



Exmouth  
Community  
College  
Academy Trust

## MANAGEMENT OF OUTDOOR EDUCATION, VISITS AND OFF-SITE ACTIVITIES POLICY

<b>Policy Details</b>	<b>Date</b>
Written by	Based on Devon Model Policy
Reviewed by	Lisa Malton
Ratified by	Resources Committee
Date agreed by Governors	05.03.24
Review Cycle	Annual
Review date	Spring 2025

## **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 Headteacher 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 2022*” (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.

College procedures and Risk Assessments will also be modified as necessary to reflect ongoing additional measures in place due to Covid 19/infectious illnesses.

### **2. Responsibilities of the Headteacher**

The Headteacher 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 Headteacher (Quality of Education)

### **2. Responsibilities of the Deputy Headteacher (Quality of Education) – Lead EVC**

Although holding the ultimate responsibility, the Headteacher 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 Lisa Malton (Deputy Headteacher – Quality of Education)

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-ordinator**

As Exmouth Community College is a large establishment the administrative tasks relating to organising visits are carried out by an Assistant EVC.

Names of Assistant EVC: Donna French

The functions delegated to the Assistant EVC are:

- to be the initial Headteacher 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 LDHT website:  
[www.babcock-education.co.uk/IDHT](http://www.babcock-education.co.uk/IDHT)

The Headteacher 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 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

### Submission of Visit Form Timescales

Visit forms must be submitted by the Visit Leader to the EVC in accordance with the following timescales. Failure to meet these timescales may result in the planned visit being postponed or cancelled.

Category A Day Visits – *Minimum of 1 weeks' notice*

Category A Residentials – *Minimum of two months' notice*

Category B Adventurous Day visits – *Minimum of three weeks' notice*

Category B Adventurous Residential visits – *Minimum of three months' notice*

Category C Overseas visits – *Minimum of 9 months' notice*

PE Fixtures: Due to the nature of School's competition calendars and UK weather PE fixtures will not always be able to meet these deadlines. As such, Sports visit leaders will provide as much notice as possible of off-site fixtures.

.....  
Chair for the Governing Body

.....  
Date

.....  
Headteacher

.....  
Date



## APPENDIX A -Procedure for organising visits

<b>a]</b>	An electronic proposal form (Exmouth Community College Visits Form 2023/ 2024 (Pink)) should be emailed to the Enrichment Committee and agreed before any information is sent to parents or students and before any commitment is made. Proposal forms are obtainable from all staff Teams "Offsite visits" . The form (including any letters and the budget) should be passed to Accounts once activity is agreed.
<b>b]</b>	<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 Headteacher [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)</b>
<b>c]</b>	Once the activity has been <b>agreed</b> in outline, the activity will be entered in the College calendar. Donna French will liaise with the leader and offer guidance on gaining County <b>approval</b> . The committee may reject a proposal or ask for further details.
<b>d]</b>	The required information must be given to Donna French 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 <b>College agreement</b> and <b>County approval</b> .
<b>e]</b>	Copies of the County Guidelines are obtainable from Lisa Malton: Deputy Headteacher [Visits], Education Visits Co-ordinator and School Offices. Relevant policies are published in the Staff Information Section of the S Drive.
<b>f]</b>	Letter to parents should contain all relevant information about the cost, travel and programme for the trip.
<b>g]</b>	The Governing Board will have a regular agenda commitment at Full Governors' Meetings to report on visits.
<b>h]</b>	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 SOP (Standard Operating Procedures) SOE7 Evaluation of the Visit or Off-Site Activity PO3 Report of an accident / incident / physical or verbal abuse
<b>i]</b>	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.
<b>j]</b>	All incidents must be reported and the appropriate action taken.



## **Appendix B – Day Visits using Transport**

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

### **USING STANDARD OPERATING PROCEDURES TEMPLATES**

The following Standard Operating Procedures (SOPs) are designed to make the risk assessment process more straightforward for 'routine and regular' visits which involve the use of transport, whereupon the school's base line procedures would not change for these types of visit. The original document below has been pre-populated with typical hazards and their associated control measures which would apply in these types of routine visits and off-site activities undertaken.

The Head and Educational Visits Coordinator should review the generic controls (third column) against the specific aspects of the schools 'routine and regular' base line procedures for this type of visit and activity and amend 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 best describes exactly your situation

The final SOPs document is then school specific and represents the control measures which should be applied by staff for all 'routine and regular' visits using transport. The SOPs forms part of the School's Outdoor Education, Visits and Off-Site Activities Policy document and copies of the school specific SOPs should be uploaded to the 'Establishment Documents' in the resources section of Evolve.

Staff should be briefed in the content and purpose of these SOPs.

The Visit leader should take the most appropriate school specific SOPs and name it and date it for the visit and then judge if the baseline procedures (third column) adequately controls the risks.

The Visit leader should where required add any additional comments in the enhanced risk assessment section (fourth column) specific to the visit. For example, this could be individual medical issues relating to a pupil or a concern about the behaviour of a specific class. However, if the SOPs 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 SOPs.

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



**Exmouth Community College**

## DAY VISITS USING TRANSPORT

<b>Name of assessor / Visit Leader</b>	<b>Signature</b>	<b>Date or risk assessment:</b>	
<b>Proposed Activity / Visit</b>		<b>Date/s of visit/activity:</b>	
<b>Risk assessment declaration:</b> <i>The below Standard Operating Procedures are <u>sufficient / insufficient</u> (Trip leader to delete as appropriate) to control the risks presented by the above activity/visit.</i>			
<b>Identify the hazard</b>	<b>Identify who might be harmed</b>	<b>Standard Operating Procedures</b> <i>These control measures will apply to <u>all</u> routine and regular visits when they are relevant.</i>	<b>Enhanced Risk Assessment</b> <i>The Visit Leader should consider if the SOPs are adequate for the proposed visit/activity. Where they are not, any additional control measures should be recorded below.</i>
<b>Management Arrangements</b>			
		<b>Visit Leader should NOT amend this column</b>	<b>Visit Leader should add additional comments in this column</b>
Management arrangements for all visits	Pupils	<ul style="list-style-type: none"> <li>All activities are undertaken in accordance with general requirements of the <i>Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2022</i>.</li> </ul>	Specify the minimum staff/pupils' ratios;

<p>Injuries or incident arising from lack of staff competence / inadequate supervision / inadequate management arrangements / incompetent external providers</p>		<ul style="list-style-type: none"> <li>• Planning Checklist has been used to check that all reasonable steps have been taken to manage the risks.</li> <li>• Visit Leader identified above has assessed if these Standard Operating Procedures are adequate for the activity/visit.</li> <li>• Visit leader is competent for the scope of the specific visit undertaken. Where visits require the Visit Leader to have additional specific competencies, this is detailed in the enhanced risk assessment column.</li> <li>• 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</li> <li>• Where visits require a higher level of supervision, this will be detailed in the enhanced risk assessment column.</li> <li>• Where visits involve any degree of 'remote supervision', this will be detailed in the enhanced risk assessment column.</li> <li>• Group control measures used to supervise pupils will be recorded in enhanced risk assessment column.</li> <li>• Appropriate parental consent is obtained</li> <li>• Arrangements overseen by Educational Visits Coordinator (Lisa Malton) and the Assistant EVC (Donna French), who attended training 13<sup>th</sup> October 2022</li> <li>• All visit approved by the Deputy Headteacher Lisa Malton</li> <li>• Arrangements for Category B and C Visits endorsed by the Adviser for Outdoor Education.</li> </ul>	<p>Specify what information/instructions are provided to pupils (emergency actions cards etc.)</p> <p>Specify the procedures for supervision, (e.g. buddy systems, large groups split into small groups each with named leaders, coloured caps for identification)</p>
<p>Emergency arrangements  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"> <li>• At least one member of staff is a competent First Aider</li> <li>• Sufficient staffing allow for dealing with emergencies</li> <li>• Consent process includes specific medical/medicinal information. Any specific medical needs are considered and recorded in the enhanced risk assessment column.</li> </ul>	<p>Specify pupils with additional medical needs and summarise action to be taken (full Education Health Care Plans can be referred to and do not to be included in full here)</p>

		<ul style="list-style-type: none"> <li>• First Aid kit and mobile phone carried. Emergency procedure card carried with First Aid kit.</li> <li>• Visit Leader has staff/pupil list plus parent/guardian contact details with them</li> <li>• 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.</li> <li>• Visit timetable, location and staff/pupil list known to this emergency contact(s)</li> <li>• Visit Leader has staff/pupil list plus parent/guardian contact details with them</li> <li>• Pupils briefed in what to do should they become separated from the group.</li> </ul> <p><b>Back at Base Contacts:</b>  Reception: 01395 264761  Lisa Malton: 07849 180890  David Turner: 07849 168007</p> <p><b>Spare minibus keys held by Caretakers</b></p> <ul style="list-style-type: none"> <li>• Evening caretaker until 22.00: 07967 132850</li> <li>• Weekend caretaker until 15.00: 07813 902159</li> <li>• On-call caretaker: 07920 038779</li> </ul>	<p>Specify what information/instructions are provided to pupils (emergency actions cards etc.)</p>
<p>Using external providers  incompetent external providers / failure to coordinate supervision with external provider</p>	<p>Pupils</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	

		<p>not possible, the method of assessing locations/venues will be detailed in the enhanced risk assessment column.</p> <ul style="list-style-type: none"> <li>• Where an external provider controls or determines activities, including accommodation, the SOE5 form has been used to vet this provider unless this provider has the LoTC accreditation</li> <li>• SOE5 or LoTC accreditation to verify that DBS checks undertaken for all external coaching or centre staff who have regular contact with children</li> <li>• SOE5 or LoTC accreditation to verify that £5million public liability in place and that coaching staff are suitably qualified.</li> <li>• Staff, including volunteers, have been briefed about their roles, responsibilities and any specific risks about which they should be aware. Emergency contact information shared.</li> <li>• External providers briefed in roles and responsibilities and handover procedures. Emergency contact information shared.</li> <li>• Pupils briefed about appropriate conduct and specific risks about which they should be aware</li> </ul>	
<p>Weather Cold, wet, sun exposure.</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> <li>• Spare clothing for pupils who may not come prepared with suitable clothing</li> <li>• Weather forecast checked ahead of visit and programme adjusted accordingly. Any specific controls for extreme weather will be considered and recorded in the enhanced risk assessment column.</li> <li>• Ongoing dynamic risk assessment will be undertaken to review arrangements in light of weather changes during the visit.</li> </ul>	

		<ul style="list-style-type: none"> <li>• 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 will be worn. Suitable breaks out of the sun ensured in the timetable for the day.</li> </ul>	
<b>Travel Arrangements</b>			
<p>Travel by coach</p> <p>Road traffic collisions / injuries sustained by failure to wear a seatbelt / pupil left behind</p>	Staff and pupils	<ul style="list-style-type: none"> <li>• Staff briefed on roles and responsibilities during journey and any stops made.</li> <li>• Pupils briefed in expectations</li> <li>• Head counts when getting on and off coach plus before departure from any stop or location.</li> <li>• One staff member embarks first, with other staff ensuring order outside the coach; reverse process for disembarkation.</li> <li>• Suitable embarkation points are used such as coach park or area with wide pavement.</li> <li>• 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.</li> <li>• Departure and return times made known to pupils, staff and parents</li> <li>• Visit Leader to liaise with driver to plan rest stops/breaks.</li> <li>• Arrangements for travel sickness in place</li> <li>• Contingency plans in place in the event of lateness or incident</li> <li>• Communications with transport provider available in case visit needs to be curtailed early.</li> <li>• Mobile phone communication available</li> <li>• Coach is hired from reputable company</li> <li>• Coaches have seat belts - pupils instructed to wear seatbelts and staff check to make sure that they do so.</li> </ul>	Specify 'N/A' if coach not being used

<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"> <li>• Driver ensures that pupils wear seatbelts.</li> <li>• Pupils briefed about behavioural expectations and not distracting the driver</li> <li>• Departure and return times made known to pupils, staff and parents</li> <li>• Route planned and agreed with all parties. Expected travel times known to all parties.</li> <li>• Drivers will not diverge without good reason and without communicating change</li> <li>• Contingency plans in place in the event of lateness or incident including allowing extra time for delays</li> <li>• Where multiple vehicles used, a lead vehicle will be identified, and vehicles will not overtake.</li> <li>• Each car to carry: - emergency contact details, charged mobile phone, sick bag. First Aid kit to be available in any convoy.</li> <li>• Driver confirms that they are insured for work related journeys via self-declaration</li> <li>• Self-declaration obtained that vehicle is taxed and MOT is valid.</li> <li>• Standard letter and self-declaration have been sent out and returned for volunteer drivers</li> <li>• Volunteer drivers considered for the suitability by Visit Leader and Headteacher</li> <li>• 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.</li> <li>• DBS checks undertaken for those who drive pupils</li> <li>• DBS checks undertaken for those who regularly transport children. (DCC/Torbay recommends that DBS checks undertaken for all drivers]</li> </ul>	<p>Specify 'N/A' if cars not being used</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"> <li>• Minibus driver(s) are competent to drive and have the correct licence for the minibus being used and has passed DCC test or appropriate training</li> <li>• Minibus is maintained in accordance with manufacturer's requirements and checked prior to each journey: lights/horn/seatbelts/windscreen/tyres/spare tyre/jack/fuel etc.</li> <li>• First aid kit and fire extinguisher carried.</li> <li>• Pupils instructed to wear seatbelts and staff check to make sure that they do so.</li> <li>• Vehicle loading is within maximum permitted as described by manufacture and aisles are not blocked.</li> <li>• Towing only undertaken when side emergency exit is available and D1 exemption not being used.</li> <li>• Head counts when getting on and off minibus plus before departure from any stop or location.</li> <li>• Suitable embarkation points from nearside door are used such as car or coach park or area with wide pavement</li> <li>• Staff/pupil supervision ratio will disregard driver unless recorded in enhanced risk assessment column.</li> <li>• Sufficient stops planned for longer journeys to avoid driving when tired (max 4.5 hours with 45-minute break or 3 x 15-minute breaks. Maximum of 9 hours in one day)</li> <li>• Arrangements for travel sickness in place.</li> <li>• Luggage stored without obstructing aisles.</li> <li>• All exits unlocked when carrying passengers</li> </ul>	<p>Specify 'N/A' if minibus not being used.</p> <p>Specify minibus drivers' licence category;</p>
<p>Service stations and other breaks in journey</p>	<p>Pupils – especially young pupils</p>	<ul style="list-style-type: none"> <li>• Brief pupils re purpose and timings of stop</li> <li>• Staff briefed on roles and responsibilities during stop</li> <li>• Clear expectations for behaviour established</li> </ul>	



<p>Injury through poor behaviour / pupils being separated or left behind / vehicle pedestrian conflict in car/lorry park</p>		<ul style="list-style-type: none"> <li>• Pupils briefed on how and where to contact staff – establish permanent meeting point in service area and ensure that it is manned until final departure</li> <li>• Brief pupils to remain in pairs or small groups</li> <li>• Remind pupils about moving traffic and other hazards and establish no go areas. These to be established via dynamic risk assessment by staff at the service area.</li> <li>• Careful headcount before departure.</li> </ul>	
<p>Road vehicle breakdown or road traffic collision</p> <p>Secondary collision from passing vehicles / vehicle/pedestrian contact</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> <li>• <i>Coach:</i></li> <li>• 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.</li> <li>• Visit Leader has over-riding decision until arrival of emergency services when instruction will be taken from them.</li> <li>• <i>Minibus:</i></li> <li>• 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.</li> <li>• Visit Leader to take instruction from emergency services upon their arrival</li> <li>• <i>Car:</i></li> <li>• 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.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Driver to take instruction from emergency services upon their arrival.</li> <li>• If travelling in convoy, the Visit Leader to be notified at earliest opportunity.</li> <li>• Contact the emergency contact at the school base with details of what has happened and what your plan is. Arrange regular updates. School to contact parents/guardians to inform them of incident and of changes in expected timetable.</li> <li>• 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.</li> <li>• Ensure that a competent member of staff accompanies any injured pupils to hospital</li> <li>• Ascertain extent of injuries and of release times for the uninjured/lightly injured.</li> <li>• Ensure regular updates fed back to school and hence parents/guardians.</li> </ul>	
<p>Travel on foot</p> <p>Vehicle pedestrian conflict / pupils separated and lost in crowds</p>	<p>Staff supervising at front and rear / pupils – especially young pupils / staff leading on road walking routes</p>	<ul style="list-style-type: none"> <li>• Pupils briefed on which side of the road to walk on.</li> <li>• Brief pupils on hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other pedestrians</li> <li>• Staff briefed on roles and responsibilities for walking route.</li> <li>• Means of communication between staff arranged and understood.</li> <li>• Emergency plan is in place for eventuality of separation of child from group</li> <li>• Coach/minibus disembarkation point chosen to avoid busy traffic routes</li> <li>• Route planned to avoid fast roads, blind spots and other hazards. Pavements used wherever possible</li> </ul>	

		<ul style="list-style-type: none"> <li>• Designated crossing points used wherever possible</li> <li>• When walking on road, group will walk facing traffic or on most appropriate side depending on conditions.</li> <li>• 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</li> <li>• Ongoing dynamic assessment by Visit Leader and/or staff at front of group controls varied accordingly</li> <li>• Means of identification used to identify members of group quickly in crowded environment</li> <li>• Regular headcounts taken</li> <li>• When walking in dark or semi-darkness, leaders at front and staff member at rear have torches. High visibility clothing is worn.</li> </ul>	
<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"> <li>• Route planned to identify potential for problems and to account for delays</li> <li>• Timetables considered ahead of time to ensure particular trains/connections will not be missed. Contingency plan for alternatives if train /connections missed.</li> <li>• 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</li> <li>• Staff briefed on roles and responsibilities for travel route.</li> <li>• Means of communication between staff in place.</li> <li>• Party to move through crowded areas with adult in lead and adult at back of the group.</li> <li>• Meeting points established and staffed throughout time in station concourse and pupils briefed accordingly.</li> <li>• Brief pupils to remain in groups of at least 3.</li> <li>• Means of identification used to identify members of group quickly in crowded environment i.e. high vis vests, coloured caps etc.</li> </ul>	<p>Specify 'N/A' if public transport not used.</p> <p>Specify the procedures if the group is accidentally separated.</p>

		<ul style="list-style-type: none"> <li>• Regular headcounts taken</li> <li>• Large groups divided into small groups with adequate staffing for ease of management</li> <li>• Emergency plan is in place for eventuality of separation of child from group.</li> </ul>	
<b>Name of Headteacher: Tom Inman</b>		<b>Sign:</b>	<b>Date:</b>
<b>Name of Designated Safeguarding Lead: David Turner</b>		<b>Sign:</b>	<b>Date:</b>

## **APPENDIX C – Day Visits walking from College**

### **USING STANDARD OPERATING PROCEDURES TEMPLATES**

The following Standard Operating Procedures (SOPs) are designed to make the risk assessment process more straightforward for 'routine and regular' visits which involve walking from your school, whereupon the school's base line procedures would not change for these types of visit. The original document below has been pre-populated with typical hazards and their associated control measures which would apply in these types of routine visits and off-site activities undertaken.

The Head and Educational Visits Coordinator should review the generic controls (third column) against the specific aspects of the schools 'routine and regular' base line procedures for this type of visit and activity and amend 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 best describes exactly your situation

The final SOPs document is then school specific and represents the control measures which should be applied by staff for all 'routine and regular' visits. The SOPs forms part of the School's Outdoor Education, Visits and Off-Site Activities Policy document and copies of the school specific SOPs should be uploaded to the 'Establishment Documents' in the resources section of Evolve.

Staff should be briefed in the content and purpose of these SOPs.

The Visit leader should take the most appropriate school specific SOPs and name it and date it for the visit and then judge if the baseline procedures (third column) adequately controls the risks.

The Visit leader should where required add any additional comments in the enhanced risk assessment section (fourth column) specific to the visit. For example, this could be individual medical issues relating to a pupil or a concern about the behaviour of a specific class. However, if the SOPs 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 SOPs.

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



Exmouth Community College

## DAY VISITS WALKING FROM SCHOOL / ESTABLISHMENT

Name of assessor / Visit Leader	Signature	Date or risk assessment:
Proposed Activity / Visit		Date/s of visit/activity:
<b>Risk assessment declaration:</b> <i>The below Standard Operating Procedures are <u>sufficient / insufficient</u> (Trip Leader delete as appropriate) to control the risks presented by the above activity/visit.</i>		
<b>Identify the hazard</b>	<b>Identify who might be harmed</b>	<b>Standard Operating Procedures</b> <i>These control measures will apply to <u>all</u> routine and regular visits when they are relevant.</i>
		<b>Enhanced Risk Assessment</b> <i>The Visit Leader should consider if the SOPs are adequate for the proposed visit/activity. Where they are not, any additional control measures should be recorded below.</i>
<b>Management Arrangements</b>		
		<b>Visit Leader should NOT amend this column</b>
		<b>Visit Leader should add additional comments in this column</b>
Management arrangements for all visits	Pupils	<ul style="list-style-type: none"> <li>All activities are undertaken in accordance with the general requirements of the <i>Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2022.</i></li> <li>Planning Checklist has been used to check that all reasonable</li> </ul>

Specify the minimum staff/pupils' ratios;

<p>Injuries or incident arising from lack of staff competence / inadequate supervision / inadequate management arrangements / incompetent external providers</p>		<p>steps have been taken to manage the risks.</p> <ul style="list-style-type: none"> <li>• Visit Leader identified above has assessed if these Standard Operating Procedures are adequate for the activity/visit.</li> <li>• Visit leader is competent for the scope of the specific visit undertaken. Where visits require the Visit Leader to have additional specific competencies, this is detailed in the enhanced risk assessment column.</li> <li>• 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</li> <li>• Where visits require a higher level of supervision, this will be detailed in the enhanced risk assessment column.</li> <li>• Where visits involve any degree of 'remote supervision', this will be detailed in the enhanced risk assessment column.</li> <li>• Group control measures used to supervise pupils will be recorded in the enhanced risk assessment column. Appropriate parental consent is obtained</li> <li>• Arrangements overseen by Educational Visits Coordinator Lisa Malton and Assistant EVC Donna French who attended training 13<sup>th</sup> October 22.</li> <li>• All visit approved by the Deputy Headteacher Lisa Malton Arrangements for Category B and C Visits endorsed by the Adviser for Outdoor Education.</li> </ul>	<p>Specify the procedures for supervision, (e.g. buddy systems, large groups split into small groups each with named leaders, coloured caps for identification)</p>
<p>Emergency arrangements  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"> <li>• At least one member of staff is a competent First Aider</li> <li>• Sufficient staffing to allow for dealing with emergencies</li> <li>• Consent process includes specific medical/medicinal information. Any specific medical needs are considered and recorded in the enhanced risk assessment column.</li> </ul>	<p>Specify pupils with additional medical needs and summarise action to be taken (full Education Health Care Plans can be referred to and do not need to be included in full here)</p>

		<ul style="list-style-type: none"> <li>• First Aid kit and mobile phone carried. Emergency procedure card carried with First Aid kit.</li> <li>• Visit Leader has staff/pupil list plus parent/guardian contact details with them</li> <li>• 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.</li> <li>• Visit timetable, location and staff/pupil list known to this emergency contact</li> <li>• Visit Leader has staff/pupil list plus parent/guardian contact details with them</li> <li>• Pupils briefed in what to do should they become separated from the group.</li> </ul> <p><b>Back at Base Contacts:</b>  Reception: 01395 264761  Lisa Malton: 07849 180890  David Turner: 07849 168007</p> <p><b>Spare minibus keys held by Caretakers</b></p> <ul style="list-style-type: none"> <li>• Evening caretaker until 22.00: 07967 132850</li> <li>• Weekend caretaker until 15.00: 07813 902159</li> <li>• On-call caretaker: 07920 038779</li> </ul>	<p>Specify what information/instructions are provided to pupils (emergency actions cards etc.)</p>
<p>Using external providers   incompetent external providers / failure to coordinate supervision with external provider</p>	<p>Pupils</p>	<ul style="list-style-type: none"> <li>• 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 enhanced risk assessment column.</li> <li>• Where an external provider controls or determines activities, including accommodation, the SOE5 form has been used to</li> </ul>	



		<p>vet this provider unless this provider has the LoTC accreditation.</p> <ul style="list-style-type: none"> <li>• SOE5 or LoTC accreditation to verify that DBS checks undertaken for all external coaching or centre staff who have regular contact with children.</li> <li>• SOE5 or LoTC accreditation to verify that £5million public liability in place and that coaching staff are suitably qualified.</li> <li>• Staff, including volunteers, have been briefed about their roles, responsibilities and any specific risks about which they should be aware. Emergency contact information shared.</li> <li>• External providers briefed on roles and responsibilities and handover procedures. Emergency contact information shared.</li> <li>• Pupils briefed about appropriate conduct and specific risks about which they should be aware</li> </ul>	
<p>Weather Cold, wet, sun exposure.</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> <li>• Spare clothing for pupils who may not come prepared with suitable clothing</li> <li>• Weather forecast checked ahead of visit and programme adjusted accordingly. Any specific controls for extreme weather will be considered and recorded in the enhanced risk assessment column.</li> <li>• Ongoing dynamic risk assessment will be undertaken to review arrangements in light of weather changes during the visit.</li> <li>• 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 will be worn. Suitable breaks out of the sun ensured in the timetable for the day.</li> </ul>	

<p>Travel on foot</p> <p>Vehicle pedestrian conflict / pupils separated and lost in crowds</p>	<p>Staff supervising at front and rear / pupils – especially young pupils / staff leading on road walking routes</p>	<ul style="list-style-type: none"> <li>• Pupils briefed on which side of the road to walk on.</li> <li>• Brief pupils on hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other pedestrians</li> <li>• Staff briefed on roles and responsibilities for walking route.</li> <li>• Means of communication between staff arranged and understood.</li> <li>• Emergency plan is in place for eventuality of separation of child from group</li> <li>• Route planned to avoid fast roads, blind spots and other hazards. Pavements used wherever possible</li> <li>• Designated crossing points used wherever possible</li> <li>• When walking on road, group will walk facing traffic or on most appropriate side depending on conditions.</li> <li>• 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</li> <li>• Ongoing dynamic assessment by Visit Leader and/or staff at front of group controls varied accordingly</li> <li>• Means of identification used to identify members of group quickly in crowded environment</li> <li>• Regular headcounts taken</li> <li>• When walking in dark or semi-darkness, leaders at front and staff member at rear have torches. High visibility clothing is worn.</li> </ul>	
<p><b>Name of Headteacher: Tom Inman</b></p>		<p><b>Sign:</b></p>	<p><b>Date:</b></p>
<p><b>Name of Designated Safeguarding Lead: David Turner</b></p>		<p><b>Sign:</b></p>	<p><b>Date:</b></p>

## **APPENDIX D – Overseas Visits**

### **USING STANDARD OPERATING PROCEDURES TEMPLATES**

The following Standard Operating Procedures (SOPs) are designed to make the risk assessment process more straightforward for 'routine and regular' overseas visits, whereupon the school's base line procedures would not change for these types of visit. The original document below has been pre-populated with typical hazards and their associated control measures which would apply in these types of routine visits and off-site activities undertaken.

The Head and Educational Visits Coordinator should review the generic controls (third column) against the specific aspects of the schools 'routine and regular' base line procedures for this type of overseas visit and activity and amend 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 best describes exactly your situation

The final SOPs document is then school specific and represents the control measures which should be applied by staff for all 'routine and regular' overseas visits. The SOPs forms part of the School's Outdoor Education, Visits and Off-Site Activities Policy document and copies of the school specific SOPs should be uploaded to the 'Establishment Documents' in the resources section of Evolve.

Staff should be briefed in the content and purpose of these SOPs and the Visit leader should take the most appropriate school specific SOPs and name it and date it for the visit and then judge if the baseline procedures (third column) adequately controls the risks.

The Visit leader should where required add any additional comments in the enhanced risk assessment section (fourth column) specific to the visit. For example, this could be individual medical issues relating to a pupil or a concern about the behaviour of a specific class. However, if the SOPs 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 SOPs.

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



**Exmouth Community College**

## OVERSEAS VISITS

<b>Name of assessor / Visit Leader</b>	<b>Signature</b>	<b>Date or risk assessment:</b>
<b>Proposed Activity / Visit</b>		<b>Date/s of visit/activity:</b>
<b>Risk assessment declaration:</b> <i>The below Standard Operating Procedures are <u>sufficient / insufficient</u> (Trip leader delete as appropriate) to control the risks presented by the above activity/visit.</i>		
<b>Identify the hazard</b>	<b>Identify who might be harmed</b>	<b>Standard Operating Procedures</b> <i>These control measures will apply to <u>all</u> routine and regular overseas visits when they are relevant.</i>
		<b>Enhanced Risk Assessment</b> <i>The Visit Leader should consider if the SOP are adequate for the proposed visit/activity. Where they are not, any additional control measures should be recorded below.</i>
<b>Management Arrangements</b>		
		<b>Visit Leader should NOT amend this column</b>
		<b>Visit Leader should add additional comments in this column</b>

<p>Management arrangements for all overseas 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"> <li>• All activities are undertaken in accordance with the general requirements of the <i>Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2022</i>.</li> <li>• Planning Checklist has been used to check that all reasonable steps have been taken to manage the risks.</li> <li>• Visit Leader identified above has assessed if these Standard Operating Procedures are adequate for the activity/visit.</li> <li>• Visit leader is 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 enhanced risk assessment column.</li> <li>• 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</li> <li>• 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 enhanced risk assessment column</li> <li>• Group control measures used to supervise pupils will be recorded in the enhanced risk assessment column</li> <li>• Appropriate parental consent is obtained</li> <li>• Arrangements overseen by Educational Visits Coordinator <i>Lisa Malton and Assistant EVC Donna French</i> who attended training <i>13<sup>th</sup> October 22</i>.</li> <li>• All visit approved by the Deputy Headteacher Lisa Malton Arrangements for Category B and C Visits endorsed by the Adviser for Outdoor Education.</li> </ul>	<p>Specify the minimum staff/pupils ratios;</p> <p>Specify what information/instructions are provided to pupils (emergency actions cards etc.)</p> <p>Specify the procedures for supervision, (e.g. buddy systems, large groups split into small groups each with named leaders, coloured caps for identification)</p>
<p>Emergency arrangements</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> <li>• At least one member of staff is a competent First Aider</li> <li>• Sufficient staffing to allow for dealing with emergencies</li> </ul>	<p>Specify pupils with additional medical needs and summarise action to be taken (full</p>

<p>Incidents of injuries being exacerbated by absence of First Aid and emergency arrangements</p>		<ul style="list-style-type: none"> <li>• Consent process includes specific medical/medicinal information. Any specific medical needs will be considered and recorded in the enhanced risk assessment column.</li> <li>• First Aid kit and mobile phone carried. Emergency procedure card carried with First Aid kit.</li> <li>• Visit Leader has staff/pupil list plus parent/guardian contact details with them</li> <li>• 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</li> <li>• Visit Leader has staff/pupil list plus parent/guardian contact details with them</li> <li>• Pupils briefed in what to do should they become separated from the group.</li> </ul> <p><b>Back at Base Contacts:</b>  Reception: 01395 264761  Lisa Malton: 07849 180890  David Turner: 07849 168007</p> <p><b>Spare minibus keys held by Caretakers</b></p> <ul style="list-style-type: none"> <li>• Evening caretaker until 22.00: 07967 132850</li> <li>• Weekend caretaker until 15.00: 07813 902159</li> <li>• On-call caretaker: 07920 038779</li> </ul>	<p>Education Health Care Plans can be referred to and do not need to be included in full here)</p> <p>Specify what information/instructions are provided to pupils (emergency actions cards etc.)</p>
<p>Outbreak of infectious illness</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> <li>• Visit Leader has an agreed plan of action with the provider in the event that a group member or members (adults or children) need to be isolated/removed from the group in the event that they develop a contagious disease</li> </ul>	

		<ul style="list-style-type: none"> <li>• Visit Leader and Head/DHT Lisa Malton have agreed a plan for additional staff to attend in the event the supervision ratios are compromised due to the departure of a supervising adult</li> </ul>	
Using external providers  incompetent external providers / failure to coordinate supervision with external provider	Pupils	<ul style="list-style-type: none"> <li>• 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 enhanced risk assessment column.</li> <li>• Where an external provider controls or determines activities, including accommodation, the SOE5 form has been used to vet this provider unless this provider has the <i>LoTC</i> accreditation</li> <li>• SOE5 or LoTC accreditation to verify that DBS checks undertaken for all external coaching or centre staff who have regular contact with children</li> <li>• SOE5 or LoTC accreditation to verify that £5million public liability in place and that coaching staff are suitably qualified.</li> <li>• Staff, including volunteers, have been briefed about their roles, responsibilities and any specific risks about which they should be aware. Emergency contact information shared.</li> <li>• External providers briefed on roles and responsibilities and handover procedures. Emergency contact information shared.</li> <li>• Pupils briefed about appropriate conduct and specific risks about which they should be aware</li> </ul>	
Weather	Staff and pupils		

Cold, wet, sun exposure.		<ul style="list-style-type: none"> <li>• Spare clothing for pupils who may not come prepared with suitable clothing</li> <li>• Weather forecast checked ahead of visit and programme adjusted accordingly. Any specific controls for extreme weather will be considered and recorded in the enhanced risk assessment column.</li> <li>• Ongoing dynamic risk assessment will be undertaken to review arrangements in light of weather changes during the visit.</li> <li>• 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 will be worn. Suitable breaks out of the sun ensured in the timetable for the day.</li> </ul>	
<b>Travel Arrangements</b>			
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"> <li>• Staff briefed on roles and responsibilities during journey and any stops made.</li> <li>• Pupils briefed on expectations</li> <li>• Head counts when getting on and off coach plus before departure from any stop or location.</li> <li>• One staff member embarks first, with other staff ensuring order outside the coach; reverse process for disembarkation.</li> <li>• Suitable embarkation points are used such as coach park or area with wide pavement.</li> <li>• 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.</li> <li>• Departure and return times made known to pupils, staff and parents</li> </ul>	Specify 'N/A' if coach not being used



		<ul style="list-style-type: none"> <li>• Visit Leader to liaise with driver to plan rest stops/breaks.</li> <li>• Arrangements for travel sickness in place</li> <li>• Contingency plans in place in the event of lateness or incident</li> <li>• Communications with transport provider available in case visit needs to be curtailed early.</li> <li>• Mobile phone communication available</li> <li>• Coach is hired from reputable company</li> <li>• Coaches have seat belts - pupils instructed to wear seatbelts and staff check to make sure that they do so.</li> </ul>	
<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"> <li>• Minibus driver(s) are competent to drive and have the correct licence for the minibus being used and has passed DCC test or appropriate training</li> <li>• Minibus is maintained in accordance with manufacturer's requirements and checked prior to each journey: lights/horn/seatbelts/windscreen/tyres/spare tyre/jack/fuel etc.</li> <li>• First Aid kit and fire extinguisher carried.</li> <li>• Pupils instructed to wear seatbelts and staff check to make sure that they do so.</li> <li>• Vehicle loading is within maximum permitted as described by manufacture and aisles are not blocked.</li> <li>• Towing only undertaken when side emergency exit is available.</li> <li>• Head counts when getting on and off minibus plus before departure from any stop or location.</li> <li>• 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 recorded in enhanced risk assessment column.</li> </ul>	<p>Specify 'N/A' if minibus not being used.</p> <p>Specify minibus drivers' licence category;</p>

		<ul style="list-style-type: none"> <li>• Sufficient stops planned for longer journeys to avoid driving when tired (max 4.5 hours with 45-minute break or 3 x 15-minute breaks. Maximum of 9 hours in one day)</li> <li>• Arrangements for travel sickness in place.</li> <li>• Luggage stored without obstructing aisles.</li> <li>• All exits unlocked when carrying passengers.</li> <li>• <b>Additional controls for driving minibus abroad:</b></li> <li>• Minibus driver(s) are competent to drive abroad in that they have full PCV licence entitlement</li> <li>• Minibus has calibrated tachograph</li> <li>• The following documentation is available in the vehicle: comprehensive insurance certificate; waybill; a Model Control Document; Own Account Certificate; evidence of 5-star breakdown cover; driver/s licences; V5; tachograph calibration certificate.</li> <li>• The following safety measures are physically available: fire extinguisher; first aid kit; warning triangle; spare set of bulbs; high visibility jacket for the driver.</li> </ul>	
<p>Service stations and other breaks in journey</p> <p>Injury through poor behaviour / pupils being separated or left behind / vehicle pedestrian conflict in car / lorry park</p>	<p>Pupils – especially young pupils</p>	<ul style="list-style-type: none"> <li>• Brief pupils re purpose and timings of stop</li> <li>• Staff briefed on roles and responsibilities during stop</li> <li>• Clear expectations for behaviour established</li> <li>• Brief pupils how and where to contact staff – establish permanent meeting point in service area and ensure that it is manned until final departure</li> <li>• Brief pupils to remain in pairs or small groups</li> <li>• Remind pupils about moving traffic and other hazards and establish no go areas. These to be established via dynamic risk assessment by staff at the service area.</li> <li>• Careful headcount before departure.</li> </ul>	

<p>Road transport - breakdown or road traffic collision</p> <p>Secondary collision from passing vehicles / vehicle / pedestrian contact</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> <li>• <i>Coach:</i></li> <li>• 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.</li> <li>• Visit Leader has over-riding decision until arrival of emergency services when instruction will be taken from them.</li> <li>• <i>Minibus:</i></li> <li>• 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.</li> <li>• Visit Leader to take instruction from emergency services upon their arrival</li> <li>• If travelling in convoy, the Visit Leader to be notified at earliest opportunity.</li> <li>• Contact the emergency contact at the school base with details of what has happened and what your plan is. Arrange regular updates. School to contact parents/guardians to inform them of incident and of changes in expected timetable.</li> <li>• 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.</li> <li>• Ensure that a competent member of staff accompanies any injured pupils to hospital</li> </ul>	
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		<ul style="list-style-type: none"> <li>Ascertain extent of injuries and of release times for the uninjured/lightly injured.</li> <li>Ensure regular updates fed back to school and hence parents/guardians.</li> </ul>	
<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>	Staff and pupils	<ul style="list-style-type: none"> <li>Staff briefed on roles and responsibilities during crossing. Rota to be established during night trips so that supervising adults are always awake</li> <li>Close supervision on vehicle deck when embarking / disembarking vehicle. No pupil access to this area unsupervised</li> <li>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.</li> <li>Open deck areas to be off-limits unless accompanied by an adult.</li> <li>Meeting point established which is staffed throughout the crossing and pupils briefed accordingly.</li> <li>Pupils to remain in pairs or small groups</li> <li>Careful head count before disembarkation</li> <li>In emergency follow instructions from ship's crew.</li> <li>Clarify procedures as far as possible with both staff and pupils before arrival at ferry.</li> </ul>	<p>Specify 'N/A' if Ferry not being used.</p> <p>Specify supervision arrangements whilst on-board</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"> <li>Brief pupils re air safety and security requirements in airports and in flight</li> <li>Staff briefed on roles and responsibilities during time in airports</li> <li>Clear expectations for behaviour established</li> <li>Meeting points established and staffed throughout time in the airport and pupils briefed accordingly.</li> <li>Brief pupils to remain in pairs or small groups</li> </ul>	<p>Specify 'N/A' if Air Flight not being used</p> <p>Specify your airlines maximum adult/child supervision ratio</p>

		<ul style="list-style-type: none"> <li>Remind pupils about moving traffic and other hazards and establish no go areas.</li> <li>Headcounts at regular intervals.</li> <li>Pupils briefed and monitored on need for adequate exercise and drink on longer flights.</li> </ul>	
<p>Travel on foot</p> <p>Vehicle pedestrian conflict / pupils separated and lost in crowds</p>	<p>Staff supervising at front and rear / pupils – especially young pupils / staff leading on road walking routes</p>	<ul style="list-style-type: none"> <li>Pupils briefed on which side of the road vehicles drive on in the country/ies visited.</li> <li>Brief pupils in hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other pedestrians</li> <li>Staff briefed on roles and responsibilities for walking route.</li> <li>Means of communication between staff arranged.</li> <li>Emergency plan is in place for eventuality of separation of child from group</li> <li>Coach/minibus disembarkation point chosen to avoid busy traffic routes</li> <li>Route planned to avoid fast roads, blind spots and other hazards. Pavements used wherever possible</li> <li>Designated crossing points used wherever possible</li> <li>When walking on road, group will walk facing traffic or on most appropriate side depending on conditions.</li> <li>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</li> <li>Ongoing dynamic assessment by Visit Leader and/or staff at front of group controls varied accordingly</li> <li>Means of identification used to identify members of group quickly in crowded environment</li> <li>Regular headcounts taken</li> <li>When walking in dark or semi-darkness, leaders at front and staff member at rear have torches. High visibility clothing will be worn.</li> </ul>	<p>Specify which side of the road vehicles drive on in the country/ies visited</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"> <li>• Route planned to identify potential for problems and to account for delays</li> <li>• Timetables considered ahead of time to ensure particular trains/connections will not be missed. Contingency plan for alternatives if train /connections missed.</li> <li>• 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</li> <li>• Staff briefed on roles and responsibilities for travel route.</li> <li>• Means of communication between staff in place.</li> <li>• Party to move through crowded areas with adult in lead and adult at back of the group.</li> <li>• Meeting points established and staffed throughout time in station concourse and pupils briefed accordingly.</li> <li>• Brief pupils to remain in groups of at least 3.</li> <li>• Means of identification used to identify members of group quickly in crowded environment i.e. high vis vests, coloured caps etc.</li> <li>• Regular headcounts taken</li> <li>• Large groups divided into small groups with adequate staffing for ease of management</li> <li>• Emergency plan is in place for eventuality of separation of child from group.</li> </ul>	<p>Specify 'N/A' if public transport not used.</p> <p>Specify the procedures if the group is accidentally separated.</p>
<p><b>Accommodation Arrangements</b></p>			
<p>Hazards arising from accommodation failing to meet statutory minimum standards</p>	<p>All participants and staff.</p>	<ul style="list-style-type: none"> <li>• Accommodation provider to complete form "SOE5" as self-declaration statement to provide assurance that accommodation meets required standards</li> </ul>	<p>Specify what action has been taken to ensure suitability of accommodation</p>

<p>Fire / building regulations / safer recruitment practices / welfare and security failings</p>		<ul style="list-style-type: none"> <li>• Accommodation has tourist board rating or external validation of standards</li> <li>• Pre-visit check carried out to confirm standards are satisfactory where possible.</li> <li>• 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</li> <li>• Pupils briefed to report any faulty items found in rooms to staff</li> <li>• Shortcomings in provision will be discussed with accommodation manager</li> <li>• SOE3 parental consent information checked to ensure dietary requirements met.</li> </ul>	
<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"> <li>• Separate male and female sleeping accommodation and washing facilities are provided.</li> <li>• Separate staff accommodation is suitably located to ensure adequate supervision but also ability for pupils to raise concerns if needed</li> <li>• Mixed parties are accompanied by at least one adult of each sex</li> <li>• A bedroom plan detailing who is allocated to which room will be completed by the first day of the visit and shared with all staff at the earliest opportunity</li> <li>• Staff have access to pupil's whilst sleeping at all times</li> <li>• Dormitories are for the exclusive use of the group concerned.</li> </ul>	
<p>Fire in the building</p> <p>Fire / explosion / inability to escape from fire due to blocked means of escape</p>	<p>All participants and staff.</p>	<ul style="list-style-type: none"> <li>• Identify requirements at time of booking and check during pre-visit and on arrival</li> <li>• On arrival Visit Leader to check physical fire safety arrangements:</li> </ul>	

<p>/ inability to escape from fire due to unfamiliarity with building</p>		<ul style="list-style-type: none"> <li>○ walk escape routes to check that fire exits clearly marked and escape doors open easily</li> <li>○ fire alarm sounders on each floor and in public areas</li> <li>○ fire extinguishers available on each floor and in public areas</li> <li>○ emergency lighting provided and working</li> <li>○ Staircases and corridors protected by fire doors in good condition.</li> </ul> <ul style="list-style-type: none"> <li>● 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</li> <li>● 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.</li> <li>● Decide whether or not pupils' doors should be locked from the inside</li> <li>● Fire exits should be openable from the inside whilst remaining secure from the outside</li> <li>● Shortcomings in provision will be discussed with accommodation manager</li> </ul>	<p>Specify whether pupils' bedrooms to be locked from the inside and if so, how staff can access.</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"> <li>● On arrival Visit Leader to check physical security arrangements to ensure that reasonable steps taken to prevent unauthorised persons entering the accommodation</li> <li>● The accommodation is secure at night</li> <li>● Accommodation staff are on duty or accessible overnight.</li> <li>● Ensure that all windows and doors are secured from external entry without compromising means of fire escape</li> <li>● If windows lead onto balconies, only staff or reliable pupils occupy these rooms</li> </ul>	<p>Specify whether accommodation staff are on duty overnight, if not how are they accessible.</p>



		<ul style="list-style-type: none"> <li>• If other guests share the accommodation, sole occupancy of the floor will be sought where possible and have designated staff rooms adjacent to pupils.</li> <li>• Roles and responsibilities for staff identified.</li> <li>• Pupils briefed to inform staff in the event of an emergency and where they can be found.</li> <li>▪ Staff to check pupils at “lights out”.</li> </ul>	
<b>Visiting country Emergency services details</b>			

<b>Name of Headteacher: Tom Inman</b>	<b>Sign:</b>	<b>Date:</b>
<b>Name of Designated Safeguarding Lead: David Turner</b>	<b>Sign:</b>	<b>Date:</b>

## USING STANDARD OPERATING PROCEDURES TEMPLATES

The following Standard Operating Procedures (SOPs) are designed to make the risk assessment process more straightforward for 'routine and regular' visits which involve UK residential visits whereupon the school's base line procedures would not change for these types of visit. The original document below has been pre-populated with typical hazards and their associated control measures which would apply in these types of routine visits and off-site activities undertaken.

The Head and Educational Visits Coordinator should review the generic controls (third column) against the specific aspects of the schools 'routine and regular' base line procedures for this type of visit and activity and amend 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 best describes exactly your situation

The final SOPs document is then school specific and represents the control measures which should be applied by staff for all 'routine and regular' visits. The SOPs forms part of the School's Outdoor Education, Visits and Off-Site Activities Policy document and copies of the school specific SOPs should be uploaded to the 'Establishment Documents' in the resources section of Evolve.

Staff should be briefed in the content and purpose of these SOPs.

The Visit leader should take the most appropriate school specific SOPs and name it and date it for the visit and then judge if the baseline procedures (third column) adequately controls the risks.

The Visit leader should where required add any additional comments in the enhanced risk assessment section (fourth column) specific to the visit. For example, this could be individual medical issues relating to a pupil or a concern about the behaviour of a specific class. However, if the SOPs 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 SOPs.

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



*Exmouth Community College*

## UK RESIDENTIAL VISITS

Name of assessor / Visit Leader	Signature	Date or risk assessment:	
Proposed Activity / Visit		Date/s of visit/activity:	
<b>Risk assessment declaration:</b> <i>The below Standard Operating Procedures are <u>sufficient / insufficient</u> (Trip leader delete as appropriate) to control the risks presented by the above activity/visit.</i>			
<b>Identify the hazard</b>	<b>Identify who might be harmed</b>	<b>Standard Operating Procedures</b> <i>These control measures will apply to <u>all</u> routine and regular UK residential visits when they are relevant.</i>	<b>Enhanced Risk Assessment</b> <i>The Visit Leader should consider if the SOP are adequate for the proposed visit/activity. Where they are not, any additional control measures should be recorded below.</i>
<b>Management Arrangements</b>			
		<b>Visit Leader should NOT amend this column</b>	<b>Visit Leader should add additional comments in this column</b>
Management arrangements for all UK residential visits	Pupils	<ul style="list-style-type: none"> <li>All activities are undertaken in accordance with the general requirements of the <i>Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2022</i></li> <li>Planning Checklist has been used to check that all reasonable</li> </ul>	Specify the minimum staff/pupils' ratios;

<p>Injuries or incident arising from lack of staff competence / inadequate supervision / inadequate management arrangements / incompetent external providers</p>		<p>steps have been taken to manage the risks.</p> <ul style="list-style-type: none"> <li>• Visit Leader identified above has assessed if these Standard Operating Procedures are adequate for the activity/visit.</li> <li>• Visit leader is competent for the scope of the specific visit undertaken. Where visits require the Visit Leader to have additional specific competencies, this is detailed in the enhanced risk assessment column.</li> <li>• 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</li> <li>• Where visits require a higher level of supervision, this is detailed in the enhanced risk assessment column.</li> <li>• Where visits involve any degree of 'remote supervision', this is detailed in the enhanced risk assessment column.</li> <li>• Group control measures used to supervise pupils will be recorded in enhanced risk assessment column.</li> <li>• Appropriate parental consent is obtained</li> <li>• Arrangements overseen by Educational Visits Coordinator Lisa Malton and Assistant EVC Donna French who attended training 13<sup>th</sup> October 22</li> <li>• All visit approved by the Deputy Headteacher Lisa Malton</li> <li>• Arrangements for Category B and C Visits endorsed by the Adviser for Outdoor Education.</li> </ul>	<p>Specify what information/instructions are provided to pupils (emergency actions cards etc.)</p> <p>Specify the procedures for supervision, (e.g. buddy systems, large groups split into small groups each with named leaders, coloured caps for identification)</p>
<p>Emergency arrangements  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"> <li>• At least one member of staff is a competent First Aider</li> <li>• Sufficient staffing to allow for dealing with emergencies</li> <li>• Consent process includes specific medical/medicinal information. Any specific medical needs will be considered and recorded in the enhanced risk assessment column.</li> </ul>	<p>Specify pupils with additional medical needs and summarise action to be taken (full Education Health Care Plans can be referred to and do not to be included in full here)</p>

		<ul style="list-style-type: none"> <li>• First Aid kit and mobile phone carried. Emergency procedure card carried with First Aid kit.</li> <li>• Visit Leader has staff/pupil list plus parent/guardian contact details with them</li> <li>• 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</li> <li>• Visit Leader has staff/pupil list plus parent/guardian contact details with them</li> <li>• Pupils briefed in what to do should they become separated from the group.</li> <li>• Visit Leader has an agreed plan of action with the provider in the event that a group member or members (adults or children) need to be isolated/removed from the group in the event that they develop a contagious disease</li> <li>• Visit Leader and Head have agreed a plan for additional staff to attend in the event the supervision ratios are compromised due to the departure of a supervising adult</li> </ul> <p><b>Back at Base Contacts:</b>  Reception: 01395 264761  Lisa Malton: 07849 180890  David Turner: 07849 168007</p> <p><b>Spare minibus keys held by Caretakers</b></p> <ul style="list-style-type: none"> <li>• Evening caretaker until 22.00: 07967 132850</li> <li>• Weekend caretaker until 15.00: 07813 902159</li> <li>• On-call caretaker: 07920 038779</li> </ul>	<p>Specify what information/instructions are provided to pupils (emergency actions cards etc.)</p>
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<p>Outbreak of infectious illness</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> <li>• Visit Leader has an agreed plan of action with the provider in the event that a group member or members (adults or children) need to be isolated/removed from the group in the event that they develop a contagious disease</li> <li>• Visit Leader and Head/DHT Lisa Malton have agreed a plan for additional staff to attend in the event the supervision ratios are compromised due to the departure of a supervising adult</li> </ul>	
<p>Using external providers incompetent external providers / failure to coordinate supervision with external provider</p>	<p>Pupils</p>	<ul style="list-style-type: none"> <li>• 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 enhanced risk assessment column.</li> <li>• Where an external provider controls or determines activities, including accommodation, the SOE5 form is used to vet this provider unless this provider has the LoTC accreditation</li> <li>• SOE5 or LoTC accreditation to verify that DBS checks undertaken for all external coaching or centre staff who have regular contact with children</li> <li>• SOE5 or LoTC accreditation to verify that £5million public liability in place and that coaching staff are suitably qualified.</li> <li>• Staff, including volunteers, have been briefed about their roles, responsibilities and any specific risks about which they should be aware. Emergency contact information shared.</li> <li>• External providers briefed in roles and responsibilities and handover procedures. Emergency contact information shared.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Pupils briefed about appropriate conduct and specific risks about which they should be aware</li> </ul>	
<p>Weather</p> <p>Cold, wet, sun exposure.</p>	Staff and pupils	<ul style="list-style-type: none"> <li>• Spare clothing for pupils who may not come prepared with suitable clothing</li> <li>• Weather forecast checked ahead of visit and programme adjusted accordingly. Any specific controls for extreme weather will be considered and recorded in the enhanced risk assessment column.</li> <li>• Ongoing dynamic risk assessment will be undertaken to review arrangements in light of weather changes during the visit.</li> <li>• 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 will be worn. Suitable breaks out of the sun ensured in the timetable for the day.</li> </ul>	
<b>Travel Arrangements</b>			
<p>Travel by coach</p> <p>Road traffic collisions / injuries sustained by failure to wear seatbelt / pupils left behind</p>	Staff and pupils	<ul style="list-style-type: none"> <li>• Staff briefed on roles and responsibilities during journey and any stops made.</li> <li>• Pupils briefed on expectations</li> <li>• Head counts when getting on and off coach plus before departure from any stop or location.</li> <li>• One staff member embarks first, with other staff ensuring order outside the coach; reverse process for disembarkation.</li> <li>• Suitable embarkation points are used such as coach park or area with wide pavement.</li> <li>• 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.</li> </ul>	Specify 'N/A' if coach not being used

		<ul style="list-style-type: none"> <li>• Departure and return times made known to pupils, staff and parents</li> <li>• Visit Leader to liaise with driver to plan rest stops/breaks.</li> <li>• Arrangements for travel sickness in place</li> <li>• Contingency plans in place in the event of lateness or incident</li> <li>• Communications with transport provider available in case visit needs to be curtailed early.</li> <li>• Mobile phone communication available</li> <li>• Coach is hired from reputable company</li> <li>• Coaches have seat belts - pupils instructed to wear seatbelts and staff check to make sure that they do so.</li> </ul>	
<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"> <li>• Driver ensures that pupils wear seatbelts.</li> <li>• Pupils briefed about behavioural expectations and not distracting the driver</li> <li>• Departure and return times made known to pupils, staff and parents</li> <li>• 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</li> <li>• Contingency plans in place in the event of lateness or incident including allowing extra time for delays</li> <li>• Where multiple vehicles used, a lead vehicle will be identified, and vehicles will not overtake.</li> <li>• Each car to carry emergency contact details, charged mobile phone, sick bag.</li> <li>• First Aid kit to be available in any convoy.</li> <li>• Driver confirms that they are insured for work related journeys via self-declaration</li> <li>• Self-declaration obtained that vehicle is taxed and MOT is valid.</li> <li>• Standard letter and self-declaration sent out and returned for volunteer drivers</li> </ul>	<p>Specify 'N/A' if cars not being used</p>



		<ul style="list-style-type: none"> <li>• Volunteer drivers considered for their suitability by Visit Leader and Headteacher</li> <li>• 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.</li> <li>• DBS checks undertaken for those who drive pupils</li> <li>• DBS checks <b>must</b> be undertaken for those who regularly transport children.</li> <li>• DCC/Torbay recommends that DBS checks undertaken for all drivers]</li> </ul>	
<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"> <li>• Minibus driver(s) are competent to drive and have the correct licence for the minibus being used and has passed DCC test or appropriate training</li> <li>• Minibus is maintained in accordance with manufacturer's requirements and checked prior to each journey: lights/horn/seatbelts/windscreen/tyres/spare tyre/jack/fuel etc.</li> <li>• First Aid kit and fire extinguisher carried.</li> <li>• Pupils instructed to wear seatbelts and staff check to make sure that they do so.</li> <li>• Vehicle loading is within maximum permitted as described by manufacture and aisles are not blocked.</li> <li>• Towing only undertaken when side emergency exit is available and D1 exemption not being used.</li> <li>• Head counts when getting on and off minibus plus before departure from any stop or location.</li> <li>• 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 recorded in enhanced risk assessment column.</li> </ul>	<p>Specify 'N/A' if minibus not being used.</p> <p>Specify minibus drivers' licence category;</p>

		<ul style="list-style-type: none"> <li>• Sufficient stops planned for longer journeys to avoid driving when tired (max 4.5 hours with 45-minute break or 3 x 15-minute breaks. Maximum of 9 hours in one day)</li> <li>• Arrangements for travel sickness in place.</li> <li>• Luggage stored without obstructing aisles.</li> <li>• All exits unlocked when carrying passengers. Passenger movements around minibus limited.</li> </ul>	
<p>Service stations and other breaks in journey</p> <p>Injury through poor behaviour / pupils being separated or left behind / vehicle / pedestrian conflict in car/lorry park</p>	Pupils – especially young pupils	<ul style="list-style-type: none"> <li>• Brief pupils re purpose and timings of stop</li> <li>• Staff briefed on roles and responsibilities during stop</li> <li>• Clear expectations for behaviour established</li> <li>• Brief pupils how and where to contact staff – establish permanent meeting point in service area and ensure that it is manned until final departure</li> <li>• Brief pupils to remain in pairs or small groups</li> <li>• Remind pupils about moving traffic and other hazards and establish no go areas. These to be established via dynamic risk assessment by staff at the service area.</li> <li>• Careful headcount before departure.</li> </ul>	
<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"> <li>• 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.</li> <li>• Visit Leader has over-riding decision until arrival of emergency services when instruction will be taken from them.</li> </ul> <p><i>Minibus:</i></p> <ul style="list-style-type: none"> <li>• Visit Leader to judge safest place for group; either to stay on the minibus or evacuate to an area behind barriers and away</li> </ul>	

		<p>from moving traffic. On motorway, the only reason for not evacuating would be that the area beyond the crash barrier created a greater danger.</p> <ul style="list-style-type: none"> <li>• Visit Leader to take instruction from emergency services upon their arrival</li> </ul> <p><i>Car:</i></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Driver to take instruction from emergency services upon their arrival.</li> <li>• If travelling in convoy, the Visit Leader to be notified at earliest opportunity.</li> <li>• 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.</li> <li>• 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.</li> <li>• Ensure that a competent member of staff accompanies any injured pupils to hospital</li> <li>• Ascertain extent of injuries and of release times for the uninjured/lightly injured.</li> <li>• Ensure regular updates fed back to school and hence parents/guardians.</li> </ul>	
Travel on foot	Staff supervising at	<ul style="list-style-type: none"> <li>• Pupils briefed on which side of the road to walk on.</li> </ul>	

<p>Vehicle pedestrian conflict / pupils separated and lost in crowds</p>	<p>front and rear / pupils – especially young pupils / staff leading on road walking routes</p>	<ul style="list-style-type: none"> <li>• Brief pupils in hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other pedestrians</li> <li>• Staff briefed on roles and responsibilities for walking route.</li> <li>• Means of communication between staff arranged.</li> <li>• Emergency plan is in place for eventuality of separation of child from group</li> <li>• Coach/minibus disembarkation point chosen to avoid busy traffic routes</li> <li>• Route planned and walked ahead avoid fast roads, blind spots and other hazards. Pavements used wherever possible</li> <li>• Designated crossing points used wherever possible</li> <li>• When walking on road, group will walk facing traffic or on most appropriate side depending on conditions.</li> <li>• 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</li> <li>• Ongoing dynamic assessment by Visit Leader and/or staff at front of group controls varied accordingly</li> <li>• Means of identification used to identify members of group quickly in crowded environment</li> <li>• Regular headcounts taken</li> <li>• When walking in dark or semi-darkness, leaders at front and staff member at rear have torches. High visibility clothing will be worn.</li> </ul>	
<p>Use of public transport, including trains and underground</p> <p>Injury through poor behaviour / pupils being separated or left behind /</p>	<p>Pupils – especially young pupils</p>	<ul style="list-style-type: none"> <li>• Route planned to identify potential for problems and to account for delays</li> <li>• Timetables considered ahead of time to ensure particular trains/connections will not be missed. Contingency plan for alternatives if train /connections missed.</li> </ul>	<p>Specify 'N/A' if public transport not used.</p> <p>Specify the procedures if the group is accidentally separated.</p>

<p>pupils lost in crowded environments</p>		<ul style="list-style-type: none"> <li>• 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</li> <li>• Staff briefed on roles and responsibilities for travel route.</li> <li>• Means of communication between staff in place.</li> <li>• Party to move through crowded areas with adult in lead and adult at back of the group.</li> <li>• Meeting points established and staffed throughout time in station concourse and pupils briefed accordingly.</li> <li>• Brief pupils to remain in groups of at least 3.</li> <li>• Means of identification used to identify members of group quickly in crowded environment i.e. high vis vests, coloured caps etc.</li> <li>• Regular headcounts taken</li> <li>• Large groups divided into small groups with adequate staffing for ease of management</li> <li>• Emergency plan is in place for eventuality of separation of child from group.</li> </ul>	
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**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"> <li>• Accommodation provider to complete form "SOE5" or holds LOTC Quality Badge to provide assurance that accommodation meets required standards</li> <li>• Accommodation has tourist board rating or external validation of standards</li> <li>• Pre-visit check carried out to confirm standards are satisfactory where possible.</li> <li>• 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</li> <li>• Pupils briefed to report any faulty items found in rooms to staff</li> </ul>	<p>Specify what action has been taken to ensure suitability of accommodation</p>
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<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>	All participants and staff	<ul style="list-style-type: none"> <li>• Separate male and female sleeping accommodation and washing facilities are provided.</li> <li>• Separate staff accommodation is suitably located to ensure adequate supervision but also ability for pupils to raise concerns if needed</li> <li>• Mixed parties are accompanied by at least one adult of each sex</li> <li>• 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</li> <li>• Staff have access to pupils whilst sleeping at all times</li> <li>• Dormitories are for the exclusive use of the group concerned.</li> </ul>	
<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>	All participants and staff.	<ul style="list-style-type: none"> <li>• Identify requirements at time of booking and check during pre-visit and on arrival</li> <li>• On arrival Visit Leader to check physical fire safety arrangements: <ul style="list-style-type: none"> <li>○ walk escape routes to check that fire exits clearly marked and escape doors open easily</li> <li>○ fire alarm sounders on each floor and in public areas</li> <li>○ fire extinguishers available on each floor and in public areas</li> <li>○ emergency lighting provided and working</li> <li>○ Staircases and corridors protected by fire doors in good condition.</li> </ul> </li> <li>• 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.</li> </ul>	

		<ul style="list-style-type: none"> <li>• 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.</li> <li>• Decide whether or not pupils' doors should be locked from the inside</li> <li>• Fire exits should be openable from the inside whilst remaining secure from the outside</li> <li>• Shortcomings in provision will be discussed with accommodation manager</li> </ul>	Specify whether pupils' bedrooms to be locked from the inside and if so, how staff can access.
<p>Attack or disturbance by intruder</p> <p>Sexual assault / abduction / violence / property theft</p>	All participants and staff	<ul style="list-style-type: none"> <li>• On arrival Visit Leader to check physical security arrangements to ensure that reasonable steps taken to prevent unauthorised persons entering the accommodation</li> <li>• The accommodation is secure at night</li> <li>• Accommodation staff are on duty or accessible overnight.</li> <li>• Ensure that all windows and doors are secured from external entry without compromising means of fire escape</li> <li>• If windows lead onto balconies, only staff or reliable pupils occupy these rooms</li> <li>• If other guests share the accommodation, sole occupancy of the floor will be sought where possible and have designated staff rooms adjacent to pupils.</li> <li>• Roles and responsibilities for staff identified.</li> <li>• Pupils briefed to inform staff in the event of an emergency and where they can be found.</li> <li>• Staff to check pupils at "lights out".</li> </ul>	Specify whether accommodation staff are on duty overnight, if not how are they accessible.

<b>Name of Headteacher: Tom Inman</b>	<b>Sign:</b>	<b>Date:</b>
<b>Name of Designated Safeguarding Lead: David Turner</b>	<b>Sign:</b>	<b>Date:</b>