and appropriate safety measures are in place;
- 4.3.10 training needs have been assessed by a competent person and the needs of the staff and students have been considered;
- 4.3.11 the Group Leader and deputy Group Leader are competent to monitor the risks throughout the visit;
- 4.3.12 the Group Leader and deputy Group Leader have experience in supervising the age groups going on the activity/visit and will organise the group effectively;
- 4.3.13 the Group Leader, deputy Group Leader (and other supervisors as necessary) are suitably competent to instruct the activity and are familiar with the location/centre where the activity will take place;
- 4.3.14 Group Leaders are allowed sufficient time to organise the visit/activity properly;
- 4.3.15 volunteer staff on the visit are appropriate people to supervise children, and are trained in their duties, and have been CRB checked;
- 4.3.16 the ratio of young people to supervisors is appropriate (see clause 6.5);
- 4.3.17 the Academy Council and Oasis Community Learning Board have approved the visit/activity where appropriate;
- 4.3.18 parents have signed consent forms;
- 4.3.19 at least one parent of each child attending the visit has attended a pre-visit meeting where this is required; or in exceptional circumstances adequate arrangements are made to brief them about the risks and nature of the visit/activity.

- 4.3.20 arrangements have been made for the medical and special educational needs of the students;
- 4.3.21 adequate first-aid provision will be available;
- 4.3.22 the mode of travel is appropriate;
- 4.3.23 travel times out and back are known including pick-up and drop-off points;
- 4.3.24 there is adequate and relevant insurance cover.
- 4.3.25 the contact details of the visit's venue(s) are recorded in the Academy;
- 4.3.26 a Home Based Contact (who is a senior member of staff not attending the activity/visit) has been nominated and the Group Leader and other supervisors have details of this person;
- 4.3.27 the Group Leader, group supervisors and Home Based Contact have copies of agreed emergency procedures;
- 4.3.28 the Group Leader, group supervisors and Home Based Contact have the names of all adults and young people travelling in the group, and the contact details of parents and the teachers' and other supervisors' next of kin; and
- 4.3.29 there is a contingency plan for any delays including a late return home.

**In addition the Principal should:**

- 4.3.30 agree the procedure for the approval of a visit/activity at Academy level and for submitting it to the Academy Council, and in the case of Type C (high risk) activities to Oasis Community Learning for approval as required;
- 4.3.31 ensure that arrangements are in place for the Academy Council to be made aware of relevant visits/activities so that questions can be asked as necessary;
- 4.3.32 ensure that the educational objective of a visit/activity to be inclusive, is stated in the pre-visit documentation, and is made known to all relevant parties;
- 4.3.33 be aware of the need to obtain best value;
- 4.3.34 ensure that appropriate financial management procedures are in place, in line with Oasis Community Learning and the Academy Council's requirements;
- 4.3.35 ensure that issues identified by exploratory visits/activities have been satisfactorily resolved within the risk assessment;
- 4.3.36 ensure that the accreditation or verification of providers has been checked (e.g. by checking that the contractor has a LOTC Quality badge);
- 4.3.37 ensure that visits are evaluated to inform both the operation of future visits and to inform training needs. Further staff training should be made available where a need is identified.

- 4.3.38 ensure that there is a contingency plan (plan B), covering for example the implications of staff illness and the need to change routes or activities during the visit;
- 4.3.39 ensure that serious incidents, accidents and near-accidents are investigated, recorded and reported to the Academy Council and Oasis Community Learning; (Accident and incident records should be reviewed regularly, and this information used to inform future visits);
- 4.3.40 ensure all staff are made aware of and understand the Department and Oasis Community Learning's guidance on emergency planning and procedures. Training and briefing sessions must be provided for staff;
- 4.3.41 ensure that the Academy has emergency procedures in place in case of a major incident on visits/activities. These should be discussed and reviewed by staff. Ensure that young people, parents, group supervisors and others are given written details of these procedures;
- 4.3.42 ensure that the Home Based Contact has the authority to make significant decisions. He or she should be contactable and available for the full duration of the visit 24 hours a day. He or she should be able to respond immediately at the establishment base to the demands of an emergency and should have a back-up person or number;
- 4.3.43 establish a procedure to ensure that parents are informed quickly about incident details through the Home Based Contact, rather than through the media or students;
- 4.3.44 recognise that support must be provided by Oasis Community Learning when dealing with media enquiries;
- 4.3.45 check that contractors (e.g. tour operators) have adequate emergency support procedures, and that these will link to the Academy and Oasis Community Learning emergency procedures;
- 4.3.46 ensure that the Academy's equal opportunity policies are taken into account, particularly the requirement not to discriminate on the grounds of disability.
- 4.3.47 Ensure that an emergency contact person at Oasis Community Learning is arranged at least 3 weeks prior to an off-site visits taking place (see appendix 18 for more details).

**In relation to the Educational Visits Coordinator (EVC) the Principal must:**

- 4.3.48 delegate appropriate tasks to the EVC, having regard to the duties of the EVC agreed by the Oasis Community Learning Board;
- 4.3.49 ensure that the EVC informs them of the progress of any visit;
- 4.3.50 make time available for the EVC to arrange for the induction and training of staff and volunteers and ensure that staff receive the induction and training that they need before the visit;
- 4.3.51 ensure that the EVC briefs the Group Leader and supervisors about the emergency procedures as part of the risk assessment briefing and that the leader and supervisors have ready access to them during the visit; and

- 4.3.52 ensure that the EVC impresses upon parents the importance of understanding the arrangements and providing their own emergency contact numbers.
- 4.4 **The Educational Visits Coordinator (EVC)**  
The responsibilities of the EVC will be agreed with the Principal and will include requirement to:
- 4.4.1 ensure educational visits meet Oasis Community Learning's and the Academy's requirements;
  - 4.4.2 ensure there is a Group Leader and deputy Group Leader for the trip/activity;
  - 4.4.3 advise the Principal and Academy Council on the approval of Type A (low risk) and Type B (medium risk) visits, and Oasis Community Learning on the approval of Type C (high risk) visits;
  - 4.4.4 advise the Principal on the relevance of the educational objectives of the visit;
  - 4.4.5 ensure that where possible pre-visits have taken place, and to advise the Principal in cases where a pre-visit may not be feasible;
  - 4.4.6 assess the competence of prospective leaders and supervisors in terms of qualifications and/or experience;
  - 4.4.7 ensure risk assessments meet requirements and are signed by the EVC, the Group Leader and deputy Group Leader;
  - 4.4.8 Ensure financial procedures are adhered to;
  - 4.4.9 organise appropriate training and induction;
  - 4.4.10 ensure that CRB disclosures are in place as necessary;
  - 4.4.11 ensure there is adequate provision of safety and protective activity equipment and clothing, with associated guidance, instruction and supervision;
  - 4.4.12 ensure parents and relevant staff are fully informed on the arrangements for all visits;
  - 4.4.13 ensure that for Type B (medium risk) and Type C (high risk) visits a parents and students meeting is arranged prior to the visit taking place. At this meeting at least one parent and the student should be expected to attend as a prerequisite to the student being allowed on the trip. In exceptional circumstances where parents and students cannot attend the meeting adequate arrangements must be made to brief them about the risks and nature of the visit/activity.
  - 4.4.14 ensure that parents are informed and give consent;
  - 4.4.15 ensure that emergency arrangements are in place for each visit;
  - 4.4.16 keep records of visits, incidents and near-accidents;
  - 4.4.17 review systems and monitor practice; and
  - 4.4.18 report as required to the Principal.

#### 4.5 **The Group Leader (and Deputy Group Leader)**

The leader in charge of any visit is the responsible adult who needs to plan and prepare for the activity, and to prepare any emergency and contingency plans which should be left with the Academy.

The Group Leader, Deputy Group Leader and all other responsible adults should be familiar with all the advice contained in DCSF and Oasis Community Learning guidance.

Group Leaders have the responsibility to oversee the preparation and execution of the visit and to ensure that safety is the prime concern. They must also ensure that the visit is a quality experience for the students, and that it meets the stated objectives.

The Group Leader is also responsible for briefing all accompanying staff, supervisors, parents and helpers.

##### **All Group Leaders:**

- will make themselves familiar with the requirements of health and safety legislation and codes of practice, and financial regulations that are relevant to educational visits;
- will exercise the reasonable duty of care that a careful parent would exercise in the same circumstances;
- will be fully conversant with the Academy's Off-site Activities/Educational Visits Procedures and ensure that staff, students and others comply with its requirements.

The Group Leader has overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The Group Leader must be approved by the Principal.

##### **With specific reference to health and safety the Group Leader will:**

- 4.5.1. be able to control and lead students of the relevant age range;
- 4.5.2. be suitably competent to instruct students in an activity and be familiar with the location/centre where the activity will take place;
- 4.5.3. obtain the Principal's prior agreement before any off-site visit/activity takes place;
- 4.5.4. follow the Academy's health and safety policies, guidance and procedures;
- 4.5.5. ensure there is a deputy Group Leader with the approval of the Principal;
- 4.5.6. conduct an exploratory pre-visit, where reasonably practicable, in order to undertake a proper risk assessment in accordance with the Academy policy;
- 4.5.7. clearly define each small group supervisor's role during the visit/activity, and ensure all tasks have been assigned. Ensure that everyone is aware of and accepts the nature of the particular responsibilities and roles they will assume and that they are advised of their position with regard to personal responsibility;
- 4.5.8. ensure that adequate first-aid provision will be available;

- 4.5.9. undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
- 4.5.10. ensure that briefing meetings are held as appropriate for students, parents, teachers and other group supervisors, so that they are fully aware what the proposed activity involves;
- 4.5.11. ensure that all accompanying adults are familiar with the Academy's child protection policy and procedures;
- 4.5.12. undertake and complete a comprehensive risk assessment for aspects of the visit/activity for which they have responsibility and ensure all accompanying adults have copies of relevant risk assessments;
- 4.5.13. review the records of previous visits and activities and advise the Principal where adjustments may be necessary;
- 4.5.14. have enough information on the students proposed for the visit/activity to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- 4.5.15. ensure the ratio of supervisors to students is appropriate for the needs of the group and in line with the Academy policy (see clause 6.5);
- 4.5.16. ensure that the group's staff and other supervisors have the details of young peoples' special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- 4.5.17. consider stopping the visit if the risk to the health or safety of the students is unacceptable and have in place procedures for such an eventuality;
- 4.5.18. ensure that group supervisors have details of the Home Based Contact;
- 4.5.19. ensure that group supervisors and the Home Based Contact have a copy of the emergency procedures;
- 4.5.20. ensure that wherever possible on a visit or activity, rendezvous arrangements with an appropriate place and time are agreed if the party should become separated. These would be best made on arrival at particular locations where possible so that suitable locations can be identified;
- 4.5.21. ensure that every member of the group knows in advance the course of action to follow if they get lost;
- 4.5.22. brief all the young persons about their tasks, arrangements, organisation, and the behaviour that is expected of them during the time of the visit/activity;
- 4.5.23. following the visit/activity review and record the details of the visit as required in the Academy's policy.
- 4.5.24. Ensure that an emergency contact person at Oasis Community Learning is arranged at least 3 weeks prior to an off-site visits taking place (see appendix 18 for more details).

#### 4.5.25. **During a visit/activity the Group Leader is recommended to:**

- hold a brief daily staff meeting at the start of the activity or start of the day;
- establish clear procedures for safe practice during the visit/activity;
- communicate information to all interested parties both on, during and after the visit/activity;
- ensure that other supervisors, assistants and adults carry out their duties and responsibilities safely and responsibly.
- Have a “plan B” fully risk assessed and organised as a back up;

4.5.25 Whenever a party is to be subdivided, or the Group Leader is to be absent for any reason, the Group Leader must make a clear delegation of responsibility to another adult.

4.5.26 If a Group Leader delegates responsibility for the supervision of some, or all of the young persons at various times to other members of the staff team, they must satisfy themselves that this individual to whom they are delegating responsibility:

- is competent to take charge of the group of young persons undertaking the particular activity in this locality;
- has been fully and properly briefed as to their role and responsibilities;
- is aware of the next meeting place and time and is fully conversant with the procedure to adopt in the event of an accident, or emergency arising within the party.

4.5.27 The Group Leader must ensure that at all times during the visit or activity, each member of staff knows exactly for which young persons they have a responsibility and where those young persons are at all times and that each young person knows who is the leader of their particular group.

The responsibility for a specific visit (e.g. Language Exchanges) will be written into the job descriptions of Academy Staff where appropriate.

#### 4.6 **Other supervisory staff and adult volunteers**

All other group supervisors and adult volunteers will:

- do what is reasonably practicable to ensure the health and safety of everyone in the group;
- make themselves familiar with the requirements of the Academy’s health and safety and educational visits policies;
- be clear about the objectives of the visit;
- be expected to attend briefing meetings;
- understand the safety management procedures for the visit;
- undertake any organisational tasks assigned to them that are within their competency;

#### 4.7 **Volunteers**

Any adults on the visit/activity not employed by Oasis Community Learning must be clear about their roles and responsibilities during the visit/activity.

All volunteers must be CRB cleared.

**Non-Oasis Community Learning (OCL) employed adults acting as supervisors:**

- must do what is reasonably practicable to ensure the health and safety of everyone in the group;
- must be clear about the objectives of the visit/activity;
- will be expected to attend briefing meetings;
- must not be left in sole charge of students except where it has been previously agreed as part of the risk assessment;
- must follow the instructions of the Group Leader and OCL-employed staff, and help with the control and discipline of students;
- speak to the Group Leader or OCL- employed staff if concerned about the health or safety of students at any time during the visit/activity;
- never supervise a party of more than 10 of any age;
- must never be in a situation remote from the support of the leaders or other appropriate members of staff.

**4.8 Staff Absence**

If a member of staff is currently absent from work due to illness he/she **must not** participate in any off-site visit or activity.

**4.9 Children accompanying staff**

All staff should be aware of the problems that can arise when their own children accompany them on a particular visit or activity. In these situations a conflict of role may occur. Where staff do take their own children on a visit or activity the member of staff **must not** be included in the staffing ratios. The member of staff will be supernumerary and will be available as extra help and supervision.

**5 Child Protection & Criminal Records Bureau (CRB) Disclosures for Volunteers and Staff not employed by Oasis Community Learning.**

The procedures for checking adults who work with children are scheduled to change in the autumn 2009. Meanwhile the following arrangements apply.

- 5.1 If voluntary helpers, including student teachers, parents and partners of staff, are used on off-site visits it is imperative that appropriate checks are carried out in accordance with Child Protection legislation. The Department's issued guidance "Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service" and The Education (Teachers) (Amendment) Regulations 1998 made changes to the law with the aim of preventing people who are barred by the Secretary of State from being directly employed by an LA, School, College or Academy from getting around the ban by:

- Working as a volunteer; or
- Working in a business that is contracted to provide services to schools or students attending them.

Checks **must**, therefore, be carried out on any volunteer who:

- Accompanies a residential trip
- Has a regular long term contact
- Is likely to be in sole charge of a student under 18 years of age on a one-to-one basis

- 5.2 Irrespective of whether the volunteer has had a CRB check carried out by another body, it is the legal duty of the Academy to carry out a further check.
- 5.3 The Academy should nominate a person to oversee the completion of Criminal Records Bureau Disclosures. Disclosure Application forms are available from the nominated person. Any volunteer should be asked to complete a form before submitting it to the nominated person. Guidance notes can be found on the CRB website, [www.crb.gov.uk](http://www.crb.gov.uk).
- 5.4 'Position applied for' should be completed as "Volunteer" and the Organisation is "Oasis Academy Enfield". Certain documents are also required in order to verify information on the completed form and these documents should be submitted to the Academy nominated person along with the completed form. The documents will be returned immediately after the Academy nominated person has carried out the verification process. The completed form will then be submitted to the Academy's staff member for HR (or nominated person who organises CRB checks).
- 5.5 The Principal must be made aware of any prospective voluntary helpers and a copy of the completed form must be filed with the Academy office. Since these checks are quite lengthy, as much notice as possible should be given. The Principal will determine the time required by the Academy.
- 5.6 Eventually both the volunteer and the Principal will receive an acknowledgement and approval (or not). The volunteer will also receive a Disclosure Certificate. The volunteer will be asked to present their Disclosure Certificate to the Principal in order that a record of the clearance date and disclosure number can be kept on file. Once approval has been obtained, if the same person accompany the School again it should not be necessary to submit another form unless the individuals' circumstances have changed.
- 5.7 The Educational Visits Coordinator should also gain assurances from any contractors that appropriate checks have been made for any of their staff who are likely to have access to students as part of their normal duties.

## **6 Safety Management**

### **6.1 Risk Assessment and Risk management**

Risk assessment and risk management are legal requirements. The aim is to make sure that no one gets hurt or becomes ill where this could have been reasonably foreseen. The risk can be minimised by:

- Supervision;
- Protection;
- Training; or
- A combination of these.

- 6.1.1 The Academy is only responsible for risk assessing those parts of the visit/activity that it is organising. If services are being “bought in”, then the provider is legally responsible for risk assessing these parts of the activity. However, the Academy organiser must confirm that the risk assessments are in place, and the Academy risk assessment should make note of this.
- 6.1.2 The Academy is always responsible for risk assessing the students they are accompanying.
- 6.1.3 A risk assessment is no more than a careful examination of a hazard that could cause harm to people during activities. In this way the leader can weigh up whether he/she has taken sufficient precaution to prevent harm or whether more needs to be done. The aim is to take all reasonably practicable steps to make sure that no one gets hurt or becomes ill.
- 6.1.4 A written risk assessment **must** always be carried out before setting off on a visit or activity, whether residential, day or part day. This is normally undertaken by the Group Leader with relevant help from the Educational Visits Coordinator (EVC). The appropriate pro forma is available from the EVC. A sample of this form is also included in Appendix 8 of this document. All risk assessments must be signed off by the Group Leader, Deputy Group Leader and the EVC before being seen and authorised by the Principal.
- 6.1.5 The risk assessment should include the following:
- What are the hazards, and what level of risk do they offer?
  - Who is affected by them?
  - What safety measures need to be in place to reduce risks to an acceptable level?
  - Can the Group Leader guarantee that these safety measures will be provided?
  - What steps will be taken in an emergency?
  - What information/training is necessary for the group members?
  - Is the protective clothing and equipment fit for purpose?

The risk assessment should also explicitly cover how special educational needs and medical needs are to be addressed. Risk assessments may need to be updated as the number or type of students change.

- 6.1.6 When carrying a risk assessment, leaders should ask themselves this question – “Is what I am about to do such that I would do it if it was my own child of this age, ability and aptitude?” Unless the answer is an immediate “Yes”, then don’t do it! Change the arrangements so that you are confident that you would be personally satisfied with them for your child.
- 6.1.7 A copy of the completed risk assessment **must** be given to and approved by the EVC before the visit or activity commences. The EVC will pass the completed risk assessment to the Principal to approve.

***The completed risk assessment must be read and understood by all staff accompanying the off-site visit/activity and each member of staff should have a copy of the agreed risk assessment and control measures.***

- 6.1.8 The risk assessment for type B (medium risk) and C (high risk) trips should also be made available to parents at briefing evenings and displayed prior to the visit in order that participating students have the opportunity to read and understand its content.
- 6.1.9 The programme of a visit, as set out in the risk assessment, should not be deviated from. However, any risk assessment should be ongoing such that it can take account of, for

example, illness of staff or students, changes in weather, or availability of activities. This also includes emergency situations.

## 6.2 Continuing/Ongoing Risk Assessment

The Group Leader and at least one other member of staff should reassess risks whilst the visit/activity takes place. Ongoing risk assessments normally consist of judgements and decisions as the need arises. They must take account of local expertise on, e.g. tides, potential for flooding, volume of traffic, local hazards etc. Ongoing risk assessments are not usually recorded until after the visit/activity but **must** be recorded as soon as possible when a copy should be given to the EVC. This is often referred to as “Plan B”.

The EVC will be available to assist colleagues who need assistance in completing a risk assessment.

## 6.3 Risk Assessment for SEN students, and disabled members of the group, and those with medical needs

6.3.1 The Disability Discrimination legislation and regulation place duties on the Academy not to discriminate against students for reasons relating to disabilities. The Oasis ethos means that wherever possible we would want to ensure the inclusion of disabled students on off-site visits. The cost of making additional provision for the inclusion of a disabled student can be included in the overall cost of any visit. In certain circumstances, charity funding may be available for students with physical disabilities.

The Educational Visits Coordinator (EVC) will help with details.

6.3.2 Where students are identified as having particular special needs this must be reflected in a higher staffing ratio, which must not be less than that which applies on-site, and in most cases will need to be higher. Staff would need to take into account the terms of the SEN and Disability Discrimination Act. **All reasonable steps must be taken to include young people covered by the act.**

6.3.3 The risk assessment must explicitly cover how special educational needs and medical needs are to be addressed. It should also include details of any special aids and equipment that the student may need and, in particular, details of any such items to be brought from home or obtained prior to the visit. At this point a decision should be made as to whether the measures required to include the student are reasonable or not.

6.3.4 Where students have statements of special educational needs which provide support in school for access to the curriculum, and where the visit or activity takes place during term time, the level of ancillary support may be used at the same level as provided by the statement. The Academy should, however, build the costs of the necessary support beyond this into its planning for the visit or activity so that it is included in the overall package. In certain circumstances, other funding may be available for students with physical disabilities. For details please see the EVC.

6.3.5 For students with mobility difficulties who hold a “Blue Badge” for parking concessions, it may be beneficial for the Blue Badge to be displayed in the windscreen of the coach. Mention of this at the arrival of a venue may result in priority parking as close as possible to the venue entrance. Similarly, mention of a Blue Badge at a Ferry Port would usually result in priority loading such that the coach is parked close to the lifts on the vehicle decks. It may also be of

significant benefit for a disabled student to carry some proof of their disability. Word of mouth is often not sufficient proof of their disability.

#### 6.4 Staffing Ratios

When considering staffing of an activity or visit, it is essential to recognise that the following guidance represents the **minimum** level of staffing only and in reality will be determined by the risk assessment. Adequate consideration must be given for the maintenance and welfare of the whole party in the event of one or more adults having to leave the group for any length of time. The following points need to be taken into account:

- The leader of any off-site visit or activity should be a teacher or person trained in off-site leadership;
- There should normally be a minimum of **two** adults with any party engaged in an off-site visit or activity;
- The gender balance of the group;
- The needs of individual students within the group including those with special educational or medical needs;
- Adventurous activities will usually require a higher staff: young person ratio. The figure will be determined by the Principal after a suitable risk assessment by the EVC;
- All residential visits should be accompanied by at least **two** adults. Where the group population is of mixed sex then **both male and female** adults must be present. This also applies to home-stay visits;
- For visits abroad, all groups of students below sixth form level should be accompanied by at least **two** members of staff.

#### 6.5 Table of ratios

The following ratios, for students in Year 7 or above, should be followed for off-site visits, with adjustments according to the risk assessment:

Type of Visit	Leader : Student Ratio
Minimum Day or Part Day	1 : no more than 15
Residential (UK or abroad)	1 : no more than 10

#### 6.6 Risk Assessment and Contractors (Providers/Tour Operators)

Contractors (Providers) may include tour operators, outdoor education centres, farms, museums, activity centres etc., i.e. any services that are paid for. Contractors are responsible for assessing the risks of those parts of the visit appearing in the contract. Written assurances must be obtained from contractors that risks have been assessed and that the contractor's staff are competent to instruct/lead students of the group's age and range on the activity. Wherever possible written risk assessments should be obtained from the contractor.

The Group Leader should check that the company shows due diligence in checking, for example, the safety and suitability of accommodation and transport (e.g. students should **not** be expected to share beds; the road transport **must** have seat belts etc). Details of insurance should also be obtained and checked. Staff who need assistance with this should see the EVC.

#### 6.7 Exploratory/Reconnaissance Pre-Visits

- 6.7.1 It is good practice for an exploratory/reconnaissance visit to be made by any member of staff who is to lead a group abroad, or on a residential visit or in a location that is not familiar to them. This will enable them to gain first-hand knowledge of the area and facilities. This knowledge will then inform the risk assessment and pre-planning.

- 6.7.2 For remote expeditions a prior visit may not be possible. Oasis Community Learning will determine whether the risk assessment and proposed risk controls are acceptable.
- 6.7.3 If it is not possible for the Group Leader to visit the site/area beforehand, the Leader must make every effort to collect all appropriate information. He/she **must** be able to satisfy both the EVC (and the Oasis Community Learning Board for relevant visits/activities) that these alternative arrangements are sufficient for a risk assessment to be made.
- 6.7.4 Any costs incurred whilst making an exploratory visit will be included in the total cost of the visit.
- 6.7.5 Some contractors (providers), e.g. school-travel specialist companies, may offer a pre-visit for the Group Leader free of charge. This can enable the Leader to gain a direct experience of the venue and environment and assist their appraisal of the contractor's risk assessment.
- 6.7.6 An "Accommodation Audit" and an "Attraction Audit" are shown in appendix 11 and 12 of this document.
- 6.7.7 If it is not possible for the Group Leader to make an exploratory visit, a reconnaissance visit should be made immediately on arrival at the venue whilst the rest of the group remain in a secure place or are supervised by other staff in an activity for which a risk assessment has been made.
- 6.7.8 If using the facilities of a contractor, e.g. school-travel specialist company, the Leader should also arrange a meeting with the local representative or manager in order that both parties can be kept fully informed and any concerns can be raised. Any points discussed should be noted in writing.
- 6.8 **Roll Lists**  
A list of names, addresses, ages and brief medical history should always be carried by the Group Leader. It is also advisable for all other adults to have copies of this information, within the considerations of some information being of a confidential nature.
- 6.9 **Quality Badges**  
The government has introduced a Learning Outside the Classroom (LOT) Quality Badge scheme. Providers can apply for a Quality Badge if they meet rigorous safety and educational criteria.

**A provider must:**

1. have a process in place to assist users to plan the learning experience effectively;
2. provide accurate information about its offer;
3. provide activities, experience or resources which meet learner needs;
4. review the experience and acts on feedback;
5. meet the needs of the users; and
6. have safety management processes in place to manage risk effectively.

Oasis Community Learning's policy is that wherever practicable Academy off-site activities will be organised through contractors who have the Quality Badge, or who can demonstrate that their provision is in line with the quality badge provision. Details of the scheme are at [www.lotqualitybadge.org.uk](http://www.lotqualitybadge.org.uk)

## 7 Supervision

### 7.1 Duty of Care

All adults connected with a visit or activity owe a duty of care to the young people they accompany in common law.

The duty of care expected is that of a reasonable, prudent and careful parent applying his or her mind to the situation. The duty is continuous during the whole period of the visit and cannot be delegated to anyone else. Because teachers are trained, professional people courts in the UK have tended to expect them to exercise a higher standard of care than that which is expected from the general public.

### 7.2 Delegating Responsibility

The Group Leader is responsible overall for the group **at all times**. They may, however, delegate supervisory roles to other adults in the group.

When delegating supervisory roles to other adults the Group Leader should:

- Allocate supervisory responsibility to each adult for named students and ensure that all adults understand that they are responsible to the Leader for the supervision of the students assigned to them;
- Ensure that each adult knows which students they are responsible for;
- Ensure that each student knows which adult is responsible for them;
- Ensure that each adult has the means to contact the Group Leader and/or other supervisors;
- Ensure that each adult has knowledge of and clearly understands the Oasis Community Learning emergency procedures policy.

Supervision can be **close or remote** but **is always 24 hours**, including home-stay visits, but supervisors are not expected to stay awake for 24 hours each day! In order that each adult supervisor gets quality rest and recuperation a duty roster should be arranged. It is essential that everyone involved in the visit understands the supervision arrangements and expectations.

### 7.3 Close Supervision

Close supervision occurs when the group remain within sight and contact of the supervisor. Close supervision normally means that all supervisors:

- Have prior knowledge of the students including any special educational needs, medical needs and disabilities;
- Carry a list/register of all group members;
- Regularly check that the entire group is present;
- Have appropriate access to first aid; and
- Ensure that each student knows what to do if they become separated from the group.

### 7.4 Remote Supervision

Remote supervision occurs when, as part of planned activities, a group of students work away from the supervisor (e.g. on a Duke of Edinburgh Award Expedition) but is subject to stated controls as recorded in the risk assessment. The supervisor is present but not necessarily near or in sight. The Group Leader still remains responsible for students during this time even though they are not in direct contact with them. When supervision is remote:

- Groups must be sufficiently trained and competent for the level of activity to be undertaken, including how to deal with emergencies.
- Students should understand and accept the expected standards of behaviour.
- Students will be familiar with the environment or similar environments and have details of rendezvous points and times.
- Clear and understandable boundaries must be set.
- There must be clear lines of communication between the students, the supervisor and the Academy.
- The students should know the whereabouts of the Leader/supervisor and should have a means of contacting them.
- A student should never be on his/her own. It is advisable that they be in a minimum group of at least three students.
- The supervisor should monitor the group's progress at appropriate intervals.
- The supervisor will be in the activity area and able to reach the group reasonably quickly should the group need support in an emergency.
- There should be a recognisable point at which the remote supervision is completed.

Remote supervision will also apply to the times during home-stay visits when students are with their host families.

### 7.5 **Night Time**

In residential situations, during night time the security of the group is of paramount importance. The Leader should ensure that, as far as is reasonably practicable:

- Staff (of both genders where appropriate) have sleeping accommodation on the same floor and as near as possible to the students' accommodation.
- Child protection arrangements are in place (following appropriate risk assessment) to protect both students and staff.
- Where hotel/hostel reception is not manned 24 hours a day, security arrangements are in force to stop unauthorised visitors.
- In the absence of 24 hour staffing of reception, external doors should be made secure against intrusion and windows closed as necessary to prevent intrusion.
- Where possible, internal doors should be lockable but staff should have reasonable access to student accommodation at all times.

- All staff and students should know the emergency procedures/escape routes in the event of a fire or emergency evacuation.

#### 7.6 **First Aid**

Any injury incurred by a student or member of staff on an off-site activity must be reported by completion of an Accident Report Form as for all accidents within the Academy. (If required a RIDDOR form must also be completed).

All off-site visits and activities should be accompanied by a member of staff who is a qualified First Aider. (See the section on 'First Aid' in the Academy's Health and Safety Policy.)

#### 7.7 **Contact with Academy Senior Management**

In the event of anything going wrong during an educational visit, including incidents of serious misbehaviour and near-accidents, the Principal (or designated senior member of staff – the Home Based Contact) should be informed immediately by telephone, at the Academy during school hours and at home out of school hours. If not available the Deputy Principal should be contacted.

#### 7.8 **Parental Communications**

- The need for close communication with parents is expected, so that parents are assured of the whereabouts and the safety of their children at all times, and to forestall potential problems.
- The Educational Visits Coordinator (EVC) and the Academy Office must be advised of all visit and activity itineraries and contact phone numbers so that contact with the party can be maintained at all times.
- If the visit or activity finishes outside school hours or away from the Academy premises, parents must be notified of the arrangements for dismissal and collection. Careful consideration must be given, in particular, to dismissal arrangements late in the evening.

#### 7.9 **Telephone Tree**

In the event of any problems arising during the visit, such as an earlier or later return to the Academy than published, it is **imperative** that you construct and circulate a "Telephone Tree" in order that information can be relayed to all concerned in the minimum amount of time and at a minimum cost to any individual. The "Telephone Tree" should begin with a local number that parents can ring, day or night, for information in the event of an incident during the visit or advice about the time of return. The Academy's telephone number can be used between 0830 and 1600 hours Monday to Friday in term time but an alternative number should be given for use out of school hours. Since parents may wish to contact someone out of school hours, the local contact should be an intermediary between the group, Academy and parents. Ideally the local contact should be a member of Academy staff (who could be the Home Based Contact), not another parent, and should be someone within reasonable travelling distance of the Academy. It is however, acceptable to use a partner of a participating member of staff provided that the partner has copies of all the information relating to the visit, and has knowledge of the emergency procedure, including key telephone numbers, as detailed previously. Should the Educational Visits Co-ordinator not be involved in the actual visit he is willing to be the local contact.

Some parents may wish to choose not to be included on a "Telephone Tree". However, should this be the case, it is for the parents concerned to inform you of their wish. In order to prevent

unnecessary personal expense, the onus should then be for them to contact you in order to check upon details of the visit.

## **8 Group Travel**

### **8.1 Travel by bus or coach**

The Group Leader should ensure that:

- Road transport has seat belts and that students wear them at all times whilst the vehicle is moving;
- Supervisors are reserved seats that allow them to supervise properly. If a double-decker bus or coach is utilised there must be at least one supervisor on each deck;
- Students are supervised when boarding and alighting. A head count should be made on each occasion;
- Extra care is taken when alighting from a right-hand drive vehicle in a country that drives on the right as it is most likely that some doors will open onto the roadside opposed to the kerb side;
- The whole party knows the evacuation procedures, the locations of the first aid kit and fire extinguisher and that luggage must be securely stored and emergency exits kept clear.

### **8.2 Travel by air**

Airlines often have a Young Persons' Liaison Officer who will be able to coordinate the activities of a school group whilst in the departure airport terminal and make any necessary in-flight arrangements.

**The Group Leader should ensure that:**

- A base is established in the airport terminal whilst awaiting departure and upon arrival while awaiting delivery of the luggage;
- Luggage for the whole group is kept together;
- The airline crew are aware that the school group is on board. Some airlines request that students are readily identifiable, e.g. by means of a badge; (However, for personal safety reasons, badges should not bear the students' names);
- Supervisors are reserved seats that allow them to supervise properly;
- Students are supervised when boarding and alighting. A head count should be made on each occasion;
- Emergency procedures are known and understood by everyone. The group must understand that all hand luggage must be securely stored and emergency exits kept clear.

### **8.3 Travel by boat/ferry**

If the group are travelling as foot passengers, ferry companies will often make available a member of their staff to coordinate the activities of a school group whilst in the departure ferry terminal and make any necessary on-board arrangements.

**The Group Leader should ensure that:**

- When travelling as foot passengers, a base is established in the ferry terminal while awaiting departure and upon arrival whilst awaiting delivery of the luggage;
- Luggage for the whole group is kept together;
- When travelling by vehicle, everyone should know the location of the coach, e.g. vehicle deck number and colour zone;
- Whether on foot or by vehicle, students are supervised when boarding and alighting. A head count should be made on each occasion;

- A base is established on board the boat/ferry;
- The ships' crew are aware that the school group is on board. (Some ferry companies request that students are readily identifiable, e.g. by means of a badge. However, for personal safety reasons, badges should not bear the students' names);
- Emergency procedures are known and understood by everyone. Everyone must understand that hand luggage must be securely stored and gangways kept clear.

#### 8.4 **Travel by train**

Railway companies will often make available a member of their staff to coordinate the activities of a school group whilst at the departure railway station and make any necessary in-travel arrangements, e.g. change of trains. It is possible for student groups to reserve seats free of charge on most main line trains.

##### **The Group Leader should ensure that:**

- A base is established at the railway station whilst awaiting the arrival of the train and on arrival while awaiting delivery of the luggage;
- Luggage for the whole group is kept together. Arrangements can be made for luggage to be loaded into the Train Managers' Compartment of the train;
- Students are supervised when boarding and alighting. A head count should be made on each occasion. At least one member of staff should always be last to leave the platform or train;
- Supervisors are reserved seats that allow them to supervise properly. If the group is divided between more than one carriage there must be at least one supervisor in each carriage;
- The Train Manager is aware that the school group is on board and what the travel arrangements are;
- Emergency procedures are known and understood by everyone, hand luggage is securely stored and gangways are kept clear.

#### 8.5 **Minibuses**

Specific Minibus Regulations covering the use of the Academy's own buses are laid out in the Academy's separate Minibus and Use of Private Transport Policy;

Where minibuses or coaches are hired, Group Leaders should ensure that only reputable contractors are used, and that relevant safety documentation is in place, and that the buses have seat belts on all passenger seats.

#### 8.6 **Private Vehicles**

Oasis Community Learning's insurance policy covers staff using their own cars occasionally for official use. This would include use of private vehicles for trips authorised by the Academy provided that such use is not ordinarily expected. The insurance cover is comprehensive but staff are responsible for ensuring their vehicles are roadworthy, licensed and have a current MOT certificate.

- If students travel in parents' cars or in the cars of other students on an official school journey the member of staff in charge is responsible for ensuring that:
  1. The parent or student driver concerned is in possession of a full driving licence;
  2. The vehicle is licensed and a current MOT certificate applies;
  3. The driver is adequately covered by insurance that includes liability to passengers;
  4. The vehicle is not overloaded; and
  5. The parents of student passengers are aware of the arrangements.

- Academy staff may not take students in their private cars without the written permission of the Principal, who will ensure that appropriate insurance is in place, the car carries a current vehicle licence, the driver has a current licence, and parental consent has been obtained.

## **9 Hire of Buses and Coaches**

### **9.1 Seat Belts**

It is Oasis Community Learning policy that **all** buses and coaches used by the Academy for off-site visits have seat belts fitted to all seats, irrespective of the type of journey or distance travelled, and that these seat belts are worn. With this in mind the “Form of Consent”, for both visits in the UK and abroad, contains an appropriate clause about the wearing of seat belts. Failure to wear the seat belt at all times whilst the vehicle is moving will result in disciplinary action.

### **9.2 Fitness for Purpose**

The Group Leader should verify the following points:

- That all bus/coach drivers employed by the company are legally and physically fit to drive.
- Buses/coaches when transporting students inasmuch as they hold the correct level of driving licence and do not suffer from any known medical condition which would prevent them from driving.
- That buses/coaches upon which students will travel are legally fit for public transport, inasmuch as they are taxed, insured and have passed an MOT test and other appropriate safety standards.
- That all buses/coaches have seat belts fitted to all seats and in working order.
- That there will be an appropriate number of drivers when travelling on long journeys or when travelling abroad (i.e. two or more drivers for continental journeys as necessary).
- That coach drivers who are likely to be in a one-to-one situation or accompany and stay with a group on a residential visit are CRB checked.

If a member of staff or other adult is assisting a child to put on a seat belt, physical contact with the child must be minimal and only such as is necessary to put on the belt. Staff are advised to undertake such actions in the presence of other adults.

With regard to the wearing of seat belts in Europe, it is Oasis Community Learning policy that seat belts be worn irrespective of the laws for the particular country. Should continental vehicles be used, the Group Leader should check that seat belts are fitted at the time of hiring.

## **10 Use of Minibuses**

The Academy has a policy on Minibuses and the Use of Private Transport, which covers the use of self-drive minibuses for any Academy purpose. It is imperative that this document is read before booking a minibus.

If self-drive minibuses are to be used for the conveyance of students, parents should be informed of the arrangements and should acknowledge these arrangements by signing an appropriate “Form of Consent” (appendix 2).

## **11 Visits Abroad**

Visits abroad should include as far as possible at least one adult with the ability to speak and read the language of the visited country. This may be the tour guide from the tour operator.

#### 11.1 **Passports**

All students and staff on an Academy visits abroad **must** hold a valid individual passport. It must, however, be noted that some countries may not allow in a traveller whose passport will expire within a few months of entry.

The Group Leader should check the passport details of all adults and students to obviate the risk of anyone being refused entry.

Details for individual countries can be obtained by contacting the UK embassy or consulate of the relevant country or the UK Passport Agency. Should colleagues need assistance in this matter please see the Educational Visits Coordinator (EVC).

#### 11.2 **Visa Exemption**

Students who are not nationals of an EU country will need to travel using their own passport and will normally require a visa to travel to another EU country. However, a school can apply for visa exemption on behalf of the students. Details of visa exemption can be obtained from the Home Office or British Council. Should colleagues need assistance in this matter please see the Educational Visits Coordinator (EVC).

#### 11.3 **European Health Insurance Cards (EHIC)**

In order that members of the party are covered for medical treatment under EU reciprocal agreements, it is advised that the Group Leader obtains a European Health Insurance Card (EHIC) for each participant. The Card has now replaced Form E111 which is no longer valid. The Card is not valid indefinitely. Trip Leaders should, therefore, check the expiry date on the Card. EHIC Application packs are available from School Reception or the Educational Visits Co-ordinator. Please note – The Card is not available from a Post Office, as was the Form E111, but must be applied for. The quickest way to obtain the Card is on-line at [www.dh.gov.uk/travellers](http://www.dh.gov.uk/travellers) when delivery is guaranteed within 7 days.

#### 11.4 **Customs Allowances and Prohibited Items**

A leaflet “A Customs Guide for Travellers entering the UK” (Notice1), gives advice about customs allowances when travelling both within and outside the EU. It also details prohibited and restricted goods. The leaflet is available in unlimited quantities via HM Customs and Excise National Advice Service, telephone 0845 010 9000.

#### 11.5 **Terrorism**

Advice about terrorism is available from the Foreign and Commonwealth Office on their website, [www.fco.gov.uk/knowbeforeyougo](http://www.fco.gov.uk/knowbeforeyougo) and from the Home Office on their website, [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk). A section is also included in the risk assessment database for UK airports and UK ports. It must be remembered, however, that there are often exceptions in insurance policies for claims under terrorism unless there is specific advice from the Foreign and Commonwealth Office **not** to travel.

#### 11.6 **Travel Advice**

Travel advice about the safety in specific countries is available from the Foreign and Commonwealth Office on their website, [www.fco.org.uk/knowbeforeyougo](http://www.fco.org.uk/knowbeforeyougo). Once again, it must be remembered that there are often exceptions in insurance policies for claims under refusal to travel unless there is specific advice from the Foreign and Commonwealth Office **not** to travel.

## 11.7 Exchange Visits

Oasis Community Learning encourages student exchanges, but expects the Academy to ensure that rigorous checks are made as far as is reasonably practicable.

Detailed guidance is available in a document by The Outdoor Education Advisers' Panel entitled "Young People's Exchange Visits". This document includes detailed advice and procedures including the need for Criminal Records Bureau (CRB) Disclosures and reciprocal checks. Relevant checks need to be carried out on the families hosting the home stay. This means:

- CRB checks for British families. If there is a cost implication, since the measure is to protect British students, it is not unreasonable to pass the cost of such a check to parents as part of their contribution to the cost of the visit.
- A relevant check for reciprocating families in the country to be visited. Where equivalent checks do not exist, in general the head of the receiving establishment will be requested to verify that to the best of their knowledge hosts are suitable. Oasis Community Learning **must** be informed if this is the case.
- If satisfactory evidence cannot be ascertained or if hosts refuse to supply the information the visit should **not** continue.

The Academy Council may ask Oasis Community Learning for a final determination.

## 12 Using Activity and Adventure Centres

12.1 The Activity Centres (Young Persons' Safety) Act 1995 makes provision for the regulation of centres and providers of facilities where children and young persons under the age of 18 engage in adventure activities, including provision for the imposition of requirements to safety. This Act is implemented by the Adventure Activities Licensing Regulations 1996. The Act does not extend beyond Great Britain so adventure centres abroad, even if provided by a British travel company, are not within the scope of these Regulations.

12.2 The Act requires any provider of named adventurous activities (known as "in scope" activities), covering over 20 main activities under the broad headings of Climbing, Caving, Trekking and Water sports, to hold a licence. The Adventure Activities Licensing Agency, a branch of the Health and Safety Executive (HSE) provides this licence, on behalf of the DCSF, after a satisfactory inspection. The aim of the adventure activities licensing scheme is to give assurance that good safety management is being followed so that young people can continue to have opportunities to experience exciting and stimulating activities outdoors while not being exposed to avoidable risks of death and disabling injury.

The following activities are within scope of the scheme:

**Caving**            Underground exploration in natural caves and mines, including potholing, cave diving and mine exploration but not parts of show caves or tourist mines which are open to the public.

**Climbing** Climbing, traversing, abseiling and scrambling activities except on purpose-designed climbing walls or abseiling towers. ‘Scrambling activities’ includes gorge walking, ghyll scrambling and sea level traversing.

**Trekking** Walking, running, pony trekking, mountain biking, off-piste skiing and related activities when done in moor or mountain country which is remote. Travelling in any place which is moorland (open uncultivated land at any height above sea level) or on a mountain above 600m and from which it would take more than 30 minutes travelling time (never more than 1.5k) to walk back to an accessible road or refuge is subject to licensing except for on piste skiing.

Skiing on piste does **not** require a licence.

**Water sports** Canoeing (using canoes or kayaks), rafting (using inflatable or improvised craft), sailing (using sailing boats, windsurfers, dinghies or other wind propelled craft) and related activities when done on the sea, tidal waters or larger non-placid inland waters. Any stretch of inland waters, which is categorised at Grade II or above according to the International Canoe Federation classification or where it is possible to be more than 50m from the bank, is subject to licensing.

A licence is **not** required where it is not possible to be more than 50 metres from the nearest perimeter bank or for the use of rowing boats, powered or towed inflatables or rafts, and the larger sailing vessels that go to sea and are subject to Merchant Shipping Act certification.

12.3 It is important for any teacher to check whether a provider is licensable and, if so, holds a licence, before arranging to use adventure facilities. An activity provider is required by the terms of the licence to display the licence at the centre or have available the licence for inspection at any reasonable time. Any licence holder referring to the holding of a licence **must** state the adventurous activities covered by the licence and give the telephone number of the Licensing Agency.

12.4 To date, over 1000 providers hold licences but not all providers have to hold licences. Holding a licence simply means that the provider has been inspected and complies with the criteria for the Adventure Activities Licensing Agency (AALA). A list of licensed Activity Centres can be obtained from the AALA website: [www.aala.org.uk](http://www.aala.org.uk).

12.5 The Group Leader should also check the provider’s arrangements for those elements not covered by the licensing scheme, e.g. accommodation, catering, supervision and recreation during the evenings and between adventurous activities. Group Leaders and teachers retain overall responsibility for young people **at all times** during adventurous activities, even when the group is under instruction by a member of the provider’s staff.

*Everyone, including the students, must have an understanding of the roles and responsibilities of the Academy staff and the provider’s staff. Group Leaders and other responsible adults should intervene if they are concerned that the students’ safety may be at risk.*

12.6 Most reputable UK adventure centres that are outside the scope of licensing are members of the British Activities Holiday Association (BAHA) and are subject to their code of practice and inspection. Details of their members can be found on the BAHA website: [www.baha.org.uk](http://www.baha.org.uk).

12.7 **Swimming**

**Most of the accidents on off-site visits occur in water, or at water margins. Group Leaders must pay special attention to safety issues when the activity is in or near water:**

- All supervisors must be briefed on safety aspects prior to the activity taking place.
- A member of the team **must** be suitably qualified in life saving. For outdoor activities, e.g. pond, lake, river, sea, this **must** be a life-saving qualification for open water.
- One adult **must** always stay out of the water for better surveillance.
- The recommended student/teacher ratio of 15:1 should not be exceeded.
- Additional measures must be taken if the swimming is in the sea or other natural waters. Paddling in open water is categorised as swimming.

**Further advice has also been given by the government in the HASPEV supplement “Group Safety at Water Margins”:**

- Swimming and paddling **must not** be allowed as an impromptu activity. In-water activities should only take place as part of a pre-arranged programme when a proper risk assessment has been completed and proper measures put in to control the risks.
- The activities **must** be formal and closely supervised.

All participants involved in water activities must be confident in water. The ability to remain calm on sudden immersion is of greater importance than the ability to swim a prescribed distance. A combination of water confidence and proven swimming ability, however, is highly desirable.

## **13 Codes of Conduct**

### **13.1 Student Code of Conduct**

A Student code of conduct for all out of Academy activities has been formally adopted by Oasis Community Learning and the Academy Council. Parents and students should be asked to complete the Code of Conduct form accordingly. A sample of the relevant forms are shown in appendices 5 to 7 of this document.

### **13.2 Staff Code of Conduct**

Oasis Community Learning and the Academy Council have also formally adopted the following “**Staff Code of Conduct for Residential Visits**”:

**“The Council of Oasis Academy Enfield expects that all adults acting *in loco parentis* on any school trip be mindful of responsible and proper behaviour, so that they are able to exercise their professional judgement at all times”.**

It is perfectly acceptable for members of staff to consume alcohol during an off-site visit provided that this is within reason. Excessive drinking at any time is unacceptable. However, at least one member of staff should not be drinking alcohol at any one time.

Although responsibility for student welfare on a residential visit is a 24 hour responsibility, it is self-evident that supervisors cannot be on duty for 24 hours. The Group Leader will publish a daily duty roster, ensuring that all staff have sufficient rest periods. All staff must ensure that they are on duty at the times set down, and have the necessary information about the group and the events at that time.

## 14 Procedures

### 14.1 Authorisation Summary

The following table summarises the notification and authorisation procedures for off-site visits and activities:

Risk Type	Type of Visit	Authorised by		
		Principal	Council	OCL
<b>A</b> Local day trips that do not have an element of 'adventure'	- Sports Fixtures - Visit to Local Church - Visit to Theatre	Yes	No	No
<b>B</b> Trips that have overnight stays and involve lower risk activities, or no overnight stay and higher risk activities, normally within the UK	- Day trip to Attraction Park - Field trip not involving adventure activities	Yes	Yes	No
<b>C</b> Trips that have overnight one or more overnight stays and involve higher risk activities. These could be in the UK or overseas.	- Day trip Abroad - Day trip to Outdoor Pursuits Centre - Field trip involving adventure activities, e.g. hill walking - Ski trip - Residential Experience	Yes	Yes	Yes

**To gain approval for any off-site visit or activity, a Notification and Approval form with aims and objectives (appendix 1) must be submitted to the EVC, in addition to a Risk assessment (appendix 8) and an itinerary/programme for the visit/activity. The EVC will ensure that these are processed accordingly.**

### 14.2 Approval & notification

- Members of staff wishing to organise visits must obtain the Principal's approval (or EVC if the task has been delegated) before publishing arrangements or entering into any commitment.
- Requests for approval should indicate the nature of the trip and highlight any activities that may be regarded as hazardous.
- Risk Assessments for all proposed activities should also be submitted with the approval application. A Risk Assessment template can be found in appendix 8
- Notifications should be made on the Notification and Approval form attached as Appendix 1. Examples of check lists for trip organisers are attached as Appendices 10 a, b, and c.

### 14.3 Regular extra-curricular activities

Extra curricular activities that recur regularly (e.g. football training, weekly activity clubs etc.) require the Principal's approval before commencement, but approval then applies for the entire

school year, subject to prior written notification to the Principal of any changes to regular arrangements.

#### 14.4 **Parental Consent**

- Specific Parental and Medical consent must be obtained from the parent(s) of every student before commencement of any trip. The form of consent is attached as Appendix 2.
- At the same time a Health and Nutritional Information form (Appendix 3), must be obtained if overnight stays are involved.
- The appropriate 'Code of Conduct' form for students on school visits should be signed by students and witnessed by parents. These are attached in appendices 5 to 7.
- The context of some of the visits for older children may make the moderate consumption of alcohol appropriate. If this is likely to occur then the Form of Consent as in appendix 7 must be obtained in all cases.
- The Academy Alcohol, Tobacco and Drugs Policy for Visits is attached as Appendix 13.

### 15 **Finance**

The Educational Visits Coordinator (EVC) will liaise with the Bursar over the budgeting/ estimates/ and costings, and the financial arrangements for the activity.

#### 15.1 **Charging for Activities**

Oasis Community Learning has to conform with the government's Charging for Activities regulations. No charges can be made for any activity in Academy time or which is a part of the Academy's national curriculum provision.

#### 15.2 **Residential Visits**

The Academy can, however, charge for the cost of board and lodging during a residential visit. The cost must not exceed the actual cost of the provision.

Where the visit takes place wholly, or mainly, during school hours children whose parents are in receipt of the income support set out in the current regulations will be entitled to a remission of the charges as well as a free school meal. The current regulations include:

- income based support job seekers allowance;
- income Support;
- support under part vi of the Immigration and Asylum Act 1999;
- child tax credit (provided the parent is not entitled to Working Tax credit and their annual income does not exceed £15,575 (2008));
- guaranteed state pension credit.

A similar entitlement applies if the visit takes place outside Academy hours, but is necessary as part of the national curriculum, forms part of the curriculum for a prescribed examination for which the student is being prepared, or the syllabus for religious education.

In cases of financial hardship which are not covered by the above regulations parents may still apply to the Oasis Community Learning Board for a grant. Parents should be informed of this in the visit information.

### 15.3 **Voluntary Contributions**

The Academy may ask parents for a voluntary contribution towards the cost of any activity which takes place in Academy hours. The contribution must be genuinely voluntary, but students of parents who are unable or unwilling to make a voluntary contribution must not be discriminated against.

Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall the activity must be cancelled.

The Oasis Community Learning policy is for the Academy to charge parents for residential visits as allowed by the regulations and to make relevant remissions of the cost to parents who qualify according to the regulations. In all other instances the Academy must request voluntary contributions and make up any shortfall from Oasis Community Learning or Academy sources. Where this does not cover the cost the activity must be cancelled.

### 15.4 **Costing of Activities/visits**

The member of staff in charge of a visit/off-site activity is responsible for ensuring that the full costs involved are covered either by parental contribution or by pre-arranged subvention from Academy funds or Oasis Community Learning Board funds.

The following main costs need to be considered but others will apply depending on the nature of the journey:

- Any cost of cover for absent staff
- Accommodation
- Food
- Travel/transfers
- Excursions
- Administration costs in organising the journey
- Insurance
- Contingencies

### 15.5 **Accounts**

- A record of receipts and payments should be kept and supported wherever possible by documentary evidence.
- The records should be available at any time for examination by the Principal or the Bursar and will be reviewed annually by the Academy's Auditors. They should be retained at the Academy for a minimum period of six years.
- For all practical purposes the Academy Finance Office will act as the bank for all visits and activities. All income relating to the journey should be passed to the Academy Office and all payments should be requested from them except in circumstances where imprest accounts have been authorised for the trip by the Academy Bursar.
- In no circumstances should the personal accounts of members of staff be used for any Academy activity.
- Where a student withdraws from a trip, or is banned from a trip because of bad behaviour, after arrangements have been made, sufficient funds should be withheld from the contributions

already made by that student's parents in order to cover any irrecoverable costs incurred on the student's behalf.

- On return from a journey, surplus funds should be repaid to parents where the sums are significant (minimum £5/£10 per child depending on the original cost). Any remaining surplus should be held over as contingency for succeeding trips.

**Parents will be informed in the documents for the visit of the relevant visit budget, the finance procedures and rules.**

## 15.6 Insurance

- The Academy has insurance cover for students on off-site activities. The cover includes Personal Accident, Medical Expenses, Cancellation or Curtailment, Baggage and Money, and Personal Liability, and applies to travel world-wide. The policy has limits on payments and in some categories excesses apply. A copy of the current policy may be obtained Belinda Coote.
- The premium that applies will be advised to staff at the start of each school year and depends on the length of the visit/activity and its destination. The cost will be charged by the Academy Finance Office to the activity account, and should be included in the costings for the purposes of charging to parents.
- If an incident occurs which may give rise to a claim, liability should not be admitted at the time, but the matter should be referred to the Academy Finance Office as soon as is practically possible. Losses or theft that might result in an insurance claim should be advised to the local police in accordance with the requirements of the policy.
- On educational visits within the EU, some medical cover is provided by the student's own EHIC card which is available, on application to the DHSS for all EU national. This card is online or by post and students should be required to obtain one and evidence its possession to the Group Leader prior to the journey commencing.

## 16 Matches after hours and on Saturdays

- 16.1 Although prior parental consent for fixtures is not required, it is important that parents should be made aware of arrangements for reporting and dismissal for home matches, additionally the methods of transport for away matches, and arrangements for emergencies and cancellations.
- 16.2
- i Students may travel unescorted by public transport to away matches. It is important that they understand clearly what they are to do and expectations of behaviour, bearing in mind that they may be unfamiliar with the locality.
  - ii Students may travel in cars driven by teachers, parents or students subject to the written approval of the Principal. The Principal will apply the policy agreed with the Academy Council.
  - iii Weekend sports fixtures played away from Academy are outside the scope of these regulations.

## 17 Guidelines for pre-visit meetings

### 17.1 Rationale

The Academy's policy is that all overnight visits must be preceded by a meeting for at least one parent/carer and the student and that attendance at this meeting is a condition of the student's participation on the visit. In exceptional circumstances where the parent and student cannot attend the meeting, adequate arrangements must be made to brief them about the risks and nature of the visit/activity. The reason for this is to explain in detail what arrangements will be in place for the supervision of students at all times during the trip and what expectations there will be of students with regard to general co-operation and with regard to specific matters such as smoking and drinking and use of rooms. It is important that parents are in no doubt at all about what will happen and what rules will apply, that they have the opportunity to question staff and that they have an opportunity to object (and therefore not participate) in advance of the visit.

Pre-visit meetings also have the advantage that they enable all the paper-work and much of the administration to be completed in one go.

The Educational Visits Coordinator or another senior member of staff will attend all pre-visit meetings.

### 17.2 **Guidelines for invitation letters**

Circulate a letter with the date of the meeting and time, as soon as you know the names of participants. At least three weeks notice of the meeting should be given, more if possible. The more advanced the notice the less difficulty there should be with parents who wish not to attend.

Include a 'return' slip with the letter so that you can make alternative arrangements to see parents who are unable to attend. Parents may well find it difficult to attend an early meeting. This will be a matter for the Principal and Council to determine.

The letter should include the following wording:

'Due to the Academy's educational visits policy we have the need to hold an evening meeting for students accompanied by at least one parent. The attendance at the meeting of both the student and a parent is compulsory if the student is to be accepted as a participant on the trip. The meeting will be on ..... (day and date) at ..... (time) in the..... (venue). Please bring any outstanding forms and requested information to this meeting. We expect the meeting to last approximately an hour. Any questions you have regarding the trip can be answered at this meeting. Please confirm, by returning the attached slip that you intend to attend the meeting'.

### 17.3 **Arrangements for the meeting**

Book a large enough area well in advance and inform the Premises Manager about the meeting. Check with the Premises Manager **the day before** the meeting. Arrive early and lay out all the paperwork.

This may include:

- medical information and consent form
- dietary information sheet
- Academy alcohol, tobacco and drugs on trips policy
- appropriate code of conduct
- packing list
- information regarding pocket money, gifts
- emergency contact details.

17.4 Welcome parents as they arrive and get them to sign in. Give them a pack of papers to be getting on with while others arrive. (If you give the papers out to students in advance of the meeting, parents will be more likely to try to avoid attendance). Collect passports, photocopy of EHIC (European Health Insurance Card), photocopy of passport, 2 passport size photographs (for trips abroad).

17.5 Check all have arrived by taking a register of **students and parents**.

#### 17.6 **Content of the meeting**

- Introduce other teachers and accompanying staff.
- You may wish to give information about itinerary and activities if this has not been done in advance.
- Deal with medical information: Parents should let the staff responsible for the visit know of all medication being taken and of potential problems - even if this information has been previously given to the Academy. In the case of exchanges, this information will need to be passed to host families. Ask for questions.
- Deal with the questions of supervision. Tell the parents how the students will be supervised at all times, including free time and meal times. Ask for any questions.
- Deal with alcohol, smoking and drugs policy. If senior students are to be allowed to drink, specify what you consider to be acceptable; what arrangements you have in place for those whose parents do not want their children to drink - remembering that there may be religious considerations involved and that parents may regard this with extreme seriousness. Ask for any questions.
- Deal with discipline, responsibility and trust. Co-operation is expected and failure to co-operate will be regarded as a serious breach of trust with serious consequences (being sent back home, banning from further trips). Staff will be offended by comments from students that they are on a free holiday. You may wish to address this point in advance by thanking the staff for giving up their time to accompany a trip. Ask for any questions.
- For exchanges, deal with the question of parties - parents will value guidance on this as they often feel quite at sea and under pressure from their children. Talk about how not to be a mutant teenager in someone else's house and about how to participate in a civilised way in someone else's family. Remind students about the reasons they are doing the exchange (e.g. language skills, international friendship, rather than an extended social life). Ask for any questions.
- Explain what the Academy has done about safeguarding students at the host venue, and explain that all British host families may be subject to a CRB check.
- Remind students that they **must let all teachers know personally** that they won't be in classes - if the trip takes place during term time.

## 18 **Monitoring and Review**

**18.1 On return from a visit**

On return to the Academy the Group Leader should notify both the local contact and the Principal of a safe return. A short telephone call will fulfil this requirement.

**18.2 Evaluation**

A review and evaluation should be carried out as soon as possible after the activity. For this purpose a simple form has been designed and is available from the Educational Visits Coordinator (EVC). A sample of the form is shown in appendix 4 of this document. A copy of the completed form should be given to the Principal within one week of your return.

The EVC should also ensure that upon completion of a visit or activity a complete file of names, addresses, insurance arrangements, contacts, procedures, etc. is kept for at least three years. This information would be required in the event of any future claim arising from any incident that may occur on the visit.

**18.3 Policy review**

The Principal will monitor the implementation of the policy and will report annually on Off-site activities and Educational Visits to the Academy Council.

The Academy Council will monitor the effectiveness of the policy in the Academy.

Oasis Community Learning will review the policy at least every two years, taking into account the views of the Academy.

**19 Equal Opportunities**

In implementing this policy Oasis Community Learning expects the Academy to take into account the Academy's Equal Opportunities policies, and to ensure that any reasonable adjustments are made to accommodate all students who wish to participate.

Oasis Community Learning will review this policy at least every two years and assess its implementation and effectiveness, taking into account the views expressed by the Academy.

**20 Date of the next review: June 2011**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Chair of Academy Council**

## **LIST OF APPENDICES**

### **FORMS:**

1. Notification and Approval form: Off-site Activities and Visits
2. Parental Consent and Medical Form
3. Health and Nutritional Information
4. Evaluation Form – Off-site Activities and Visits

### **CODES OF CONDUCT:**

5. Code of Conduct: Junior Students on Academy Activities/Visits
6. Code of Conduct: Students on Academy Field Courses
7. Code of Conduct: Students on Academy Activities/Visits

### **RISK ASSESSMENT:**

8. Risk Assessment Template

### **CHECKLISTS:**

9. Group Leader's checklist
10.
  - a) Organiser's Checklist outline
  - b) Academy Trip Organiser's Checklist – Evening/Day visits
  - c) Academy Trip Organiser's Checklist – Residential Trips

### **AUDITS:**

11. Accommodation Audit
12. Audit of An Academy visit venue/attraction – health and safety checklist

### **OTHER:**

13. Policy on Alcohol, Tobacco and other Drugs on Academy Trips
14. References
15. Extra Insurance
16. Use of Private Cars
17. Mobile Phones
18. Emergency procedures for Off-site Visits

### Appendix 1

#### NOTIFICATION AND APPROVAL FORM: Off-site Activities and Visits

This form must be sent in to the Educational Visits Coordinator (EVC), prior to any commitment being made to students or parents.

<b>Destination:</b>			
<b>Dates:</b>	<b>From:</b>	<b>To:</b>	
<b>Risk Category:</b>	<b>A (Low Risk)</b> <input type="checkbox"/>	<b>B (Medium Risk)</b> <input type="checkbox"/>	<b>C (High Risk)</b> <input type="checkbox"/>
<b>Form of Travel:</b>			
<b>Accommodation Address</b> (if overnight stay is involved):			
<b>Other addresses where the party will spend one or more nights:</b>			
<b>Educational objectives of trip and any physical activities planned:</b>			
<p><b>Do the proposed activities contain any that might be considered hazardous? Yes/No</b>  <i>If Yes, give details on a separate sheet.</i></p>			
<b>Travel Agent</b> (If applicable) <b>Address:</b>	<b>Cost to each STUDENT</b> £		
	Please see attached budget sheet.		
<b>Number of students:</b>	Boys:	Girls:	Total: Ages:
<b>Group Leader:</b>			
Has he/she led similar school trips previously?			
<b>Other Staff escorts:</b>		<b>Other approved escorts:</b>	
<p><i>I request authority for the above journey, and have read the Off-Site Activities and Education Visits Policy</i></p> <p><b>Signed:</b> (Group Leader)</p> <p><b>Date:</b></p> <hr/> <p><i>I confirm approval of this activity/visit</i></p> <p><b>Signed:</b> (Principal)</p> <p><b>Signed:</b> (On behalf of Academy Council)</p> <p><b>Date:</b></p>			

**Appendix 2**

**PARENTAL CONSENT AND MEDICAL FORM: Academy Off-site Activities and Visits**

**FORM OF CONSENT**

<INSERT NAME OF ACTIVITY>

<INSERT DATE(S)>

<b>FULL NAME OF STUDENT:</b>		<b>TUTOR GROUP:</b>	
<b>DATE OF BIRTH:</b>			
<b>ADDRESS:</b>			
	<b>Postcode:</b>		
<b>TELEPHONE NUMBERS</b> (For emergency use only):	<b>Day time:</b>		
	<b>Evening:</b>		
<b>MEDICAL INFORMATION</b>			
<b>N.H.S. Number:</b>			
<b>Family Doctor:</b>			
<b>Surgery Address</b>			
<b>ANY RELEVANT MEDICAL DETAILS AND ANY SPECIAL MEDICAL REQUIREMENTS</b> (e.g. allergies, asthma, diabetes, epilepsy, fainting, medication or other treatment). If none, please state NONE:			
<b>ANY OTHER INFORMATION WHICH YOU FEEL WE SHOULD KNOW</b> (e.g. vegetarian diet):			

**I have read the details about <Name of Visit> and hereby give my consent to:**

- (i) My son/daughter participating in the activities described.
- (ii) The Academy, in the event that it is necessary, obtaining or rendering properly-qualified medical assistance to my son/daughter.
- (iii) The Academy, where appropriate, administering the prescribed dose of any required medication, e.g. Paracetamol, travel-sickness tablets, as advised by a pharmacist.

**I also acknowledge:**

- (i) The need for obedience and responsible behaviour on my son/daughter's part.
- (ii) In the event of serious misbehaviour before the activity, the Academy may refuse to take my son/daughter on the activity. In the event of serious misbehaviour during the activity, the Academy has the right to exclude my son/daughter from the remaining part of this activity. In either case the Group Leader's decision shall be final and I shall forfeit all monies paid in respect of the activity. I also understand that I may be requested to collect my son/daughter from the visit venue at my own expense in the case of serious misbehaviour.
- (iii) That my son/daughter is competent and confident in water.
- (iv) That any photographs or video film taken during the visit must be solely for your individual family's use and must not be distributed more widely. Photographs may also be taken for publicity use by the Academy.
- (v) That for some activities there may be occasions when a member of Academy staff or another parent will transport my son/daughter by private car opposed to the use of a coach or bus.
- (vi) That the government Guidance states, "Group Leaders should ensure that transport by road has seat belts and students wear them". This is fully endorsed by the Oasis Community Learning Board, who have further advised that, in the event of a student refusing to wear the seat belt, the Group Leader has the right to refuse to take that student on the visit.

SIGNED: ..... DATE: .....

PRINT NAME: .....

Signed by the person with legal responsibility for the young person

### Appendix 3

#### HEALTH AND NUTRITIONAL INFORMATION

Please complete:

<INSERT NAME OF TRIP>

<INSERT DATES>

<b>Student's name:</b>		Tutor Group:	
<b>Date of Birth:</b>			
<b>Parent's/Contact's Name(s):</b>			
<b>Address:</b>			
	<b>Postcode:</b>		
<b>Contact Telephone numbers during trip:</b>	<b>Work:</b> <b>Home:</b> <b>Other (mobile):</b>		
<b>HEALTH INFORMATION</b>			
<b>National Health/Insurance number:</b>			
<b>Nationality &amp; Passport No. (for trips abroad):</b>			
<b>Dietary requirements:</b>	<p>For health, religious or other reasons please tick the food <b><u>not</u></b> eaten:</p> <p> <input type="checkbox"/> beef                      <input type="checkbox"/> pork                      <input type="checkbox"/> Lamb  <input type="checkbox"/> chicken                      <input type="checkbox"/> fish                      <input type="checkbox"/> eggs  <input type="checkbox"/> cheese                      <input type="checkbox"/> nuts                      <input type="checkbox"/> dairy produce </p> <p>Please give details of any others:</p>		
<b>Food allergies suffered and treatment (if required):</b>			
<b>Name and address of home doctor:</b>			

<b>Other health problems and/or medication taken:</b>	
<b>Does your child swim?</b>	<b>Does your child bed wet?</b>
<b>Has your child had a tetanus vaccination?</b>	<b>If so, when?</b>

I ..... <NAME> certify that the above information is correct, and I hereby authorise the teacher in charge of the trip to give permission for medical treatment if required.

Signed..... (Parent/Adult with Parental Responsibility)

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## Appendix 4

### Evaluation Form – Off-site Activities and Visits

<b>Name of Visit/Activity:</b>	
<b>Date(s) of visit:</b>	
<b>Group Leader:</b>	
<b>Accompanying Staff:</b>	
<b>Accompanying Adults other than staff:</b>	
<b>Brief comments and evaluation including:</b> <ul style="list-style-type: none"><li>• Details of any outstanding achievements</li><li>• Details of any accidents and near misses</li><li>• Details of any serious misbehaviour</li><li>• Any advice, based on your experiences, which may be passed on to colleagues for future visits/activities</li></ul>	

## Appendix 5

### CODE OF CONDUCT: Junior Students on Academy Activities/Visits

The objective of Academy sponsored/organised activities/educational visits is for students and accompanying staff to experience sights and activities, over and above those available in the classroom, in a safe, enjoyable and disciplined manner. Essentially, students are expected to think of the well being of others whilst on off-site activities and behave in a sensible manner so that the safety and enjoyment of the many is not compromised by the thoughtless actions of the few.

The completion of the declaration below is required before acceptance on a trip. Please read the statements carefully and, if in agreement with the content, sign and return to the Group Leader.

---

#### Declaration by Student and Parent/Guardian/Carer

I undertake:

1. to observe all applicable Academy rules.
2. to cooperate fully and promptly with all group leaders and staff at all times.
3. to behave in a manner which is sensible and considerate towards others.
4. to ensure my conduct has the safety of myself and others in mind and reflects credit on myself, the party and the Academy.
5. to adhere to the smoking, drinking and drugs policy relevant to the trip as laid down by the trip staff and the Academy. **For students under 18 the drinking of alcohol and the possession/use of any drug not prescribed to them is NOT permitted under ANY circumstances.**
6. to give permission for my possessions to be searched by staff if they have cause for concern.
7. to ask staff for clarification if I am unclear on any instructions or detail.

I further accept that a full written report of any misconduct will be given to the Academy leadership team and my parents. I understand I will be expected to serve any punishment imposed on me for misconduct, both on the activity and on return. I also understand and agree that I may be sent home or collected from the activity, at my parents' expense, if required by the group leader. I further understand that, should I break the law of the country I am visiting; the local police may become involved.

Name of Student ( please print ) ..... Learning Family .....

Signed ..... (Student )

Witnessed ..... (Parent/Guardian/Carer)

Date .....

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## Appendix 6

### CODE OF CONDUCT: Students on Academy Field Courses

The objective of Academy sponsored/organised activities/educational visits is for students and accompanying staff to experience sights and activities, over and above those available in the classroom, in a safe, enjoyable and disciplined manner. Essentially, students are expected to think of the well being of others whilst on off-site activities and behave in a sensible manner so that the safety and enjoyment of the many is not compromised by the thoughtless actions of the few.

The completion of the declaration below is required before acceptance on an off-site activity. Please read the statements carefully and, if in agreement with the content, sign and return to the Group Leader.

---

#### Declaration by Student and Parent/Guardian/Carer

I undertake:

1. to observe all applicable Academy rules and the law of the country being visited.
2. to cooperate fully and promptly with all group leaders and staff at all times.
3. to behave in a manner which is sensible and considerate towards others.
4. to ensure my conduct has the safety of myself and others in mind and reflects credit on myself, the party and the Academy.
5. to adhere to the smoking, drinking and drugs policy relevant to the trip as laid down by the trip staff and the Academy. **For students on field trips, the drinking of alcohol and the possession/use of any drug not prescribed to them is NOT permitted under ANY circumstances.**
6. to give permission for my possessions to be searched by staff if they have cause for concern.
7. to ask staff for clarification if I am unclear on any instructions or detail.

I further accept that a full written report of any misconduct will be given to the Academy leadership team and my parents. I understand I will be expected to serve any punishment imposed on me for misconduct, both on the activity and on return. I also understand and agree that I may be sent home or collected from the activity, at my parents' expense, if required by the leader. I further understand that, should I break the law of the country I am visiting the local police may become involved.

Name of Student (please print) ..... Learning Family .....

Signed ..... (Student)

Witnessed ..... (Parent/Guardian/Carer)

Date .....

## Appendix 7

### CODE OF CONDUCT: Students on Academy Activities/Visits

The objective of Academy sponsored/organised activities/educational visits is for students and accompanying staff to experience sights and activities, over and above those available in the classroom, in a safe, enjoyable and disciplined manner. Essentially, students are expected to think of the well being of others whilst on off-site activities and behave in a sensible manner so that the safety and enjoyment of the many is not compromised by the thoughtless actions of the few.

The completion of the declaration below is required before acceptance on an off-site activity. Please read the statements carefully and, if in agreement with the content, sign and return to the group leader.

---

#### Declaration by Student and Parent/Guardian/Carer

I undertake:

1. to observe all applicable Academy rules and the laws of the country being visited.
2. to cooperate fully and promptly with all group leaders and staff at all times.
3. to behave in a manner which is sensible and considerate towards others.
4. to ensure my conduct has the safety of myself and others in mind and reflects credit on myself, the party and the Academy.
5. to adhere to the smoking and drinking policy relevant to the trip as laid down by the trip staff and the Academy.
6. to give permission for my possessions to be searched by staff if they have cause for concern.
7. to ask staff for clarification if I am unclear on any instructions or detail.

I further accept that a full written report of any misconduct will be given to the Academy leadership team and my parents. I understand I will be expected to serve any punishment imposed on me for misconduct, both on the activity and on return. I also understand and agree that I may be sent home or collected from the visit/activity, at my parents expense, if required by the group leader. I further understand that, should I break the law of the country I am visiting the local police may become involved.

Name of Student ( please print ) ..... Learning Family .....

Signed ..... (Student)

Witnessed ..... (Parent/Guardian/Carer)

Date .....

---

**Appendix 8**

**RISK ASSESSMENT TEMPLATE**

<b>Name of Activity/Visit:</b>	
<b>Date(s) of visit:</b>	
<b>Teacher in Charge (Group Leader):</b>	
<b>Number of Students:</b>	
<b>Number of Adults:</b>	
<b>Place(s) of Visit:</b>	

<b>Activity</b>	<b>Hazard</b>	<b>Who</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Control</b>

## Appendix 9

### GROUP LEADERS' CHECKLIST

#### Scope

This checklist is intended to cover all off-site activities organised through the Academy including those involving travel within the UK or overseas, residential or day visits, and those in term time or school holidays.

#### Rationale

- 1 Over recent years we have seen the public's attitude, regarding how risks associated with out of school visits and events are managed, shifting and hardening. The current climate is far more litigious and there is an expectation that effective risk management processes are in place and are seen to have been followed.
- 2 This check list is an aid to help staff ensure that activities are run according to current best practice guidelines. When completed, it provides visible evidence that the school has considered the various types of risk and where necessary can help prove that staff have effectively discharged their 'Duty of Care'.
- 3 We aim to ensure that we continuously refresh our processes based on practical experience fed back from Group Leaders and any other sources of current best risk management practice.

#### With whom does the responsibility for an Off-site Activity/Visit lie?

There is a pyramid of responsibility with ultimate responsibility resting with Oasis Community Learning. In practice this is delegated as explained below:

- The Group Leader (and accompanying staff) have first line responsibility for the successful and safe running of the activity on a day to day basis including completion of any necessary documentation as set out in the Oasis Community Learning policies.
- An Educational Visits Co-ordinator (EVC) has been appointed to establish and update the guidelines and to help staff understand the school's trip policies.
- The EVC together with a member of Senior Management Team has been asked to review the arrangements for each relevant activity before it leaves the Academy focusing on safety, risk management and financial perspectives.
- The Principal is responsible on behalf of the Council and Oasis Community Learning for ensuring that procedures are comprehensive and that guidelines are put into practice.

#### Who has to fill in this check list and who does it go to?

1. The check list is the responsibility of the Group leader. **ALL** leaders for **ALL** off-site activities are requested to use the checklist - even if they have run the activity previously and have a wealth of experience.
2. When the process is complete up to section F1 (or I1 for residential trips) the check list should be taken, along with all supporting materials and documentation, to the meeting with the EVC.
3. When the visit/activity is completed and has returned a short report should be given to the EVC to go in the file.

#### Who has access to the check lists and other documentation?

1. It will be available for all future leaders so we can pool our knowledge, learn from each others' experiences and further protect both staff and students on school visits.
2. It could be used to assist in our defence in any litigation brought against teachers, the Principal and Council/Oasis Community Learning..
3. Risk assessments and trip details have to be made available to parents if they are requested.

**Thank you for your time in organising a trip and offering valuable opportunities to our students**

## Appendix 10a

### ORGANISERS CHECKLIST OUTLINE

#### Scope

This checklist is intended to cover all visits organised through the Academy including those involving travel within the UK or overseas, residential or day visits, and those in term time or school holidays.

#### Rationale

- 1 Over recent years we have seen the public's attitude, regarding how risks associated with out of school activities and events are managed, shifting and hardening. The current climate is far more litigious and there is an expectation that effective risk management processes are in place and are seen to have been followed.
- 2 This check list is an aid to help staff ensure that off-site activities are run according to current best practice guidelines. When completed, it provides visible evidence that the Academy has considered the various types of risk and where necessary can help prove that staff have effectively discharged their 'Duty of care'.
- 3 We aim to ensure that we continuously refresh our processes based on practical experience fed back from organisers and leaders and any other sources of current best risk management practice.

#### With whom does the responsibility for an Off-site Activity lie?

There is a pyramid of responsibility with ultimate responsibility resting with the OCL Board. In practice this is delegated as explained below:

- The Group Leader (and accompanying staff) has first line responsibility for the successful and safe running of the activity on a day to day basis including completion of any necessary documentation as set out in the school policies.
- An Educational Visits Coordinator (EVC) has been appointed to establish and update the guidelines and to help staff understand the school's trip policies.
- The EVC together with a member of ALT have been asked to review the arrangements for each relevant activity before it leaves the school focusing on safety, risk management and financial perspectives.
- The Principal is responsible on behalf of the Academy Council and Oasis Community Learning for ensuring that procedures are comprehensive and that guidelines are put into practice.

#### Who has to fill in the check list and who does it go to?

1. The check list is the responsibility of the Group Leader. **ALL** leaders for **ALL** activities are requested to use the checklist - even if they have run the activity previously and have a wealth of experience.
2. When the process is complete up to section F1 (or I1 for residential trips) the check list should be taken, along with all supporting materials and documentation, to the meeting with the EVC.
3. When the activity is completed and has returned a short report should be given to the EVC to go in the file.

#### Who has access to the check lists and other documentation?

1. It will be available for all future leaders so we can pool our knowledge, learn from each others experiences and further protect both staff and students on school visits.
2. It could be used to assist in our defence in any litigation brought against teachers, the Principal and the Council/Oasis Community Learning.
3. Risk assessments and activity details have to be made available to parents if they are requested.

#### **Thank you for your time in organising a trip and offering valuable opportunities to our students**

## Appendix 10b

### ACADEMY TRIP ORGANISERS' CHECK LIST – Evening/Day Visits

Organising an Academy day visit or even an evening outing is a time consuming task. This checklist is to help overcome some of the organisational pitfalls and omissions.

#### A) Before deciding to do a trip

1. Read Academy Procedures on charging for trips and for activities and visits.
2. Check proposed dates against Academy calendar.
3. If minibus required, check availability and make provisional booking.

#### B) On deciding to do trip

1. See Principal (with proposed itinerary and financial details) to obtain initial approval to proceed.
2. See the EVC to check regulations and requirements with regard to travel and risk assessments.
3. Submit appropriate form (Appendix 1) and put details in the weekly staff newsletter.
4. Indicate if insurance is required or submit details of independent insurance for approval if required.

#### C) On receiving approval

1. Circulate initial letter to target year/subject group(s) and collect deposits. (Ensure all relevant information is included. i.e. dates, cost, payment schedule, insurance details, any penalty clauses for withdrawal, selection criteria, mechanism for dealing with over-subscription, any provision for families on benefits, details of parents evening, if passport required, etc.)
2. Set deadline for applications to be returned.
3. See Finance Dept and open trip cost centre account.

#### D) After applications have been received

1. Submit list of students to EVC who will circulate the list to the relevant Learning Leader. If the organizer, EVC or Learning Leader has doubts about a student, designated member of ALT to be consulted.
2. If oversubscribed, consult designated member of ALT before forming reserve list.
3. Inform students and parents of their status i.e. included on trip, reserve for trip, not included on trip.

#### E) The week before the trip leaves

1. Give final list to Finance Dept for insurance (if required).
2. Give final names, addresses and contact numbers for students, and staff, to school office along with trip accommodation, transport and itinerary details. Copy complete folder to designated member of ALT.
3. Collect emergency contact cards from Finance Dept.

#### F) After the trip

1. Write short report on trip. Include details of problems, difficult students, efficiency of Tour Company, etc. for help to future trip leaders. Give to EVC.
2. Finalise accounts (with receipts and invoices where possible). Give to Finance Dept.
3. Discuss the disposal of any surplus monies with the Finance Dept.
4. Keep permission and health forms for up to one year in case of problems or claims.
5. Write any thank you letters required.

#### G) After the dust has settled

1. If considering another trip, consider how well you think your team performed. If satisfied, return to top of page 1 and start organising your next activity!

## Appendix 10c

### ACADEMY TRIP ORGANISERS' CHECK LIST – Residential Trips

Organising an academy day visit or even an evening outing is a time consuming task. This checklist is to help overcome some of the organisational pitfalls and omissions.

#### A) Before deciding to do a trip

1. Read Academy procedures on charging for trips and for trips and visits.
2. Check proposed dates against Academy calendar.
3. If minibus is required, check availability and make a provisional booking.

#### B) On deciding to do a trip

1. See Principal (with proposed itinerary and financial details) to obtain initial approval to proceed.
2. See the Educational Visits Coordinator (EVC) to check regulations and requirements.
3. Submit appropriate form (appendix 1 in this document) and put details in the weekly staff newsletter.
4. Indicate if insurance is required or submit details of independent insurance for approval.

#### C) On receiving approval

1. Circulate initial letter to target year/subject group(s) and collect deposits. (Ensure all relevant information is included i.e. dates, cost, payment schedule, insurance details, any penalty clauses for withdrawal, selection criteria, mechanism for dealing with over-subscription, any provision for families on benefits, details of parents evening, if passport required, etc.)
2. Set deadline for applications to be returned.
3. See Academy Finance Department and open trip cost centre account.

#### D) After applications have been received

1. Submit list of students to EVC who will circulate the list to the designated Learning Leader. If the organiser, EVC or Learning Leader has doubts about a student, the relevant member of ALT is to be consulted.
2. If oversubscribed, consult designated member of ALT before forming reserve list.
3. Inform students and parents of their status i.e. included on activity, reserve for activity, not included on the activity.
4. Circulate date of Parents and Students Pre- Meeting (If not included in initial letter).

#### E) At least 3 months before activity

1. Do risk assessments and submit to EVC.
2. Submit staff permission of absence forms to designated ALT member for approval.
3. Submit provisional list of staff to ALT.

#### F) At least 1 month before activity

1. Hold trip staff meeting to decide on activity/visit rules (N.B. must comply with school policies) and arrange roles i.e. First Aider (preferably currently qualified), duty rota (if required), etc.
2. Arrange a risk review meeting with EVC.
3. Hold parents and students meeting. (Include details of accommodation, transport, emergency contact details, staffing, standards of expected behaviour, school policy on alcohol and drugs etc. Also include the provisional itinerary.)
4. Issue and collect in parental permission, health and alcohol forms.
5. Get list of students' addresses, home phone numbers and parental contact numbers **during the trip.** (Ensure parents who are teachers do not give the school number for daytime contact during the holiday period.)

**G) At least 2 weeks before activity**

1. Give final list to Finance Dept for insurance (if required).
2. Give final names, addresses and contact numbers for students, and staff, to school office along with accommodation, transport and itinerary details. Copy complete folder to designated member of ALT.
3. Arrange 'cascade' contact system – essential on overseas visits.
4. Arrange to withdraw a school travel first aid kit and school mobile phone.
5. Check transport and accommodation details (with tour operator if necessary).
6. Issue memo to parents confirming arrangements.

**H) The week before the start of the activity**

1. Collect first aid kit.
2. Collect emergency contact cards from Finance Dept.
3. Give any revisions of party composition to office.
4. Collect petty cash (if required).
5. Collect school mobile phone.
6. Check with office to find out which members of ALT are available during the trip.

**I) After the trip**

1. Write short report on trip. Include details of problems, difficult students, efficiency of Tour Company, etc. for help to future trip leaders. Give to EVC.
2. Finalise accounts (with receipts and invoices where possible). Give to Finance Dept.
3. Discuss the disposal of any surplus monies with the Finance Dept.
4. Keep permission and health forms for up to one year in case of problems or claims.
5. Write any thank you letters required.

**J) After the dust has settled**

1. If considering another trip, consider how well you think your team performed. If satisfied, return to top of page 1 and start organising your next activity!!

Appendix 11

EDUCATIONAL VISITS: ACCOMMODATION AUDIT

Reservation Details			
<b>Name of Hotel/Centre:</b>		<b>Local Category:</b>	
<b>Name of Manager:</b>		<b>Owners:</b>	
<b>Address:</b>		<b>Telephone:</b>	
<b>Fax:</b>		<b>email:</b>	
<b>Reservation Details:</b> (if different from above)			
The building and bedrooms			
<b>When built?</b>		<b>Refurbished?</b>	
<b>No. of rooms</b>		<b>No. of beds</b>	
<b>Rooms with shower/bath/WC</b>		<b>No. with basin</b>	
<b>Max. no. students per room</b>		<b>Max no. adults per room</b>	
<b>Balconies?</b>		<b>Which floors?</b>	
<b>Are towels provided?</b>		<b>Is soap provided?</b>	
<b>Are beds made up on arrival?</b>		<b>Do beds have to be stripped on departure?</b>	
<b>Are rooms cleaned daily?</b>		<b>Is accommodation suitable for disabled people?</b>	
Facilities			
<b>Is there a curfew system?</b>		<b>Night watchman?</b>	
<b>When are doors locked?</b>		<b>Do teachers have key?</b>	
<b>Bar?</b>		<b>Opening times?</b>	
<b>Telephones?</b>		<b>Post Box?</b>	
<b>Safety box (any charge required?)</b>		<b>Rooms (meeting, storage, rehearsal)</b>	
<b>Drinks machine?</b>		<b>Tuck shop (and times)?</b>	

<b>Video games?</b>		<b>Other games?</b>	
<b>TV?</b>		<b>Video?</b>	
<b>Disco?</b>		<b>Disco Times</b>	
<b>Grounds</b>			
<b>Where can a coach park?</b>			
<b>Swimming pool?</b>		<b>Dimensions</b>	
<b>Pool supervised?</b>		<b>Depth marked?</b>	
<b>Other outdoor facilities?</b>			
<b>Location</b>			
<b>Type of area</b>		<b>Nearest shops</b>	
<b>Distance to town centre</b>		<b>Distance to beach</b>	
<b>Distance to other main attractions</b>			
<b>Meals</b>			
<b>Dining room capacity:</b>			
<b>Breakfast menu:</b>		<b>Times:</b>	
<b>Lunch menu</b>		<b>Times:</b>	
<b>Diner menu</b>		<b>Times:</b>	
<b>Packed lunch (what included?)</b>		<b>Where and when collected?</b>	
<b>Vegetarians catered for?</b>		<b>Supplement?</b>	
<b>Is water served with meals?</b>		<b>Do students have to clear tables?</b>	
<b>Fire Precautions</b>			
<b>Fire escapes (how many?)</b>		<b>Unlocked?</b>	
<b>Extinguishers? (how many )</b>		<b>Alarms?</b>	
<b>Smoke detectors?</b>		<b>Hoses/sprinklers?</b>	
<b>Exit direction signs?</b>		<b>Fire drill in place?</b>	
<b>Current fire certificate?</b>		<b>When checked and by whom?</b>	

**Name of auditor of accommodation:**

**Signed:**

**Date:**

## Appendix 12

### AUDIT OF AN ACADEMY VISIT VENUE/ATTRACTION – health and safety checklist

School travel companies will have made risk assessments and implemented control measures for all the services that they contract to provide for a school group. This does not usually cover any activities/facilities/services which are provided by other providers. For example, a travel company will assess the risks for taking a group to Alton Towers, but will not assess the risks of using the attractions offered by Alton Towers. The venue itself would normally provide a school with such risk assessments.

The following core questions to potential venues/attractions should form part of a school's risk assessment and safety management plan. They are the minimum that the law requires for compliance with the school's duty to assess risks associated with the venues to be visited. For many schools the LA might do this, or might keep a dossier on suppliers.

We recommend that this information is obtained by way of a fax to the supplier, who should be asked to reply within 7 days:

<b>Oasis Academy Enfield Venue/Attraction Health and Safety checklist</b>			
Date of visit:			
<b>Name of venue/attraction:</b>			
<b>Key contact and contact details:</b>			
<b>Does the attraction comply with all local and national standards?</b>			
<b>Does the attraction require an operator's licence?</b> (if yes, please send a copy)			
<b>Is any safety equipment required?</b> (if yes, state what is needed and what is provided)			
<b>Does the attraction have liability insurance?</b> (if yes, please send a copy)			
<b>Does the attraction have a fire certificate?</b> (if yes, please send a copy)			
<b>Does the attraction have a health and safety policy or has it carried out risk assessments?</b> (if yes, please provide copies/statement of compliance)			
<b>Are there any other health and safety matters to bring to the attention of educational or other groups?</b> (If so, please provide details)			
<b>Signed:</b>		<b>Position:</b>	
<b>On behalf of:</b>		<b>Date:</b>	

## **Appendix 13**

### **POLICY**

#### **ALCOHOL, TOBACCO AND OTHER DRUGS ON ACADEMY TRIPS**

##### **ALCOHOL**

The Academy's Policy is that students in Years 12 and 13 should not consume any alcohol on school trips except where parents' permission to allow moderate and supervised drinking of beer or wine has been given. The consent must be in writing and the parent and student must give their written acceptance of the guidelines applying to the trip. The guidelines are as follows:

1. Students must not purchase, have in their possession, or consume, any form of spirits.
2. The consumption of beer and wines with or after meals, in moderation, and only under the direct supervision of staff is permitted, subject to parental consent and the law of the country being visited.
3. All students must, without question, accept and obey any instruction given to them by a member of staff, not to drink or to cease drinking alcohol, regardless of any consent given by parents.
4. On exchanges, or on other trips where students are staying in a family and are not always under the supervision of Academy staff, students must follow guidance given by their parents and, if this is more restrictive, by their host 'parents'.

##### **TOBACCO**

Acknowledging the absence of legal constraints on smoking by 16 year olds and over, the Academy nonetheless will not condone smoking by any student on a school trip. Smoking is banned for those under 16 and very strongly discouraged for older students. Should smoking be allowed, students must only do so at times and in areas agreed in advance with trip staff.

##### **OTHER DRUGS**

The possession or use of any drug, other than over the counter medicines or medically prescribed drugs (pre-advice of which should be given to the staff in charge of the trip), is totally banned and the most severe attitude will be taken to any departure from this rule.

##### **SANCTIONS**

Any breach of the above guidelines relating to alcohol, tobacco and other drugs will be treated with the utmost seriousness and may result in any or all of the following sanctions:

- The student being sent home immediately at their parent's expense
  - The student being banned from all future Academy trips
  - Exclusion from the Academy.
-

## Appendix 14

### REFERENCES

- HSE Five Steps to Risk Assessment - <http://www.hse.gov.uk/pubns/indg163.pdf>
- HSE A Guide to Risk Assessment Requirements - <http://www.hse.gov.uk/pubns/indg218.pdf>
- HSE Everyone's guide to RIDDOR '95 <http://www.hse.gov.uk/pubns/HSE31.htm>
- HSE Reporting school accidents <http://www.hse.gov.uk/pubns/edis1.htm>

The above HSE guides are available from <http://www.hse.gov.uk>  
They are also free from the HSE Information Centre Tel 0541 545500

- DfES Health and Safety of Students on Educational Visits: A Good Practice Guide (HASPEV) [http://www.dfes.gov.uk/h\\_s\\_ev/index.shtml](http://www.dfes.gov.uk/h_s_ev/index.shtml)
- Part 1 Supplement to above: Standards for LEAs on Overseeing Educational Visits July 2002
- Part 2 Supplement to above: Standards for Adventure July 2002
- Part 3 Supplement to above: A Handbook for Group Leaders July 2002

The above Supplements are available from <http://www.teachernet.gov.uk/visits>  
DfES guides are also free from DfES publications Tel 0845 6022260

- DfES Safety in Outdoor Activity Centres: Guidance, Circular 22/44
- Safe Practice in Physical Education – AfPE
- Safety on School Journeys – NUT/RoSPA
- Guide to Health and Safety at School No 3: Out and About – School Minibus pt 1 – RoSPA
- Guide to Health and Safety at School No 4: Out and About – School Minibus Pt 2 – RoSPA
- Guide to Health and Safety at School No 5: Out and About – School Trips Pt 1 – RoSPA
- Guide to Health and Safety at School No 6: Out and About – School Trips Pt 2 – Adventures at Home and Away – RoSPA
- Guide to Health and Safety at School No 7: Out and About – School Trips Pt 3 - Transport and Travel – RoSPA
- Making the Most of Your Partner School Abroad – Central Bureau for Educational Visits and Exchanges
- Home from Home - Central Bureau for Educational Visits and Exchanges
- Everyone's guide to RIDDOR '95 (1996) HSE31

#### **Health and Safety legislation:**

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

#### **Education legislation:**

- Education Act 1996

## Appendix 15

### EXTRA INSURANCE

For educational visits that do not have insurance cover provided by a travel company it is possible to arrange with a reputable insurance company an Educational Visits/Off-site Activities Insurance Policy. This Policy should provide cover for all types of off-site activity (part-day, day or residential) worldwide and includes cover for:

- Personal accident, including death and permanent disablement
- Medical and associated expenses
- Emergency travel expenses and rescue assistance
- Personal property and money including passport indemnity
- Cancellation, curtailment and travel delay
- Replacement personnel expenses
- Personal liability
- Legal expenses

The cover available for money per person is limited. Since the total amount of money taken on an educational visit often exceeds the limit per person, it is advisable that the Group Leader divides the monies between themselves and the other adult supervisors. The insurance should also provide a 24-hour emergency assistance telephone service to provide pre-travel advice and medical assistance.

Pre-travel advice from the insurers should include advice on:

- Visa requirements
- Climate
- Vaccinations
- Political situation
- Health warnings
- Driving restrictions
- Currency
- Banking hours

Medical assistance includes help with:

- Medical advice
- Special medicines
- Repatriation
- Referral to specialists
- Hospital admission
- Hospital guarantees
- Special equipment
- Return of mortal remains

In order that there can be no question of the degree of insurance cover, it is advisable that parents with personal travel insurance policies are **not** given the opportunity to opt out of the collective insurance cover, either as described above or as part of a package arranged through a travel company.

## Appendix 16 (subject to confirmation of insurance arrangements)

### USE OF PRIVATE CARS

#### Oasis Community Learning's policy on the use of staff or volunteers' cars:

Any member of staff or volunteer who intends to convey students on out-of-school activities must ensure that their car is covered for such risks by checking with their insurance company and extending their insurance cover as appropriate.

In the event of any accident the first claim for damages must inevitably be on the driver of the car concerned. Oasis Community Learning's own legal liability is covered in the event of such accidents whilst in transit in private cars, but this does not exonerate the driver of a car from any responsibility they might have under the Road Traffic Acts.

When arrangements are made by the Academy to transport children in parents'/volunteers' private vehicles, it is recommended that the Academy seeks confirmation that the vehicle owners have current passenger liability insurance. In addition, where a child is to be conveyed in a vehicle other than their own parents', it is strongly advised that the child's parent is aware of the arrangement and has agreed to it, ideally by signing an acknowledgement sent by the school.

All drivers **must** be covered for use in connection with Academy business or profession before allowing students to be driven in the car.

Before using the vehicle for the conveyance of students, staff must check insurance cover. Full details of the type and class of insurance cover, applicable to your vehicle, can be found in the relevant Insurance Policy. Insurers will explain the scope if members of staff are in any doubt.

Should parents be asked to provide transport for students, it is equally important that they check their insurance cover and the Academy staff organising the visit ensures that there is sufficient cover for the passengers. Parents **must** also have comprehensive insurance but usually conveyance of students would be deemed 'for social, domestic and pleasure purposes', for which all Insurance Policies provide cover. When parents are providing transport their own child **must** be the last one to leave the vehicle.

## Appendix 17

## MOBILE PHONES

At the discretion of the Group Leader, it is Academy policy that students are allowed to take mobile phones on educational visits but they should be used for **emergency purposes only**. However, as in the Academy, students will be responsible for their own belongings. Due to child protection issues **mobile phones should not be used for taking photographs**. For personal safety reasons, students should be advised not to carry mobile phones in a prominent and vulnerable position. On trips abroad, the cost implications of making calls from abroad should also be pointed out to students.

Mobile phones, however, can be a vital lifeline on Exchange Visits. Staff should make arrangements whereby they can be contacted at all times when the group is not under close supervision. Each student should have the contact telephone number and should know an emergency code, e.g. a word or a phrase, to be used to indicate that there is a serious problem and help is needed.

## Appendix 18

### EMERGENCY PROCEDURES FOR OFF-SITE VISITS

In spite of good planning and organisation, there may be accidents and emergencies that require an on-the-spot response. In the first instance the Principal (or the person with specific delegated responsibility - the Home Based Contact) should be contacted by telephone, during Academy hours and at home out of hours. If not available, the Vice Principal should be contacted. Should neither the Principal nor Vice principal be available, the EVC should be contacted. Members of the senior staff would then use the records of information in the Academy to contact parents as necessary. The senior staff will also make any press or media releases and liaise with Oasis Community Learning.

#### Emergency contacts at Oasis Community Learning

For every off-site visit an emergency contact at Oasis Community Learning should be sought. This is the responsibility of the trip organiser and the Principal and should be arranged at least three weeks in advance of the trip taking place. Should a major accident, emergency or tragic event occur on a visit **during working hours** the Academy's Director of Education should be contacted in the first instance. For such eventualities that may occur **outside of working hours**, the Academy should arrange an 'out of hours' emergency contact at Oasis Community Learning through their Educational Director who will advise on who the contact person should be.

The emergency contact person at Oasis Community Learning will take responsibility for helping you manage the crisis and its aftermath, and involve the relevant people when dealing with the press and media. They will know whom to involve in order to meet your specific needs. It is hoped that this service will never need to be used by this Academy but it is best to be prepared.