



Marriott Primary

Achieving Together

OFF SITE VISITS POLICY

Approved	12/10/2021
Signed (Chair of Governors)	<i>Steve Wilson</i>
Reviewed (Due:)	
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OFF-SITE VISIT AND OUTDOOR LEARNING POLICY AND PRACTICE

1. The value and benefits of undertaking off-site visits and outdoor learning

The Establishment recognises the value of well-planned and managed Outdoor Learning and Off-site Visits for young people. Governors and staff of Marriott Primary School believe offsite visits provide valuable learning experiences for all pupils. Visits add value to the overall educational experience provided by the school and enrich and enhance the curriculum and the development of skills. Every class will have regular opportunities to take part in a variety of activities during their time at Marriott e.g. walks to local parks or places of worship, country parks, zoos, museums, theatres etc. We aim to ensure that all visits are appropriately planned to ensure the suitability of the venue and the safety and well-being of the pupils. We aim to keep costs to parents/carers as low as possible to maximise pupil participation.

Purpose of offsite visits –

- To enrich learning inside and outside the school and the classroom
- To widen pupils' social and cultural experiences
- To increase awareness of the community and environment
- To encourage personal development and independence
- To develop and promote teamwork skills
- To develop a sense of responsibility
- To develop high quality relationships between staff and pupils - To learn new skills and have fun

2. Policy and Practice

This document is a statement of the procedures and guidelines in place to ensure that outdoor learning and off-site visits take place within safe and meaningful context. In particular it ensures that:

- Off-site Visits/Activities have an identifiable benefit, with clear objectives.
- All those involved in the organisation and running of Off-site Visits/ activities or Outdoor Learning will comply with OEAP National Guidance, LCC Off-site Visits Policy and the establishments' guidelines relating to the health and well-being of children and young people undertaking such activities.
- The management of all visits/activities will be based on the outcome of suitable and sufficient planning, with reference to both this document and the Leicester City Off-site Visits Policy.
- Systematic written procedures, based on reasonable and sensible risk/benefit management process and underpinned by establishment induction and training, support staff when leading Outdoor Learning. These procedures and any associated risk assessments are reviewed as and when necessary but not less than annually.

- Standards and procedures exist to ensure that staff and accompanying adults lead activities/sessions within their own proven area of competence.
- While undertaking outdoor learning it is the responsibility of all staff to ensure that the risk to participants is minimised by a process of continuous vigilance and ongoing risk management.
- Equipment used is fit for purpose and systematically checked, maintained and replaced when necessary.
- When appropriate, staff should hold an appropriate current first aid qualification and have access to a first aid kit at all times.

3. Management structure and lines of responsibility

In compliance with both DfE 'Health and Safety: Advice on legal duties and powers' and LCC Off-site Visits Policy the establishment will appoint a trained Educational Visits Co-ordinator (EVC) and will ensure they attend a refresher course every three years following their initial EVC training.

The Educational Visits Co-ordinator is: Vanessa Power

The tasks of the EVC are outlined in the LCC Off-site Visits Policy

The EVC is responsible to:

Co-Head Teachers
Ruth Neill/ Sheila Crichton

Leicester City Council Outdoor Education Adviser
Andrew Smith/Jake Wild

4. Approval and notification of Outdoor Learning and Off-site Visits:

Every off-site visit or outdoor activity must be either notified or approved by the Head/Principal/Senior Manager or an appointed member of the Senior Management team as outlined in this policy and indicated in the management structure, above.

PLEASE NOTE VISITS TO TRAMPOLINE PARKS ARE NOT PERMITTED

For the purposes of approval off-site visits are classified into 3 categories:

Category A – Local and regular activities which are defined in this policy in terms of the nature of the activity and their location e.g. sports fixtures, swimming, local parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments etc

All of these visits can be put on EVOLVE, or a Notification of Category A Regular/Routine Visit form (EV1) completed. One application can cover a range of visits or activities over a term, for example.

For the purposes of this policy the establishment defines ‘**regular and routine**’ (Category A) activity as:

Those activities that take place as part of a planned curriculum – to include...

Visits to libraries, arts galleries, swimming pools and leisure centres, city schools, sports fixtures, Tigers stadium, Leicester City Stadium, Leicester Electricity Cricket Club, local parks, local museums, local places of worship, cinema, city centre, allotments etc.

That can operate within the following locations:

Within the local neighbourhood, Leicester City, and Leicestershire

Beyond these areas of working it is recommended that the LCC Off-site Visits Guidance is used as a framework to plan and operate off-site visits and the visit becomes a category B visit.

- For ‘regular and routine’ activities staff will be trained in the operation of this policy.
- ‘Regular and routine’ visits will include those that take place as part of a planned programme of activity over a given period of time.

Category B – Usually annual visits to attractions or locations beyond the City or County e.g. Visits to the seaside, major visitor attractions, UK cities.

All of these visits **MUST** be entered on EVOLVE and will require the approval of the EVC and Head/Principal/Senior Manager.

Category C – Includes: All **residential visits, visits abroad** and activities in **hazardous environments** or involving ‘**adventurous**’ activities, see **Figure 3** for more detail.

All of these visits **MUST** be approved using EVOLVE and will require the approval of the EVC, Head/Principal/Senior Manager and LCC.

5. Process of Approval and notification

Category A visits to be approved by:

First stage Approval:

EVC: Vanessa Power

Second Stage Approval:

Co-Head Teachers: Ruth Neill/ Sheila Crichton

For **Category A** visits, Visit Leaders should complete the following:

Notification of Category A Regular/Routine Visit form (EV1), signed by all staff.
This must be presented to the EVC 1 week before the trip takes place and will be returned to the trip leader to be taken with them on the trip.
Please report to the office when you are leaving the site

Category B visits to be approved by:

First stage Approval:

EVC: Vanessa Power

Second Stage Approval:

Co-Head Teachers: Ruth Neill/ Sheila Crichton

For **Category B** visits Visit Leaders should complete the following:

Complete the On-line Approval on EVOLVE;

Risk Assessments that should include:

- Travel
- All Visits
- Any other Risk Assessment appropriate to the activity

Activity programme

Programme planning information, as appropriate.

A minimum of 3 weeks' notice to the EVC is required

Use the LCC Provider Form or use LOtC Quality Badge for checking providers.

Category C Visits, to be approved by:

First stage Approval:

EVC: Vanessa Power

Second Stage Approval:

Co-Head Teachers: Ruth Neill/ Sheila Crichton

Third Stage Approval:

Leicester City Council Outdoor Education Adviser

For **Category C** visits Visit Leaders should complete the following:

Complete the On-line Approval on EVOLVE;

Risk Assessments that should include:

- Travel
- All Visits
- Accommodation – if staying overnight
- Any other Risk Assessment appropriate to the activity programme or location

Activity programme

Programme planning information, as appropriate.

Give minimum 6 weeks' notice.

Provider Form or use LOtC Quality Badge.

Parental consent form completed

6. Staff Training and Induction

All staff are encouraged to improve and extend their qualifications and experience in appropriate areas. Such training needs will be identified as a part of active supervision and observation of sessions by the Head of Establishment or delegated senior staff members, and as part of the staff Continuing Professional Development process.

All staff should be trained in the operation of this policy.

Staff will be able to take part in internal and external In-Service Training in order to achieve higher levels of skills and competence.

New employees will undertake a specific establishment induction process in relation to this code of practice.

7. Staff management and communications

All staff will participate in regular staff meetings where ideas, problems, queries and relevant information will be discussed and actions recorded. Notes of such meetings should be maintained as evidence of the risk management process, and retained.

To supplement such meetings staff will be issued written information and briefings when appropriate.

8. Staff responsibilities

Staff are directly responsible for the well-being of young people and the quality of the experience they provide and they should have the minimum level of competence, as stated in this Code of Practice and LCC Guidance, for the activities they undertake.

9. Staff Competence

- The Head/Principal/Manager should be satisfied that staff are sufficiently competent to lead the activity/session. Specific levels of competence may be required depending on any activities being led, see Generic risk assessments on the EVOLVE system.
- In addition, it is important that supervising staff are competent and understand their roles and responsibility and are briefed regarding the outcome of risk assessments. Appropriate levels of first aid cover must be available according to the activity and establishment risk assessment.
- All staff in sole supervision of young people must have undergone suitable DBS checks as part of their recruitment procedures, including the taking up of references. These should be part of the establishment's wider recruitment processes.

10. Consent and management of group information

DfE guidance ('Health and Safety: Advice on legal duties and powers', 2014) states:

"Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required. Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. The Department has prepared a "one-off" consent form which schools can ask parents to sign when a child enrolls at the school. This will cover a child's participation in any of these types of activities throughout their time at the school. These include adventure activities, off-site sporting fixtures outside the school day, residential visits and all off-site activities for nursery schools which take place at any time (including during school holidays or at the weekend).

Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form."

LCC recommends that all establishments obtain consent on an annual basis for activities that take place outside of the school day (Sports fixtures/Theatre visits/day visits that don't return within the school day), adventurous activities along with residential and visits abroad. Schools can use the DfE consent form or continue to use their own Consent form as a basis for such consent. In addition, the establishment will inform parents and seek consent for each category of visit by:

- For **Category A - local regular and routine** visits, that are part of the curriculum, planned programme or life experiences.

This will be in the form of a letter/action plan/lesson plan to parents outlining the range of off-site activities to be undertaken over a period of time. A letter may be sent with a consent form at least 7 days before the activity takes place. However if the activity falls within the normal school day consent is not a requirement.

➤ For **Category B visits**

If it is covered in the annual consent form, this could be a specific letter/form relating to the particular activity/ visit.

Such letters may take the form of a notification/permission letter and may ask for voluntary financial contributions.

If the visit is not included in the annual consent then consent will be required.

➤ For **Category C visits**, for example residential visits, adventurous activities or visits abroad.

Even though annual consent for such activities may have been given, it is recommended that consent specific to these types of activities is asked of parents/carers.

- Personal information on all participants is known (as regards any medical, dietary or special requirements) this is to assist safe inclusion of all participants.
- Ensure that appropriate enquiries are made of any establishment or company being used for residential or adventurous activities. (Use the Provider Form, or the Learning Outside the Classroom Quality Badge Scheme as guidance)
- When appropriate, ensure that the visit is logged on the EVOLVE Online system or establishment reporting process is completed for any off-site visit, or series of visits, and the appropriate approvals are obtained. In the event of any off-site visit or activity being undertaken, a nominated member of the establishment staff must be informed.
- The Head/Principal/Manager or other nominated member of staff should have access to the following information, prior to and during and off-site visit taking place:
 - a) Names, addresses, dates of birth and phone number of all children taking part.
 - b) Names of all staff attending, with contact phone numbers.
 - c) Full details of the venue, Coach Company, departure and arrival times, with appropriate phone numbers.
 - d) The staff member in charge of the visit should have easy access to emergency contact numbers of all parents/carers and the nominated establishment contact person.

Appropriate details should be placed in an accessible location or available electronically.

Taking copies of consent forms on visits

There is no requirement for visit leaders to carry evidence of consent on visits in the UK, however, they **must** be taken on any visit abroad.

Refer to **OEAP National Guidance** documents: [Parental Consent](#)

- When planning the number of adults needed to lead/accompany a visit undertake a risk assessment to inform the appropriate staff/young person ratios. The ratio of children to adults is dependent on the nature of the class and individual pupils participating on the trip.
- DBS checks should be obtained on all individuals helping on activities with children, as appropriate.
- Ensure appropriate briefings and instructions are given to the group and accompanying adults to ensure a safe and high quality experience.
- Ensure all young people are informed of the nature and purpose of the visit. Discuss programme and arrangements with young people and staff during the preliminary planning, when a record should be kept of any discussions.

OFF-SITE VISITS PROCEDURES – ALL VISITS/ACTIVITIES

Pre – session/activity planning and considerations

Before any off-site activities are undertaken staff must ensure the following guidelines are followed:

- Ensure that the visit complies with this code of practice and **LCC Offsite Visits and Adventurous Activities Policy** both the policy and a summary can be found in the Resources section of EVOLVE.
- It is recommended that a pre-visit should be made to any new venues, or by staff using existing venues for the first time.
- When additional specific planning and risk assessments are required reference should be made to the Generic Risk assessments prepared by Leicester City Council, found on EVOLVE, in the 'Resources' section under 'Guidance, Policies and Documents'.
- Ensure that a parent/carer and young people are made aware of the nature, purpose and detail of the off-site visit/activity and are briefed/notified accordingly and consent obtained, as appropriate, see **section 10**.

During the visit the Visit Leader will:

- Ensure children and young people are wearing appropriate clothing/equipment for the activity being undertaken.
- Ensure that the visit is managed in order that risks are reduced to staff and young people, as far as is reasonably practicable.
- Curtail the visit or stop the activity if the risk to the health and well-being of any participant reaches an unacceptable level.

- Ensure that participants, including staff, are aware of the need to be involved in the process of on-going risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all time.
- Contact the Establishment or nominated contact person if you anticipate returning later than estimated. Your 'late back' procedure should be followed.

Use of appropriate equipment:

- Consider possible weather conditions and plan appropriate programme, clothing and equipment
- Provide clear information r.e. suitable clothing and equipment to group members
- Staff to check that appropriate equipment and clothing is being worn, and that it is suitable for the activity and prevailing conditions
- Plan for young people who may not bring suitable clothing – check before departure and/or bring spares

Management of on-going conditions:

- Daily weather forecast obtained and plans adjusted accordingly.
- Ongoing risk assessment carried out by Visit Leader during the activity.
- Be considerate to other site/venue users and seek advice on venues for off-site activities from your line manager, Head or Outdoor Education Adviser prior to the session. Such sites must be risk assessed before use.
- Ensure young people and staff are briefed about appropriate around behavior around likely hazards such as steps/stairs, slopes and areas that are wet etc.
- If necessary have close supervision around such areas
- There should be no running around such areas
- Suitable footwear should be worn, if appropriate

Group ability and management

- Pre - plan supervision before visit and brief staff
- Discuss itinerary and arrangements and code of conduct with young people and staff
- Young people understand arrangements, that they are part of a group and need to follow instructions
- Ratios are set as part of the risk assessment, in line with National Guidance
- In conjunction with any assistant staff, provide adequate supervision of young people in your charge during the activity session.
- Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc)
- During a briefing on the day include what to do if separated from the Group.
- Head counts should be undertaken by leaders particularly at arrival/departure points, and when separating and reforming groups.
- Obtain and have ready access to emergency contact numbers, information on medical conditions and any special requirements of group members.

- Member of staff identified to remain at the venue if transport leaves before the young person(s) return. Return by staff/school vehicle or public transport.
- Make necessary arrangements for individual young people with additional needs including in risk assessment and additional staffing as necessary
- Pre-existing medical conditions and required medication known. Details circulated amongst supervising staff, for both staff and pupils
- Young people and parents/carers are reminded to bring individual medication and this is kept secure (e.g. Asthma inhalers)
- Programme arranged with due regard to mobility and special needs of all members of the group

Contact with animals, insects and plants

- Avoid known high risk situations
- Take necessary avoidance action if encountered
- Ensure those with known allergies carry medication
- Wash hands after contact, especially before eating

Incident management and containing emergencies

IF THE WORST HAPPENS.....

Remember, you should be familiar with *Crisis Line and Emergency Planning for Schools (Leicester City LA)* and the *College's Emergency Plan*.

1. Obtain facts & information
 2. Call emergency services
 3. Inform all the other party leaders; make sure all members of the party are accounted for;
 4. If there are injuries, establish the names of injured and the extent of injuries; administer first aid where possible, ensure that the injured are accompanied to hospital, by one of the Party Leaders except in exceptional circumstances. Students should remain accompanied at least until contact has been made with parents and a procedure agreed.
 5. Notify Crisis Line on 0116 3737599
 6. Contact the school as soon as possible.
 7. Supervise the group: do not neglect the safety needs of the remainder.
 8. Keep a record. Take written statements as soon as possible, before memory becomes distorted by gossip. Make your own written record. Obtain the names and addresses of independent witnesses.
 9. Exercise great caution if others request information. Legal proceedings may follow an accident. Media enquiries should be referred on to the Contact Person.
- Ensure all participants, including staff, are aware of the emergency procedures and risk assessments for this visit and understand their role how it may affect them, especially in an emergency.
 - Brief participants again at the beginning of the visit.
 - Ensure that provision is made for any incident, including First Aid, and a procedure is known and understood in the event of an emergency or other serious incident.

- Ensure sufficient supervisors to deal with an incident and take charge of the rest of the group
- Young people and parents/carers should be reminded to bring individual medication where appropriate
- Mobile phones should be carried by staff.
- List of young people and contact details of parents/carers are held by visit leader, deputy leader and establishment contact, after-hours emergency person and contact number must be available.
- Emergency plan for lost or missing young people known and understood by group leaders.

Illness of injury – Young people and Staff

- At least 1 staff member with each group prepared to take lead in first aid. Check first aid certificate current, and that an appropriate first aid kit is taken,
- First Aid certificate uploaded to EVOLVE
- Staff must know and understand the Establishment Emergency procedures. For staff this must be part of their induction training or briefing
- First aid and travel sickness equipment carried, young people with travel sickness known
- Member of staff identified to remain at the venue or accompany young person/staff member to hospital if necessary. Return by staff/establishment vehicle or public transport. Establishment emergency contact informed.
- Supervision re-organised to take into account the member(s) of staff now missing.
- Group return home early if supervision levels fall below the required standard for safety to be maintained.

Contact with animals, insects and plants

- Avoid known high risk situations
- Take necessary avoidance action if encountered
- Ensure those with known allergies carry medication
- Wash hands after contact, especially before eating

Indirect/ remote supervision

- Check location is suitable for this mode of supervision.
- Ensure young people are sufficiently briefed and competent (any individual young people for whom indirect supervision is not suitable must be directly supervised)
- Clear guidelines and emergency procedures set and understood.
- Young people remain in pairs or groups (buddy system - each responsible for named other)
- Rendezvous points and times are set and young people know how to contact staff
- Designated staff remain at a central contact point known by young people
- Set clear boundaries

- Parents/carers informed and if necessary consent given for Indirect/remote supervision
- Warn young people about traffic, if necessary
- If appropriate, Issue 'emergency cards' briefing young people on what to do if they get separated, including emergency numbers

During a visit accompanying adults will:

Ensure they undertake the roles and tasks given to them so as not to put themselves or others at unacceptable risk and continually monitor the group.

During a visit all participants will:

Ensure they co-operate with the Group Leader and follow the instructions given to them in order to maintain the lowest acceptable risks to the health and safety of all participants.

Develop their knowledge and understanding related to responsible participation in risk reduction.

12. Post Visit Activity

Where appropriate ensure that the visit is reviewed and a report is made to the Head of establishment indicating the extent to which the intended visit aims were achieved. The receipt will include the result of all investigations into particular incidents/near misses as necessary, and report these to both the Governing Body and the Outdoor Education Adviser.

Ensure that pertinent information acquired from or about the visit or activity is drawn to the attention of the Educational Visits Co-ordinator and shared with colleagues for consideration in the planning of future educational visits and activities.

13. Off –Site Travel Procedures

BY FOOT (Derived from the LCC generic Risk assessment on 'Travel – On foot'. It will be important to make such procedures specific to the establishment and location of activities)

General considerations:

- 'Walk on foot' planned to avoid fast roads wherever possible.
- Pavements must be used where available and the dangers of being on the road explained to young people
- Supervision on pavements, roads and especially crossing of any fast roads is pre-planned
- Young people briefed r.e. hazards and behaviour required

- Safety when crossing roads on journeys is a key issue. Where possible pedestrian crossings or footbridges should be used and young people made aware of the rules outlined in the Highway and Green Cross codes
- Consideration could be given as to whether easily visible clothing could be worn by young people

Walking on roads:

- Face oncoming traffic
- Staff must be present at front and rear of the group, ideally wearing fluorescent waistcoats
- On the approach to a right hand bend, the front member of staff should go on ahead to warn approaching traffic of the presence of the group
- Young people must be cautioned as to the dangers and have the dangers explained to them beforehand.
- Everybody must keep well in to the side

BY PUBLIC TRANSPORT

Becoming separated and lost:

- Journey is planned and assessed – (key specific risk points identified at this point)
- Careful supervision particularly in crowded areas and entry, exit and change points with head counts
- Young people know their group and leader(s) and the route they are taking.
- On buses, trains, ferries and boats clear guidelines concerning levels of remote supervision must be given and planned for in the risk assessments.
- The safety of young people whilst waiting to be picked up and at drop off points or getting on and off transport must be considered.
- Young people should never be on their own.

Emergency and medical issues:

- Emergency plan in place – young people briefed where they are going, what to do if separated from group, or if there is an incident.
- Young people must be made aware of safety rules and expected standards of behaviour
- Young people should be made aware of emergency procedures and should remain under the direct supervision of the group leader
- Travel sickness pills can only be given if prior consent by parents/carers has been obtained

Taxi:

- Parents/carers must be informed and consent given if young people are travelling without staff.
- Only 'Black Cabs' / Council Licensed cabs to be used.
- Ensure seat belts are used
- Set 'pick up' times and check arrival times.

Buses and Trams:

- On double-decker buses supervisors should be positioned on both decks
- Use seat belts where possible
- Young people should not be allowed to walk around on a bus or coach
- Young people should be made aware that they are not allowed access to the driving area
- Supervise embarkation and disembarkation
- Warn pupils and staff when using raised platforms on the Tram system
- Make sure young people sit whenever possible

BY COACH AND MINIBUS

Traffic accident – Injury to passengers:

- Coaches/Minibuses have seat belts, which staff ensure are used.
- On double-decker coaches supervisors should be positioned on both decks.
- Young People not to stand in the aisle or distract driver.
- All bags are secure and clear of exit routes

Young people lost or separated - Service station and other breaks in journey:

- Care always taken in parking in suitable place for disembarkation
- Brief young people: re purpose and timings of any stops
- How and where to contact staff
- Remain in pairs or threes (buddy system - each responsible for named other)
- Remind re moving traffic (driving on right abroad)
- Careful head count before departure

Accident injury due to poor supervision:

- Supervision within risk assessed ratios
- Brief passengers on expected behaviour, e.g. not to distract the driver, to remain seated whilst vehicle is in motion, etc and action in case of emergencies
- Loading should be from the front back, with the rear seats only used when the coach/minibus is full
- Suitable embarkation points used (e.g. coach park, onto wide pavement)

- Make sure staff sit in different areas of the coach/minibus to ensure supervision of young people
- If there is an incident involving young people on the coach/minibus e.g. involving behaviour, stop at the next Service station to deal with it or come off at the next junction. Do not stop on the hard shoulder, except in an emergency.

Injury / disorientation in an emergency:

- Evacuation and emergency procedures are known by all before departure
- Make sure luggage is stowed safely without blocking emergency exits
- Make sure there is a mobile phone on the coach (if you are going abroad, take a mobile phone that works where you are going)
- Make sure young people are evacuated safely off and away from the coach and road if it has to pull onto the hard

Action in case of injury or incident while travelling

On a normal Road

- On normal road keep pupils safe by remaining on the transport if it is safe to do so.
- If not then move the young people to a safe location protected from oncoming traffic.
- When moving young people to a safe place follow the Highway Code and use staff to supervise the young people to avoid danger.
- Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at all time.
- Follow school emergency procedures and deal with any casualties as best as you can until emergency help arrives.

On a Motorway

- Get the party behind the side crash barrier as soon as possible
- Those that cannot be moved safely to behind the crash barrier must remain in the vehicle, but move to the front. Ensure control room and rescue services know how many people are on the vehicle- and details of any special circumstances (e.g. no. of wheelchairs etc.)
- Follow school emergency procedures and deal with any casualties as best as you can until emergency help arrives.

If a minibus is self-drive or Establishment operated ensure a risk assessment and operating procedures are in place, see LCC Minibus Risk Assessment and complete

APPENDIX 1

OFF-SITE VISIT MANAGEMENT CATEGORIES (LCC)

Category	CATEGORY 'A'	CATEGORY 'B'	CATEGORY 'C'
	REGULAR AND ROUTINE	OCCASIONAL OR 'ONE-OFF'	
Example	Local and regular activities which must be defined in terms of the nature of the activity and their location e.g. sports fixtures, swimming, local parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments etc	Usually annual visits to attractions or locations beyond the City of County e.g. Visits to the seaside, major visitor attractions, UK cities.	Includes all residential visits, visits abroad and activities in hazardous environments or involving 'adventurous' activities.
Risk Management	If not covered by School/Establishment/Centre Policy, risk assessment and planning completed. Enter on EVOLVE system or use school form, or similar.	Consider Generic Risk Assessments for: <ul style="list-style-type: none"> • All Visits • Travel • Specific Activity being led or location working in. • Enter on EVOLVE system 	Consider Generic Risk Assessments for: <ul style="list-style-type: none"> • All Visits • Travel • Accommodation • Specific Activity being led or location working in. • Check providers through Provider Form or LOtC Quality Badge • Enter on EVOLVE system
Consent	Covered by annual consent/notification to parents, is clarified in School/Centre Policy and is part of the curriculum/offer.	No consent requires if part of the curriculum (schools only), but specific notification to parents/carers recommended.	Inform parents/carers and obtain Specific consent from parents/carers –

APPENDIX 2

ACTIVITY AND LEVELS OF APPROVAL (LCC)

PLEASE NOTE VISITS TO TRAMPOLINE PARKS ARE NOT PERMITTED

CATEGORY	LEVEL OF APPROVAL	ACTIVITY	ENVIRONMENT / LOCATION
A	EVC and HEAD OF ESTABLISHMENT	<ul style="list-style-type: none"> • Sports fixtures, within the county • Regular visits to libraries, places of worship, study support centres, local parks and open spaces, local shops etc. • Fieldwork in environments with no technical hazards. (e.g Bradgate Park, Leicester City Centre etc.) • Visits to local/city museums and Space Centre 	<ul style="list-style-type: none"> • Local parks, residential areas and shopping areas.
B	EVC and HEAD OF ESTABLISHMENT MUST be entered on EVOLVE	<ul style="list-style-type: none"> • Full Day Visits to museums, attractions and parks some distance from the City. (Conkers, Farm Visits etc.) • Theme Parks and other tourist attractions • Seaside resorts • Zoos • Ice skating • School Swimming – formal teaching in life-guarded pools • Swimming in public, lifeguarded, pools • Walking in 'normal' country • London 	<ul style="list-style-type: none"> • Walks in 'non-remote' country Non-remote Country – enclosed farmland, fields, low land forest – not moorland, mountain (above 600m) and/or where it is possible to be more than 30mins from a road or refuge. • 'Water Margin' activity
C	EVC, HEAD OF ESTABLISHMENT AND NCC MUST be entered on EVOLVE	<ul style="list-style-type: none"> • Any visit/activity involving a Residential (overnight stay) element including Camping and 'school sleep overs'. • Any visit abroad • Any visit involving 'adventurous activities', led either by a Centre, an outside provider or staff member (See Figure 2) 	<ul style="list-style-type: none"> • Visits to hazardous environments • Overseas Expeditions • Any water-base activity • Any activity in Winter mountain conditions • Open Country/Remote terrain more than 30mins from a road (above 600m) • Near cliffs or steep terrain • Areas subject to extremes of weather or environmental change • Swimming in non-lifeguarded pools or open water

APPENDIX 3

DEFINITION OF ADVENTUROUS ACTIVITIES – ALL REQUIRE NCC APPROVAL ON EVOLVE

ADVENTUROUS ACTIVITIES REQUIRING AN AALA LICENSE

PLEASE NOTE VISITS TO TRAMPOLINE PARKS ARE NOT PERMITTED

Rock Climbing Abseiling Ice Climbing Gorge Walking Ghyll Scrambling Sea Level Traversing (Coasteering)	Canoeing Kayaking Dragon Boating Wave Skiing White-water Rafting Improvised Rafting Sailing Windsurfing Kite surfing Use of powered craft All the above in 'specified' waters.	Hillwalking Mountaineering Fell Running Off Road Cycling Off-piste Skiing Pony Trekking – remote country Orienteering – remote country	Pot-holing Mine Exploration Caving
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NON-LICENSABLE ADVENTUROUS ACTIVITIES

<u>Motorsports:</u> Quadbiking Go-Karts etc Airsports Horse Riding	Archery Rifle Shooting Fencing Martial Arts	<u>Remote areas:</u> Expeditions Fieldwork in 'remote country' and in water Open water swimming	Climbing Walls High Level Ropes Courses Snowsports Dry Slope Skiing Grass Skiing Water Skiing Snorkeling - Scuba Diving
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These are not exhaustive lists. If you are in doubt about the level of activity you are undertaking contact the Outdoor Education Adviser, Jake Wiid jake@evolveadvice.co.uk, or Andy Smith 0115 947 6202 extension 238, Mobile 07944038678 andrew.smith.collegest.org.uk for further advice. If you are planning to undertake any of the activities outlined below, please contact the Outdoor Education Adviser before making any bookings.

- **Paint Balling**
- **High ropes Courses**
- **Air Sports – paragliding, parascending, gliding, parachuting**

APPENDIX 4**Marriot Primary School****Notification of Category A Regular/Routine Visit**

This form should be completed and presented to the EVC, Vanessa Power, 7 days before the event takes place

Activity	
Location	
Date, Departure Time and Return Time	
Brief outline of Programme Food Preparation by staff or pupils?	Yes/No If yes please give details
Travel Arrangements	
Staff/Volunteers Responsible	Leader: _____ Deputy: _____ First Aider: _____ Other Staff: _____
Class and Number of pupils	
Name and phone number of emergency contact who is not on the visit.	

I have read and understood the Off Site Visits & Outdoor Learning Policy & Practice	All staff/volunteers to sign:
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EVC Declaration

I have assessed the visit and am satisfied that the planning and organisation is sufficient. The arrangements made will ensure a safe trip. I confirm the visit complies with the relevant LA policies and our own Offsite Visits & Learning Policy and Practice.

EVC

Date

Head Declaration

The planning and risk management for this visit has been checked and approved by me. I confirm that I am satisfied that all arrangements are suitable and sufficient and meet Local Authority requirements. The visit leader and staff are competent to supervise the visit.

Head

Date