

Safeguarding and promoting the welfare of children on activities outside the School

(Last reviewed and revised March 2024. Date of next review March 2025)

Prepared with reference to:

- National Guidance on Educational Visits drawn up by the Outdoor Education Advisors Panel and OEAP Cymru
- Wales Council for Outdoor Learning
- Estyn Review of education visits policies in the further education sector (September 2015).

Aims and purposes of educational visits.

The school has a strong commitment to extending learning opportunities beyond the statutory school day and beyond the school premises. Each year the school will arrange a number of activities that take place off the school site and / or out of school hours which support the aims of the school. Parents will be notified of these and asked for their consent.

Any activity contains risk, but risk can be minimised to an acceptable level by thorough preparation and planning. This is our professional and moral obligation.

Under the **Health and Safety at Work etc Act 1974** the Trustees of Cardiff Steiner School are responsible for the health, safety and welfare at work of their employees. The Trustees are also under a duty to ensure (including in **School Governors' guide to the law section 25 Health, Safety and Welfare**, Welsh Government), as far as is reasonably practicable, the health and safety of anyone else who may be affected by their activities. This includes participants in educational visits.

The Management of Health and Safety at Work Regulations 1992 (updated 1999), made under the 1974 Act, require the Trustees to:

- assess the risks of activities
- ensure that measures to control those risks are adequate.

This includes telling employees about safety measures along with reasonable measures to ensure that these are followed and implemented. The 'reasonable' requirement will generally be satisfied by monitoring arrangements 'in the field' until the employer is satisfied that there is reasonable understanding of what needs to be done, and to be reasonably satisfied that it is being done. It is not necessary to monitor the performance of every employee on every activity, but by a process of targeted and random monitoring (and revision of practices as appropriate) the employer can be satisfied that there is general understanding and compliance with the Trustee's wishes;

Also under the Health and Safety legislation employees must:

- take reasonable care of their own and others' health and safety;
- co-operate with their employers over safety matters;
- carry out activities in accordance with training and instructions;
- inform the employer of any serious risks.


These duties apply to all activities, including educational visits. Teachers and other staff in charge of young people also have a common law duty of care to act as any reasonably prudent parent would do in the same circumstances.

Education law empowers employers to ensure compliance.

Approval Procedure and Consent

Official approval of or consent for a visit will be sought in the following circumstances and in the following ways.

Visit approval/notification required for different types of visit

Visit type	Approval/notification required	Supporting documents required
Routine off site visits and visits given blanket approval	Approval by the School Management Team (may be done on a termly, annual or other periodic basis for regular visits)	<ul style="list-style-type: none"> • Routine visits and visits given blanket approval: planning form •
All other educational visits apart from above (i.e. away from the school)	approval by Educational Coordinator, School Business Manager and School Administrative Manager and at least 3 weeks before visit	<ul style="list-style-type: none"> • One-off or occasional visits: planning and approval form • If using an independent activity provider - copy of completed Independent provider questionnaire form or the provider's equivalent written assurances.
Residential Visits and Visits involving: <ul style="list-style-type: none"> • adventure activities and/or; • demanding environments. 	approval by Educational Coordinator, School Business Manager and School Administrative Manager plus Trustees at least 6 weeks before visit	As above plus <ul style="list-style-type: none"> • if leading a journey or expedition - copy of route (electronic or hard copy)
Visits abroad (but not including any of the elements listed in the 3 rows below)	approval by Educational Coordinator, School Business Manager and School Administrative Manager plus Trustees at least 6 months before visit	As above
Duke of Edinburgh Award expeditions	approval by Educational Coordinator, School Business Manager and School Administrative Manager plus Trustees at least 6 weeks before expeditions involving demanding environments or adventurous activities	As above plus <ul style="list-style-type: none"> • copy of green DofE Wild Country Expedition notification form if relevant • copy of blue DofE form if going abroad
Overseas expeditions (i.e. trekking or similar adventure activity in a third world country) using an independent provider.	approval by Trustees 12 months beforehand  Final approval > 8 weeks beforehand	As above plus <ul style="list-style-type: none"> • Form OE1 Educational Visits All Wales Guidance at least 12 months before expedition • Form OE2 Educational Visits All Wales Guidance at least 8 weeks before expedition • Form EV1 Educational Visits All Wales Guidance 2010

Preliminary planning paperwork

Forms must be completed and submitted to the appropriate people at the appropriate stages in the trip planning, as per table above.

- Those planning a visit must submit completed School Visits Planning forms to the relevant people.
- Permission must be received from for the activity to take place.
- A risk assessment must be carried out in accordance with the procedure.

Overall considerations for organisers

- regulations and advice governing the planning
- financial regulations which may apply
- permission received from the Trustees
- categories of visits and journeys within the UK and abroad
- risk and hazardous activities
- supervision; pupil/teacher ratio
- the role of the leader
- information to parents and detailed consent forms
- legal, financial, insurance and travel arrangements
- emergency procedures
- the use of mini-buses
- code of conduct to ensure the party is well-behaved

Risk Assessment

Visit leaders will be required to complete a risk assessment prior to a trip being authorised. This should be completed as a matter of course as part of the trip planning paperwork. Support and guidance on completing risk assessments will be provided by the Health & Safety Officer.

It is a legal responsibility of the Board of Trustees, as employers, to ensure that the school provides suitable risk assessment measures for any trips. This must take the form of documented planning that communicates clearly all the safety measures necessary for the safe running of any trip.

Risk assessments must be rigorous and thorough and passed to Trustees and the Health & Safety Officer for scrutiny before trips are approved. Approval will be on the condition that suitable and appropriate planning measures are in place to cover all reasonable eventualities.

It is expected that trip leaders will carry out some dynamic risk management for the duration of the trip making judgments and decisions as and when unforeseen situations arise.

Risk assessments should include assessment of the risks during periods when pupils are not involved in formal learning. On residential trips this would include evenings and night times.

- The type of activity and the level at which it is being undertaken
- The location
- The age, competence, fitness, temperament and experience of the group
- The ratio of appropriate staff to pupils
- The quality and suitability of any special equipment including clothing
- Seasonal conditions, weather and survival requirements
- Emergency procedures
- Have risks been assessed prior to the activity and control procedures identified, bearing in mind costs and practicality?
- Does the group leader have the required qualification *and* experience?
- Will the group leader work within policy guidelines from management?
- Will the injured person receive swift and effective attention?
- Risk assessment is nothing more than a careful examination of what could cause harm to people, so that you can decide whether you have done what is reasonably practicable to prevent harm.

Staffing ratios and appropriate staffing

- Each trip will have a named visit leader.
- The Trustees must be satisfied that the qualifications (where relevant), experience and the general health of the leader and other staff are adequate to meet the varied demands of supervising and controlling pupils in an off-site environment.
- Visit leaders are those who have overall charge of organising the party and are responsible for that group for the duration of the off-site visit, (except for times contracted with an activity centre when a specified activity is taking place).
- The level of supervision will be dependent on the nature of the activity and appropriate staffing will be detailed in the risk assessment.
- All staff must hold current DBS checks.
- Ratios for any visit needs to be determined through a process of risk assessment by the visit leader or other competent staff.
- The particular circumstances of the visit and the makeup of the group will have a bearing on determining the best level of competent supervision. Below are guidelines for pupil/ staff ratios reflecting the age of the group, the activity being undertaken and the experience / competence of the visit leader.
- There may be circumstances whereby it is recognised that the ratio should be increased ie if group members have particular behavioural or physical needs or if weather conditions are not favourable on the day.
- There may be circumstances when it is possible to safely exceed the number of young people per leader. This may be in circumstances where the location and the children involved are well known and regularly visited. In this case the decision must be arrived at with the agreement of the Trustees.
- Where leaders are operating alone the group should be trained / briefed in action to take in the event of leader incapacitation. An assistant leader, able to look after the group and raise the alarm, should be present if the group would be at significant risk were the leader incapacitated.

Recommended ratios staff : children for off site visits

Activity	Age of young people	Staff: pupil ratio	Leader competence
Local visits and visits to normal countryside	3-4 kindergarten	1 : 2-4	Previous experience of leading groups and approval from Trustees
	4-5 kindergarten	1 : 4-6	
	5-6 kindergarten	1 : 6-8	
	Class 1 & 2	1 : 6-8	
	Class 3 - 5	1 : 8-15	
	Class 6 +	1 : 15-20	
Residential visits and visits abroad	Class 3 - 5	1 : 8 – 10, but 2 min	Previous experience of leading groups and approval from Trustees
	Class 6 +	1 : 10 – 15, but 2 min	
Swimming in public pools (with lifeguard)	Class 1 - 2	1 : 5 - 8	Previous experience of leading groups and approval from Trustees
	Class 3 - 5	1 : 10 -12	
	Class 6 +	1 : 15 - 20	
Swimming elsewhere (without lifeguard)	All classes	1 : 5 – 10, but 2 min	Previous experience of leading groups and approval from Trustees and lifeguard qualification

- In normal circumstances at least 50% of the adult members should be employees of the school. The balance of adult numbers can be made up of volunteers approved by the Trustees.
- Visit leaders should recognise that small parties with small adult numbers are vulnerable if staff are ill or have an accident during the visit.
- In the event of a visit leader becoming incapacitated contingency arrangements should be in place to replace the visit lead or abandon the trip.

The Location

Where the Trustees consider it necessary, the Party Leader should visit the location in advance of the event.

Hotels and Hostels

Trip leaders should ask for written verification that the accommodation complies with EC standards.

On arrival Trip leaders must ensure that fire evacuation procedures, fire escape routes and assembly points are understood by all members of the party. Trip leaders should check on arrival that fire escape routes are properly signed and clear of obstructions. Any pupil or adult who has a

personal emergency evacuation plan (PEEP) in place for school must have this reviewed in light of the accommodation to be visited.

Visit planning and risk assessments must take note of sleeping arrangements, considering whether the sleeping accommodation is exclusively for the group's use or rooms are located next to each other. The most appropriate allocation of participants to rooms, taking into account their age, sex, gender orientation, likely behaviour and any additional needs.

Where showers and toilets are not ensuite, the arrangements for managing the use of these must be considered. If accommodation is shared with other users, consideration given to establish whether the group's accommodation needs to be made secure.

Identification and management of any environmental hazards must form part of the risk assessment or written up and added to the risk assessment if they appear during the course of the trip. These might include, but are not limited to:

Balconies. Check the height of railings. The height from the ground. Whether the structure appears solid. Risk asses against the likelihood of falling from the balcony.

Swimming Pools / open water / access to rivers / access to the sea. Definitely require risk assessment taking into account swimming ability of participants, whether a life guard is in attendance, tidal quality of the water if appropriate, depth, nature of the surface under the water.

Traffic. In busy cities or other unfamiliar settings, for example country roads without pavements.

Night Time

Trip leaders sleeping arrangements should situated where they can exercise effective supervision and make themselves available to any participants who need support.

External doors and windows should be made secure against intrusion where possible.

All accompanying staff remain responsible for participants during the whole of the trip, including at night.

Drinking, Drugs and Smoking

Alcohol affects judgment and decision making ability and can pose a risk if consumed by participants or visit leaders.

- All visits for under 18s are expected to be alcohol free.
- All visits that include a mix of under 18s plus students aged over 18 are expected to be alcohol free.
- On visits where all students are over 18 the consumption of alcohol should be discussed and agreed in advance. This should take into account the knowledge the school have about the reliability and responsibility of the individuals in question.

Participants should always be supervised by alcohol free leaders.

Drugs other than prescription drugs are not allowed on trips. Participants misusing drugs will be removed from the trip.

It is illegal to buy cigarettes or vapes under the age of 18. The consumption of cigarettes or vapes by those under 18 on a trip is not allowed. This should be outlined in the behaviour agreement signed by parents and pupils prior to each trip.

It is possible that participants over the age of 18 may be smokers and it may be better to manage this than to force a ban which may lead to unsafe behaviours. (leaving accommodation at night). The rules around this should be articulated in advance – this might include specified times and places for smoking or vaping, that it is done discreetly and does not impact the visit in any way.

When travelling abroad all leaders and participants should be aware of local laws and customs relating to alcohol, drugs and smoking.

Sexual Relationships

Trip leaders should consider including a discussion about appropriate relationships as part of the agreed code of conduct for the trip.

A child under 16 cannot legally consent to sexual activity. This is a serious safeguarding issue and should be referred to the DSP immediately.

Sexually active children aged 13 to 15 are committing an offence but prosecution is unlikely where the sex is genuinely consensual. Similar age and no power imbalance could indicate this.

However, sexual activity at this age could be a risk to a young person's welfare and should be referred to the DSP.

It is an offence for anyone over the age of 18 to have any sexual activity with a person under 18 when the older person is in a position of trust in relation to the younger person. Young leaders should be aware of this.

Whilst young people over 16 can legally give consent, they are still at risk of sexual exploitation, even if they consider they are in a consensual relationship. Any suspicion of sexual exploitation should be discussed with the DSP.

If a young couple are known to be in a sexual relationship (heterosexual or homosexual) the visit leader should be confident that they are in a genuinely consensual and non-exploitative relationship. If a couple who are of age and in a genuinely consensual relationship request that they share a room together the following must be established and agreement given or withheld in the best interests of the group:

- Is the relationship established and consensual? Is it well established, accepted and the couple open about it?
- Is there any cause for the concern about the welfare of either young person?
- Is the whole group aware of and accepting of the relationship?
- Could there be any negative impact on the aims of the visit?
- Could there be a negative impact on any other members of the group?
- Can the visit lead make reasonable provision for this to be accommodated?

During overseas visits it is essential to be aware of the legal requirements and cultural expectations in any countries to be visited. Where laws and expectations are less restrictive than the UK, UK standards should be applied for the duration of the visit. Where local laws are more restrictive these must be followed and where expectations are more restrictive these should be respected.

Safeguarding

The whole of this document refers to safeguarding pupils on trips. This section outlines the child protection issues that are particularly relevant to outdoor learning and off site visits and trips.

The School's Child Protection Policy and Procedures should be followed at all times.

Visit leaders should ensure that they are informed of any pupils who may be particularly vulnerable or have specific safeguarding needs and ensure that other adults on the trip are made aware as appropriate and necessary.

When any concerns are identified they should be reported to the DSP. When this is out of school hours the DSP can be contacted on 07969 140390 at any time.

If a child is in immediate danger of risk or harm the police should be contacted immediately.

During overnight stays careful consideration should be given to sleeping arrangements, taking into account issues of privacy and child protection. Participants, staff and parents should be informed of sleeping arrangements prior to the start of the visit.

During outdoor learning and off-site visits, relationships between staff and participants can feel less formal. It is important to hold on to the idea that as the adults in charge of young people we are always there in a professional capacity, we are never their “friends”. Young people may also build relationships with each other and with other adults and young people from outside the group. This can bring positive benefits but also risks. Staff should be aware of any relationships forming and their suitability.

Adults are in a position of trust and must ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries. Adults are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

This is not an exhaustive list but Staff should:

- Be publicly open when working with young people and avoid situation where they and a young person are completely unobserved;
- When physical touching is required (coaching an activity, fitting a harness), seek permission and do it openly; . (Please refer to the School’s “Positive touch and Positive Handling of Pupils Policy);

The School has a duty to ensure that the right level of DBS check is in place for all adults accompanying a trip.

Mobile Communications and Social Media

Please refer to the School’s staff mobile phone use policy and apply the principles on any trip.

It may be necessary for staff mobile phones to be used to facilitate logistics but the principles in the mobile phone policy must be adhered to:

- Staff should keep confidential their personal information, photographs, phone numbers, social media profiles etc. These should never be shared with pupils.
- The trip leader should carry a school mobile phone. Parents, accompanying adults and, where appropriate, pupils should be given this number in case of emergency.
- Any accompanying adult on a trip must be made aware of the policy on mobile phone use.
- Pupil use of mobile phones will be considered on a case-by-case basis. At times carrying mobile phones will afford a degree of safety, at other times they will be unnecessary. The requirements must be made clear to pupils and parents prior to the trip.
- If pupils are allowed to use their phones on trips any photographs taken must not be uploaded to social media sites.
- Pupils must not take photos of the visit lead or any accompanying adults.

Accident and emergency procedure

The party Leader must instigate a procedure to be used in the event of any serious accident or emergency.

Insurance and public liability

In addition to the School public liability policy the school will take out a group travel insurance policy where required.

Parents / carers / students will be made aware of circumstances where they need to take out additional insurance cover.

No pupil is to participate in the activity/journey/visit unless a signed consent form has been returned. A letter is unacceptable.

Emergency procedure

Please refer to flow chart below

The following notes are for guidance only, as any incidents will be variable as will the situation 'on the ground'.

Ascertain as far as possible the extent and seriousness of any injury. Common Law expects people acting in 'loco parentis' to take the same care and decisions as would a reasonable and careful parent.

Common Law indicates that the age of the pupil and the nature and location of the activity are factors in determining the supervision required which is a factor when any injury occurs.

Render first-aid within the capability of the first aider. Other than in emergency a pupil should not be given any medication or creams or dressings or treatment which would necessitate physical contact with the pupil.

Avoid moving an injured person where possible. Cover them and keep them warm and reassured until professional help arrives.

Call appropriate emergency services. Try to give clear location and where possible a Grid Reference.

Make sure that all other members of the group are accounted for and safe.

If a casualty is moved to hospital, **they must be accompanied by an adult from the group who has parental permission to act on their behalf.** If for any reason this is not practicable the child must be **placed in the care of Emergency Services staff only.**

Arrange for the remainder of the group either to continue or return to base. Leave one adult only to liaise with rescue services-avoid 'too many cooks'. Contact base-camp, hotel, etc.

Contact the appointed school contact.

No contact should be made directly with parents without the agreement of the Trustees or the appointed Trustee or school contact. Do not allow pupils to make phone calls until the Trustees, or their appointed deputy, has informed the parents/guardians of an injured party. Confused reports will only cause stress and panic.

Do not discuss or admit liability at this stage. Refer any media interest to the Trustees.

Other than minor, albeit important, information, such as a later than published return time, especially at night, any incident of a serious nature such as a road accident should not be reported

to anyone other than the emergency services until the Trustees or their appointed deputy has been fully acquainted with the situation.

Individual illness or injury

If a pupil becomes ill, or sustains any injury, medical help and advice must be sought. Even if the pupil is able to continue with the activity, a member of staff must make contact with the parent/guardian as soon as possible.

Do not permit the pupil to telephone home until an adult has spoken with the parent/guardian and given clear information.

Ask the doctor/hospital to supply a written report on the condition and the action taken.

On a single day/evening activity, if it is not deemed necessary to telephone, then a member of staff must meet the parent/guardian immediately on return to acquaint them with the situation.

Never allow the situation where an injury, no matter how minor, is not treated and reported.

On return to school the standard accident report form, copy enclosed, should be completed. Copies of any medical notes/reports must be included.

Visit leaders should familiarise themselves with the Medication policy and procedures.

Parents of pupils on medication at the time of taking the trip must complete a medication permission form prior to the trip. This stipulates that all medicines must be dispensed by a member of staff and witnessed as consumed by the relevant pupil by a second member of staff.

Medicines should be carried by staff members except in the case of medicines that pupils carry and administer themselves as required in response to stimuli – asthma inhalers, epipens.

First Aid

For day visits the trip leader must ascertain whether there are first aid facilities at the venue. If there are it is not necessary to have a first aider among the accompanying staff. If not, an accompanying member of staff must be first aid trained with an up to date qualification.

On residential trips there must be one member of staff who is first aid trained and identified as the First Aid provider.

Awareness and knowledge of where First Aid / medical help can be accessed when in a foreign country must feature in detail on the risk assessment. This would include local emergency numbers and the address of the nearest hospital.

Visit leaders should familiarise themselves with the First Aid Policy and procedures.

Off site activities - good practice guide

The following points are of guidance to those who may be involved with the task of supervision of pupils off-site, perhaps for the first time. The situation is very different from that found within school and requires a much wider awareness of what is required.

The best form of leadership is by example. The pupils will not readily accept seeing different standards from their accompanying adults than those which are being demanded of them. In matters of responsible conduct, the lead must come from the staff.

Although a linked system will usually apply for staff 'on duty' there is really no time when a colleague can totally abdicate their responsibility to the party as the totally unforeseen may occur and the staff must be able to handle the situation correctly.

Travel

All Transport arrangements must be checked with the School Administrative Manager.

Transport must be either:

- walking with appropriate staff ratios and risk assessment
- public transport with appropriate staff ratios assessment
- licensed minibus service
- hired minibus with appropriate driver suitability, insurance, hours, regulations

The journey, especially if involving a ferry or a flight, can be the most demanding part of the activity.

In the case of a large party, it should not be left to the leader to be responsible for everybody. It is helpful if a group, perhaps ten pupils, are allocated to one member of staff as a 'travel family'. The group can be checked, accounted for on and off a coach or aircraft etc. and then the adult can inform the leader that the group is in order.

To state the obvious, a headcount must be made after an occasion that pupils have dispersed, such as at a motorway service area.

On School minibuses or Coaches Pupils should:-

- Be quiet and not cause distraction to the driver. Occupy a seat throughout the journey.
- Use seat belts where provided.
- Observe the driver's rules
- Not board or leave a moving vehicle
- Never stand up when the vehicle is in motion.
- Always keep an eye on the 'back-seat brigade,' especially as they are often the potentially most active and vocal. If need be move them to the front.

Organise adequate toilet/food breaks by asking the advice of the driver. Most coach drivers respond well to a well-disciplined coach and to staff who include his/her wishes where possible.

Remind pupils to be courteous to the driver and a 'word of thanks' goes a long way. After really long trips, over a few days, a tip is appropriate from travel funds.

Money and valuables

Thefts do happen. In the first instance, the pupils should be discouraged from taking unnecessary valuables on school trips. Our pupils, other schools, hotel staff and other guests all present a theft hazard.

Encourage pupils to lock valuables away in lockers or suitcases whenever possible. Although insurance claims can be made in some circumstances it is often a problem.

Whilst abroad, pupils are an easy target and pupils should be warned to take extra care and minimise the amount of pocket money they have out with them.

Free Time

If pupils are allowed free time for sight-seeing or shopping they must stay in small groups. It is important to ensure that they know the location of coach parks or the pick-up location. They should be given rendezvous points where they will find members of staff, perhaps at set times. The location should be clear and easy to find. They should be reminded of any local conditions such as the fact that traffic will be travelling on the right and that, on a crossing, they must allow for this different direction.

Return times

On the return journey always plan to meet the return time as stated. If a delay of more than 15mins is envisaged, try to estimate a realistic arrival time at school. If able, pupils can 'phone home from a service station in good time for their parents to schedule their arrival at school or it could be done via the communication chain. On arrival at school, staff should ensure that pupils are met and collected. If a child is not collected after a reasonable time, they should attempt to telephone the adult who is collecting them. Always ensure that an adult stays with the pupil until the person collecting them arrives. This is especially important at night.

The following paperwork must be carried by the visit leader on the trip:

- A copy of this policy
- A copy of the planning form
- A copy of the risk assessment
- A copy of the participants list which includes emergency contact numbers and details of any medical or dietary needs, allergies and ALN needs.
- All Medication permission forms
- Copies of parental consent forms
- Incident forms
- Accident forms

Issue date

This revised policy takes effect from March 2024

Review date

This policy will be reviewed and revised by Miranda Knight, DSPCP, at least annually or as required

Endorsement

Full endorsement to this policy is given by:

Name: Katherine Attfield

Position: Trustee for Safeguarding, Cardiff Steiner School

Signed: 

Date: 18 March 2024

Related policies

This policy should be cross-referenced to related School policies including:

- Health and Safety Policy
- Accident and Incident Policy
- Lost Child Policy
- Child Protection Policy and Procedures



Routine visits and visits given blanket approval: planning form

Note: all off site visits must be approved by the School Management Team before taking place. Leave a copy of this form with the school / centre emergency contact.

Purpose of visit			
Visit leader		Class/es	
Visit location (s)		Start date and time	
Return date and time		Transport used - reg. number(s)	
Activity/activities (or attach programme)		Mobile phone number (s) carried	
Other staff/adult helpers (or attach list to this sheet)			
Emergency contacts (name and number)	Name	Number	
Group members (or attach list to this sheet)	Names	Special medical/behavioural needs	

Hazards and safety measures		
Please list the significant hazards and safety measures (e.g.group/weather etc) above and beyond those listed in the risk assessment for this series of visits. Continue on separate sheet if necessary. If none please write NONE in hazards column.		
Significant hazards	Who might be harmed?	Safety measures that will reduce risk to a tolerable level



Parent/carer consent for Routine off-site visits

Class/es : _____

Your child's name: _____

I hereby agree to my child participating in standard visits off the school site, but within the County or neighbouring area. These visits might include the following, or similar, activities:

These visits will normally take place at the following, or similar, locations:

I understand that:

- such visits will normally take place within the school normal hours, but that if, occasionally, they are likely to extend beyond this, adequate advance notice will be given so that I may make appropriate arrangements for my child's return home;
- my specific permission will be sought for any visits beyond those listed above or which could involve commitment to extended journeys or times, expense or adventure activities;
- all reasonable care will be taken of my child during the visit;
- my child will be under an obligation to obey all directions given and to observe all rules and regulations governing the visit and will be subject to all normal school discipline procedures during the visit;
- I must inform the school of any medical or psychological condition or physical disabilities that may effect them during the visit;
- all young people are covered by the school's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school premises or equipment or attributable to negligence by the school or one of its employees. Please note that this insurance policy does not include personal accident or personal belongings cover

Full name of parent/carer: _____ (resident parent)

Signature of parent/carer: _____ Date: _____

Address: _____ Tel: _____

EV1

Independent provider questionnaire

This questionnaire can be used by the visit leader as a basic check of a specialist activity provider e.g. outdoor activities (residential or non-residential), farm visit or similar. Visit leaders should ask the provider/venue to complete this form **before** making a booking.

Notes for independent providers and venues:

You may have your own documentation that covers the same information in a different format e.g. as a download from your website. This is acceptable as an alternative to this form.

If you do not supply this information in an alternative way then please complete all relevant sections of this form by answering **yes**, **no** or not applicable (**n/a**) after each question. If you wish to provide further information then please continue on separate sheet(s) and attach to this form. An electronic signature is acceptable on this form to allow you to email the completed form.

Name of Provider / venue

Address

Tel.

Email

Website

Name of person completing this form

Signed

Position in organisation

Date

1. Does the above Provider have any official recognition or accreditation?

If **yes**, please give details here:

2. Do you have written risk assessments for all of the premises/services/activities that you provide?

If **yes**, are these risk assessments available to view if required?

Important note: please do not send copies of your risk assessments.

3. Do you have safety and conduct rules for visiting groups?

If **yes**, how do you communicate these to the visiting group and their leader?

4. Do all of your facilities comply with relevant statutory requirements including Health and Safety at Work Act; Regulatory Reform (Fire Safety) Order 2005; Environmental Health and transport requirements?

5.

- Do you provide first aid equipment at the venue/activities?
- Will a trained first-aider be present while the group is visiting?

6. Can you provide, if required, contact details for similar groups who have recently used your services?

7. Do you provide opportunities for preliminary visits?

8.

- Do you provide activity equipment (e.g. personal protective equipment or play equipment)?
- Do you have a written and recorded system of safety/maintenance checks for this equipment?
- Where national standards exist, does the activity equipment conform to those standards?

9. Do you hold a public liability insurance policy which will be current at the date of the proposed visit, both in relation to all directly provided and sub-contracted activity?

If **yes**, please state here the Limit of Indemnity

10.

- Do you have written emergency procedures?
- For activities that take place off site do you have written late-back procedures?
- Do you have accident/incident/near-miss reporting and action procedures?

11. Do you have a procedure for dealing with complaints?

12. Residential establishments only

- Will the group be required to share sleeping accommodation with others not from their group?
- Are staff bedrooms adjacent to young person bedrooms?
- Is sleeping accommodation secure from intruders?
- Can the emergency services access the site easily if required?
- Do you carry out a fire drill with the visiting group before their first night?

13. Staffed venues or activities only

- Please indicate (by checking the relevant boxes) the group types that you/your designated supervisory staff have experience of working with:

<input type="checkbox"/>	Primary schools	<input type="checkbox"/>	Secondary schools	<input type="checkbox"/>	Youth Groups	<input type="checkbox"/>	Special schools
<input type="checkbox"/>	Young people with challenging behaviour	<input type="checkbox"/>	Sixth form and FE college students				

- Do you provide regular opportunities for liaison between your staff and staff of the visiting group?
- Is there a clear definition of responsibilities between your staff and staff of the visiting group?
- How do you inform the leader of the visiting group about aspects of the visit for which they will have responsibility?
- Have any Provider staff who may have significant contact with young people undergone an enhanced DBS check?
- Are these staff also registered with the ISA?

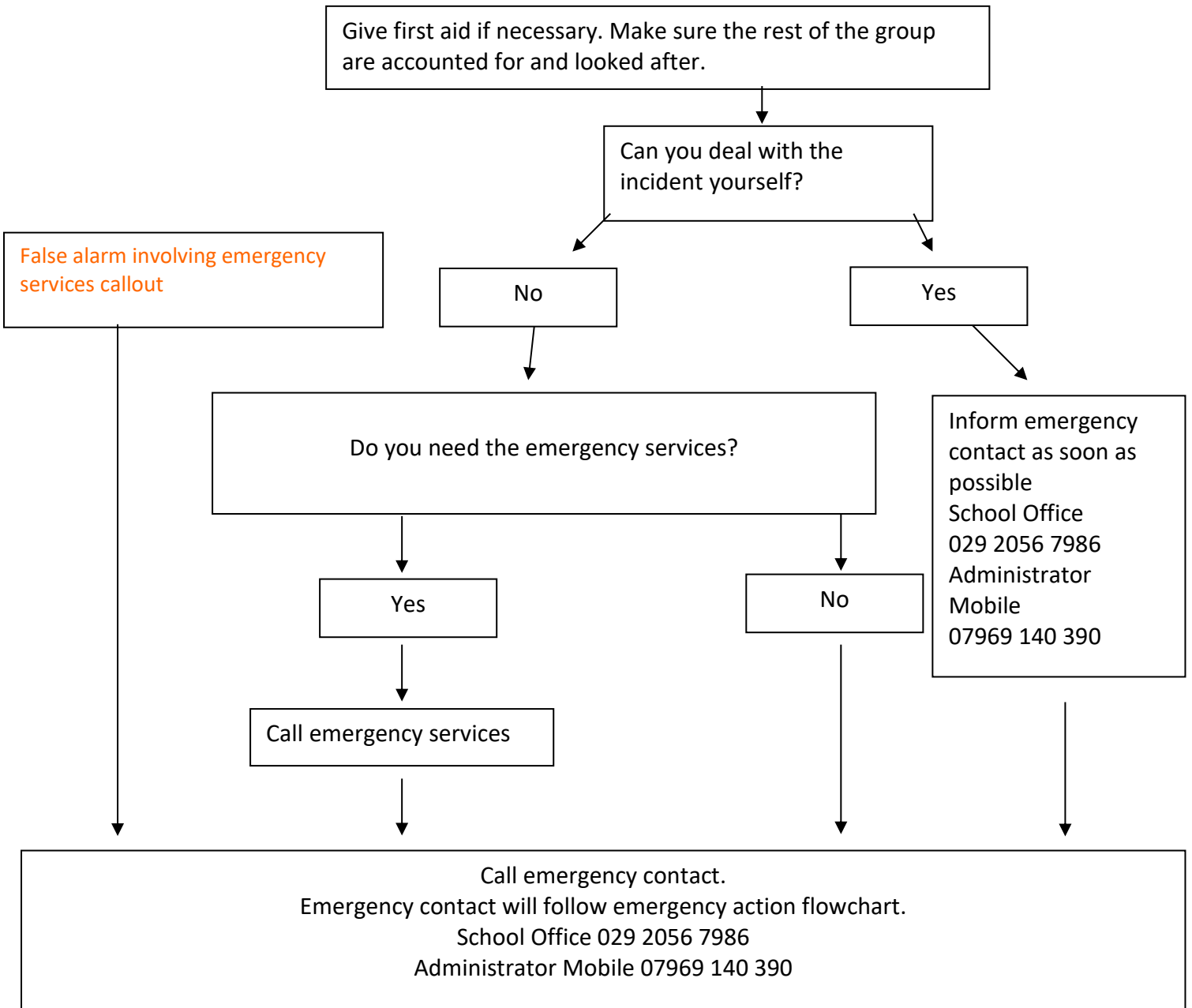
14. Adventure activities only

- Do you offer adventure activities that are licensable under the Adventure Activities Licensing Regulations? (for details please refer to www.hse.gov.uk/aala/aals.htm)
- If **yes**, please list on separate sheet and attach to this form
- Do you provide any non-licensable adventure activities
If **yes**, please list on separate sheet and attach to this form
- Are records of activity leaders' experience and competence available for inspection on site if required?

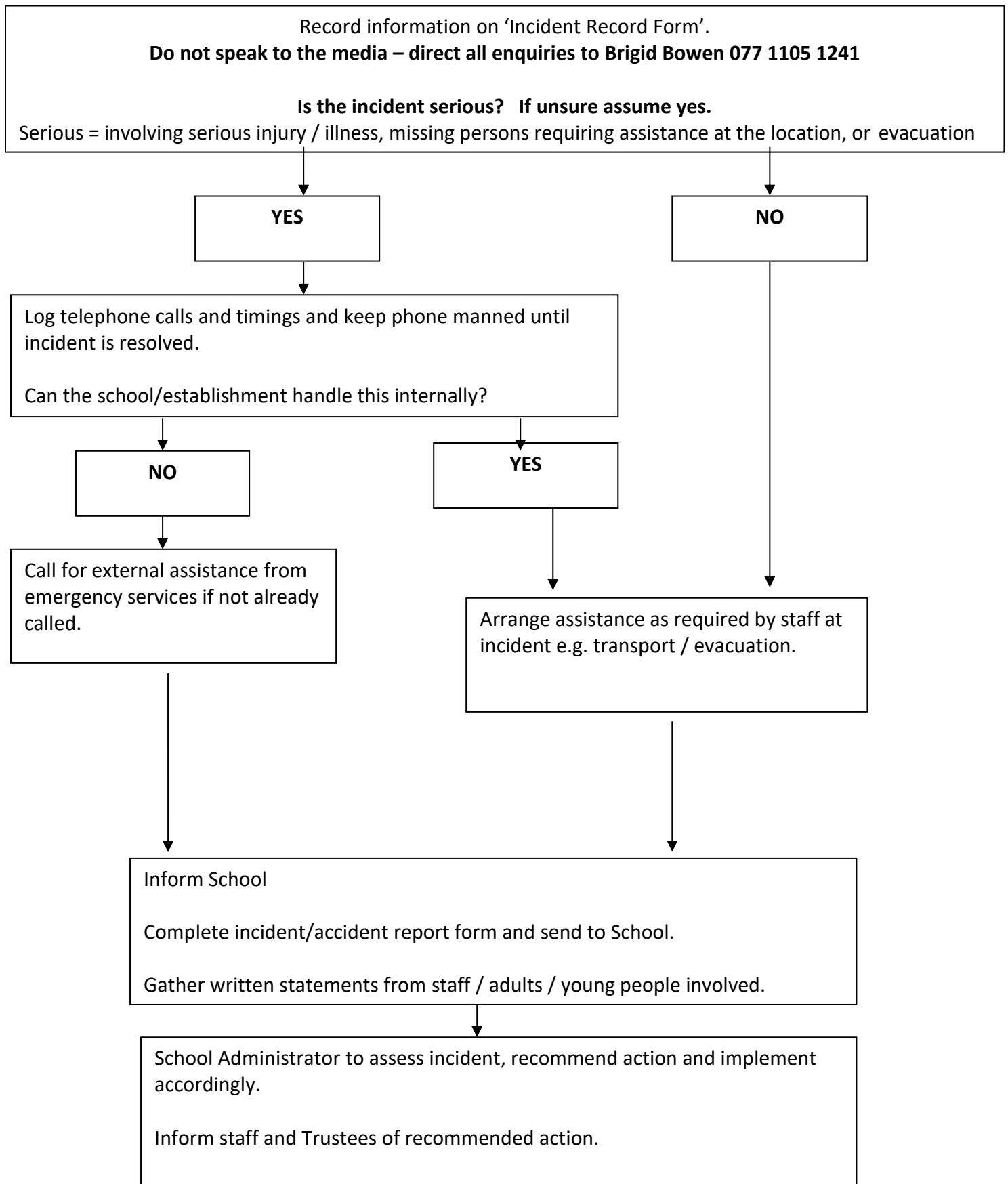
15. Please supply any additional information that you think may be helpful to the visit leader.

Visit leader emergency action (copy to be carried by visit leader(s))

Do not speak to the media – direct all enquiries to Brigid Bowen 077 1105 1241



Base (emergency) contact: action on receiving an emergency call



Incident record form

NB This form is to be used by an emergency contact during the period that they are handling an emergency call. Where applicable the School Administrator should inform the HSE of the incident as soon as possible after the incident.

ABOUT THE INCIDENT

Name(s) of any individual(s) affected by the incident _____

Time and date of incident _____

Location of incident _____

Activity taking place (if applicable) _____

Name(s) of staff leading the activity (if applicable) _____

Contact number for visit leader _____

Name(s) of key witness(es) _____

Description of incident and action taken (continue on separate sheets if necessary) _____

Form completed by _____ Date _____

ACTION TAKEN TO AVOID A REPEAT INCIDENT (To be completed by School Administrator following a review of the incident – continue on separate sheets if necessary).

Signed (School Administrator) _____ Date _____