



**Kirkby la Thorpe
Church of England Primary Academy**

Policy Title	Educational Visits Policy
Governance Function Area	Health and Safety
Date reviewed/amended	May 2025
Date for next review and frequency	May 2026 Annually



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Educational Visits Policy

1. Purpose

The purpose of this document is to link the requirements of Lincolnshire County Council with National Guidance, EVOLVE (our on-line risk assessment tool), and school practice. As an academy we buy in to the Education Visits guidance provided by Lincolnshire County Council, hence the reference to the LEA's procedures and systems within this policy.

Kirkby la Thorpe CE Primary Academy has a strong commitment to the added value of a carefully planned and progressive programme of educational visits. This is part of our responsibility to provide a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

Each year our school arranges a number of visits that take place off the school site, which support the aims of our curriculum. In terms of planning and preparing these visits, the following principles are applied:

- Young people should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.
- It is important that children learn to understand and manage the risks that are a normal part of life.
- Commonsense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.
- Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

Our school adopts the LEA procedures for educational visits, and in doing so implements the Outdoor Education Advisers' Panel 'National Guidance' (NG): www.oeapng.info. As stipulated in the National Guidance, the key to effective and successful outdoor learning and off-site visits is: **the right leaders doing the right activities with the right young people in the right places at the right times.**

Our school employs the web-based system 'EVOLVE' to facilitate the efficient planning, management, approval, and evaluation of visits. All staff that lead or accompany visits can access their own EVOLVE account, which is set up by our Educational Visits Coordinator (EVC). As well as a planning tool for staff, EVOLVE also contains a variety of features including: search and report facilities, downloadable resources, a link to a National Library www.national-library.info, staff records and visit history.

This guidance document, plus all forms and other resources can be downloaded from EVOLVE:
www.lincolnshirevisits.org.uk or www.evolve.online

2. Scope

This policy must be read in conjunction with other key policy documents. These include:

- Safeguarding Policy;
- Keeping Children Safe in Education;
- Critical Incident Policy;
- Supporting Pupils with Medical Conditions Policy;
- Charges and Remissions Policy;
- Health and Safety Policy;
- Teaching and Learning Policy;
- Subject specific policies e.g. PE (including swimming); and
- Induction Policy.

3. Types of Visit & Approval

There are three 'types' of visit:

- 1. Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.**
These follow the 'School Learning Area' Operating Procedure (Appendix 1).
- 2. Other non-residential visits within the UK that do not involve an adventurous activity. Eg. visits to museums, farms, theme parks, theatres, etc.**
These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval.
- 3. Visits that are overseas, residential, or involve an adventurous activity.**
These follow 2. above, but the Head then submits the visit to the Lead Approver (LA) for approval.

4. Policy

Responsibilities

The Governing Body

The Health and Safety at Work etc Act 1974 places overall responsibility for health and safety on educational visits with the employer. As an academy the employer is the governing body. The governing body of our academy has agreed to adopt the guidance provided by the LEA, and in doing so uses the EVOLVE risk assessment and guidance system.

All persons involved in a visit have a specific responsibility which they should be clear about prior to the visit taking place.

Refer to NG: Checklists (<http://oeapng.info/downloads/model-forms-mind-maps-and-checklists/>)

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their

visits will comply with all relevant guidance and requirements and should seek advice from the EVC where necessary.

The Educational Visits Coordinator (EVC) To help fulfil its health and safety obligations for visits, establishments are encouraged to appoint an Educational Visits Coordinator (EVC) to support the head teacher in this area. Our EVC is Mrs Adams, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The DfE outlines that the EVC “should:

- be an experienced visits leader;
- have the status to be able to guide the working practices of other staff;
- be confident in assessing the ability of other staff to lead visits;
- be confident in assessing outside activity providers;
- be able to advise governors when they’re approving trips;
- have access to training, advice and guidance”

(<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits#educationalvisitscoorindator>)

The EVC should attend initial EVC training as soon as possible after appointment. Subsequent update training (3 yearly) or a repeat full course is recommended to maintain competence and currency.

The EVC should ensure that competent staff are assigned to lead and accompany visits, and with approval and other decisions.

The EVC must ensure that a policy is in place for educational and off-site visits, and that this is updated as necessary.

The EVOLVE ‘Educational Visits Checklist’ has been adapted to meet the needs of our school.

Refer to NG: Educational Visits Coordinator (<http://oeapng.info/evc/>)

The Head Teacher has responsibility for authorising all visits and for submitting those that are overseas, residential or adventurous to the LA for approval.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Approval and Recording of Visits (Section 4)

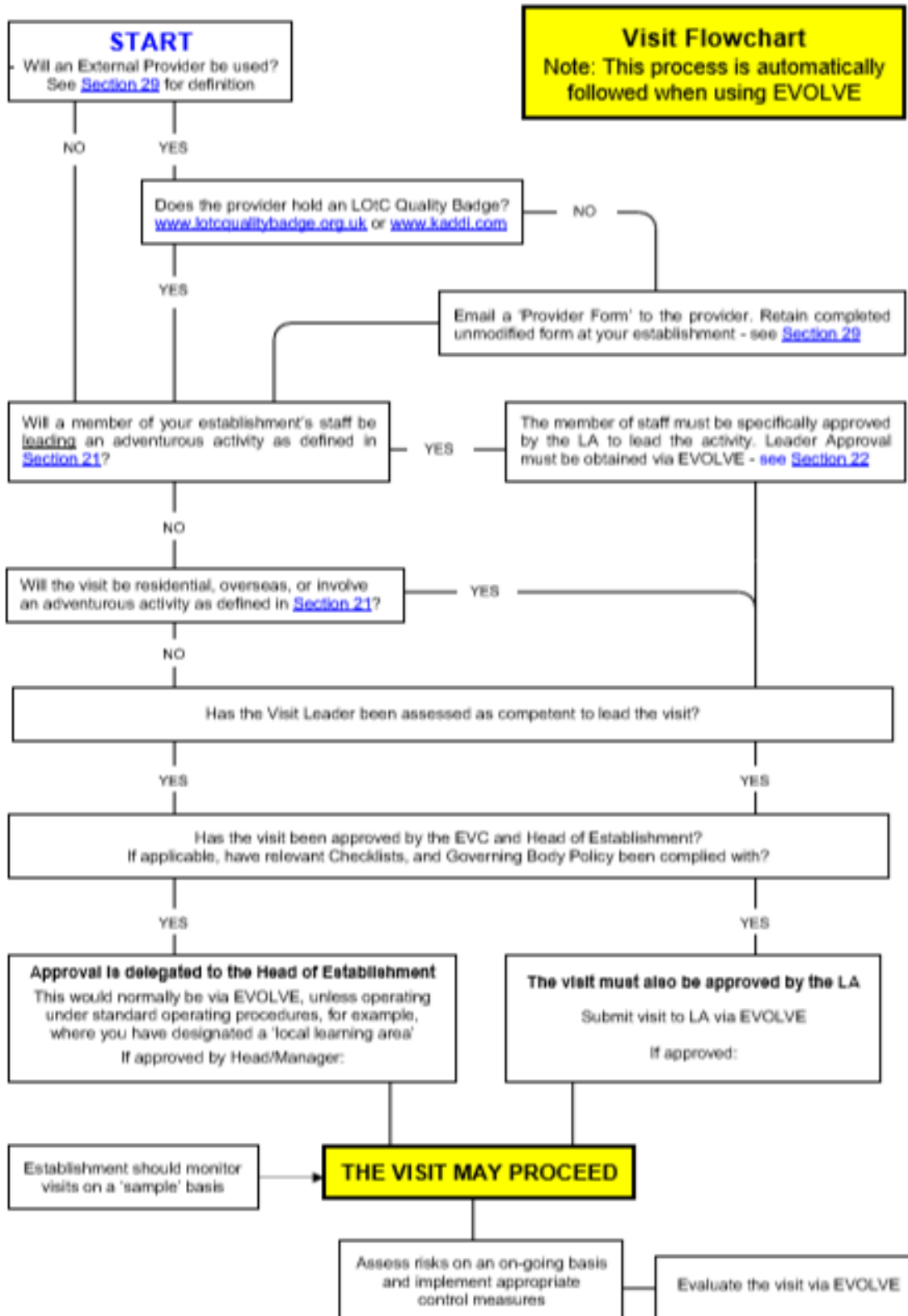
Final approval rests with the Headteacher for all visits, except overseas, residential or adventurous activities, which EVOLVE automatically forwards for Local Authority approval.

For visits that require **Headteacher approval** (those that are not overseas, residential or adventurous activities), the Evolve risk assessment should be submitted to the EVC/Headteacher at **least one week before the visit** date, to ensure that the appropriate checks and authorization can be made.

Visits requiring **LEA Approval** should be submitted at **least 4 weeks prior to departure** to allow for the possibility that the form is returned for clarifications or for arrangements to be amended. Failure to do so may mean that the LEA has insufficient notice to grant approval. Visits submitted within 1 week of departure will be 'processed' instead of approved. In this instance, if the visit proceeds it must be understood that this is without the approval of the LEA and the Headteacher accepts full responsibility for providing approval. Processing the visit allows for accurate reporting and trend analysis.

In approving visits, the Headteacher and EVC should ensure that the visit leader has been appropriately inducted/trained, and is competent to lead the visit. It is recommended that all visits are recorded and approved via EVOLVE as this reduces bureaucracy and ensures that a robust audit trail exists. The exception to this may be activities within our school's local area: Local Learning Area visits and/or Sporting Fixtures. Where such visits take place, the operating procedures outlined in Appendix 1 and Appendix 2 will be used respectively. Where groups of children leave the school site on these occasions, Appendix 3, 'Local Learning Area and Sporting Fixture Sign Out Sheet' will be completed and left in the school office.

The following flow chart should be used to determine whether a visit should proceed, and the level of approval required.



Outcomes (Section 5)

Clarity regarding the intended outcomes of the visit will help to ensure that the potential benefits can be achieved. Up to four 'intended' outcomes may be recorded on EVOLVE during the planning process, for subsequent evaluation. Work that takes place outside the classroom can provide a very powerful means of developing learning in all curriculum areas, and raise attainment.

Experiential learning can also provide opportunities for development in other areas, including:

- Relationships;
- Emotional & spiritual;
- Cross curricular;
- Individual;
- Teamwork; and
- Environmental.

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

Refer to NG: 5.1c: Learning Outside and Off-site visits (<https://oeapng.info/downloads/policies-planning-and-evaluation/>)

High Quality Outdoor Learning (<http://www.national-library.info/download.asp?fileid=1615>) can be used as a tool by visit leaders to assist in both identifying outcomes and in the evaluation of the learning taking place. It can also help the leader in providing clarity to a provider when designing a programme.

Inclusion (Section 6)

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. Our school is required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require our school to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

Refer to NG: [Inclusion](#)

Planning (Section 7)

EVOLVE provides a means of recording planning during the planning phase, and enables the EVC and head teacher to contribute to, support, and monitor the activity.

The extent of planning required is related to the complexity of the visit, see NG: Risk management 4.3c (http://oeapng.info/search_gcse/?q=4.3c)

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

See Managing Risk in Play Provision (<http://www.playengland.org.uk/media/172644/managing-risk-in-play-provision.pdf>)

Many aspects of planning will normally already be in place in the form of existing policies and guidance, such as the establishment's own policy, etc. These, in conjunction with the EVOLVE Visit Form may be sufficient for a particular visit, as it is not necessary to repeat generic policies on EVOLVE.

See NG: 4.3g Risk Management - What to record and how (http://oeapng.info/search_gcse/?q=4.3g)

Visit planning includes consideration of the question: 'What are the really important things that we need to do to keep us safe?' It should focus on those issues that are individual to the specific event, taking into account the needs of the group (including special and medical needs), the experience and competency of the staff team, and the leader in the context of the event. Significant issues should be recorded on EVOLVE, either using the online Event Specific Notes facility, in EVOLVE Notes, or as an attachment, and shared with all relevant parties (Appendix 4).

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

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

It is good practice to involve participants in the planning and organisation of visits, as in doing so they will make more informed decisions and will become more 'risk aware'. They will also have greater ownership of the event. This is endorsed by HSE in Principles of Sensible Risk Management (<https://www.hse.gov.uk/risk/principles.htm>)

Staff, whether paid or volunteers, are committing to supervising the children on the visit/activity so this should not be compromised by the consumption/use of alcohol/drugs whilst undertaking this commitment.

Refer to NG: 3.4k Responsibilities of the Visit Leader (http://oeapng.info/search_gcse/?q=3.4k)

Safety During the Visit (Section 8)

Prior to the visit, staff must ensure that all participants understand what is expected of them. This includes any 'rules' that will be in place. These should be reemphasised as appropriate during the visit.

Monitoring of the visit must be ongoing; this contributes towards safety, enjoyment and learning.

It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (e.g. Plan B) to suit changed or changing circumstances - for example: over-busy lunch area, rain, rising water levels, etc.

Following the visit, the visit leader should record any significant issues as a note on EVOLVE, for both reference, and to inform future visits.

Refer to NG: 3.4k Responsibilities of the Visit Leader (http://oeapng.info/search_gcse/?q=3.4k)

Parent / Carer Consent (Section 9)

Schools

Written consent from parents/carers is not usually required for pupils to take part in the majority of off-site activities organised by a school as most of these activities take place during school hours and are a normal part of a child's education at school. However, it is good practice to inform parents/carers of where their child will be at all times and of any extra safety measures required.

Written consent is required for activities that need a higher level of risk management or those that take place outside school hours. Parents/carers must be informed of these activities in advance, and given the opportunity to withdraw their child from any particular visit or activity covered by the form. The school must have a robust means of ensuring that changes to parent / carer contact details and child medical details are up-to-date.

E-consent, via services such as, ParentPay, is an acceptable alternative to paper based consent forms.

Annual consent is appropriate for regular routine activities.

Refer to NG: 4.3d Parental Consent (http://oeapng.info/search_gcse/?q=consent)

Competence to Lead (Section 10)

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

The Headteacher/EVC must therefore consider the following when assessing the competence of a member of staff to lead a visit:

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

Refer to NG: 3.2d Approval of leaders (<https://oeapng.info/download/1084/>)

Staffing and Supervision (Section 11)

On all visits there must be an 'effective level of supervision' that has been approved by the EVC/Head teacher, in accordance with Education Visits policy, that has been approved by the governing body.

The Statutory Framework for the Early Years Foundation Stage no longer differentiates between outings and on-site settings as regards minimum specified ratios.

For all other visits the visit leader, EVC and Head teacher must make a professional judgement regarding the number and suitability of staffing on an individual visit basis, after consideration of the following factors:

- The type, level, and duration of activity;
- The nature / requirements of individuals within the group, including those with additional needs;
- The experience and competence of staff and other adults;
- The venue, time of year and prevailing/predicted conditions, if applicable; and
- The contingency, or 'Plan B' options.

A visit must not go ahead where either the visit leader, EVC/Head teacher is not satisfied that an appropriate level of supervision exists.

Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

Appendix 5 is used to determine staffing ratios (located on the Health and Safety notice board in the staff room).

Particular consideration should be given to the appropriateness, and additional implications that may arise if staff are to be accompanied by family members (or partners) on visits.

Refer to NG: Group management and supervision (<https://oeapng.info/wp.../4.2a-Group-management-and-supervision-3.pdf>)

Vetting and Disclosure and Barring (DBS) Checks

Staff and volunteers who work frequently or intensively with, or have regular access to young people or vulnerable adults, must undergo an enhanced DBS check with barred list check as part of their recruitment process. For the purpose of this guidance:

- 'frequently' is defined as 'once a week or more'.
- 'intensively' is defined as 'four or more days in a month, or overnight'.

Refer to NG: Vetting and DBS Checks (<https://oeapng.info/download/1090/>)

Direct, Indirect and Remote Supervision

Young people must be supervised throughout all visits, even though they may be unaccompanied at times.

Direct supervision is where a member of staff is with a young person / group.

Indirect supervision is where young people are unaccompanied by a member of staff, but where there is a member of staff in the vicinity, for example as might occur in a museum or shopping centre, or 'down-time' at an activity centre.

Remote supervision is where young people are unaccompanied by a member of staff, and the supervising member of staff is not necessarily in the immediate vicinity, for example as might occur during D of E expeditions, or a 6th Form unaccompanied visit to university open day. In the case of our school, 'remote supervision' would never occur.

Both Indirect and Remote supervision activities can bring valuable educational benefits, and the progression from dependence to independence is to be encouraged. Such activities develop essential lifelong skills, including learning to manage risk, self-sufficiency, interaction with the public, social skills, communication, decision making, etc.

The decision to allow indirect supervision should be based on professional judgement taking into account such factors as:

- prior knowledge of the individuals (including their maturity and levels of responsibility);
- venue and conditions;
- the activity taking place;
- preparatory training;
- the competence of the supervising staff; and
- the emergency systems in place.

Refer to NG:

4.3b Ratios and Effective Supervision (<https://oeapng.info/download/1142/>)

4.2a Group Management and Supervision (<https://oeapng.info/wp.../4.2a-Group-management-and-supervision-3.pdf>)

3.2g Vetting and DBS Checks (<https://oeapng.info/download/1090/>)

First Aid (Section 12)

For all visits there should be a responsible adult with a good working knowledge of first aid appropriate to the environment (eg. urban, remote, water, etc).

General 'life experience', or a 3 hour non-assessed 'Basic Skills' course is suitable for routine urban visits. However the nature of the visit may indicate that a higher level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed.

Based on the nature of the particular visit, the EVC (or visit leader) should make a professional judgement regarding the level of first aid required.

A first aid kit appropriate to the visit should be carried.

For EYFS outings, there must always be at least one member of staff present who holds a current Paediatric First Aid certificate.

Refer to NG: 4.4b First Aid (<https://oeapng.info/downloads/download-info/4-4b-first-aid/>)

Refer to: Statutory Framework for the Early Years Foundation Stage

(<https://www.foundationyears.org.uk/files/2012/03/Development-Matters-FINAL-PRINT-AMENDED.pdf>)

Insurance (Section 13)

Advice regarding insurance may be sought from RPA, the school's insurance company.

Contact: For emergencies and urgent incidents (excluding overseas travel) 03300 585 566
For overseas travel emergencies and incidents 020 3475 5031
rpa@topmarkcms.com

The responsibility for ensuring adequate insurance cover is in place rests with the Head teacher in conjunction with the organiser for each journey.

The Head teacher must ensure adequate travel insurance is arranged for the trip and must talk to their insurance provider to confirm cover at the early planning stage to ensure insurance protection for deposits.

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

Refer to NG: 4.4c Insurance (<https://oeapng.info/download/1150/>)

Transport (Section 14)

Refer to NG: 4.5a Transport general considerations (<https://oeapng.info/download/1162/>)

PRIVATE CARS

Where a private (staff or parent) car is to be used to transport young people then this must be approved by the Head teacher, and a PRIVATE CAR Form (Appendix 6) must be completed and retained by the establishment on an annual basis. There is also a generic car risk assessment which should be attached to Evolve also.

Each year the school implements an insurance policy for the use of staff vehicles; this is through Marsh Limited (contact details in Appendix 7/8)

Refer to NG: 4.5c Transport in private cars (<https://oeapng.info/download/1168/>)

COACHES

Whilst UK legislation ensures that coach companies are fit for public use, the facilities available on coaches may vary. Liaising with other establishments within the local area that have used a particular company (via a search on EVOLVE) will help to determine the level of service that may be provided.

Refer to NG: 4.5e Hiring a coach (<https://oeapng.info/wp-content/uploads/dlm.../4.5e-Hiring-a-Coach.pdf>)

MINIBUSES

Establishments that own or hire a minibus must have an operational policy in place for this.

Refer to NG: 4.5b Transport in minibuses (<https://oeapng.info/download/1164/>)

PUBLIC TRANSPORT IN LONDON

For public transport within the Greater London area contact 'Transport for London', who offer free travel for establishment parties on London buses, Underground, Tramlink, and Docklands Light Railway, to cultural destinations.

See Transport for London – School Parties Tel. 0343 222 1000 Email. schoolparty@tfl.gov.uk

Farm Visits (Section 15)

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Refer to NG: 7g Farm Visits (<https://oeapng.info/download/1214/>)

Refer to: Preventing or controlling ill health from animal contact at visitor attractions - Advice to Teachers and associated documents. (https://www.visitmyfarm.org/farmers-resources/download/312_8d8782c76c24cc53d85581d627ec1c9b)

Refer to: Farming & Countryside Education (<https://leafuk.org/education/leaf-education>)

Water-Margin Activities (Section 16)

This section applies to:

Activities that take place near or in water – such as a walk along a riverbank or seashore, collecting samples from ponds and streams, or paddling or walking in gentle, shallow water*.

It does not apply to swimming and other activities that require water safety or rescue qualifications and equipment, or water-going craft.

* 'gentle' means hardly moving at all.

* 'shallow' typically means up to the knees of the participants.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

At the outset the leader must decide whether the activity:

a) Falls **within** the definition in bold above - in which case the below guidance applies,

or

b) **Exceeds** the definition in bold above - in which case this is a water-based adventurous activity (see relative section).

Staff involved in water-margin activities should be conversant with, and adhere to the guidance contained within NG document 7i Group Safety at Water Margins

(<https://oeapng.info/downloads/download-info/7i-group-safety-at-water-margins/>). This document must be made available to all supervising adults in advance of the visit.

As with all visits, where appropriate there should be an approved alternative 'Plan B' that could be used where conditions dictate, and for which parental consent has been obtained if necessary.

LEA approval is not required for water-margin activities, but the leader must have previous relevant experience, and must have been assessed as competent to lead the activity by the EVC/Head teacher.

Refer to NG: 7i Group Safety at Water Margins (<https://oeapng.info/downloads/download-info/7i-group-safety-at-water-margins/>)

Residential Visits (Section 17)

The LEA acknowledges the immense educational benefits that residential visits can potentially bring to children and young people, and fully supports and encourages residential visits that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

A Guide to High Quality Outdoor Learning and Residential Experiences (<http://www.national-library.info/download.asp?fileid=1614>) can be used as tools by visit leaders to assist in both identifying outcomes and in the evaluation of the learning taking place. It can also help the leader in providing clarity to a provider when designing a programme.

Appendix 9 provides a 'Checklist for Visit Leaders (Residential visits)'. Addresses, contact details, names, dates of birth, NoK and relevant medical information for both pupils and staff can be found on Integris and ParentPay.

Refer to NG: 4.2b Residential Visits (<https://oeapng.info/download/2662>)

Overseas Visits (Section 18)

The LEA acknowledges the immense educational benefits that overseas visits can potentially bring to young people, and fully supports and encourages overseas visits that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

For all visits it is essential that consideration is given to the following:

- a) Culture: food and drink, local customs, religion, expected behaviour/dress, gender issues, sanitary arrangements, corruption, political stability, local financial information, alcohol & drugs.
- b) Accommodation: checked for suitability, security, safety precautions and emergency evacuation.
- c) Transport systems have been assessed as safe for use.

The visit leader should consider the relevant country information from the Foreign and Commonwealth Office website: www.fco.gov.uk (from the home page select 'Travel Advice'). All relevant FCO information should be circulated amongst the staff team.

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

For Exchange Visits: Refer to NG: 7.f Exchanges and home stays (<https://oeapng.info/3844-exchanges-and-homestays/>)

For Overseas Expeditions see section 26

Weather, Clothing & Survival (Section 19)

Where appropriate, the leader must obtain and act upon recent weather forecasts and local advice.

Participants should be adequately clothed appropriate to:

- The time of year, prevailing weather conditions, altitude and exposure to elements;
- Likely changes in weather;
- The experience and strength of the party; and

- The nature of the visit and environment.

When venturing away from immediate help, leaders should consider the need for:

- Comfort, insulation and shelter for a casualty;
- Comfort, insulation and shelter for the whole group;
- Provision of emergency food and drink;
- Torch; and
- Possible need of signalling equipment and/or mobile phone (NB. Mobile phones may not work in remote areas);

It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (eg Plan B) to suit changed or changing circumstances - for example: over-busy lunch area, rain, rising water levels, etc.

Swimming (Section 20)

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

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions

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

Young people must be supervised by a competent adult at all times whilst undertaking swimming activities. The following criteria apply:

Swimming pools (lifeguarded)

LEA Approval is not required

- UK Swimming Pool safety is guided by various Health and Safety at Work Acts and Regulations. Pool operators have a duty to take all reasonable and practicable measures to ensure that teaching and coaching activities are conducted safely.
- For publicly lifeguarded pools abroad, the establishment's staff must seek assurances that appropriate lifeguard cover is in place prior to participants entering the water.
- Unless suitably qualified, the establishment's staff should not have responsibility for lifeguarding. However, they do retain a pastoral role for participants at all times either through direct or 'remote' supervision.
- For swimming lessons, the LEA establishment should ensure the swimming teacher in charge or other pool employees/responsible adults supervising the participants are qualified according to current guidelines.

Refer to NG: 7.x Swimming pools (<https://oeapng.info/download/1234/>)

Hotel (and other) swimming pools

Establishments should check the lifeguarding position in advance.

LEA Approval is not required for this activity.

If lifeguarding arrangements are not provided at the pool then the visit leader will bear the full responsibility for ensuring swimming safety, and approval to lead the activity will be required via EVOLVE.

The following awards/qualifications apply:

For free swimming activity

- A valid RLSS UK National Pool Lifeguard Qualification (NPLQ), or equivalent in the country visited - see www.lifesavers.org.uk

For structured or programmed activity

- A valid RLSS UK National Rescue Award for Swimming Teachers and Coaches (NRASTAC) or equivalent - see www.lifesavers.org.uk *or*
- A valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement.

The role of the lifeguard is:

- To directly supervise the pool and the pool users, exercising appropriate levels of control. (Note: the lifeguard should remain on the poolside at all times except in the case of an emergency)
- If necessary, brief pool users in advance regarding rules (eg. no diving, running, etc.).
- To communicate effectively with pool users.
- To anticipate problems and prevent accidents.
- To intervene to prevent behaviour which is unsafe.
- To carry out a rescue from the water.
- To give immediate first aid to any casualty.

The above must be accomplished in the context of the normal operating procedures and the emergency plan for the pool, which should be considered before swimming takes place. Full familiarisation of the systems described should be walked through at the pool.

Staff must be aware of the procedures in the event of an emergency, and who at the venue will provide back up. Staff should also know if they have exclusive use of the pool, as other pool users may increase the supervision role of your lifeguard.

If a young person holds an appropriate qualification then their role should be emergency lifeguard action, and supervision should remain the responsibility of the establishment's staff.

Refer to NG: 7x Swimming pools (<https://oeapng.info/download/1234/>)

Open water swimming (ie not in a swimming pool and not a 'water-margin' activity)

LEA Approval is required via EVOLVE.

Particular consideration should be given to the following factors:

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

The designated lifeguard must be dedicated exclusively to the group, and the location used must fall within the RNLI/RLSS definition of a 'safer bathing area'. Local advice must always be sought.

For free swimming activity

- A valid National Beach Lifeguard Qualification (NBLQ) or equivalent in the country visited, see www.lifesavers.org.uk Note: this is for beach/sea only, not inland water.

For structured or programmed activity

- A valid RLSS UK National Rescue Award for Swimming Teachers and Coaches (NRASTAC) or equivalent - see www.lifesavers.org.uk *or*
- A valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement. see www.lifesavers.org.uk

Refer to NG: 7.o Natural Water Bathing (<https://oeapng.info/download/1224/>)

Definition of an 'adventurous activity' (Section 21)

The following activities are typically regarded as 'adventurous':

- All activities in 'open country' (see below)
- Air activities (excluding commercial flights)
- Abseiling
- All forms of boating (excluding commercial transport)
- Camping
- Canoeing / kayaking
- Coastering/coastal scrambling/sea level traversing
- 'Extreme' sports
- High level ropes courses
- Hill walking and Mountaineering
- Horse riding
- Motor sport – all forms
- Off road cycling
- Rafting or improvised rafting
- River/gorge walking or scrambling
- Rock climbing (including indoor climbing walls)
- Sailing / windsurfing / kite surfing
- Swimming (all forms, excluding publicly lifeguarded pools)
- Shooting / archery / paintballing
- Snorkel and aqualung activities
- Snowsports (skiing, snowboarding, and related activities), including dry slope
- Trampoline Parks- **visits to these will not currently be approved by the LEA**
- Underground exploration
- Use of powered safety/rescue craft ☒ Water skiing
- Other activities (eg. initiative exercises) involving skills inherent in any of the above

'Open country' is normally defined as land above 300m, *or* more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate. Please contact the local authority if you think this might apply. For level of competence required to lead in open country (Section 24).

The following activities are not regarded as adventurous, however, these activities must be supervised by a member of staff who has previous relevant experience and who in the opinion of the EVC/Headteacher is competent to supervise the activity:

- Walking in parks or on non-remote country paths
- Field studies - unless in the environments stated in 'open country'
- Swimming in publicly lifeguarded pools
- Theme parks
- Tourist attractions
- Pedal go-karts
- Ice skating (rink)
- Farm visits
- Local traffic survey
- Museum, library, etc.
- Physical Education and sports fixtures (other than the above)
- Water-margin activities (Section 16)

Adventurous Activities (Section 22)

This section is applicable to all adventurous activities except the following, for which separate guidance applies:

Water-based activities (Section 23)

Open country activities (Section 24)

Snowsports (Section 25)

Overseas expeditions (Section 26)

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

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

The responsibility for the safety of participants in an adventurous activity will rest with either:

- a) An external provider - see Section 30

The provider must hold an LOtC Quality Badge

(<https://www.lotcqualitybadge.org.uk/home>) or complete a Provider Form (Appendix 10)

Note: If a Provider holds an AALA licence (<https://www.hse.gov.uk/aala/>) (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.

Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

or

- b) A member of your establishment's staff - see Section 29

This person must be specifically approved by the Head teacher to lead the activity, via EVOLVE.

Water-Based Activities (Section 23)

For clarification between water-margin and water-based activities see Section 16.

The LEA acknowledges the immense educational benefits that water-based activities can potentially bring to young people, and fully supports and encourages water-based activities that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

The following are not regarded as adventurous activities for the purposes of this guidance:

- Swimming in publicly lifeguarded pools - see Section 20
- Water-margin activities as defined in Section 16
- Commercial craft, tourist boat trips, and similar activities for which young people would not normally wear personal buoyancy.

With the exception of the above, all other forms of water-based activities are regarded as adventurous activities.

The responsibility for the safety of participants in an adventurous activity will rest with either:

- a) **An external provider** - see Section 30

The provider must hold an LOTC Quality Badge

(<https://www.lotcqualitybadge.org.uk/home>) or complete a Provider Form (Appendix 11)

Note: If a Provider holds an AALA licence (<https://www.hse.gov.uk/aala/>) (and/or any other accreditation) but not an LOTC Quality Badge, then a Provider Form is still required.

Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

or

- b) **A member of your establishment's staff** - see Section 29

This person must be specifically approved by the Head teacher to lead the activity, via EVOLVE.

In order to participate in water-based activities, participants should normally be water confident. Participants who lack water confidence may still be able to take part subject to consideration of all factors, including the activity itself and supervision arrangements. The level of water confidence of all participants must be known by the activity leader prior to the commencement of water-based activities.

Leaders should have knowledge of the water conditions/hazards (and potential changes) that might be encountered, and prepare accordingly. Local advice must be sought where appropriate, eg coastguard, harbour master, other site users, etc.

Personal buoyancy conforming to the appropriate National Governing Body must be worn at all times by all participants in water based activities, except, at the discretion of the activity leader, where the activity:

- a) takes place in a swimming pool, or
- b) is 'swimming', or
- c) is an activity for which personal buoyancy would not normally be worn by young people.

Open-country activities (Section 24)

The LEA acknowledges the immense educational benefits that open-country activities can potentially bring to young people, and fully supports and encourages open-country activities that are correctly planned, managed, and conducted.

For the purposes of LEA approval, 'open-country' is normally defined as land above 300m, or more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate. Please contact the LEA if you think this might apply.

The responsibility for the safety of participants in the activity will rest with either:

- a) **An external provider** - see Section 30
Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.
Or
- b) a member of your establishment's staff - see below This person must be specifically approved by the Head teacher to lead the activity, via EVOLVE.

The following minimum levels of technical competence apply where a member of the establishment's own staff intends to lead an open-country activity:

- a) For leaders of walking groups outside the UK or Ireland
International Mountain Leader Award (IML) www.mltuk.org
- b) For leaders of walking groups in mountainous terrain within the UK and Ireland
 - Mountain Leader Award (ML) Summer or Winter as appropriate www.mltuk.org or
 - A written statement of competence by an appropriate technical adviser - see Section 29
- c) For leaders of walking groups in summer conditions in non-mountainous hilly terrain (Known variously as upland, moor, bog, hill, fell or down), with well-defined obvious boundaries, such as roads and coastlines, and where any hazards within it are identifiable and avoidable, and where wild camping or movement on steep ground is not involved.
 - Hill & Moorland Leader Award (HMLA) www.mltuk.org or
 - A written statement of competence by an appropriate technical adviser - see Section 29
- d) For leaders of walking groups in terrain 'easier' than that defined in c) The leader must demonstrate an appropriate level of competence. This may include one or more of the following:
 - Countryside Leader Award (CLA) www.countrysideleaderaward.org
 - Lowland Leader Award (LLA) www.mltuk.org
 - Sports Leaders UK Level 3 Award in Basic Expedition Leadership (BEL) www.bst.org.uk
 - Completion of a suitable 'Leader Training' Course.
 - A written statement of competence by an appropriate technical adviser see Section 29
 - Evidence of recent, relevant experience, appropriately corroborated.
 - A written statement of competence by an appropriate technical adviser see Section 29
 - Evidence of recent, relevant experience, appropriately corroborated.
 - An assessment of competence (written or implied) by the Head teacher.

Snowsports (Section 25)

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

Snowsports (eg skiing and snowboarding) are regarded as adventurous activities, and the visit therefore requires LEA approval.

There are advantages to snowsports taking place during term time as opposed to during the establishment holiday period. These include: greater choice generally, less queuing for lifts, less crowded slopes therefore less chance of collisions occurring, less crowded resort, higher possibility of 'sole use' of accommodation, lessons more likely to be conducted by permanent snowsport establishment instructors (as opposed to 'casual' instructors), greater likelihood of English speaking instructors, considerable cost savings through avoiding high season (possibly allowing more young people to participate), etc.

A member of staff intending to organise a snowsport visit (but not instruct, lead or supervise on snow) must hold the Snowsport Course Organiser Award (SCO), administered by Snowsport England www.snowsportengland.org.uk and must have previously accompanied at least one educational snowsports visit.

Young people may only participate in snowsports when under the direction of an appropriately qualified and competent person. This would normally be an instructor employed by the local snowsports school. Establishments should therefore consider the merits of fully instructed lessons of 4/5 hours duration per day.

A member of staff intending to lead skiing or snowboarding (ie. not using a ski school instructor) must be qualified as below and have been approved by the Head teacher via EVOLVE- see Section 29

Skiing: The minimum qualification to lead skiing on snow is:

- The Alpine Ski Course Leader Award (ASCL) www.snowsportengland.org.uk or
- The Alpine Ski Leader Award (ASL) www.snowsportscotland.org or
- A statement of competence by an appropriate 'technical adviser' - see Section 29

Snowboarding: The minimum qualification to lead snowboarding on snow is:

- The Snowboard Leader Award (SBL) administered www.snowsportscotland.org or
- A statement of competence by an appropriate 'technical adviser' - see Section 29

See EVOLVE Resources for the current good practice guidance on helmets for snowsport activities.

Pupils may only take part in off-piste activities if:

- a) under the direction of a suitably qualified local instructor, AND
- b) they will remain within the designated controlled areas, AND
- c) off-piste activities are specifically included within the visit insurance policy, AND
- d) a NOTE is added to EVOLVE in advance of the visit, confirming that the above criteria are/will be complied with.

Important: Owing to unacceptable liability waiver requirements, currently LEA establishments must not use the following resorts: Vail, Beaver Creek, Breckenridge, Keystone and Heavenly Lake Tahoe, until further notice. For other resorts in USA or Canada, the establishment must check the liability position prior to making a commitment.

Refer to NG: 7v Snowsport visits (<https://oeapng.info/download/1232/>)

Overseas Expeditions (Section 26)

The LEA acknowledges the immense educational benefits that overseas expeditions can potentially bring to young people, and fully supports and encourages overseas expeditions that are correctly planned, managed, and conducted.

Overseas Expeditions (for the purposes of this document) are defined as those which typically involve journeying in remote areas of the world and/or in developing countries.

Overseas Expeditions will only be approved by the local authority if the provider either:

- a) Holds an LOtC Quality Badge www.lotcqualitybadge.org.uk or
- b) Provides a statement of compliance with Guidance for Overseas Expeditions, Edition 4 (<http://evolve.edufocus.co.uk/publicdocs/?fileid=16&domain=stjohnsvisits.org.uk>)

For providers that do not hold an LOtC Quality Badge, 'Guidance for Overseas Expeditions, Edn.4' should be referred to when the proposal is initiated. This document contains information for both establishments and providers, and includes a checklist of vital aspects that **must** be considered prior to the establishment making a commitment with an external provider. Overseas expedition providers are required to comply with the minimum standards specified in this document.

When planning an expedition and selecting a provider, establishments should particularly consider the educational aims of the venture, that appropriate progression takes place, and that the requirements relating to 'Best Value' are met.

Trampoline Parks (Section 27)

The Association for Physical Education (AfPE)'s view is that trampolining is suitable for teaching in secondary schools only. It is seen as one of the higher risk activities, and as such, those teaching it must have undertaken specific trampolining qualifications. AfPE currently recommends that schools do not arrange visits for pupils to Trampoline Parks.

Until a suitable accreditation system is in place for Trampoline Parks, the local authority adopts the view of AfPE, ie. that schools should not use these centres.

Please note that the above does not apply to trampoline clubs or centres which are registered with British Gymnastics. These activities are not classified as 'adventurous', and schools intending to visit these facilities should comply with current AfPE guidance.

See NG: 6n Visiting trampoline parks (<https://oeapng.info/downloads/download-info/6n-faqs-visiting-trampoline-parks/>)

Emergency Procedures

Establishments should ensure that their Health and Safety policy includes off-site visits.

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

For visits that take place outside normal establishment hours:

- A completed Emergency Card – Visit Leader (or equivalent) (Appendix 7) must be with the Visit Leader at all times, and
- A completed Emergency Card – Home Contacts (or equivalent) (Appendix 8) must be with the emergency home contact(s) at all times, where access to EVOLVE is not possible.

In an emergency, if it is not possible to reach any of the designated establishment emergency contacts, the leader should call the LEA 24 hour emergency number - see Contacts (Appendix 11).

Refer to NG:

4.1i Emergencies and critical incidents (<https://oeapng.info/download/1764/>)

4.1b Emergencies – The establishment's role (<https://oeapng.info/download/1134/>)

4.1c Emergencies – Guidance for leaders (<https://oeapng.info/download/1136/>)

Approval of staff to lead an adventurous activity (Section 29)

PROCEDURE FOR OBTAINING APPROVAL

Staff who wish to **lead** (ie. supervise or instruct) an adventurous activity, as defined in Section 21, should first upload details and scanned copies of all relevant qualifications (eg instructor certificates, first aid, etc) to the 'My Details' section of their EVOLVE account.

The visit leader should complete the Visit Form on EVOLVE as usual. During this process EVOLVE will ask for an Activity Leader Form (ALF) to be completed, which will request further details regarding the proposed venture (eg dates, venues, numbers, etc). The ALF will then be embedded within the Visit Form for that particular visit.

On receipt of a Visit Form (and embedded ALF), the Headteacher should view the proposed activity in the context of the leader's competencies and qualifications. If the Headteacher does not have the competence to make this judgement then he/she should enlist the help of a suitably qualified 'Technical Adviser' see below, or contact the LEA for further advice.

CRITERIA FOR APPROVAL

Approval should normally be granted where the leader of the activity has recent relevant experience, and:

- is appropriately qualified through the relevant National Governing Body, or
- has a 'Statement of Competence' from an appropriate 'technical adviser' – see below.

In some cases approval may be granted where no qualification is held, but the person concerned is deemed to have a sufficient level of competence in addition to recent relevant experience.

In cases where no National Governing Body exists, the decision should be based on factors which may include: technical advice, the leader's stated competence, observed competence, past experience, and attendance at training courses.

Approval should always be subject to a requirement that the leader must act at all times within the remit of his/her qualifications, and in accordance with National Governing Body Guidelines where these exist.

Technical Adviser

For further clarification regarding a technical adviser see Adventure Activity Qualifications in National Guidance (<https://oeapng.info/downloads/download-info/6h-faqs-adventure-activity-qualifications/>)

For most activities the competence required of a technical adviser is stipulated by the activity's National Governing Body.

Using an External Provider

An 'External Provider' is defined as where there is an element of instruction, staffing, or guiding, for example:

- Activity Centre
- Ski Company
- Educational Tour Operator
- Overseas Expedition Provider
- Climbing Wall where instruction is provided by climbing wall staff
- Freelance instructor of adventurous activities
- Youth Hostel (where instruction is provided)
- Voluntary organisation (e.g. Scout Association), where instruction is provided

For the purposes of this guidance, an External Provider is NOT a:

- Youth Hostel (where accommodation only is used)
- Hotel, B&B, etc
- Campsite
- Museum, gallery, etc
- Tourist attraction
- Theme Park
- Farm
- Coach, Train, or Airline company
- Swimming Pool
- Climbing Wall where instruction is provided by a member of your establishment's staff with an approved Activity Leader Form (ALF) (Section 29 applies)
- 'Volunteer' instructor of adventurous activities (see below)

The decision about the use of an external provider is the responsibility of the visit leader, EVC/Head teacher. The LEA does not maintain a list of 'approved' external providers or tour operators. Establishments will find it useful to 'Search by External Provider' on EVOLVE, and liaise with other LEA establishments that have used a particular provider.

Establishments should consider the requirements under 'best value' when selecting an external provider.

To confirm that all aspects of the operation of the provider are satisfactory, the establishment must ensure that either:

- a) The Provider holds a LOTC Quality Badge www.lotcqualitybadge.org.uk or www.kaddi.com
- or
- b) A 'Provider Form' has been satisfactorily completed by the provider.

Note: If a Provider holds an AALA licence (<https://www.hse.gov.uk/aala/>) (and/or any other accreditation) but not a LOtC Quality Badge, then a Provider Form is still required.

Procedure for Providers that hold a LOtC Quality Badge

No further action is necessary, other than to check the suitability of the provider/venue in relation to the intended aims or learning outcomes for the particular group.

Procedure for Providers that do not hold a LOtC Quality Badge

- Download a Provider Form (Appendix 11).
- Complete the top section.
- Send Provider Form to the provider.
- On its return check that it has been satisfactorily completed.
- Upload the completed Provider Form to EVOLVE, - or keep on file.

Important: If the Provider has made any alterations to the wording of the Provider Form or is unable to comply, then you must discuss this with the Provider, and if necessary seek advice from the LEA prior to making a commitment with the Provider.

The Provider Form should be sent to the provider at the time of making a provisional booking and no deposits should be committed prior to its satisfactory completion and return.

The satisfactory completion of a Provider Form does not necessarily signify that the service on offer will be appropriate for the young people from your establishment. A pre-visit and recommendation from previous users will help you decide on its suitability.

In some instances, for example where an establishment intends to use an 'external', voluntary individual for services, then this person may be regarded as a temporary member of staff and the procedure outlined in Section 29 may be appropriate.

See NG:

4.4h Using external providers and facilities (<https://oeapng.info/download/1158/>)

6a FAQ Asking for a provider's risk assessments (<https://oeapng.info/downloads/download-info/6a-faqs-asking-for-providers-risk-assessments/>)

Appendix 1 – Local Learning Area Operating Procedures

Visit Leader to fill in on Evolve via the 'Local Area Visit' module

Approval is via the EVC

Local Learning Area Policy

General	<p>These involve no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.</p> <p>Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.</p> <p>These visits/activities:</p> <ul style="list-style-type: none">• must be recorded on EVOLVE via the 'Local Area Visit' module. <i>(Or if not activated: must be recorded on a 'Signing-out' sheet to be left with the office)</i>• do not require parental consent. <i>(State if there are any situations where you would like parents to be informed in advance, eg. via EVOLVE or a slip sent home).</i>• do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
Boundaries	<p>The boundaries of the Local Learning Area are shown on the map below.</p>



**'No-go' areas
within the
Boundaries**

- Staff and pupils must not enter or access any resident's private property without prior permission.

Operating Procedure for Local Learning Area

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic.
- Other people
 - social distancing
 - members of the public
 - animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc)

These are managed by a combination of the following:

- The EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.
- Regular handwashing or regular hand sanitising is in place
- Students are briefed on keeping their distance from members of the public
- The selected route takes the least busy option
- Use antibacterial wipes to clean any equipment before use
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the Local Learning Area is suspended.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will record the activity on EVOLVE (Local Area Visit module)
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, facemasks bag for waste, tissues etc.)

Notes

Appendix 2 – Sporting Fixtures Operating Procedures

Visit Leader to fill in on Evolve via the 'Local Area Visit' module



Kirkby la Thorpe CE Primary Academy Sports Fixtures Policy

General	<p>Sports fixtures which take place at another school and are either in or out of school time follow the Operating Procedure below.</p> <p>These fixtures:</p> <ul style="list-style-type: none">• should be recorded on EVOLVE via the 'Local Area Visit' module or on EVOLVE Sports.• require informed parental consent.• do not normally need additional risk assessments/notes (other than following the Operating Procedures below).• are organised and run by a qualified teacher/competent employee.
Locations	<p>Sports fixtures primarily take place at schools and locations listed below. These include, but are not limited to, the following frequently visited venues: <i>e.g.</i></p> <ul style="list-style-type: none">• Sleaford• Heckington• Ruskington• Leadenham• Helpringham• Metheringham• Sleaford Cricket Club• Sleaford Football Club• Sleaford Rugby Club
Exclusions	<p>This policy <u>does not include sporting events</u> which fall under our main Educational Visits Policy, such as:</p> <ul style="list-style-type: none">• Sports Tours – if overnight• Tournaments – if overnight or adventurous
Operating Procedure for Sports Fixtures	
<p>The following are potentially significant issues/hazards:</p> <ul style="list-style-type: none">• Road traffic.• Other people<ul style="list-style-type: none">○ social distancing○ members of the public	

- animals
- etc.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Issues related to the actual sporting activities being practiced
- Travel by minibus/coach
- Travel arranged by parents (which is managed in-line with school/employer policy)

These are managed by a combination of the following:

- The Head must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The coach/minibus is well maintained by the operating companies and is driven by an approved, competent driver who holds the relevant licences, qualifications and experience (of this vehicle, route etc.)
- There will normally be a minimum of two adults on sporting trips.
- Staff are familiar with the locations and have practiced appropriate group management techniques.
- Staff are fully aware of the procedure to follow in the event of an injury to a student, particularly if a hospital visit is necessary.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff leave a completed 'Signing out' sheet with the office which includes names of all attendees.
- A mobile is taken with each group and the office/emergency contact has the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, facemasks, bag for waste, tissues, etc.)
- If pupils will be travelling by car, National Guidance 4.5c Transport in private cars and school policy will be adhered to.
- If parent arranged transport is being used, responsibilities between school, parents and drivers in relation to how this is organised should be clear and transparent.
- School staff should know when, where, and who will be collecting pupils, especially where this is not a known parent/guardian.
- The school will ensure no lone working or 1:1 situations arise with dismissal unless by prior arrangement
- Staff have parents' contact numbers available.

Notes

Appendix 3

Kirkby la Thorpe CE Primary Academy

Local Learning Area and Sporting Fixture Sign Out Sheet



Please complete this sheet and leave a copy in the school office (see wallet on H&S board) when taking groups of children into the local area (as defined in 'Local Learning Area' overview). Please remove when the group has safely returned.

Date	
Visit Leader	
Accompanying Staff	
Other adults	
Class/Group <small>If the whole class is being taken, do not list all of the names; indicate the class and any children not going (through absence etc).</small>	
Activity/Destination/ Venue details	
First aid kit/ Medication taken	
Departure time	
Estimated return time	
Visit Leader mobile number	
Any other relevant information (e.g. pupil medical behavioural needs)	

Appendix 4

Note: This can be completed online within EVOLVE

EVENT SPECIFIC NOTES

What are the really important things we need to do to keep ourselves safe?

Visit details..... Carried out by..... Date

ISSUE Consider SAGE: Staff, Activity, Group, Environment	HOW TO MANAGE IT	WHO TO BE INFORMED		
		PARENTS	STAFF	PARTICIPANTS

You must also ensure that appropriate persons are aware of any Generic procedures, but these do not need to be repeated here

Appendix 5 – Suggested staffing ratios

Category A visits	Early Years Foundation Stage	SEE Section 7.1.4	SEE Section 7.1.4
	Key Stage 1	2:15 - 1:8 thereafter	1QT/CE** + 1 other competent member of school/setting staff.
	Key Stage 2	2:24 - 1:10 thereafter	1QT/CE** + 1 other competent member of school/setting staff.
	Key Stage 3+	2:35 - 1:15 thereafter	1QT/CE** + 1 other competent member of school/setting staff.
Category B visits	Early Years Foundation Stage	SEE Section 7.1.4	SEE Section 7.1.4
	Key Stage 1	2:12 - 1:8 thereafter	1QT + 1 other competent member of school/setting staff.
	Key Stage 2	2:20 - 1:10 thereafter	1QT + 1 other competent member of school/setting staff.
	Key Stage 3+	2:25 - 1:12 thereafter	1QT + 1 other competent member of school/setting staff.
Category C visits <i>*SEE COMMENT BELOW</i>	Early Years Foundation Stage	SEE Section 7.1.4*	SEE Section 7.1.4*
	Key Stage 1	2:10 - 1:5 thereafter*	2QTs*
	Key Stage 2	2:15 – 1:8 thereafter	1QT + 1 other competent member of school/setting staff.
	Key Stage 3+	2:20 – 1:8 thereafter	1QT + 1 other competent member of school/setting staff.
All visits abroad	Key Stage 2+	2:15 – 1:8 thereafter	2QTs

IMPORTANT: MINIMUM RATIOS ARE JUST ONE PART OF EFFECTIVE SUPERVISION. THE QUALITY OF ADULTS IS CRUCIALLY IMPORTANT. SCHOOLS/SETTINGS MUST CONSIDER IMPROVING RATIOS IF THERE IS A PARTICULAR NEED.

**Early Years Foundation Stage and Key Stage 1 children will not normally engage in Category C activities. Exceptions might include a carefully planned visit to the beach/coastline or a shallow and narrow local stream. Ratios must be assessed. The Educational Visits Team will expect to see before approval clear control measures, a suitable location and experienced adults accompanying the visit. (See [Section 8.4](#) if considering a visit to the coastline).*

****QT = Qualified Teacher**

CE = Competent Employee (see below)

Competent Employers (updated Sept 2014)

Appendix 6 - Use of a private car to transport children/young people

Dear

Thank you very much for offering to help with transporting pupils to in your own vehicle.

To ensure the highest standards of safety for our pupils, I would be grateful if you would read and endorse the following statements if they are correct and apply to yourself and your vehicle.

Thank you for your co-operation and support.

Yours sincerely

..... **Headteacher/EVC**

(Please do not detach)

Name of Driver (print name)

Make/Model of Vehicle..... Registration number..... Age of vehicle.....

1. The above vehicle is in a roadworthy condition.....
2. The motor insurance covering the above vehicle includes passenger liability.....
3. I have never had motor insurance refused or term imposed.....
4. I have held a full driving licence for at least 3 years for the above type of vehicle.....
5. Seat belts or the appropriate child restraints/booster seats/cushions will be used for the duration of the journey.....
6. I am prepared to produce all relevant documents on the request of the school
7. I will ensure that I am not alone in the vehicle with a pupil.....
8. I will notify you of any changes to the above.....

Details of any motoring offences in the last 5 years:.....

.....

Signed.....

Date.....

Name as it appears on your Driving Licence.....

Please return this complete form to the school/setting as soon as possible

Appendix 7

Emergency Card (Visit Leader)

This 'card' must remain with the Visit Leader at all times on a visit

In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate. (999 or appropriate local number if abroad, Europe 112, North America 911)
5. Contact the LEA Emergency Contact Number to report the incident and request assistance.

Lincolnshire County Council Emergency Contact

01522 582220 (Office hours)

01522 888111 (Outside of office hours, request a call back from the emergency duty officer)

Be prepared to give:

- Your name and Establishment/Group
- Phone number & back up phone numbers
- Exact Location
- Nature of Incident
- Number in the Group

You will be called back as soon as possible so try not to make outgoing calls until contact is made. You will be given advice and asked what the LEA can do to support you.

Then:

- Contact your academy, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LEA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LEA and for continuing contact with the LEA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LEA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;

- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

Name	Home
Academy – Clare Early	01529 302595
Lincolnshire County Council Emergency Contact	01522 843402 (Office hours) 0141 397 9363 (Outside of office hours, request a call back from the emergency duty officer)
RPA – Insurance company	rpa@topmarkcms.com 03300 585566
Marsh – Business Use of Staff Cars	RNN743094 01908 552 387

Appendix 8

Emergency Card (Home Contacts)

For visits that take place outside normal establishment hours.

This 'card' or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.

The establishment's Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts who may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back as soon as possible.

It is the responsibility of the Visit Leader to contact the LEA. However, circumstances may prevent this. If you are not 100% positive that the LEA has been contacted, please contact Lincolnshire County Council 01522 843402 (Office hours) or 0141 397 9363 (Outside of office hours, request a call back from the emergency duty officer) and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident.

- Your details will be taken and you will be phoned back as soon as possible;
- You should also contact the Head of Establishment (if this is not you);
- A Response Team will be brought into action to support the party, the establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately;
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LEA in dealing with this.

- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LEA and for continuing contact with the LEA during the incident.
- The LEA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

Name	Home
Academy – Clare Early	01529 302595
Lincolnshire County Council Emergency Contact	01522 843402 (Office hours) 0141 397 9363 (Outside of office hours, request a call back from the emergency duty officer)
RPA – Insurance company	rpa@topmarkcms.com 03300 585566
Marsh – Business Use of Staff Cars	RNN743094 01908 552 387

Appendix 9

CHECKLIST FOR VISIT LEADERS (RESIDENTIAL VISITS)

Visit:		Dates:	
Visit Leader:			

TASK/ACTION	DATE COMPLETED	COMMENTS
Roles and responsibilities for all supervisors explained		
Significant risks identified with control measures to be used		
Group lists prepared		
Activity plans prepared		
Emergency contact lists prepared		
Medical information gathered		
Code of Conduct and Behaviour discussed with pupils		
Travel details, stops etc clear		
Plan 'B's clear and risk assessed		
Recreation or 'Downtime' procedures		
Night time emergency procedures		
Pupils' pocket money/entrance fees		
Medical/First Aid Kits ready		
Venue information understood by all		
Buddy pairs organised		
Location and contact details of key services noted in locality		
Parents meeting arranged		
Information for non-attending parents		
Meal arrangements on travel days organised		
Key information retained at school		
ADDITIONAL NOTES		

APPENDIX 10



PROVIDER STATEMENT



National
Guidance

oeapng.info

Notes for the Visit Leader

- You should complete Part 1 and then send the form to the provider for completion.
- You should not send this form to a provider that holds a valid Learning Outside the Classroom Quality Badge, unless you require confirmation of the questions in Section A. Details of the badge and its holders can be found at lotcqualitybadge.org.uk.
- If you need advice on the interpretation of information given by the provider on this form, you should contact your establishment's Educational Visits Coordinator (EVC).

Notes for the Provider

- Thank you for completing this form. It is designed to help the Visit Leader confirm that you meet required standards.
- Please complete Part 2 and return it to the Visit Leader at the establishment named below.
- You can find out about the guidance that establishments and Visit Leaders should follow at oeapng.info – see especially document [4.4h "Using External Providers and Facilities"](#).

PART 1: To be completed by the Visit Leader

Name & address of establishment (school/service)	
Email	
Name of Visit Leader	
Name of provider	
Proposed date(s) of visit	

PART 2: To be completed by the provider

Please consider the following questions and respond with YES, NO or N/A, or give the specific information required. If you wish to provide additional information, please add * to your response, and give the information in the space provided at the foot of the form.

If you hold a valid Learning Outside the Classroom (LOtC) Quality Badge, you need complete only Section A and the Confirmation.

SECTION A	
To be completed for all types of visit	
1. Learning Outside the Classroom Quality Badge	
1.1	Do you hold a valid Learning Outside the Classroom Quality Badge?
2. Data Protection	
2.1	Do you comply with the Data Protection Act 2018 and GDPR?
2.2	Do you have a privacy policy that explains how any personal data the establishment shares with you will be shared, used, stored, secured and eventually deleted or returned?
2.3	Do you undertake to ensure that no images of participants are taken or used for marketing purposes, or published in any way, without the specific written consent of the establishment and of the participants (or their parents if the participants are under 18)?
3. Waivers / Disclaimers	
3.1	Do you guarantee that the establishment, the participants or their parents will not be required to agree any waiver or disclaimer which seeks to limit your liability for death or personal injury resulting from your negligence?

SECTION B	
To be completed for all types of visit	
4. Insurance	
4.1	Do you hold public liability insurance which will be current during the proposed visit and which covers all directly provided and sub-contracted activity?
4.2	If Yes, what is its indemnity limit? £ M
5. Health, Safety and Emergency Policies	
5.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments which are available for inspection?
5.2	Do you have procedures for accidents & emergencies, and for reporting incidents and accidents?
6. Vehicles	
6.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and regulations on passenger seats and seat restraints?
7. Staffing	
7.1	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity?
7.2	Are there regular opportunities for liaison between your staff and establishment staff?
7.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?

8. Accommodation		
8.1	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	
8.2	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available?	
8.3	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	
8.4	Are separate male and female sleeping accommodation and washing facilities provided?	
8.5	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	
9. Sub-contracting		
9.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	
9.2	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	

SECTION C		
To be completed if the visit includes activities or field studies		
10. Activity Management		
to be completed about all activities		
10.1	Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties?	
10.2	Do you maintain a written code of practice for activities, which is consistent with any relevant National Governing Body (NGB) (or equivalent organisation) guidelines and, if overseas, the relevant regulations of the country concerned?	
10.3	Do you confirm staff competence by appropriate AALA-recognised qualifications for any adventure activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	
10.4	Where there is no NGB or equivalent organisation for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice?	
10.5	Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?	
10.6	Do you make clear your expectations of how responsibilities for the supervision and welfare of participants are shared between your staff and visiting staff?	
10.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?	
11. Adventure Activities Licensing Authority (AALA) Licence		
to be completed if any activities are within the scope of the licensing regulations		
11.1	AALA Reference number Date of expiry	
11.2	Does the Licence held cover all planned activities, which are in the scope of AALA licensing?	

SECTION D	
To be completed by Tour Operators	
12. Tour Operators	
12.1	Do you comply with the Package Holidays and Package Tours Regulations 1992, the Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001 and the Package Travel and Linked Travel Arrangements Regulations 2018 including bonding to safeguard customers' monies?
12.2	Details of bonding (ATOL, ABTA, etc.)

SECTION E	
To be completed if the visit includes an overseas expedition as defined at oeapng.info/downloads/download-info/7q-overseas-expeditions	
13. Overseas Expeditions	
13.1	Do you comply with British Standard BS8848:2014?

SECTION F – ACCREDITATION	
14. Details of any accreditations held by the Provider	

PROVIDER CONFIRMATION			
I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might affect the safety and wellbeing of user groups.			
Signed		Date	
Name		Position	
Name of Provider			
Address of Provider			
Telephone		Website	
Email			
Additional information			

Appendix 11 – Contacts

In the event of an emergency during office hours please contact either/or

- Head of Education Support
- The Education Team

An emergency outside of office hours where the school is overwhelmed by the scale of the response required can call the Emergency Planning and Business Continuity Service at the County Council.

Evolve	https://evolve.edufocus.co.uk/evcol0/unknown.asp
Educational Visits Advisers	Jake Wiid support@evolveadvice.co.uk advice@evolveadvice.co.uk
Lincolnshire County Council Emergency Contact (24/7)	01522 843402 (Office hours) 0141 397 9363 (Outside of office hours, request a call back from the emergency duty officer)

LINCOLNSHIRE COUNTY COUNCIL	
Head of Education Support (John O'Connor)	07500 763 003 (Office hours) Email: john.o'connor@lincolnshire.gov.uk
Director's Office	01522 550628 (Office hours)
Education Team	01522 554590 (Office hours) Email: educationteam@lincolnshire.gov.uk
Emergency Planning and Business Continuity Service	01522 843402 (Office hours) 0141 397 9363 (Outside office hours, request a call back from the Emergency Planning Duty Officer)
Communications Team	07920 889 243 (Office hours)
School Services Transport Team	01522 782020
LCC Insurance Manager	insurance@lincolnshire.gov.uk (LCC or buy-back only)

