



Kirkdale, St Lawrence CE
Voluntary Aided Primary School

Educational Visits Policy

Adopted: March 2023
Review date: March 2024

J.Campbell

“Together, with God in our heart, the path to our dreams with start”

Inspired by Psalm 20:4

Our School Vision



Our Vision:



We are the Kirkdale, St Lawrence CE family. We are a nurturing, safe, inclusive school which is the anchor of our diverse community. Through God's love, we support everyone to flourish spiritually, academically and personally; this is our heartbeat. All are valued here for who they are and what they could become.

Our School Values

Hope	Thankfulness	Trust	Compassion	Courage
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AIM OF THIS POLICY

The purpose of this document is to support the use of off site visits; some of the most exciting, highly motivating environments and activities that help our children and young people to learn. This policy sets out clear procedures to ensure that educational visits are safe and well managed. Individual roles and responsibilities are defined. Risk assessment is an important part of the process.

Local Authority (LA) approval is required for all residential visits and hazardous activities and should be submitted through EVOLVE at least 28 days in advance. LA approval is granted through School Improvement Liverpool Ltd on behalf of the LA Educational Visit Co-ordinators (EVCs) should ensure group leaders follow the policy.

EDUCATIONAL VISITS HEALTH AND SAFETY POLICY

This Policy reflects good practice in all types of educational visit – no matter who is doing the providing and who is doing the learning. Anyone involved with groups of young people on educational visits is subject to this guidance. Where this policy refers to 'teachers' it includes 'lecturers', 'Youth Workers' or 'Mentors', and 'parent' means all those having parental responsibility for a child/young person. Children/young people can derive a good deal of educational benefit from taking part in visits with their school. At Kirkdale, St Lawrence we believe that educational visits give children the opportunity to develop skills and undergo experiences not available in the classroom. The purpose of this policy and guidance document is not to restrict or constrain these activities but to support them by providing a planning framework that clarifies and endorses the concerns for the health, safety and welfare of children/young people, staff and others, held by Liverpool City Council. **Health and safety considerations supersede educational aims at all times.** The duty owed by the Council to ensure the health, safety and welfare of employees and others who may be affected by the Council's work is extended to any group member involved in educational visits where there is some responsibility for care. Parental approval will be obtained for all categories of visit. Governing bodies should be informed of all categories of visit, their approval being required for category (iii), (iv) and (v) visits. Informal arrangements for the organisation of visits that take place within a school closure period or where the visiting party is comprised of children/young people and supervising adults from more than one school will still comply with the policy detailed in this document. This policy will be issued to all staff involved with educational visits. Finally all those involved with organising and undertaking educational visits will realise their legal obligations as regards health and safety, being 'in loco parentis' (where applicable) and in the importance of undertaking regular 'headcounts'. In 2001 Disability Discrimination Act was amended by the Special Education Needs and Disability Act 2001. This amendment makes it unlawful for schools, colleges and other education providers to discriminate against disabled people. None of these bodies may treat disabled children or young people less favourably or put them at a "substantial disadvantage". They have to make reasonable adjustments (changes) to solve problems. All will take reasonable steps to amend any policies, procedures or practices that discriminate. The law also covers the way schools admit children/young people, the way they are taught and the way they are provided services such as educational visits or 'after school clubs'. Any special aids, which an individual may require whilst at school, should be provided via the Special Education Needs System, not by an individual school. This Policy is a 'living document', and as such will be regularly reviewed and updated by the local authority in light of any pertinent developments in statutory duties, national or local codes of good practice and experience.

PLANNING AN EDUCATIONAL VISIT

TYPES OF VISIT

Visits can be categorised into three categories, these are:

Category A

These are activities that present no significant risks. They should be supervised by a teacher who has been assessed as competent by the LA or Educational Visit Co-ordinator, where appropriate, to lead the activity. Examples include walking in parks or field studies in environments presenting no technical hazards.

Category B

These comprise some higher-risk or higher-profile activities. LA approval is required for this category of activity. Safe supervision requires that the Group Leader should as a minimum, have undergone familiarisation specific to the activity and / or the location. The Group Leader will have to be approved as suitably competent by the LA, and hold any necessary qualification/award. Examples include; walking in non-remote country, camping or cycling on roads.

Category C

This is the most demanding category. It includes all those activities that if not school-led, would be in the scope of the Adventure Activities Licensing Regulations 1996. LA approval is required for visits in this category. In the case of sports, where safe supervision requires the leader to complete some prior test of his/her specific competence, such testing might include a recognised course of training, the recorded accumulation of relevant experience or an assessment of competence by an appropriate body. The range of visits offered to children and young people is further categorised by whether the visit is to be residential or abroad: -

- i) Visit as part of a regular curricular activity within School with nonhazardous activities - Category A; e.g. a visit to the local park or library.
- ii) Visits not usually part of the school day / Youth Club hours that may extend beyond the end of the school day with non-hazardous activities – Category A; e.g. a visit to Chester as part of a 'Romans' topic.
- iii) Visits including an overnight stay – Category A/B; e.g. a visit to a European Country as part of language studies.
- iv) Visits of one day or less involving hazardous activities – Category B/C; e.g. visit to do rock climbing or abseiling.
- v) Visits including an overnight stay and involving hazardous activities – Category B/C; e.g. staying in an outdoor activity centre and taking part in canoeing or other hazardous activities.

LA approval is not required for visits in categories (i) and (ii), however schools should employ this policy document as a basis to develop their own guidelines of good practice for such visits. LA approval is required for all visits in categories (iii), (iv), and (v).

Hazardous Activities

The activities listed below require LA approval.

School will complete an EVOLVE submission and submit it at least 28 days in advance. The appropriate type of activity will be indicated (The submission may cover more than one field): Is this an Overseas visit? Is this a Residential visit/activity? Will this event include an Adventurous Activity led by an External Provider (not school staff)? Will this event include an Adventurous Activity led by a member of school staff?

Hazardous activities include:

Multi Activities - led by External Provider such as Kingswood or PGL	All activities in 'open' country (see guidance)	Abseiling	Air activities (excluding commercial flights)
'Extreme' sports	All other forms of boating (excluding commercial transport)	Water skiing	Walking near Water (such as beach or canal)
Underground exploration	Use of powered safety/rescue craft	Visits Trampoline Parks	Theme Park
Swimming (all forms, excluding UK public pools)	Surfing	Snowboarding	Slope Snorkel and aqualung activities
Skiing - Indoor or Dry	Shooting and archery	Sea-level traversing and coastering	Sailing / windsurfing / kite surfing
Rowing and Sculling	Rock climbing (including indoor climbing walls)	River/gorge walking or scrambling	Paintballing Rafting or improvised rafting
Open country activities and field studies	Orienteering	Mountain Biking Off road cycling	Motor sport – all forms
Moorland, fell and mountain activities	Low and high ropes courses	Kite flying/surfing	Ice Skating
Horse riding	Hill walking and Mountaineering	High level ropes courses	Fishing
Farm Visits	Expeditioning	Coastering/coastal	Climbing
Caving / potholing	Canoeing	Camping Canal boating	Battle Ships
Archery	scrambling/sea level traversing	<i>This list is not exhaustive; if in doubt school will seek advice from the LA Outdoor Education Officer</i>	

EXPLORATORY VISITS

An exploratory visit will be made, where possible, by any person who is to lead a group abroad, on a residential visit or who is to instruct or lead the group in an outdoor activity such as trekking in a location that is not familiar to them.

In other cases an exploratory visit will be undertaken to ensure that the venue is suitable, safe and meets the aims and objectives of the visit and can meet any other required needs.

Particular attention will be given to the potential for adverse weather conditions and the dangers presented by them, for example; flash floods, snow, frost, mud slides etc.

The exploratory visit will be used to assist in undertaking an assessment of the areas and levels of risk. Where an exploratory visit is not feasible the Group Leader will, as a minimum requirement, obtain specific information in writing or virtually from the proposed venue, other schools that have used the venue, local organisations, or Tourist Boards that will enable a suitable assessment of risk to be undertaken.

STAGES FOR PLANNING A VISIT

The stages outlined below can be used as a tick list for use when organising a visit. There is a more comprehensive Educational Visit Checklist within the appendix.

Outline proposal to Head Teacher, Governing Body or Targeted Youth Service Area coordinator to seek approval in principle

Visit's aims & objectives
 Likely date, duration, venue
 Participant & staffing arrangements
 Resources and estimated costs
 Outline approval of LA for high-risk visits. If unsure of the category of your visit contact the Outdoor Education Officer at the LA for advice

PLANNING

Contact the venue; ensure it is suitable for the visit (see section 11)

Decide on transport details (see sections 8, 11 & 12)

Decide on Group Leader/Supervisors & adult volunteers (see section 4)

Decide on funding and budget arrangements (see section 13)

Undertake a risk assessment one generic risk assessment may cover several similar visits (see Section 6)

Undertake an exploratory visit if required (see Section 3.3)

Substantive detailed proposal to Head Teacher, Governing Body
Provide full details of:

Risk assessment and intended hazard control measures (see section 6)

Emergency procedure and Home/School Contact (see section 14)

Transport arrangements (see sections 8, 11 & 12)

Insurance arrangements (see section 7)

Costs (see section 13)

Group membership (see section 4)

Staffing details; relevant qualifications & experience (see sections 4 & 5).

Contingency plans e.g. bad weather activities planned.

<p align="center">Low Risk (i) (ii)</p> <p align="center">↓</p> <p align="center">Approvals</p> <ul style="list-style-type: none"> • Head Teacher/Governing Body <input type="checkbox"/> • Inform parents as necessary <input type="checkbox"/> <p align="center">↓</p> <p align="center">Information to accompany visit</p> <ul style="list-style-type: none"> • Home/school contact information <input type="checkbox"/> • Checklist of those on visit <input type="checkbox"/> 	<p align="center">High Risk (iii), (iv), (v)</p> <p align="center">↓</p> <p>Information Provision</p> <ul style="list-style-type: none"> • Information pack for parents; to allow them to make an informed decision <input type="checkbox"/> • Parents briefing evening (meet the supervisors/Group Leader) <input type="checkbox"/> <p align="center">↓</p> <p align="center">Approvals</p> <p>Head Teacher/Governing Body</p> <ul style="list-style-type: none"> • Parental consent for visit and for any activities that require additional consent e.g. swimming during the visit <input type="checkbox"/> • Final approval from the LA <input type="checkbox"/> <p align="center">↓</p> <p align="center">Visit Information</p> <ul style="list-style-type: none"> • All information required for the Visit Emergency Pack <input type="checkbox"/> • All information required to complete the Home-base/School Emergency Pack <input type="checkbox"/>
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Visit

Brief pupils/those going on the visit

Go on the visit monitoring risks at all times

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Evaluate

Evaluate visit

ROLES & RESPONSIBILITIES

RESPONSIBILITIES OF THE LOCAL AUTHORITY

Schools will contact the Healthy Lifestyles Officer in the first instance if advice is required on any aspect of educational visits. LA will:

- ♣ Monitor educational visits (their aims and objectives) carried out by schools and other relevant facilities including all visits that involve an overnight stay, trip abroad and/or hazardous activity.
- ♣ Monitor processes and procedures prior to educational visits; carry out 'spot checks' during visits with appropriate intervention when necessary. The outcome of such monitoring may be reported back to the relevant Governing Body or where necessary to all facilities involved with educational visits.
- ♣ Ensure all those involved with organising and undertaking an educational visit are aware of the importance and timing of undertaking head counts.
- ♣ Spot check the competencies and qualifications of any adult who wishes to take charge of a hazardous activity.
- ♣ Maintain a register of staff that are competent and available to lead specific adventure activities.
- ♣ Be responsible for keeping relevant documentation and guidance up to date taking into account changes in the law and best practice.
- ♣ Ensure that suitable and sufficient risk assessments are completed, with particular attention to detail before any overnight stay, trip abroad or hazardous activity takes place.
- ♣ Periodically check the suitability of contractors used by schools for teaching hazardous activities. This will involve checks of risk assessments as well as qualifications of staff that teach the activities.
- ♣ A bulletin will be issued to all schools highlighting all new guidance and relevant information relating to health and safety and educational visits. This will pinpoint any action schools need to take.
- ♣ Provide an emergency contact number for schools, academies, and Targeted Youth Service groups to use in the event of an incident.
- ♣ Appoint an officer, who will have suitable experience, competencies and qualifications to undertake the role.
- ♣ This post is located within School Improvement Liverpool and will provide liaison with the council press office and emergency planning unit in the event of an incident

Training of staff and other. LA will:

- ♣ Provide training, guidance and advice to the Educational Visits Coordinators and monitor their work.
- ♣ Provide written guidelines for governors and head teachers including advice on risk assessment.
- ♣ Assist in arranging the provision of relevant training for any member of staff that requires it; in order to improve competence in organising and undertaking educational visits.

RESPONSIBILITIES OF THE GOVERNING BODY

The governing body will ensure that the Head Teacher and the Educational Visits Co-ordinator are supported in matters relating to educational visits including the provision of suitable resources and expertise to enable them to effectively fulfil their responsibilities.

The Governing Body will ensure that there is a mechanism to formally convey all information relevant to managing health & safety to a newly appointed head teacher, whether an external or internal appointee.

The governing body will:

- ♣ Evaluate relevant available governor training.
- ♣ Ensure that educational visits offer value, have specific and stated aims and objectives, and are appropriate to the age and abilities of the group.
- ♣ Assess the suitability of all travel, accommodation and communication arrangements. Paying particular attention to visits involving an overnight stay, travel outside of the U.K. or those involving hazardous activities; submitting said proposals to the LA where appropriate.
- ♣ Ensure that the Head Teacher / Group Leader inform the Governing Body regarding less routine visits well in advance.
- ♣ Help to ensure the adequacy of educational visit planning and preparation including the involvement of children/young people in the planning stage and ensure that early planning and previsits take place where required, and the results are acted upon.
- ♣ Ensure that the Head Teacher / Group Leader demonstrate how their plans comply with relevant regulations and guidelines, including the school's Health & Safety Policy and that the Head Teacher/Group Leader reports back to the Governing Body after the educational visit.
- ♣ Ensure that a suitable and sufficient Educational Visit Risk Assessment has been carried out, ensuring hazards have been identified, assessed and managed, relevant training has been addressed and appropriate safety measures are in place including overnight security.
- ♣ Ensure the adequacy of staff qualifications/competence to undertake suitable risk assessments and participate in visit activities. All training will be recorded and should be able to be tracked, including the number of staff and helpers and their qualifications, competencies and experience.
- ♣ Ensure that bookings are not completed until external providers have provided all the necessary assurances.
- ♣ Ensure that the Head Teacher and the Educational Visits Co-ordinator have taken all reasonably practicable measures to include children/young people with special educational, physical or medical needs on an educational visit.
- ♣ Consider concerns raised by children/young people and parents as well as any staff concerns and suggestions for improvement.

RESPONSIBILITIES OF THE HEAD TEACHER

- ♣ Head Teacher will ensure that Educational Visits comply with relevant regulations provided by the LA, the Governing Body and the school's own Health and Safety Policy.
- ♣ Head Teachers will ensure that the Group Leader is competent to monitor risks.
- ♣ Head Teachers will ensure that there is somebody to fulfil the role of Educational Visits Coordinator who will be responsible for all off-site educational visits. That person will be fully aware of current LA policy and other advice.
- ♣ Head Teachers will be clear about their role if taking part in an educational visit. They may wish to act as a group member, supervisor, or the group leader. However if the Head is not the designated group leader they will follow the instructions of the group leader who will have sole charge of the visit.

Head Teacher will ensure that:

Organisational arrangements of the visit

- ♣ The Educational Visits Co-ordinator fulfils his/her duties in relation to the visit.
- ♣ Group Leaders are allowed sufficient time to organise educational visits properly.
- ♣ Non-teacher Supervisors on the visit are competent to supervise children. Adult volunteers other than staff who are employed by the school, who are acting as supervisors, on residential activities should have an enhanced Disclosure and Barring Service DBS check and barred list check. Where possible, any adult volunteers who regularly help the school by acting as supervisors on day visits have an enhanced DBS check. Adult volunteers who are providing help on a "once off basis" need not have a DBS check but will work under direct supervision.
- ♣ The ratio of supervisors to children/young people is appropriate (see later)
- ♣ All those involved with organising and undertaking an educational visit are aware of the importance and timing of undertaking headcounts.
- ♣ The visit aims and objectives are included and stated in pre-visit documentation.
- ♣ The group leader, supervisors, nominated school / home-base contacts, and where appropriate the LA, have the names of all adults and children/young people travelling in the group and the contact details of parents, teachers, other supervisors and next of kin
- ♣ Significant issues identified during exploratory visits have been satisfactorily resolved with hazards and related controls being noted within an appropriate risk assessment.
- ♣ The educational visit venue address, telephone number and a contact name are known by all parties and any required accreditation and verification of activity providers have been checked.
- ♣ The mode of travel is appropriate and comprehensive vehicle insurance is in place.
- ♣ The travel times out and back and drop-off/pick-up points are agreed and known by all parties.

- ♣ There is adequate and relevant insurance cover for the entire educational visit

Approval of the visit

- ♣ Arrangements are in place to make the Governing Body aware of all educational visits and that they have the opportunity to ask questions about particular visits.
- ♣ The LA and / or the Governing Body have approved the visit where appropriate
- ♣ Parents have signed consent forms
- ♣ The head teacher will only approve the visit when they are satisfied that all necessary arrangements are in place for it to be undertaken without unacceptable risks to safety and health.

Funding

- ♣ Appropriate consideration will be given to financial management and obtaining best value.
- ♣ Banking arrangements are in place to separate the educational visit's receipts from other school funds and private accounts.
- ♣ Surplus funds will be saved and put towards an educational visit for the same group of children.
- ♣ Arrangements made to fund visits will be compliant with the school's charging policy

Training of staff and others

- ♣ Sufficient time and other necessary resources will be made available for the Educational Visits Coordinator to arrange / provide, where required, an induction and other relevant training for staff and volunteers prior to an educational visit.
- ♣ The Group Leader or others are suitably competent (qualified and experienced) in any activities that they are required to provide instruction and is familiar with the location or centre where the activity will take place. Further training will be provided where a need is identified.

Emergency procedures

- ♣ Relevant teachers will be made aware of, and understand, the LA guidance on emergency planning (e.g. School Emergency Management Plan SEMP) in relation to the visit. Training will be provided for relevant staff.
- ♣ The school has robust emergency procedures in place in case of a major incident on an educational visit.
- ♣ The Educational Visits Co-ordinator will brief and provide written information to the Group Leader and supervisors about the emergency procedures as part of the educational visit briefing
- ♣ All those involved with organising and undertaking an educational visit will be aware of the importance and timing of headcounts.
- ♣ Serious incidents, accidents and near misses will be investigated, reported and recorded as required by both RIDDOR and the City Council's Health and Safety Unit. Records should be regularly reviewed, information from which, should be used in improving arrangements in future visits.

- ♣ There are two nominated Emergency School / Home-base Contacts, who have the authority to make significant decisions. They are adequately briefed / trained as to their role, be competent and contactable at all times during the visit, hold the emergency information and are able to respond quickly to the demands of an emergency.
- ♣ Child protection procedures are in place.
- ♣ A procedure is in place to ensure parents are informed quickly regarding any accident or incident by a School/home-base contact.
- ♣ The Educational Visits Co-ordinator will impress upon parents the necessity of providing more than one VALID emergency contact telephone number.
- ♣ Contractors (tour operators or activity/transport providers) will have adequate emergency support measures, and these measures link into the school's emergency procedures.

Medical requirements

- ♣ Adequate first aid provision will be made including trained first aiders.
- ♣ Arrangements will be made for the particular medical and special educational needs of all group members.

Contingency plans

- ♣ There will be an adequate contingency plan for any delays or visit programme timetable alterations including an early or late return home.
- ♣ There will be an adequate contingency plan covering situations such as staff illness and the need to change routes or activities during the educational visit. This plan should form part of the parental consent notification.

Evaluation of visit

- ♣ Educational visits will be evaluated to improve the operation of future visits and to identify any training needs.

RESPONSIBILITIES OF THE SCHOOL'S EDUCATIONAL VISITS CO-ORDINATOR

The Educational Visits Co-ordinator will be directly responsible to the Head Teacher as much of the responsibility of that position relates to assisting the Head Teacher in the effective implementation of the school's health and safety policies. The Co-ordinator will be involved in the planning and management of all educational visits led by school staff and others and will receive specific training from School Improvement Liverpool as needed

The Educational Visits Co-ordinator will:

- Make organisational arrangements of the visit
- ♣ Comply with the School Improvement Liverpool Educational Visit Policy.

- ♣ Liaise with School Improvement Liverpool and the Healthy Lifestyles Officer to ensure that educational visits are organised in accordance with SIL Educational Visits Policy including undertaking risk assessments.
- ♣ Ensure planning includes meetings with relevant Activity Centre staff.
- ♣ Ensure overall co-ordination is maintained when a visit involves the party being accommodated at, and or operating from more than one centre and to ensure the Group Leader has contact with individual Activity Centre Supervisors.
- ♣ Assign competent people to lead or supervise the visit.
- ♣ Ensure Disclosure and Barring Service checks are in place, where required, for any adult other than an employee of the school or youth group.
- ♣ Identify co-ordinators and leaders of specific activities that may be required during the visit prior to the educational visit taking place and ensure their level of competence, relevant experience and qualifications are suitable.
- ♣ Ensure all activity leaders are aware of any advice and associated guidance for the activities they are leading, in particular the risk assessment process.
- ♣ Ensure all those involved with organising and undertaking an educational visit are made aware of the importance and timing of undertaking headcounts.

- Approval of the visit

- ♣ Support the Head Teacher and Governors with approval and other decisions.
- ♣ Work with the Group Leader to provide full details of the educational visit beforehand so parents can give or refuse consent on a fully informed basis. Obtain written confirmation of parental consent or refusal.
- ♣ Ensure that the LA is provided, where applicable, with a completed approval request form at the earliest opportunity, and in any case, before any educational visit arrangements are finalised and prior to offering the educational visit to children / parents. Provide details of any amendments to the original submission at least 28 days prior to the educational visit taking place.

- Training of staff and others

- ♣ Assess the competence of those who have specific responsibilities such as the Emergency School / Home-base Contacts as well as those going on the educational visit such as group leaders, and other adults. This may be done with reference to accreditations from awarding bodies, practical observation of skills and verification of relevant experience.
- ♣ Assist in organising the general training of group leaders and other adults going on a visit including hazard awareness training, first aid and other emergency procedures.
- ♣ Assist in organising a thorough location-specific induction of the Group Leader and other relevant adults taking children/young people on an educational visit. Emergency procedures

- ♣ Check that emergency arrangements including a suitable 'emergency plan' are in place and there are two nominated Emergency School / Home-base Contacts. The plan should be agreed with Head Teacher and known by those leading the educational visit.

- ♣ Keep records of individual educational visits including any near misses, accidents and incidents.

- ♣ Prepare a contact checklist of all going on an educational visit and ensure the Group Leader and the nominated Emergency School / Home-base Contacts have a copy of it.

- Evaluation of Education Visits

- ♣ Monitor and review systems for managing educational visits taking into account any health and safety shortfalls, accidents or near misses during the visit. Assist the Head Teacher in identifying any training or organisational needs.

RESPONSIBILITIES OF THE GROUP LEADER

The Group Leader has overall responsibility for the supervision and conduct of those on the visit, and will have regard to the health and safety of the group. The Group Leader will have been either appointed or approved by the Head Teacher or the Governing Body

The Group Leader will:

- Organisational arrangements of the visit

- ♣ Comply with the LA's Educational Visit Health and Safety Policy.

- ♣ Appoint a deputy. Brief the Emergency School/Home-base Contacts; ensure they are clear in their role.

- ♣ Clearly define each Group Supervisor's role and ensure all roles have been assigned.

- ♣ Be able to control and lead children/young people of an age and ability appropriate to the visit.

- ♣ Be familiar with the location or centre where the activity is to take place and if expected to instruct be suitably competent (experienced / qualified) to do so.

- ♣ Be aware of issues relating to safeguarding and also inclusion.

- ♣ Undertake with the assistance of the Educational Visits Co-ordinator/ Targeted Youth Service Team Leader the complete planning and preparation of the educational visit including arranging suitable visit insurance cover. ♣ Undertake and complete, with the assistance of the Educational Visits Co-ordinator an appropriate risk assessment of the educational visit and related activities

- ♣ Have sufficient information on the children/young people who are to participate in a proposed educational visit to assess the suitability of the visit and to make an informed decision about whether an individual child/young person should participate.

- ♣ Ensure that the ratio of supervisors to children/young people is appropriate to meet the needs of the group and any intended visit activities

- ♣ Ensure that the group's teachers and other supervisors have the relevant details of any special educational or medical needs of pupils which will be necessary for them to fulfil their roles.

- ♣ Ensure parents/guardians are aware of how to prepare their children for the educational visit.
 - Approval of the visit
- ♣ Obtain the Head Teacher's agreement prior to any educational visit taking place.
 - Training and preparation of staff and others
- ♣ Undertake briefings of parents, pupils and other relevant people prior to educational visit.
- ♣ Ensure that teachers and other supervisors are fully aware of what the proposed educational visit involves during its planning stage and those expected to lead activities have the necessary competence, qualifications and experience to do so.
 - Emergency Procedures
- ♣ Ensure that adequate first aid provision is available including a suitably trained first aider.
- ♣ Consider terminating the visit if the risk to the health and safety of the children/young people or other group members become unacceptable and have in place procedures for such an eventuality.
- ♣ Ensure that Group Supervisors have details of and the ability to contact a School/Home-base
 - Contacts.
- ♣ Ensure that the Emergency School / Home-base Contacts have a copy of the visit's emergency procedures and other relevant information and that he/she understands it.
- ♣ Have to-hand during the visit a contact checklist of all going on an educational visit and have the details of, and the ability to contact, two nominated Emergency School / Home-base Contacts.
- ♣ Report any significant accidents or incidents to a nominated School / Home-base Contact.
 - Evaluation
- ♣ Review the educational visit and activities and provide advice to the Head Teacher and Educational Visits Co-ordinator where adjustments may be necessary

RESPONSIBILITIES OF TEACHERS, ADULTS & CHILDREN / YOUNG PEOPLE

Responsibilities of Teachers

Teachers on educational visits act as employees of the LA or of the governing body, whether the visit takes place within normal hours or outside those hours, by agreement with the Head Teacher and governors. They will do their best to ensure the health and safety of everyone in the group and act, as any reasonable parent would do in the same circumstances.

They will:-

- ♣ Follow the instructions of the Group Leader and help with group control and discipline.
- ♣ Report any accidents or incidents to the Group Leader.

♣ Consider terminating the visit or the activity, notifying the Group Leader, if they think there is an unacceptable risk to the health and safety of the children/young people in their charge or any other group member.

Responsibilities of Adult Volunteers and Support Workers

Non-teacher adults on the visit will be clear about their roles and responsibilities during the visit. They will be aware of the aims and objectives of the visit and of any special needs of group members.

Adult volunteers and support workers will: -

- ♣ Do their best to ensure the health and safety of everyone in the group; and act as any responsible parent would do in similar circumstances.
- ♣ Not be left in sole charge of children/young people except where it has been previously agreed as part of the educational visit's risk assessment. Persons who have not had a Disclosure and Barring Service DBS check will never be left in sole charge of children/young people.
- ♣ Follow the instructions of the Group Leader and teacher-supervisors and assist with group control and discipline.
- ♣ Inform the Group Leader or teacher-supervisors if concerned about the health and safety of group members at any time during the visit. Report any accidents or incidents to the Group Leader.

Responsibilities of Children

The Group Leader will make it clear to children that they will: -

- ♣ Not take unnecessary risks and pay attention to and follow all safety instructions.
- ♣ Follow the instructions of the Group Leader and other supervisors including those at the educational visit venue.
- ♣ Dress and behave sensibly and responsibly.
- ♣ Bring any personal equipment or clothing required, look after it and any borrowed equipment.
- ♣ Be aware of, and where appropriate follow the country code and the school's code of conduct, e.g. take litter home.
- ♣ When abroad be sensitive to local codes and customs.
- ♣ Treat each other with respect and look out for anything that might hurt or threaten themselves or anyone in the group and tell the Group Leader or supervisor about it.

Children will be excluded from going on an educational visit where their behaviour is considered to be an unacceptable potential danger to themselves or to the group and following a suitable risk assessment, and considering DDA requirements it is deemed that sufficient controls cannot be reasonably put in place. The educational aims of the visit for these children should be fulfilled in other ways wherever possible.

RESPONSIBILITIES OF AND COMMUNICATION WITH PARENTS

Information to Parents

Parents and guardians will be able to make an informed decision on whether their child should go on a particular educational visit. The Head Teacher or Group Leader will ensure that parents are given sufficient information in writing and are invited to any relevant briefing sessions or presentations to assist them in making the decision. Separate consent will be sought for residential and hazardous activities, however for routine educational visits that form a regular part of the school curriculum parents may be informed once via a letter and parental consent may be sought annually.

The following information will be provided to parents: -

- Date and duration of the educational visit.
- Educational visit or activity objectives.
- Detail of the cost of the visit or activity in consideration of the school's charging policy.
- Details of any existing or additional visit insurance cover.
- Times of departure and return and the location where the participants will be collected from and returned to – parents will agree to meet their child on return including arrangements for an early return (written agreement where necessary regarding meeting any additional costs for an early return).
- Details of travel arrangements including modes of transport and the names of any travel companies used.
- The size and gender mix of the group, details of local or remote supervision including the names and relevant competencies/qualifications of the Group Leader and other accompanying staff and adults.
- Details of accommodation including its name address and telephone number(s) of the final destination as well as those of any other overnight or en-route stops. Other details provided should include on-site security arrangements.
- Details for the provision of special educational, dietary, or medical needs.
- Details of any activities planned (specifying any hazardous activities) and how they will be supervised and assessed risks managed.
- Procedures for dealing with participants who may become ill or injured and other relevant emergency contact procedures. An emergency contact number should be given to parents
- Expected codes of conduct.
- Equipment, clothing and pocket money required on the visit as well as details of what should not be taken or brought back from the educational visit.
- Details of any inoculations or other medication (e.g. salt tablets etc.) that may be necessary.
- Before proceeding with residential visits, visits abroad, when engaging in potentially hazardous adventure activities or where the group will be remotely supervised parents will be both informed in writing as well as

being encouraged to attend a briefing meeting/presentation where the information may be expanded upon and any written communications can be explained verbally. Briefings or presentations will be attended by the Educational Visit Co-ordinator and the Group Leader and / or supervisors who will be actually leading the groups during the visit. This will allow parents to question the actual leader of the visit. A record will be kept of parental questions, concerns raised, and action taken to address them. Any relevant information arising out of the briefings/presentations will be given to all parents including those unable to attend. Appropriate and clear language will be used in any communication to parents concerning educational visits, in order to minimise potential misunderstanding. Where English is a second language or is not spoken by parents it will be necessary to arrange for interpreters.

Parental Consent and Responsibilities

Parents or guardians will prepare their child for the educational visit; for example, by re-enforcing the educational visit's code of conduct and providing suitable clothing etc. Parents will be asked to agree arrangements for any circumstances where it may be necessary to send a child home early and where necessary agree to meet any costs.

It is important that parents recognise their responsibility regarding the educational visit, as such they will: -

- Fill in and sign the Parental Consent Form.

A consent form will be completed for each group member. Generic consent forms may be used for routine educational visits that form a regular part of the school curriculum but high risk and residential activities will each have their own consent form.

- ♣ Provide a contact address and where possible two emergency contact telephone numbers.
- ♣ Recognise that child's behaviour will not put themselves or others in danger.
- ♣ Provide personal details of their child including relevant details of any allergies, phobias, injuries or medical conditions and / or any other medication or dietary requirements.
- ♣ Provide sufficient quantities of any medication that may be required and agree the arrangements for its safe keeping and administration with the Group Leader.
- ♣ Provide the name, address and telephone number of the child's GP.
- ♣ Provide details as to whether the child suffers from travel sickness, toileting difficulties or has any night-time tendencies such as sleepwalking (for residential visits).
- ♣ Provide any other relevant information that the parent thinks should be known.
- ♣ Provide appropriate clothing and equipment.
- ♣ Meet with the Group Leader or Educational Visits Co-ordinator who has organised the visit in order to resolve any queries.

Medical Consent

This forms part of the parental consent. Parents will be asked to agree to their child receiving emergency treatment where it is considered necessary by medical authorities. If parents do not agree to this, Head

Teachers may decide to withdraw the child from the visit given the additional burden of responsibility this would place upon the Group Leader.

If parents withhold consent

If parents withhold consent the child will not be taken on the educational visit. In such circumstances and where possible the curricular aims will be delivered to the child in some other way. If parents give a conditional consent the relevant Head Teacher will need to consider whether the child is to be taken on the educational visit or not given the additional burden of responsibility this would place upon the Group Leader.

Contact between parents and pupils

Head Teachers and / or Group Leaders will ensure that parents can contact their child and the Group Leader in the event of a home emergency, either directly or via an Emergency Contact. For non-routine educational visits arrangements will be made for parents to be informed by the school, of the group's safe arrival at the final destination and / or at agreed travel stages. Arrangements will be made and agreed with parents so as to allow children/young people who may wish to speak to their parents individually to do so.

RESPONSIBILITIES OF THE EMERGENCY HOME / SCHOOL CONTACT

The Emergency School / Home-base Contact will be a responsible adult (usually a senior member of staff) who can be available to respond to an incident throughout the duration of the visit.

The School / Home-base Contact will never be the parent of one of the children or young people participating in the visit, as they need to be emotionally detached from any situation that may arise.

The School / Home-base Contact will be familiar with Liverpool City Council's Educational Visits Health and Safety Policy. It is advisable to have more than one School / Home-base Contact if the educational visit or activity is to last more than one day. If there is more than one, the School / Home-base Contacts, contacts will make such arrangements between themselves as necessary to ensure the availability of at least one of them at all times.

The Group Leader will hold all School / Home-base Contact telephone numbers.

The Emergency School / Home-base Contacts have the following duties: -

- ♣ Ensure that they have all the relevant information about the visit in the 'Home-base Emergency Pack'
- ♣ Keep the 'Home-base Emergency Pack' by their telephone along with a pen and paper for making notes.
- ♣ Be prepared to receive a phone call from the Group Leader on arrival at, and / or return from the venue. Record any phone calls regarding the visit on the pre-planned phone call sheet.

SUPERVISION & STAFFING RATIOS

For every educational visit there will be a designated Group Leader who oversees the entire visit and has the overall responsibility for supervision during the visit. It may be necessary for groups to be split during the educational visit when undertaking particular activities. Each sub-group should have a competent supervisor.

Supervision will be most effective, when all supervisors and group members clearly understand the aims and objectives of the educational visit and supervisors have a reasonable knowledge of the children (including any special educational, medical needs or disabilities), and when the educational visit and activities are carefully risk assessed and managed safely. This includes laying down clear guidelines for standards of behaviour, which all on the educational visit will adhere to. As long as there is adequate supervision, not all supervisors need be on duty all the time, however duty supervisors need to be able to respond appropriately to emergencies. Duty supervisors will not consume alcohol or be under the influence of any other substance. Supervisors who are off duty are expected to behave in a professional manner.

HEADCOUNTS

Whatever the length and nature of the educational visit, regular head counting of children will take place. Headcounts will be taken by a responsible member of staff using a checklist of names.

Headcounts will be taken at every departure and at suitable times during a visit.

When undertaking the headcount the checker will physically see the person before ticking their name on the checklist.

All Supervisors should carry a list of all children and adults involved in the educational visit at all times.

Children, particularly in years 1 to 3 should be easily identifiable, especially if the visit is to a densely populated area. Hi-visibility bibs or caps may be used here if needed.

SUPERVISORY AGREEMENTS WITH ACTIVITY PROVIDERS

Many groups attend day or residential educational visits to centres or organisations that provide activity sessions. It is important to remember that overall pastoral care for the group remains with the Group Leader and competent Supervisors with the support of designated responsible adults. Activity coaches and instructors will be appropriately qualified and competent. They are responsible for the technical care of the group during any activity sessions they manage. It is vital to agree a handover of responsibility for children at the start and end of an activity session. To avoid problems, the handover should be explicit to all group members and instructors, be in a known place and involve the Group Leader.

ADULT TO CHILD / YOUNG PERSON RATIOS

Activity and Visit Leaders will ensure that young people are supervised in accordance with the principles of "Effective Supervision", requiring them to take account of:

- The nature of the activity (including its duration).
- The location and environment in which the activity is to take place.
 - The age and gender (including developmental age) of the young people to be supervised.
- The ability of the young people (including their behavioural, medical, emotional and educational needs).
- Staff competence.

This means that arrangements for supervision will take into account the nature of a group and the individuals in it. It is therefore important that, when planning a repeat visit or a series of activities, the previous plan (no matter how well it worked in the past) is reviewed to ensure it meets current group needs. Ratios are a risk management issue, and will be determined through the process of risk assessment. It is not possible to set down definitive staff/student ratios for a particular age group or activity. As a general guide for visits to low risk sites; for example, a museum under normal circumstances, supervisory ratios might be: -

- ♣ 1 adult for every 6 children in school year 1 to 3 (under 5s reception class would have a higher ratio, it is not unusual for this to be 1:1).

- ♣ 1 adult for every 10 to 15 children in school year 4 onwards.

- ♣ Please note when organising residential visits or visits abroad there will be a minimum of 3 adults; this is in case a member of the supervisory team is injured, taken ill or requires to be accompanied to hospital. In rare cases where 3 members of staff are not available, a robust system will be in place and clearly risk assessed to cover any eventuality.

School will use a framework for assessing requirements for ratios and effective supervision (SAGED):

Staffing: who is needed/available? The plan will work within the limits of available numbers, abilities and experience.

Activities to be undertaken: what do you want the group to do and what is possible?

Group characteristics: prior experience, abilities, behaviour and maturity, any specific or medical/dietary needs.

Environment: indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; and the ease of communications between the group and base. Do not overlook environments to be passed through between venues. For residential visits consider the accommodation and surrounding area. For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions.

Distance: how far are you away from school or emergency support?

The table on the next page offers more detailed guidance which applies where the Group Leader and Supervisors are experienced and competent and should be used as a starting point when considering ratios:

Local Visits Visits in the local area close to support at school/base (minimum 2 staff recommended)	Reception better than 1:6 Years 1-3 1:6 Years 4-6 1:10-15 Years 7-13 1:15 (one supervisor per activity or supervision group)	A minimum of one qualified and competent Group Leader is needed for every group or class; they can be
Day Visits More than 60 miles or one hour from school/base (minimum 2 staff recommended)	Reception better than 1:6 Years 1-3 1:6 Years 4-6 1:10-15 Years 7-13 1:15 (one supervisor per activity or supervision group)	supported by other responsible adults. Please note minimum ratios are not recommended but small working groups of 6 -12 remain the target.
Residential Visit, UK or abroad (minimum of three supervisors recommended, any less needs a thorough risk assessments and emergency management plan)	Reception better than 1:6 Years 1-3 1:6 Years 4-6 1:10 Years 7-13 1:10 (one supervisor per activity or supervision group, these do not include any centre residential staff)	Supervisors should reflect the gender of the group wherever possible
Open Country Working by water or away from a road or building	Reception better than 1:6 Years 1-3 1:6 Years 4-6 1:10 Years 7-13 1:12 (one supervisor per activity or supervision group, these do not include any centre residential staff)	Overall group sizes above 20 are not recommended at any one location at a time (supervision and sustainability issues). Similarly large groups should not be moving together in convoy. The numbers of qualified leaders will depend on the risk assessment.

Parents and volunteers may be asked to supplement the supervision ratio. They will be carefully selected and ideally they will be well known to the school. Anyone who has not had a Disclosure and Barring Service DBS check will never be left in sole charge of children/young people. Teachers, staff and other adult-supervisors will ensure that whenever possible they are not alone with a child/young person. This provides protection for all parties. The ratios and supervision strategies will be complemented by a clear knowledge of the competence of those supervisors, volunteers and other responsible adults.

The Need for a Higher Level of Supervision

Aside from the generic advice given on ratios within this section, the educational visit risk assessment will identify a suitable adult to group member ratio. The assessment will take into account the visit venue, its environment, the Group Leader's and Supervisor's qualifications, competencies and experience, as well as the age and experience of the children / young people in the group.

The number of adults will be increased if: -

- ♣ It is found that the environment or location of the educational visit site or activity presents significant hazards; e.g. poor visibility, poor security including risk of terrorism or prevailing physical hazards.
- ♣ If it is known that a group's, or an individual group member's behaviour or needs (education, physical or medical), requires particular management. This could mean a ratio as low as 1:1 in some circumstances with additional staff not being tied into other agreed supervision ratios.

♣ Teachers/Youth Leaders are inexperienced and are accompanying the group as part of an 'apprenticeship' to gather experience; this may mean them not being included in calculated supervision ratios.

CROSSING ROADS

This is undoubtedly one of the more dangerous activities that our group leaders and supervisors will manage.

If possible there will be three supervisors present when crossing a group across a main road.

The following control measures may be used in drawing up such a procedure: -

- ♣ Where possible staff will pre-visit the location; map out the intended walk route, so as to avoid the need to cross busy roads as far as is practicable.
- ♣ Where crossing a road is unavoidable, a safe crossing site will be chosen; where visibility is good in both directions (at least 100 metres) and there is a suitable collection point on both sides of the road; an area off the road preferably a pavement area.
- ♣ The group will be gathered on the inside of the pavement area at least one metre from the kerb.
- ♣ A wave of group members in controlled numbers crossing the road is favoured over the "crocodile approach".
- ♣ A manageable number of children will be decided that can cross in a controlled line, line them up parallel to the kerb.
- ♣ One Group Supervisor will be positioned over the road before crossing the group. The group will approach the roadside on a suitable signal or command.
- ♣ If there are three Supervisors present, one will remain in control of the group at the set off point, one will remain at the collection point and one will cross the road with the group. Where there are two Supervisors, one supervisor will walk the group half way across the road to be met by the other supervisor who will continue walking the group to the collection point. The first supervisor will return to the remainder of the group at the set off point.
- ♣ Great emphasis will be placed on crossing roads and understanding traffic direction when abroad.

RISK ASSESSMENTS

Risk assessment and risk management are legal requirements. For educational visits it involves a careful examination of what could cause harm during the course of the visit. Risk assessment will be proportionate to the hazards associated with the visit. Those visits which require local authority approval will be assessed formally and assessments recorded, for day to day low risk activity a more flexible approach will be used. It does not require professional health and safety expertise but may require specialised information for some types of visit. The Head Teacher will ensure the person assessing the risks is competent to do so. The aim of the risk assessment is to ensure nobody gets hurt or becomes ill during the course of, or as a result of the educational visit. Examples of risk assessments common to Educational Visits are found under the resources tab on EVOLVE, these are guidance documents and will be modified according to individual group trips.

A risk assessment involves five simple stages: -

1. Identify the hazards.

Identify what could reasonably be expected to cause harm. Concentrate on significant hazards, or those that could harm several people.

2. Decide who might be harmed and how.

Consider children/young people, teachers, youth workers, helpers, leaders and others who could be affected by the visit activities.

3. Evaluate the risks.

Regarding how likely it is that harm will be done and the severity of the likely outcome. You have to decide for each significant hazard whether the risk is high (an accident likely with the possibility of serious injury or loss), medium (there is a possibility of an accident occurring causing minor injury or loss) or low (an accident is unlikely with control measures in place). Decide what safety measures need to be in place to get rid of the hazard, or reduce the risk so harm is unlikely. Control measures should be practical and be understood by those involved. It is likely that some risk will remain after all the control measures have been put in place but this risk will be low.

4. Record your findings and control measures.

You will record the significant findings from the assessment. You will be able to demonstrate that a proper check was made, the assessment acknowledges those who may be affected, all significant hazards were dealt with, the precautions to be put in place are reasonable and the remaining risk is low.

5. Review and revise your assessment.

This should be carried out annually or when necessary. On return to school note any hazards that arose which might affect future visits. For further guidance the Health and Safety Executive has produced a leaflet "5 Steps to Risk Assessment" available from the City Council's Health and Safety Unit. For all visits that involve hazardous activities (categories B and C as described in section 3 "Planning an Educational Visit" of the policy document) and for all residential activity risk assessments should be completed on LA form 2, found under resources on EVOLVE. For low risk activity (category A as described in section 3 "Planning an Educational Visit" of the policy document) assessments will be recorded, either as models in schemes of work or can form part of lesson plans, or can be recorded by completing LA form 2, found under resources on EVOLVE.

INSURANCE ARRANGEMENTS FOR EDUCATIONAL VISITS

No educational visit will go ahead unless there is adequate insurance in place. The LA's Liability Insurance cover for schools is a combination of external insurance and self-insurance arrangements, educational visits are covered by external insurance. Kirkdale, St Lawrence CE contributes to the Liverpool City Council's service level agreement for insurance/risk services are covered by this scheme.

Schools will ensure that centres to be visited are suitably insured, e.g. they will ask for documentary evidence of public liability insurance cover. Venues that are not adequately insured will not be used.

Kirkdale, St Lawrence CE will also ensure all vehicles used for transport during an Educational Visit carry fully comprehensive business use insurance.

Liverpool City Council Insurance is only valid if a risk assessment has been uploaded to evolve and signed off by the headteacher and the LA in the case of an adventurous activity. Visits requiring cover by the educational visits insurance are those for which Local Authority approval is required. All other educational visits such as non-residential or low risk activities (such as a museum visit) are covered by the "self-insurance scheme" managed by the LA.

TRANSPORT

MINIBUS POLICY

Vehicles will:

- Be regularly and suitably maintained & inspected. A designated member of staff will hold the responsibility for overseeing maintenance and care of the minibus. Any defects will be reported immediately and appropriate remedial action taken. All necessary repairs will be carried out before use. Maintenance and other records will be kept for at least 3 years. Containers of fuel will NOT be carried.
- Carry a suitable fire extinguisher. E.g. foam/carbon dioxide, and will be readily available for use.
- Have clearly indicated emergency exits. Passengers will be made aware of them.
- Have suitable first aid provision (at least two first aid boxes) readily available for use.
- Have passenger and driver seat belts fitted and available for every person on the minibus, the driver is to ensure they are used.
- Ideally have high back seats to protect against whiplash. Vehicles with side facing seats will not be used.
- Have adequate wheelchair & passenger restraints provided where wheelchair users are to use the minibus.
- Have a register of all adults authorised to drive the minibus and their competencies e.g. undertaken MIDAS assessment. A record of the use (Vehicle Mileage/Log) of the minibus will also be maintained.
- Have an Operating Permit. A minibus that is used to carry passengers for "Hire or Reward" is normally classed as a Public Service Vehicle (PSV). It will therefore comply with PSV Operator Licensing and Passenger Carrying Vehicle Driver Licensing requirements. Some schools and voluntary organisations may be exempted from these requirements if they are eligible for a 'Minibus Permit' granted under section 19 of the Transport Act 1985.
- Have an approved towing bracket if it is necessary to connect a trailer to the vehicle. Drivers unfamiliar with towing trailers will take a practice drive to master manoeuvring and reversing. Trailers will be suitably maintained and inspected. A second adult will assist the driver in confirming that trailer lights work properly before commencing a journey. A maximum speed limit of 50 mph. will be observed when towing.

Drivers will:

- Be at least 21 years of age.
- Hold a suitable full driving license.

- Have successfully completed suitable training and assessment.
- Have appropriate health and driver training records.
- Notify the Head Teacher if there is any change in their circumstances that may affect their suitability to drive
- Carry out a vehicle check prior to using the vehicle.
- Be familiar with the vehicle and highway codes before carrying passengers.

Minibus Driver Entitlement

Voluntary drivers who hold Category B (post 1997 car entitlement) can drive a minibus if all the following are met:

- ♣ The driver has held a Category B licence for at least 2 years.
- ♣ A non-commercial body is using the minibus. (this includes school)
- ♣ The driver can not be compelled by his employer to drive.
- ♣ Driver is only paid out of pocket expenses and not specifically for the driving.

The minibus can be operated for "hire or reward" if a (Section 19) Minibus Permit is held and the following additional conditions are met: -

- ♣ The minibus has a capacity of up to 16 passengers.
- ♣ The driver is aged 21 or over.
- ♣ The maximum weight of the minibus is not more than 3.5 tonnes. This excludes any specialist equipment for the carriage of disabled passengers were a maximum weight of 4.25 tonnes will be permitted in certain circumstances.
- ♣ The driver cannot tow a trailer.

Driver Responsibilities

- ♣ Prior to using the minibus the driver will check the essential elements of the vehicle (see "General driver pre-journey checks", below) and report any defects in writing.
- ♣ If a major defect occurs en-route, the journey will stop until the defect has been repaired by a competent person. Our drivers will have access to a mobile phone for use in case of emergency but will not be used by the driver whilst driving.
- ♣ Luggage will be stowed safely and neatly so it does not obstruct gangways or exits. Roof racks when used, should have goods evenly distributed on them and suitably secured.
- ♣ Drivers are legally responsible for the vehicle they are driving and will observe current legislation for driving, (speeding, parking restrictions etc).

- ♣ It is the driver's responsibility to ensure the vehicle is not overloaded with passengers or goods and that seatbelts are worn.
- ♣ Drivers will never drink or be under the influence of any other substance and drive. Alcohol can remain in the blood for up to 24 hours, therefore it is considered good practice that alcohol is not consumed 12 to 24 hours before driving.
- ♣ If drivers become tired or unwell they will stop at a suitable place until they recover.
- ♣ Drivers are responsible for returning the bus in a suitably clean and tidy condition.
- ♣ In case of fire or other emergency, a driver's primary responsibility is the health and safety of their passengers by ensuring they leave the vehicle quickly to an area of safety. They will be protected from other vehicles as far as possible.
- ♣ The fighting of engine or other fires is best left to the emergency services.
- ♣ Drivers will ensure that passengers are suitably supervised. An additional adult will act in a supervisory capacity for journeys with young children, disruptive children or those with educational needs.

Drivers Hours

- ♣ Before starting out on a journey due consideration will be given to the time to be spent 'at work' (not simply behind the wheel) and the distance to be covered. Wherever possible a relief driver will be carried to cater for a long journey or in case of illness.

In addition : -

- ♣ Drivers will take a break of at least 15 minutes after driving for 2 hours.
- ♣ Drivers will not be behind the wheel for more than 6 hours during a working day
- ♣ The length of a driver's working day will not exceed 10 hours i.e. between starting work (not just starting driving) and finishing.

General driver pre-journey checks

- ♣ The vehicle handbook that lists the manufacturer's details; covering the design and operational standards will be available to the driver.
- ♣ Brakes and steering operate correctly.
- ♣ All lights, instruments and horn operate correctly.
- ♣ Windscreen wipers and wash operate correctly. Adequate supply of windscreen wash fluid.
- ♣ Correct fluid levels – fuel, oil, brakes, coolant etc.
- ♣ First aid kits are in place.
- ♣ Fire extinguisher, is in place.
- ♣ Windows clean and there is good visibility.

- ♣ Tyres will be free of cuts and cracks, correctly inflated and have a minimum of 2.0mm of tread.
- ♣ All luggage and other objects will be suitably and safely stored.
- ♣ Spare tyre carried, in good condition, satisfactorily inflated. Wheel changing equipment present.
- ♣ Internal (and external mirrors where fitted) are in good condition and correctly aligned.
- ♣ Seat belts are working correctly

THE USE OF PRIVATE CARS

It is common when small groups are going off site for the Group Leader, supervisors, other staff and adult volunteers to use their own cars, for transporting group members providing that: -

- ♣ The Head Teacher has agreed the use of private cars as part of their overall transport policy.
- ♣ Any money paid for its use is not more than the vehicle's running costs (no hire or reward) and arrangements for any payments are made or agreed before the journey.
- ♣ Evidence is provided that the vehicle is insured fully comprehensively and for business use.
- ♣ The driver recognises they have a duty of care to passengers, road users and others and are known to be responsible adults.
- ♣ Simple checks will be made to confirm the vehicle's road-worthy condition such as MOT.
- ♣ Evidence of driving ability will be drawn on and if necessary simple checks made.
- ♣ Cars will not be overloaded.
- ♣ Each passenger will have their own seat and suitable seatbelt.
- ♣ If private cars are to be used for long journeys there will be arrangements made (RAC, AA etc.) for breakdown assistance and recovery.
- ♣ The names of the children being transported in each car will be kept by the school so that in the event of an accident the school is aware of the children who are involved.
- ♣ Parent/adults are never alone with any child/young person.
- ♣ Driver's licences will be checked.
- ♣ Seat belts are working and if applicable correctly fitted child seats are used.

HIRING OF COACHES

Our primary consideration in the carriage of children is safety, where numbers make the use of minibuses impractical coaches will be used. Legislation requires that coaches have seat belts. Staff supervising on coaches will check that all group members are all wearing their seat belts. There is no requirement for younger children travelling on a coach to be held in a child car seat or booster seat. They will use the existing seat belt system. Kirkdale, St Lawrence CE will ensure we use reputable coach companies with proven maintenance checks and policies such as a tyre aging policy.

USE OF PUBLIC SERVICE VEHICLES (BUSES)

Some groups may wish to use a public service bus as a means of transport or as a learning experience for children, this is a useful exercise. If used staff will choose times to travel where buses are empty and will have sufficient space for the whole group to be seated. The journey will be risk assessed and sufficient staff will be taken to ensure the children are suitably supervised. The group will remain seated until the stop is imminent. Supervisors will indicate to the children when to stand to leave the bus, a member of the supervisory team will be the last member of the group to leave the vehicle. This means of transport is not appropriate for large groups of children.

SWIMMING ON EDUCATIONAL VISITS

The opportunity will arise for children to swim during an Educational Visit, either using swimming pools or in open water. Group Leaders will ensure that relevant regulations are adhered to. If the requirements outlined below cannot be met, swimming will not be permitted. Prior permission will be obtained from the parents or guardians of any pupil, prior to including them in swimming activities.

SWIMMING IN PUBLIC POOLS

Free swimming in a public pool presents greater risks to the swimmer than organised swimming lessons. A basic rule is that the group will be observed at all times. School will check if there is constant supervision by a sufficient number of qualified lifeguards. Group Leaders will follow the recommended supervision levels at the pool for their group as a minimum standard.

A minimum ratio will be:

School years 4 to 6 = 1 adult per 12 children/young people

Teachers will monitor the risks of regular swimming activities and adjust supervision levels as necessary.

For all swimming pool Educational Visits, the Group Leader will check: -

- ♣ The water is clear and its temperature is appropriate.
- ♣ The depth of the water is suitable for the activity, e.g. deep enough for safe swimming or shallow enough to allow children to stand up during swimming lessons. There will be signs clearly indicating the water's depth.
- ♣ If supervisors or children with disabilities are to use the swimming pool ensure there are suitable facilities for their needs; especially in the event of an emergency evacuation.
- ♣ There is poolside communication e.g. telephone, intercom or emergency alarm button.
- ♣ There is suitable poolside rescue equipment and if there is someone trained to use it. ♣ There is a suitable changing room for each gender.
- ♣ That the changing facilities are safe and hygienic.

- ♣ That clothes and belongings can be stored securely.
- ♣ That group members have been instructed in how to behave in and around the water.

Supervision

The Group Leader has overall responsibility of children/young people during the educational visit. The Group Leader will ascertain that lifeguard cover is provided by the swimming pool operator. If there are no qualified lifeguards available children/young people may not use the pool. Staff/appointed adult may only act as a lifeguard if they hold a Royal Lifesaving Society National Pool Lifeguard Qualification stating their competence to affect a rescue from a depth greater than or equal to the depth of the pool being used.

The Group Leader or an appointed assistant will observe the group from the poolside and be prepared to alert the lifeguard if a child/young person is in difficulty. This observer will be conversant with pool operating regulations and emergency procedures.

The Group Leader will ensure that: -

- ♣ Group members know how to summon help in an emergency.
- ♣ Group members are aware of the signal for leaving the water.
- ♣ Group members are counted in and out of the water.
- ♣ Good discipline and pool rules are observed at all times.
- ♣ Rough play; such as 'bombing', running and unnecessary noise are forbidden.

Medical considerations

The Group Leader will be aware of children/young people with any medical conditions that may affect their safety or that of others during the activity. In the case of epilepsy, the instructor will be made aware of whom the child/young person is and will be provided with brief information as to the form the seizures take. Medical clearance will be obtained from both the parents and medical practitioner. Epileptics may be required to have a spotter to provide one-to-one supervision whilst in the pool.

Diving

Diving may only take place where the water has a vertical depth of at least 1.5 meters and a forward clearance at this depth of a minimum of 7.6 meters and will be supervised by a competent supervisor who has no other responsibilities during the lesson.

SWIMMING IN OPEN INLAND WATERS

Regulations prohibit swimming in open inland water. The only exception is where swimming takes place as part of a water-sports activity such as canoeing, which will only be permitted if it forms part of the organised programme and it will be in accordance with relevant Local Authority Regulations.

SWIMMING IN THE SEA

Swimming in the sea will not be permitted

FARM VISITS

PRIOR TO THE EDUCATIONAL VISIT

Regard will be given to the following issues prior to the educational visit taking place: -

- ♣ Staff will prepare the children/young people thoroughly so they know what to expect, and what is expected of them (see code of conduct) during the educational visit.
- ♣ Staff will ensure all those attending the educational visit wear suitable clothing and footwear.
- ♣ Staff will ensure all those attending the educational visit have been informed of any specific hazards.
- ♣ Children/young people will not be allowed in animal pens.
- ♣ Staff will preferably undertake an exploratory visit to check the farm suitable for the intended educational visit. It will be well managed, have a good reputation for safety standards, animal welfare and maintain suitable washing and other welfare facilities that can be used by the visiting party.
- ♣ Staff will ensure that the farmer or the farm manager is fully aware of the limit of the visiting group's knowledge and awareness of the countryside and of agriculture.
- ♣ Staff will discuss and agree the visit requirements, organisation (especially emergency arrangements) and programme of activities with the farmer or site manager.

CODE OF CONDUCT

All those involved in a farm visit will be informed of the required code of conduct prior to the visit and knowledge of that code checked, it will then be constantly enforced during the visit. The farm-visit code of conduct will include the following: -

- ♣ Listen carefully and follow the instructions and information given by the Group Leader and supervisors.
- ♣ Do not use or pick up tools (e.g. spades, forks etc.) unless permitted to do so by farm staff and the Group Leader/supervisors.
- ♣ Do not ride on tractors or other machinery.
- ♣ Do not climb on walls or into animal pens.
- ♣ Approach animals quietly and gently.
- ♣ Do not frighten or torment animals.
- ♣ Do not play in the farm area.

HYGIENE ON THE FARM

The risk of infection at a farm can be readily controlled by good hygiene practices, these will include -

- ♣ Ensure there are adequate levels of supervision to ensure suitable control.
- ♣ No eating or drinking allowed outside of designated eating areas.

- ♣ Do not eat food that has fallen on the ground.
- ♣ Do not suck fingers or put pens, pencils or other objects your mouth.
- ♣ Wash hands, especially before eating, after any contact with animals and before leaving the farm.
- ♣ Wear appropriate clothing including suitable footwear (Wellingtons / boots).
- ♣ Clean or change footwear before leaving the farm, then wash hands.
- ♣ Cover all cuts and grazes especially on the hands with a waterproof dressing.
- ♣ Do not place your face against the animals or kiss animals.
- ♣ Do not taste any animal foodstuffs. If a member of the group shows signs of illness (e.g. sickness or diarrhoea) after the visit, they and / or their parent / guardian will be advised to contact the doctor and explain that they have had recent contact with animals.

FINANCING

CHARGING FOR SCHOOL ACTIVITIES

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

Educational Visits Schools cannot charge for:

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside of school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the child/young person is being prepared for at the school, or part of religious education
- For the cost of supply teachers to cover for those teachers who are absent from school accompanying children/young people on a residential visit.

Schools can charge for:

- Board and lodging and the charge must not exceed the actual cost.

Transport

Schools cannot charge for:

- transporting registered children/young people to or from the school premises, where the local authority has a statutory obligation to provide transport;
- transporting registered children/young people to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a child/young person to meet an examination requirement when he has been prepared for that examination at the school;

- transport provided in connection with an educational visit.

Voluntary Contributions – please see Charging and Remissions Policy

CHARGING FOR ADULTS

The exact supervision ratio will be decided by the generic guidance within this document, advice from the LA, as well as a result of risk controls identified in the visit or activity risk assessment. If adults / Group Supervisors are to be taken beyond these requirements they will not be directly or indirectly subsidised by the parents of the educational visit group. Any free places being offered by a commercial company subsidising or funding a visit or activity will be taken by qualified / experienced members of staff who are directly contributing to the supervision ratios.

SURPLUS FUNDS

If following an educational visit or activity there is a surplus of funds; the money will be returned as an equal share to each contributor, pro-rata for those that have made part payments, unless there is a clear declaration and written agreement (consent) on what the money will be used for. With written consent surplus monies would normally be placed in the school visit fund or used to support other ventures

EMERGENCY PROCEDURE

EMERGENCY PLANNING

The Home-base Emergency Pack

This emergency pack will remain with the Emergency School / Home Contact and be kept conveniently by their telephone along with a notepad and pen. The following information will be contained within the pack:

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- ♣ The responsibilities of the Emergency School / Home Contact
- ♣ The procedures to be followed by the Emergency School / Home Contact
- ♣ Information regarding individual visit insurance arrangements
- ♣ Details of any alternative (bad weather) programme.

Any other necessary relevant information such as the details of the planned travel route and any arranged stop-off points and a pre-planned Phone Call & General Contact Record Sheet.

Copies of the following records will be contained within the home base emergency pack: -

- ♣ The Application for the approval of educational visits by the Head Teacher, Governing Body or LA (suitably completed). (Print off of EVOLVE submission form)
- ♣ Risk assessment
- ♣ Parental consent forms containing emergency contact information for each Group Member. An emergency contact will be provided for adult Group Members.
- ♣ Summary Contact Checklist of pupils/young people and any staff or adult volunteers attending the visit.

- ♣ A supply of Liverpool City Council's Accident/Incident report record forms.

The Visit Emergency Pack

This pack will be taken with the GROUP LEADER and DEPUTY GROUP LEADER and be readily accessible during the visit along with a notepad and pen.

The following information will be contained within the pack: -

- ♣ The responsibilities of the Group Leader
- ♣ The procedures to be followed by the Group Leader
- ♣ Emergency procedures
- ♣ Information regarding individual visit insurance arrangements
- ♣ Details of educational visit programme.
- ♣ Details of any alternative (bad weather) programme.
- ♣ Equipment checklist.
- ♣ Any other necessary relevant information such as the details of the planned travel route, any arranged stop-off points and a pre-planned Phone Call & General Contact Record Sheet including information on specific needs such as medication.

Copies of the following records will be contained within the visit emergency pack: -

- ♣ The Application For The Approval of Educational Visits By the Head Teacher, Governing Body or LA (suitably completed). (Print off of EVOLVE submission form)
- ♣ Risk assessment
- ♣ Parental consent forms containing emergency contact information for each group member emergency contact will be provided for adult group members.
- ♣ Summary Contact Checklist of pupils/young people and any staff or adult volunteers attending the visit.
- ♣ A supply of Liverpool City Council's Accident / Incident report record forms.
- ♣ Checklist of pupils / adults on the visit (containing no confidential information), for use when undertaking headcounts

FIRST AID ARRANGEMENTS

Adequate and appropriate first aid provision will be made available for all out-of-school activities. First aid will form part of the educational visit risk assessment. Before undertaking any off-site activities the Head Teacher and Group Leader will assess the level of first aid that may be required and agree the appointment of a person to be responsible for first aid arrangements during the visit. For local low risk activity a person holding an emergency first aid qualification will be sufficient. The Group Leader and other Group Supervisors/Members will know names and locations of First Aiders during the visit. This information will be kept in the in the Emergency Pack.

Numbers & Competencies of First Aiders

The Group Leader will make an assessment of first-aid needs appropriate to the circumstances of each educational visit. The aim of first aid is to reduce the effects of injury or illness suffered during the educational visit, either caused by the activities or by some factor outside the Group Leader's control. First-aid provision will be 'adequate and appropriate in the circumstances'. This means that sufficient first-aid personnel and facilities will be available to give immediate assistance to casualties with both common injuries or illness and those likely to arise from hazards associated with specific activities planned during the educational visit as well as to summon an ambulance or other professional help. The Group Leader will decide the number, and level of qualification of First Aiders that will be adequate and appropriate. The person/people chosen to be the First Aider(s) on an educational visit will be selected on the basis of being competent, suitably qualified, and able to act in an emergency and having a degree of organisational ability.

First Aid Kits

Portable first aid boxes for use on educational visits will be readily accessible at time of need, e.g. kept on board the coach during the journey. All minibuses are required by law to carry two first aid boxes. The educational visit supervisors will hold a suitably stocked number of portable first aid boxes children/young people will not have free access to first aid boxes.

Transportation

In general, if a group member requires hospital treatment for injury or illness, an ambulance will be called by dialling 999. At the Group Leader's discretion, an injured or sick adult or child may be taken home by taxi or car, provided they are accompanied by a responsible person, other than the driver, who is known to the child. If private transport is to be used the Head Teacher / acting Head Teacher will authorise a nominated member of staff as the driver; ensuring that the driver is adequately insured (Business Use Insurance Cover) to drive the vehicle.

Administration of Medication during an Educational Visit

If pupils need to take medication during an educational visit, parents will inform the Head Teacher of this requirement either in writing or in person. Parental permission and medicine administration instruction will be provided to the Group Leader. Medication will be collected in its original container, and details of dosage will agree with instruction given by parents. Medication will be kept in a securely controlled medical store or held where appropriate by a suitable person until it is required. A written record will be kept of times and dosages of medications administered, the record will be signed and witnessed.

Emergency Details

If a participant is admitted to hospital, the Group Leader will inform the Emergency School / Home base Contact and refer to the Emergency Contact List which includes details of contact telephone numbers to inform parents, these details will be kept by the Group Leader.

IN THE EVENT OF AN ACCIDENT OR INCIDENT

All accidents must be recorded and reported to the school. The more serious accidents are required to be reported to the Council's Occupational Safety and Health Unit via the Council's electronic accident form

available on the Council's intranet or EVOLVE. Some accidents are required to be reported to the Health and Safety Executive.

IN THE EVENT OF AN EARLY OR LATE RETURN FROM A VISIT

The Group Leader will contact the Emergency School / Home-base Contact with the reason for the change of plan and the revised expected return time. The Emergency School / Home-base Contact will make a note of any change and inform parents with the latest expected return time, if appropriate

IN THE EVENT OF NOT RECEIVING A PRE-PLANNED CALL

If the Group Leader has not called at the agreed time, the Emergency School / Home-base Contact will wait a reasonable time (e.g. one hour) before trying to contact them as they may simply be running behind schedule. If the Group Leader or Deputy Group Leader cannot be contacted after this time, contact the intended venue as they may be able to offer an explanation, for instance delays due to heavy local traffic. Contact the travel company or tour operator, as they may assist in locating and contacting the visit coach or minibus.)

ACCIDENT REPORTING PROCEDURE

COUNCIL REPORTING PROCEDURES

Schools are required to report accidents, near-miss events and violent incidents to the Health and Safety Unit on the accident e-form within 24 hours. Minor incidents will be recorded in the school/facility Accident Book. Group leaders will ensure that suitable incident report forms are included in the visit emergency pack during an educational visit on which to note the details of accidents/incidents.

Minor injuries to non-employees (e.g. pupils volunteers, members of the public injured as a result of the groups activities) i.e. cuts, bruises or grazes needing no more than on-the-spot first-aid during an educational visit - enter accident details in the Visit Emergency Pack. Details can be transferred to the School/Facility Accident Book on return from the visit. Notify parents of pupils on return.

Any accident resulting in:

- Any injury (regardless of how minor) to a member of City Council staff (e.g. teachers, youth workers etc.)

OR

- Any significant injury to non-employees (e.g. pupils volunteers, members of the public injured as a result of the groups activities) that results in the injured party requiring expert medical attention (e.g. more than just first aid; going to a walk in centre, hospital or seeing their GP) ... is reported to the City Council's Health and Safety Unit within 24 hours via the accident e-form. The link to this form is available the Health, Safety and Wellbeing web page of the Council's Intranet. All accidents will have proportionate investigations undertaken.

HEALTH AND SAFETY EXECUTIVE REPORTING PROCEDURES

In addition to the above requirements to report to the City Council 'The Reporting of Injuries Diseases and Dangerous Occurrence Regulations 1995' (RIDDOR), requires that, any accident at work or in connection

with a work activity to an employee or non-employee where there is a fatality, major injury, prescribed disease or dangerous occurrence or an accident which results in an employee taking more than three days off work, 4 days or more including non-working days e.g. weekends, or not being able to undertake their usual role e.g. being put on light duties for more than 3 days, as a direct result of that accident, will be reported to the Health and Safety Executive.

In cases of death or major injuries, you will notify the enforcing authority without delay by reporting online or you can telephone 0345 300 9923. All other reporting will be done online. In addition any accident will be reported to the HSE that results in an injury requiring a non employee to go straight from the scene of the accident to hospital OR where an employee is admitted and stays in hospital for more than 24 hours.

More information on RIDDOR reporting is available on HSE website <http://www.hse.gov.uk/riddor>

School will send copies of accident investigations and the RIDDOR reference number to the Health and Safety Unit. A copy of any completed RIDDOR report forms will be emailed to the Health and Safety Unit inbox

Completed: March 2023