

Exmouth Community College



Management of Outdoor Education, Visits and Off-Site Activities Policy

Policy Details	Date
Policy Written	Graham Allen
Policy Reviewed by Governors	Resources Committee
Policy ratified by governors	06.03.18
Review Cycle	Annually
Policy Review date	Spring 1 2019

Policy for the Management of Outdoor Education, Visits and Off-Site Activities

1. Introduction

This policy covers all off-site visits and activities organised through the college and for which the Governing Body and Principal are responsible. The Governing Body endorses the Devon County Council /Torbay Council policy document “*Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2016*” (OEVOSA) as the basis for the college’s policy for the management of visits and off-site activities. The purpose of this policy is to explain *how* the overall OEVOSA policy will be applied in practical terms at a local level, and in particular, the specific roles, responsibilities and arrangements that will apply at Exmouth Community College. This policy also complements and should be read in conjunction with the college’s Health & Safety and Safeguarding Policies.

2. Responsibilities of the Principal

The Principal will:

- ensure all visits and off-site activities have specific and appropriate educational objectives
- have overall responsibility for the approval of all visits and activities, based on compliance with the OEVOSA document and recognised good practice, even where this task may have been delegated to another named person
- ensure that all off-site visits, and especially residential visits, are carried out with reference to the Safeguarding Policy and Staff Code of Conduct
- ensure that there is a suitably experienced and competent Educational Visits Co-ordinators (EVC) to oversee adherence to the OEVOSA policy and that the tasks associated with this role are clearly outlined in this policy
- ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group
- provide relevant induction, training and other Continuous Professional Development opportunities for staff involved in the provision of visits and off-site activities
- ensure that for all off-site visits and activities risks have been assessed, the significant findings of these assessments recorded and any appropriate safety measures implemented accordingly
- At Exmouth Community College the day to day administration of these responsibilities has been delegated to the Deputy Principal (Curriculum)

2. Responsibilities of the Deputy Principal (Curriculum) – Lead EVC

Although holding the ultimate responsibility, the Principal has delegated specified tasks to a suitably experienced and competent EVC. The EVC is responsible for carrying out the following agreed tasks and attending the relevant training and update training provided by the Local Authority (LA).

The Lead EVC is Graham Allen (Deputy Principal – Curriculum)

The functions delegated to the EVC are:

- to establish monitoring systems to ensure that educational visits are undertaken in accordance with OEVOSA and the college specific arrangements named in this policy (see Appendix A – Arranging Off Site visits)
- to ensure that the management of visits and off-site activities is informed by an appropriate risk assessment
- to draw up the Standard Operating Procedures for ‘routine and regular’ visits and activities

- to ensure that approval and endorsement arrangements for all visits are in accordance with OEVOSA requirements
- to provide staff with support, advice and information that they need to comply with OEVOSA requirements
- to ensure that leaders and staff have any relevant qualifications and are competent to lead and support particular visits and activities as outlined in OEVOSA
- to ensure that procedures to inform parents and to obtain their consent where necessary are in place
- to ensure that appropriate emergency arrangements are in place for visits and off-site activities
- to review accident and incident reports relating to visits and off-site activities to ensure that any lessons are learnt
- to ensure that any third party provider / contractor / coach has been vetted for competence in accordance with the requirements of OEVOSA.
- to manage and update the Evolve website, including updating staff lists and training records
- to act upon any non-compliance with this policy

3. Responsibilities of the Assistant Educational Visits Co-ordinators

As Exmouth Community College is a large establishment the administrative tasks relating to organising visits are carried out by two Assistant EVCs. One works in the Youth Office and assists with visits during the school year and the other is employed to coordinate Activity Week in the Summer Term.

Names of Assistant EVCs: Louise Passmore (Youth Office) and Louise Stortenbeker (Activity Week)

The functions delegated to the Assistant EVCs are:

- to be the initial principal contact with the LA over planned visits in order to raise any queries.
- to liaise with Visit Leaders to compile necessary documentation for EVOLVE.
- to provide the Lead EVC with the necessary documentation to process an EVOLVE entry
- to maintain accurate records of visit planning
- to liaise with Accounts to ensure clear communication and appropriate payment schedules
- to alert the Lead EVC to any non-compliance with this policy

4. Responsibilities of the Visit Leader

The Visit Leader will:

- have overall responsibility for the supervision and conduct of the visit or activity
- obtain approval and, where appropriate, LA endorsement for the visit in line with OEVOSA and the specific arrangements of this policy prior to undertaking the activity
- assess the risks to staff, young people and members of the public presented by the visit or activity in order to identify and implement any safety measures. This process will be undertaken in line with the arrangements described in section 8 of this policy
- carry out specific activities in accordance with the detail of OEVOSA

- use the school planning process to ensure all procedures have been followed
- vet any third party provider / contractor / coach for competence in accordance with the requirements of OEVOSA
- brief all supervising staff, volunteers and pupils in roles, responsibilities and expectations
- inform parents about the visit and gain their consent in accordance with arrangements described in OEVOSA
- establish appropriate emergency and contingency arrangements for the planned visit or activity which will include the identification of sufficient First Aid cover
- continually re-assess risks during the activity and make adjustments accordingly

5. Responsibilities of additional members of staff taking part in visits and off-site activities

Members of staff, volunteers and parent helpers should:

- Assist the Visit Leader to ensure the health, safety and welfare of others including young people on the visit
- Take time to understand their roles and responsibilities whilst taking part in a visit or activity.

6. Responsibilities of pupils

Whilst taking part in off-site activities pupils also have responsibilities about which they should be made aware by the Visit Leader or other members of staff, for their own health and safety and that of the group. Young people should:

- Avoid unnecessary risks
- Follow instructions of the party leader and other members of staff
- Behave sensibly, keeping to any agreed code of conduct
- Inform a member of staff of safety concerns

7. Responsibilities of parents

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity parents should:

- support the application of any agreed code of conduct
- inform the party leader about any medical, psychological or physical condition relevant to the visit
- provide an emergency contact number
- Provide consent in accordance with the requirements of OEVOSA

8. Risk Assessment

The College is committed to a wide variety of outdoor activities, many of which will be repeated over each academic year where the risks will be very similar or the same. Therefore, when visits are 'routine and regular' in that they occur repeatedly each academic year, the measures taken to control these risks are listed in the Standard Operating Procedures (SOP) in Appendix B. These are the control measures that will apply to all such visits and off-site activities and have been drawn up by the EVC and will be brought to the attention of anyone undertaking the role of Visit Leader.

In assessing the risks presented by a planned visit or activity, the Visit Leader must judge if the SOP are adequate for controlling the risks. For each visit/activity, the SOP document will

be generated electronically and the Visit Leader will *either* confirm these as adequate for the proposed visit/activity *or* the additional control measures needed will be listed in the final enhanced risk assessment column.

Any ad hoc visit which is not repeated regularly, plus any activities delivered by school staff falling within the definition of Category B, will have a separate stand-alone risk assessment, as will any overseas Category C visit. This process will be undertaken by the Visit Leader who, whilst being supported by the EVC, will be competent and equipped to complete this task. To meet statutory requirements and to ensure sufficient communication with other staff involved, this risk assessment will be recorded using the risk assessment format in Appendix C.

9. Approval of off-site activities

The Lead EVC will be responsible for approving all off-site activities subject to assurances that arrangements are in line with this policy and risks are adequately controlled. This includes approving the Visit Leader for each visit or off-site activity.

There are 3 categories of visit:

Category A:

Non-adventurous visits i.e. visits to local places of worship, farms, public places etc

Non-adventurous residential visits i.e. cultural visits to towns/cities etc

Category B:

Adventurous visits where activities are *delivered* by school staff (i.e. Ten Tors, kayaking etc)

Adventurous day visits led by external providers (i.e. visits to climbing centres, a pony trekking centre etc)

Adventurous residential visits to outdoor centres

Category C:

Visits of all types outside the UK

In-line with the requirements of OEVOSA, details of Category B and C visits will be uploaded to the Evolve on-line system to facilitate the approval by the EVC ahead of final endorsement by the Local Authority Adviser for Outdoor Education.

The policy of *Exmouth Community College* is that Category A visits will be uploaded to the Evolve system to allow Governors, the Headteacher and the EVC to monitor the management of off-site visits.

10. Safeguarding

The safety and welfare of children is paramount. Staff on residential visits complete a safeguarding log on their return. In the event of a safeguarding issue or concern being identified during the trip or visit, the visit leader should follow the College's child protection/safeguarding policy and procedures. All staff and volunteers on the trip should be made aware of these before the trip or activity takes place. Arrangements should be in place to enable contact with one of the College's Designated Safeguarding Officers outside normal college hours if necessary. Contact details should be communicated to all staff/volunteers on the trip (as well as the visit leader) in case the safeguarding concern is about the visit leader.

11. The provision of training and information

A copy of this policy, along with the overall OEVOSA document, will be made available to all staff within the college who may be responsible for participating in off-site visits and activities and to any parent requesting a copy. Access will also be made available to the overarching OEVOSA policy, and additional guidance information, via the Babcock LDP website:

www.babcock-education.co.uk/ldp

The Principal will ensure that staff leading or participating in visits are competent for the activities involved. When required, specific training will be undertaken and competencies maintained in accordance with the requirements of OEVOSA. This process will be overseen by the Lead EVC and records of qualifications will be uploaded to the Evolve system.

12. Action in the case of emergency

The Lead EVC will ensure that emergency arrangements are in place before approving visits. The Visit Leader will identify these arrangements via a process of risk assessment as described in section 8 above. Where necessary, this assessment must include the identification of contingency plans. It will also include the identification of sufficient First Aiders, as well as emergency contact details which must include a school contact for outside normal hours if necessary. Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the school health and safety policy. Accidents and incidents will subsequently be reviewed within the school to identify any learning points.

13. Monitoring and review

The governing body will monitor the application of this policy in operational practice by an annual reports to the Full Governing board

The Governors will review this policy:

- Annually
- After any significant changes to the management of outdoor education locally
- After any significant changes to the OEVOSA document
- After an incident

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Chair for the Governing Body

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Date

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Principal

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Date

APPENDIX A -Procedure for organising visits

a]	A proposal form (Exmouth Community College Visits Form 2017/ 2018 (Pink)) should be passed to the Visits Committee and agreed before any information is sent to parents or students and before any commitment is made. Proposal forms are obtainable from both Staffrooms. The form (including any letters and the budget) should be passed to Heather White in Accounts in the first instance.
b]	If companies, tour operators, etc are being used such companies must be fully insured and have appropriate accreditation. Details should be sent to the Deputy Principal [Visits] with the proposal form. For Category B/C visits OR if the visit requires additions to the SOPs, a relevant risk assessment should also be attached to the proposal. (Form SOE 6)
c]	Once the activity has been agreed in outline, the activity will be entered in the College calendar. Louise Passmore will meet with the leader and offer guidance on gaining County approval . The committee may reject a proposal or ask for further details.
d]	The required information must be given to Louise Passmore in time for County approval to be sought. Please note a SOE 6 (Risk Assessment) is needed for ALL Category B/C visits and SOPs need to be used or amended for Category A visits. County approval will be sought using the EVOLVE website. Where possible activity leaders will be trained on how to enter details on Evolve themselves. A trip may not proceed without College agreement and County approval .
e]	Copies of the County Guidelines are obtainable from Graham Allen: Deputy Principal [Visits], Education Visits Co-ordinator and School Offices. Relevant policies are published in the Staff Information Section of the S Drive.
f]	Letter to parents should contain all relevant information about the cost, travel and programme for the trip.
g]	The Governing Board will have a regular agenda commitment at Full Governors' Meetings to report on visits.
h]	Outdoor Education Visits and Off-site Activities Forms. SOE 1 Off-site Activities (Pink) Proposal Forms (to be used with EVOLVE website) SOE 3 Parental Consent (annually updated as part of Data Collection exercise) SOE 5 The Educational Use of Commercial Charitable and Private Facilities SOE 6 Risk Assessment SOE7 Evaluation of the Visit or Off-Site Activity PO3 Report of an accident / incident / physical or verbal abuse
i]	The College consults all staff who go off site to monitor and evaluate issues of procedure and recording good practice / near misses. It is an expectation that a log should be kept for the duration of the visit.
j]	All incidents must be reported and the appropriate action taken.

APPENDIX B –

GUIDANCE - USING GENERIC STANDARD OPERATING PROCEDURES

The following Standard Operating Procedures (SOP) are designed to make the risk assessment process more straightforward for visits which are 'routine and regular'. The generic document below has been pre-populated with typical hazards and their associated control measures which would apply in routine visits and off-site activities undertaken in the primary phase.

The Educational Visit Coordinator should review these generic controls against the specific needs and circumstances of the schools 'routine and regular' visits and activities and amend/edit them accordingly. Specifically:

- delete anything that does not apply
- add anything local that you have in place but is not listed
- amend each bullet point so that it describes exactly your situation

The final SOP document represents the control measures which should be applied by staff in work practices for all 'routine and regular' visits and should be included as an Appendix to the school's Outdoor Education, Visits and Off-Site Activities Policy document. Staff should be briefed in the content and purpose of these SOP.

Copies of the SOP should be made available to Visit Leaders to review and possibly amend ahead of any planned visit/activity. In assessing the risks of any upcoming 'routine and regular' visit/activity, the Visit Leader needs to judge if the SOP adequately control the risks. For example, this could be individual medical issues relating to a pupil or a concern about the behaviour of a specific class. If the SOP are judged sufficient, then no further actions are required beyond confirming the statement at the top of the document. The visit/activity should then proceed in accordance with the SOP. On the other hand, if the SOP are deemed inadequate, then the right hand 'enhanced risk assessment' column must be completed with any additional control measures required.

For further advice and support contact the Devon Health & Safety Service on 01392 382027.



Exmouth Community College

Name of Visit Leader	Signature	Date:
Proposed Activity / Visit		Date/s of visit/activity:
<p>Risk assessment declaration: <i>(delete as appropriate) the below Standard Operating Procedures are sufficient / insufficient to control the risks presented by the above activity/visit. If additional control measures are needed these have been put in the column headed 'Enhanced Risk Assessment'</i></p>		

Identify the hazard	Identify who might be harmed	Standard Operating Procedures <i>These control measures will apply to <u>all</u> routine and expected visits when they are relevant.</i>	Enhanced Risk Assessment <i>The Visit Leader should consider if the SOP are adequate for the proposed visit/activity. Where they are not, the additional control measures should be listed below.</i>
Management Arrangements			

<p>Management arrangements for all visits</p> <p>Injuries or incident arising from lack of staff competence / inadequate supervision / inadequate management arrangements / incompetent external providers</p>	<p>Pupils</p>	<ul style="list-style-type: none"> • All activities will be undertaken in accordance with general requirements of the <i>Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2016</i>. Planning Checklist used to check that all reasonable steps have been taken to manage the risks. • Visit Leader identified who will assess if these Standard Operating Procedures are adequate for the envisaged activity/visit. If not, a specific, enhanced risk assessment will be undertaken and recorded. • For Category C visits, an enhanced risk assessment will always be undertaken and recorded. • Visit leader will be competent for the scope of the specific visit undertaken. Where visits require the Visit Leader to have additional specific competencies, this will be detailed in the activity specific enhanced risk assessment • Minimum staff/pupils ratios will be <ul style="list-style-type: none"> ○ <i>Category A Visits : 1:15</i> ○ <i>Category A Visits post-16: 1:15</i> ○ <i>Category B and/or residential: 1:10</i> • Where children of supervising staff participate in the visit, these will be the same age and ability as the remainder of the group and hence can participate as equals • Where visits require a higher level of supervision, this will be detailed in the activity specific enhanced risk assessment. Where visits involve any degree of 'remote supervision', this will be detailed in the activity specific enhanced risk assessment • Group control measures used to supervise pupils will be detailed in the specific activity Risk Assessment • Annual parental consent is obtained for all visits that require transport out of the locality of the school and/or occur out of school hours 	
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		<ul style="list-style-type: none"> • One off specific parental consent is obtained for all residential visits and all Category B activities • Arrangements overseen by Lead Educational Visits Coordinator <i>Graham Allen</i> and Assistant EVCs, <i>Louise Stortenbeker (LS)</i> and <i>Louise Passmore (LP)</i>. LS attended training <i>December 2016</i> and <i>Graham Allen</i> attended the <i>Health and Safety Managers Briefing on 1 Dec 2016</i> • All visits approved by the Lead EVC (<i>Graham Allen</i>) • Details of visits and off-site activities can be viewed for approval by <i>using the EVOLVE system</i>. • Arrangements for Category B and C Visits endorsed by Babcock LDP <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Emergency arrangements</p> <p>Incidents of injuries being exacerbated by absence of First Aid and emergency arrangements</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> • At least one member of staff will be a competent First Aider • Sufficient staffing to allow for dealing with emergencies • Consent process includes specific medical/medicinal information. Any specific medical needs will be considered in an activity specific enhanced risk assessment • First Aid kit and mobile phone carried. Emergency procedure card carried with First Aid kit. • Visit Leader has staff/pupil list plus parent/carer contact details with them • Emergency contact available to assist both in and out of school hours and will include two out of hours emergency contact numbers for designated SLT. Visit timetable, location and staff/pupil list known to this emergency contact • Pupils briefed in what to do should they become separated 	

		<p>from the group.</p> <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Using external providers</p> <p>incompetent external providers / failure to coordinate supervision with external provider</p>	Pupils	<ul style="list-style-type: none"> • The Visit Leader will ensure that the proposed locations for the visit are suitable for the activity and manageable for the group. Wherever practicable, this will be achieved by undertaking a preliminary visit to the location. Where this is not possible, the method of assessing locations/venues will be detailed in the activity specific enhanced risk assessment • Where an external provider controls or determines activities, including accommodation, the Provider Questionnaire will be used to vet this provider unless this provider has the <i>LoTC</i> accreditation • Provider Questionnaire or LoTC accreditation to verify that DBS checks undertaken for all external coaching or centre staff who have regular contact with children • Provider Questionnaire or LoTC accreditation to verify that £5million public liability in place and that coaching staff are suitably qualified. • Staff, including volunteers, will be briefed about their roles, responsibilities and any specific risks about which they should be aware. Emergency contact information shared. • External providers briefed in roles and responsibilities and handover procedures. Emergency contact information shared. • Pupils briefed about appropriate conduct and specific risks about which they should be aware 	

		<i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i>	
Weather Cold, wet, sun exposure.	Staff and pupils	<ul style="list-style-type: none"> • Spare clothing for pupils who may not come prepared for with suitable clothing • Weather forecast checked ahead of visit and programme adjusted accordingly. Any specific controls for extreme weather will be considered in an activity specific enhanced risk assessment. • Dynamic risk assessment to review arrangements in light of weather changes during the visit. • Where over-exposure to the sun is possible, sun block carried (at least SPF 30). Access to drinking water ensured for all group. Loose fitting clothing with head covering worn. Suitable breaks out of the sun ensured in the timetable for the day. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
Travel Arrangements			
Travel by coach Road traffic collisions / injuries sustained by failure to wear seatbelt / pupils left behind	Staff and pupils	<ul style="list-style-type: none"> ▪ Staff briefed on roles and responsibilities during journey and any stops made. ▪ Pupils briefed in expectations of their behaviour ▪ Head counts when getting on and off coach plus before departure from any stop or location. One staff member embarks first, with other staff ensuring order outside the coach; reverse process for disembarkation. ▪ Suitable embarkation points are used such as coach park or 	

		<p>area with wide pavement.</p> <ul style="list-style-type: none"> ▪ Visit Leader will determine staff seating arrangement to best manage supervision. Double decker buses will have staff on each deck. Staff/pupil supervision ratio will disregard driver. ▪ Departure and return times made known to pupils, staff and parents ▪ Visit Leader to liaise with driver to plan rest stops/breaks. ▪ Arrangements for travel sickness – students sit at front of coach. ▪ Contingency plans in place in the event of lateness or incident <i>Visit leader will ring emergency contact so that appropriate arrangements can be put in place.</i> Communications with transport provider available in case visit needs to be curtailed early. ▪ Mobile phone communication available ▪ Coach is hired from reputable company – usually Dartline ▪ Coaches have seat belts - pupils instructed to wear seatbelts and staff checks to make sure that they do so. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Travel by car / use of private vehicles</p> <p>Road traffic collisions / injuries sustained by failure to wear seatbelt / safeguarding concerns</p>	<p>Staff and pupils / members of the public</p>	<ul style="list-style-type: none"> ▪ Driver ensures that pupils wear seatbelts. ▪ Pupils briefed about behavioural expectations and not distracting the driver ▪ Departure and return times made known to pupils, staff and parents ▪ Route planned and agreed with all parties. Expected travel times known to all parties. Drivers will not diverge without good reason and without communicating change ▪ Contingency plans in place in the event of lateness or incident including allowing extra time for delays – <i>visit leader will ring emergency contact so that appropriate arrangements can be put in place.</i> 	

		<ul style="list-style-type: none"> ▪ Where multiple vehicles used, a lead vehicle will be identified and vehicles will not overtake. ▪ Each car to carry: emergency contact details, charged mobile phone, sick bag. First Aid kit to be available in any convoy. ▪ Driver confirms that they are insured for work related journeys via self-declaration ▪ Self-declaration obtained that vehicle is taxed and MOT is valid. ▪ Standard letter and self-declaration sent out and returned for volunteer drivers ▪ Volunteer drivers considered for the suitability by Visit Leader and Headteacher ▪ Child protection issues are addressed by not having any pupil alone with driver other than their own child. If this is unavoidable, then the child must not ride in the front of the car. ▪ DBS checks undertaken for those who drive pupils. ▪ <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Travel by minibus</p> <p>Road traffic collisions / lack of driver competence / injuries sustained by failure to wear seatbelt / driver fatigue</p>	<p>Staff and pupils / members of the public</p>	<ul style="list-style-type: none"> ▪ Minibus driver(s) are competent to drive and have the correct licence for the minibus being used. ▪ Minibus is maintained in accordance with manufacturer's requirements and checked prior to each journey: lights/horn/seatbelts/windscreen/tyres/spare tyre/jack/fuel. ▪ First Aid kit and fire extinguisher carried. ▪ Pupils instructed to wear seatbelts and staff checks to make sure that they do so. ▪ Vehicle loading is within maximum permitted as described by manufacturer and aisles are not blocked (usually 15 or 17 seats) 	

		<ul style="list-style-type: none"> ▪ Towing only undertaken when side emergency exit is available and D1 exemption not being used ▪ Head counts when getting on and off minibus plus before departure from any stop or location. ▪ Suitable embarkation points from nearside door are used such as car or coach park or area with wide pavement Staff/pupil supervision ratio will disregard driver unless activity specific enhanced risk assessment undertaken ▪ Sufficient stops planned for longer journeys to avoid driving when tired (<i>max 4.5 hours without 45 minute break or 3 x 15 minute break. Maximum of 9 hours in one day</i>) ▪ Arrangements for travel sickness - <i>student sit at front of minibus</i> ▪ Luggage stored without obstructing aisles. ▪ All exits unlocked when carrying passengers. Passenger movements around minibus limited. <p><i>Additional controls for driving minibus abroad:</i></p> <ul style="list-style-type: none"> ▪ Minibuses are not used on trips abroad. Should this be required an additional risk assessment will be needed. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Service stations and other breaks in journey</p> <p>Injury through poor behaviour / pupils being separated or left behind / vehicle</p>	<p>Pupils – especially young pupils</p>	<ul style="list-style-type: none"> ▪ Brief pupils re purpose and timings of stop ▪ Staff briefed on roles and responsibilities during stop ▪ Clear expectations for behaviour established ▪ Brief pupils how and where to contact staff – establish permanent meeting point in service area and ensure that it is manned until final departure ▪ Brief pupils to remain in pairs or small groups ▪ Remind pupils about moving traffic and other hazards and 	

pedestrian conflict in car/lorry park		<p>establish no go areas. These to be established via dynamic risk assessment by staff at the service area.</p> <ul style="list-style-type: none"> ▪ Staff/pupil supervision ratio is <i>usually</i> 1:15 ▪ Careful headcount before departure. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Road transport - breakdown or road traffic collision</p> <p>Secondary collision from passing vehicles / vehicle/pedestrian contact</p>	Staff and pupils	<p><i>Coach:</i></p> <ul style="list-style-type: none"> ▪ Liaise with coach driver on safest place for group; either to stay on the coach or evacuate to an area behind barriers and away from road. On motorway, the only reason for not evacuating the coach would be that the area beyond the crash barrier created a greater danger. ▪ Visit Leader has over-riding decision until arrival of emergency services when instruction will be take from them. <p><i>Minibus:</i></p> <ul style="list-style-type: none"> ▪ Visit Leader to judge safest place for group; either to stay on the minibus or evacuate to an area behind barriers and away from moving traffic. On motorway, the only reason for not evacuating would be that the area beyond the crash barrier created a greater danger. ▪ Visit Leader to take instruction from emergency services upon their arrival <p><i>Car:</i></p> <ul style="list-style-type: none"> ▪ Driver to judge safest place for group; either to stay in the vehicle or evacuate to an area behind barriers and away from moving traffic. On motorway, the only reason for not evacuating would be that the area beyond the crash barrier created a greater danger. ▪ Driverto take instruction from emergency services upon their arrival. 	

		<ul style="list-style-type: none"> ▪ If travelling in convoy, the Visit Leader to be notified at earliest opportunity. ▪ Contact the emergency contact at the school base with details of what has happened and what your plan. Arrange regular updates. School to contact parents/guardians to inform them of incident and of changes in expected timetable. ▪ Make a careful check of all individuals in party. If you suspect that there may be shock or delayed shock seek the advice of emergency services present and if desirable take pupils to hospital for check up. ▪ Ensure that a competent member of staff accompanies any injured pupils to hospital ▪ Ascertain extent of injuries and of release times for the uninjured/lightly injured. ▪ Ensure regular updates fed back to school and hence parents/guardians. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Travel by ferry</p> <p>Injury through poor behaviour / swept overboard / pupils being separated or left behind / vehicle/pedestrian conflict on vehicle deck</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> ▪ Staff/pupil supervision ratio is 1:10 ▪ Staff briefed on roles and responsibilities during crossing. Rota to be established during night trips so that supervising adult is always awake ▪ Close supervision on vehicle deck when embarking/disembarking vehicle. No pupil access to this area unsupervised ▪ Clear expectations for behaviour established and on identification of any off-limits areas. Extent of these to be established via dynamic risk assessment by staff on the ferry. ▪ Open deck areas to be off-limits unless accompanied by an adult. ▪ Meeting point established which is staffed throughout the crossing and pupils briefed accordingly. 	

		<ul style="list-style-type: none"> ▪ Pupils to remain in pairs or small groups ▪ Careful head count before disembarkation ▪ In emergency follow instructions from ship's crew. ▪ Clarify procedures as far as possible with both staff and pupils before arrival at ferry. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Travel by air</p> <p>Injury through poor behaviour / pupils being separated or left behind / vehicle pedestrian conflict in car parking areas</p>	Staff and pupils	<ul style="list-style-type: none"> ▪ Brief pupils re air safety and security requirements in airports and in flight ▪ Staff briefed on roles and responsibilities during time in airports ▪ Clear expectations for behaviour established ▪ Meeting points established and staffed throughout time in the airport and pupils briefed accordingly. ▪ Brief pupils to remain in pairs or small groups ▪ Remind pupils about moving traffic and other hazards and establish no go areas. ▪ Staff/pupil supervision ratio is 1:10 ▪ Headcounts at regular intervals. ▪ Pupils briefed and monitored on need for adequate exercise and drink on longer flights <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Travel on foot</p> <p>Vehicle pedestrian conflict / pupils separated and lost in crowds</p>	Staff supervising at front and rear / pupils – especially young pupils /	<ul style="list-style-type: none"> ▪ Brief pupils in hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other pedestrians ▪ Staff briefed on roles and responsibilities for walking route. Means of communication between staff <i>is usually by mobile phone</i> 	

	<p>staff leading on road walking routes</p>	<ul style="list-style-type: none"> ▪ Staff/pupil supervision ratio is 1:15 ▪ Emergency plan is in place for eventuality of separation of child from group ▪ Coach/minibus disembarkation point chosen to avoid busy traffic routes. ▪ Route planned and walked ahead avoid fast roads, blind spots and other hazards. Pavements used wherever possible ▪ Designated crossing points used wherever possible. ▪ Routes will be provided as part of the planning process ▪ When walking on road, group will walk on right facing traffic ▪ Pupils walk in controlled groups with staff member at front of group with another at the rear who is looking out for stragglers. Other staff evenly spread throughout the group ▪ Ongoing dynamic assessment by Visit Leader and/or staff at front of group controls varied accordingly ▪ Regular headcounts taken <i>at start and end of walk and every 15 minutes of needed.</i> ▪ When walking in dark or semi-darkness, leaders at front and staff member at rear have torches. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Use of public transport, including trains and underground</p> <p>Injury through poor behaviour / pupils being separated or left behind / pupils lost in crowded environments</p>	<p>Pupils – especially young pupils</p>	<ul style="list-style-type: none"> ▪ Route planned to identify potential for problems and to account for delays ▪ Timetables considered ahead of time to ensure particular trains/connections will not be missed. Contingency plan for alternatives if train /connections missed. ▪ Brief pupils in hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other public transport users and to be aware of dangers ▪ Staff briefed on roles and responsibilities for travel route. Means of communication between staff <i>is usually by mobile phone</i> 	

		<ul style="list-style-type: none"> ▪ Staff/pupil supervision ratio is 1:15 Party to move through crowded areas with adult in lead and adult at back of the group. ▪ Meeting points established and staffed throughout time in station concourse and pupils briefed accordingly. ▪ Brief pupils to remain in pairs or small groups ▪ Regular headcounts taken <i>before and after journey</i> ▪ Large groups divided into small groups with adequate staffing for ease of management ▪ Emergency plan is in place for eventuality of separation of child from group. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
Accommodation Arrangements			
<p>Hazards arising from accommodation failing to meet statutory minimum standards</p> <p>Fire / building regulations / safer recruitment practices / welfare and security failings</p>	<p>All participants and staff.</p>	<ul style="list-style-type: none"> ▪ Accommodation provider to complete the Provider Questionnaire to provide assurance that accommodation meets required standards OR provider holds the LoTC Quality Badge ▪ Accommodation has tourist board rating or external validation of standards ▪ Pre-visit check carried out to confirm standards are satisfactory. ▪ Upon arrival, and ongoing throughout visit, visual inspection of windows, balconies, stairways, electrical fittings, hazards in grounds or in immediate surroundings, washing and toilet facilities, heating and catering facilities ▪ Pupils briefed to report any faulty items found in rooms to staff ▪ Shortcomings in provision will be discussed with accommodation manager ▪ Parental consent information checked to ensure dietary 	

		<p>requirements met.</p> <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Supervision and privacy Safeguarding concerns / incidents arising from lack of supervision</p> <p>Sexual assault / vexatious accusations of sexual assault / sexual grooming / violence/incident arising from failure to supervise</p>	<p>All participants and staff</p>	<ul style="list-style-type: none"> ▪ Separate male and female sleeping accommodation and washing facilities are provided. ▪ Separate staff accommodation is suitably located to ensure adequate supervision but also ability for pupils to raise concerns if needed ▪ Mixed parties are accompanied by at least one adult of each sex ▪ A bedroom plan detailing who is allocated to which room will be completed by the first day of the visit <i>at the latest</i> and shared with all staff at the earliest opportunity ▪ Staff have access to pupil sleeping are at all times ▪ Staff/pupil ratios are 1:10 ▪ Dormitories are for the exclusive use of the group concerned <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Fire in the building</p> <p>Fire / explosion / inability to escape from fire due to blocked means of escape / inability to escape from fire due to unfamiliarity with building</p>	<p>All participants and staff.</p>	<ul style="list-style-type: none"> ▪ Accommodation provider to complete the Provider Questionnaire to provide assurance that accommodation meets required standards <i>OR</i> provider holds the LoTC Quality Badge ▪ Identify requirements at time of booking and check during pre visit and on arrival ▪ On arrival Visit Leader to check physical fire safety arrangements: <ul style="list-style-type: none"> ○ walk escape routes to check that fire exits clearly marked and escape doors open easily ○ fire alarm sounders on each floor and in public areas 	

		<ul style="list-style-type: none"> ○ fire extinguishers available on each floor and in public areas ○ emergency lighting provided and working ○ Staircases and corridors protected by fire doors in good condition. <ul style="list-style-type: none"> ▪ Briefing to all pupils about fire evacuation on arrival arrangements and expected standards of behaviour. Briefing to include a walk through fire practice which indicates location of assembly point and lay-out of escape routes ▪ A group list is held by Visit Leader to ensure registration of whole party after an evacuation of the building. Arrangements shared with other staff. ▪ Students' rooms should not be locked from the inside ▪ Shortcomings in provision will be discussed with accommodation manager <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Attack or disturbance by intruder</p> <p>Sexual assault / abduction / violence / property theft</p>	<p>All participants and staff</p>	<ul style="list-style-type: none"> ▪ Accommodation provider to complete the Provider Questionnaire to provide assurance that accommodation meets required standards OR provider holds the LoTC Quality Badge. ▪ On arrival Visit Leader to check physical security arrangements to ensure that reasonable steps taken to prevent unauthorised persons entering the accommodation ▪ The accommodation is locked at night OR there is a night porter on duty ▪ Ensure that all windows and doors are secured from external entry without compromising means of fire escape ▪ If windows lead onto balconies, only staff or reliable pupils occupy these rooms ▪ If other guests share the accommodation, sole occupancy of the floor will be sought, and have designated staff rooms 	

		<p>adjacent to pupils</p> <ul style="list-style-type: none"> ▪ Students' doors should not be locked from the inside ▪ Roles and responsibilities for staff identified. ▪ Pupils briefed to inform staff in the event of an emergency and where they can be found. ▪ Staff to check pupils at "lights out". <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
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Name of Principal:	Signature:	Date SOP finalised:
Name of Designated Safeguarding Lead:	Signature:	Date: