

RED ROSE SCHOOL EDUCATIONAL VISITS POLICY

Section 8

4a

Updated: November 2015 Review: November 2016

Educational Visits Co-ordinator (EVC): Colin Lannen

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OUTDOOR EDUCATION ADVISERS' PANEL (OEAP) – GUIDANCE

The Red Rose School will use the OEAP Guidance for the Management of Outdoor Learning, Off-Site Visits, and Learning Outside the Classroom. This policy will provide general guidance – the EVC and Visit Leaders are to use the website link below to study detailed guidance for all planned visits.

<http://oeapng.info/>

POLICY STATEMENT (1)

- Red Rose School places a high value on educational visits, tours and fieldwork and believes that safely managed visits, with a clear purpose, play an essential part in meeting the school aims, as above.
- We will ensure that all pupils can participate on a school visit, regardless of ethnic origin or religion.
- The needs of pupils with special medical needs are also taken into consideration, to enable as much opportunity as reasonably possible. Where such pupils accompany a trip, the trip leader will talk to them beforehand to establish what special provision is required, and to ensure that the pupils understand what special provision is being made for them.
- The safety of pupils on visits is of paramount importance. We accept that visits cannot be completely without risk, but requires staff who lead and accompany visits to assess the risks that occur and to take all reasonable precautions to protect staff and pupils' health, safety and welfare (See Risk Assessment Policy).
- Our School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's *Equality Scheme* policy document.
- The school will have a validated Educational Visits Co-ordinator who will receive the required refresher training every 5 years.

POLICY STATEMENT (2)

- This policy applies to all members of the Red Rose School community.
- We will implement this policy through adherence to the procedures set out in the rest of this document.
- This policy is made available to all interested parties, in accordance with our *Provision of Information* policy.
- This policy is reviewed at least annually by the Principal (who is also the EVC), in liaison with appropriate colleagues.

KEY PERSONNEL

- Mr Colin Lannen, Principal: Educational Visits Co-ordinator
- Dr. Sionah Lannen, Headteacher
- Mrs Wendy Jackson, Assistant Headteacher

INTRODUCTION

The types of trips run at Red Rose School include:

Day trips

- Sporting fixtures
- Outdoor pursuits
- Fieldwork and coursework visits
- Theatre productions
- Museum and gallery visits
- Visits to local Colleges

Residential visits

- Outdoor Education
- EU Projects (within the EU)

Competence

Staff participating in outdoor learning, off site visits and Learning Outside the Classroom must be aware of the extent of their duty of care and should only be given such responsibilities as are in keeping with our guidance on assessing the competence of Leaders (including Visit Leaders, Activity Leaders and Assistant Leaders).

All staff and helpers must be competent to carry out their defined roles and responsibilities. It is particularly important to consider the competence of both newly qualified and newly appointed staff. To be deemed competent, a Leader must be able to demonstrate the ability to operate to the current standards of recognised good practice for that role.

Assessment of Activity and Visit Leader Competence

We will ensure that Leaders are accountable, and are competent and confident to lead the specific activities or visits for which they are approved.

- **Accountable.** Being accountable means that the Leader has been engaged through an appropriate recruitment process, which includes vetting and induction into the establishment's policies and procedures.

- **Competent.** Being competent means that the Leader has demonstrated the ability to operate to recognised standards of good practice, and has sufficient relevant experience and knowledge of the group, the activity and the venue. There are several ways of demonstrating competence. These include:
 - Providing evidence of holding relevant qualifications, including any specific qualification required by the law, the employer or the establishment (e.g. in First Aid).
 - Providing evidence of having undertaken appropriate training.
 - Providing verified evidence of relevant experience.

Where a Leader wishes to lead an adventure activity, their competence should be confirmed by a robust verification process, such as:

- Holding a National Governing Body leadership/coaching award at an appropriate level.
- Being "signed off" by a suitably-qualified Technical Adviser appointed by the employer.

- **Confident.** Being confident means, not only being fully aware of their abilities, but also of their limitations.

GENERAL FUNCTIONS OF THE HEADTEACHER/EDUCATIONAL VISITS CO-ORDINATOR (EVC)

- **For detailed guidance, the Headteacher and EVC will use Outdoor Education Advisory Panel (OEAP) Guidance Website.**
- Responsibilities of Headteacher, EVC AND Visit Leaders is detailed in Annex A
- Formally review own training requirements on an annual
- The forms at the end of this section should be used wherever practicable to formalise the arrangements for visits.
- Ensure that educational visits meet the employer's requirements including those of risk assessment
- Assign competent people to lead or otherwise supervise a visit
- Assess the competence of leaders and other adults proposed for supervision of visits, these may need accreditations from an awarding body - it may include practical observation or verification of experience.
- Organise the training of leaders and the other adults going on a visit - this will commonly involve training such as first aid, hazard awareness, etc
- Organise thorough induction of leaders and other adults taking pupils on specific visits
- Ensure that Criminal Records Bureau disclosures are in place as necessary
- Work with group leaders to obtain the consent or refusal of parents and to provide the details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis
- Organise the emergency arrangements and ensure there is an emergency contact for each visit
- Keep records of individual visits including reports of accidents and 'near-accidents', sometimes known as 'near misses'
- Review systems and, on occasion, monitor practice.

Requirements for Staff

Employees in charge of and assisting with school visits must be conversant with:

- This part of the policy
- Any other school requirements detailed elsewhere, e.g.
 - First Aid Policy
 - Safeguarding Policy
 - Rules, Rewards and Sanctions
 - Minibus & People Carrier Policy
 - CRB Checks & Volunteers Guidance

INITIAL GUIDANCE ON RISK ASSESSMENT

- See Risk Assessment Policy
- All trips and visits are preceded by assessment of the risks involved and there are written risk assessments and written arrangements for individual visits and activities.
- When identified as necessary, training is provided.
- Risk assessment training includes information on generic assessment, specific assessment and ongoing assessment.
- The risk assessments and arrangements include consideration of matters such as hazardous activities, fire precautions and fire procedures, pupil supervision including remote supervision, transport, first aid and the administration of medicines, safeguarding, security, welfare of pupils, 'plan B' procedures, emergency procedures, insurance, clothing and equipment, inclement weather, etc
- Before the visit leaves, the party leader briefs all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit always bearing in mind the nature and purpose of the visit set out by the party leader.
- Final authorisation for each visit, including approval of the risk assessments, is made by the Headteacher or the EVC.

PLANNING A VISIT

It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. A reconnaissance is often advisable to enable the party leader to identify any potential hazards. As a guide, for UK residential trips, a request for authorisation should be made at least six weeks beforehand, and risk assessments should be submitted to the EVC no less than two weeks before the trip. These times can be shortened for day trips, but in no case should risk assessments be submitted less than a week in advance. For overseas residential trips, a request for authorisation should normally be made at least 3 months before the trip.

INSURANCE

Visits are covered under our ACE Worldwide Travel Insurance policy, details of which are held by the Principal. If a hazardous activity is planned this must be discussed with the EVC to ensure that it is covered under this policy. If a tour operator is used then its insurance policy must be obtained by the party leader during the planning phase of the visit. The provider must hold at least £5 million Public Liability Insurance.

GUIDANCE ON TRIP SUPERVISION

- Wherever possible, leaders and employees accompanying the visit are staff employed by the school.
- In general there is a minimum of two employees accompanying visits in the ratio of not less than 1 to 10 pupils.
- Trip 'supervisors' being accompanied by their spouse/partner and/or children are discouraged. Neither party is counted in the supervision ratio (i.e. the spouse of a member of staff accompanying on a trip is not included in the supervision ratio, and neither is the member of staff themselves). Research indicates that accompanying family members has proven to compromise the interests of the group as a whole.
- If a joint visit is arranged with another school so that both schools share supervision, employees of the other school are included in calculating the appropriate ratio.
- If female pupils are going on the visit a male employee is normally accompanied by a female employee and vice-versa. However, if compliance would result in difficulties for small groups of pupils, the Headteacher has discretion in this matter, in the light of the nature and duration of the proposed visit and the ages of the pupils concerned. The requirement is primarily for the protection of employees.
- Parents or other suitable adults are only allowed to accompany the visit if:
 - their inclusion is expressly approved by the Headteacher, who reserves the right to refuse any offer of help.
 - they have been informed of the nature of the visit and made aware of their duties and responsibilities.
 - Adults accompanying visits must be aware that their primary responsibility is the care of the pupils in their charge. Therefore, the consumption of alcohol must be taken with this duty of care in mind. Adults accompanying a visit might be required to provide first aid or transport a pupil to hospital at any time during a visit and so one member of staff must remain 'dry' at all times and, for all staff, the excessive consumption of alcohol is prohibited.

EMPLOYEES CONVEYING PUPILS IN MINIBUSES OR PRIVATE CARS

- Before allowing an employee to drive a minibus or to use his/her own car to transport pupils, the Headteacher checks as appropriate that the employee:
 - Has a satisfactory driving licence (employees must bring any endorsements to the attention of the Headteacher).
 - Has fully comprehensive insurance which covers use for the purposes of his/her employer's business
 - Whenever employees are driving, the risk assessment relevant to the trip also includes reasonable measures to control driver fatigue.

HAZARDOUS ACTIVITIES

- Where hazardous activities are involved it is important to ensure that appropriate employees accompanying the visit are qualified and competent and that all equipment used is to the appropriate safety standards and properly maintained.
- It is possible for the activities to be undertaken at a specialist centre where properly maintained equipment and qualified and competent staff are available.
- It is important that parents are informed in writing of any hazardous activities to be undertaken and that these are specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, water-sports, pony trekking etc.
- The Headteacher must be provided with written evidence that instructors and supervisors are qualified and competent and that risk assessments have been carried out and that any activity centre to be used has a licence, and must be provided with a copy of the centre's Health and Safety Policy.
- Qualifications must be those approved by the sports/activity's national governing body. See BAALPE 'Safe Practice in Physical Education'. Qualifications must be checked in advance by the party leader.
- Activity centres providing caving, climbing, trekking (foot, pony, bicycle or ski) or water sports (other than rowing) and associated activities must be licensed.

SHARED RESPONSIBILITIES (1) - EXTERNAL PROVIDERS

- The provider's safety policy and risk assessments are obtained in writing and checked at the initial planning stage.
- There are times when provider staff are responsible for the pupils and, in accordance with DFE guidance, these times (and in what circumstances) are set out and agreed in writing prior to the start of the visit.
- Pupils must know who is in charge at any given time.
- If, as in the case of some field trips and work experience placements, the visit is unaccompanied, then this is made clear to parents and the Headteacher must be satisfied with the safety procedures.

SHARED RESPONSIBILITIES (2) - JOINT TRIPS WITH OTHER SCHOOLS

- There is one overall party leader and the Headteacher is satisfied with the procedures in place for the partner school.
- The responsibility of employees of each school for the pupils of the other is agreed and made clear to the pupils.

REGULAR ROUTINE CURRICULAR ACTIVITIES OFF THE SCHOOL PREMISES

- These include PE activities that do not take place on the school premises.
- It is not necessary for parents to sign a consent form for these activities and the Headteacher may take parent and other adult helpers into account when deciding on the number of supervisors required for any journey, provided an employee is in charge.
- With the consent of parents, pupils considered to be sufficiently responsible, may be allowed to walk unaccompanied to where the activities are carried out.
- The arrangements are included in a risk assessment.

REMOTE SUPERVISION

After careful risk assessments, guidelines are laid down by the Party Leader and clearly understood by all members of the party. The following points maybe helpful:

- Pupils must be in groups – appropriate group sizes are determined by the group leader, but bear in mind reasonable pupil action if a peer needs assistance, such that no pupil is, where possible, left alone.
- The geographical area in which pupils must stay is clearly defined.
- A time limit is set in proportion to the age of the pupils, the time of day and any other relevant factor.
- Anyone who returns late should understand that they may be sanctioned.
- Before dispersal, everyone knows where an employee can be found during the whole of the period and exactly where to re-assemble.
- If pupils are allowed to leave their residential accommodation, on leaving and returning pupils must register with employees.
- Pupils are reminded that in the UK it is an offence for persons under 18 to buy alcohol in public houses, off licences or shops. Other laws apply abroad. Pupils are clearly informed of the school's policy in connection with consumption of alcohol.
- Pupils away from home may well strike up acquaintance with pupils from other school parties or people from the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation. Any possibility of this occurrence is included in the initial risk assessment for the trip.
- Attendance is formally checked regularly, say at meal times and whenever the party is about to move from one venue to another.
- It is sometimes convenient to give small groups of pupils responsibility for one another, reporting to the party leader if anyone is missing. However, it remains the responsibility of the Party Leader to monitor pupil attendance.

FIRE PROCEDURES

The Party Leader checks the fire exits in any group accommodation and ensures that pupils are aware of them and of the fire procedures. If possible a fire drill is held on the first evening, before bedtime.

INFORMATION CONCERNING VISITS

- Parents are fully informed in writing about the visit well in advance.
- If appropriate, parents and pupils are invited to the school to discuss details with the organisers.
- Where possible the Headteacher or a senior member of the teaching staff who is not involved in the visit will also attend, to give an objective view and independent advice.
- Written information includes the following:
 - Purpose of visit
 - Accommodation type and meal arrangements
 - Travel arrangements including time of return
 - Activities (including remote supervision, if relevant) and visits in which pupils will be allowed to participate
 - Insurance cover (copy of policy) and name and address of insurers

- Health and hygiene requirements, e.g. inoculations/safety or not of tap water
- Names of party leader and employees accompanying party and address and telephone number of party leader at destination (where there is none, for example in case of some exchange visits, details of a contact number in UK are given)
- A contact number for the pupil will be given (if pupil staying in family it may not be possible to give this information immediately in which case further information will be given)
- Advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money
- Advice that the Headteacher reserves the right to exclude a pupil from a visit on behavioural or medical grounds
- Code of conduct and details relating to standard of behaviour expected from pupils during visit, including rules of smoking and alcohol.
- For major visits and all residential visits a behaviour agreement is signed by both parents and pupils.
- For visits of over twenty four hours, the parents are informed that any instance of severely unacceptable behaviour will lead to the party leader informing the parent that the pupil concerned may be sent home as soon as possible and that the responsibility for paying for this including any accompaniment lies with the parents; and that the pupil may jeopardise their chances of going on another school visit.
- Requirements in the code may include a statement that pupils are under the jurisdiction of the school during the visit and therefore:
 - pupils must obey the instructions of group leader and supervisors;
 - pupils must not possess, use or purchase cigarettes, illegal drugs or knives;
 - pupils must take responsibility for their own possessions;
 - pupils must use seat belts where provided and must remain seated on coaches and minibuses;
 - pupils must not put themselves or others at risk;
 - pupils must remain in their allocated groups; and
 - pupils must behave and dress appropriately.

CONSENT FORMS

- A pupil may not be allowed to participate in a school visit unless an appropriate consent form has been signed by his/her parents/guardian and returned to school.
- Parents are asked to sign a blanket consent form (Annex B) at the start of each year. This is used to cover local visits such as those that will take place during normal lesson times under the supervision of school staff, and for school sports fixtures where the school issues information to parents of the specific day-to-day arrangements, for instance by use of the calendar/fixture lists/homework diary etc.
- It is important to note that a blanket consent form is not used for any residential visits, visits abroad and any that involve any hazardous activities.
- With blanket consent forms there is no possibility of parents providing up to date medical (or contact) information. If used, the employee responsible for each visit ensures he/she is aware of any medical condition affecting the pupils at the time of the visit. Procedures are drawn up to ensure these are noted by the employee concerned.

INFORMATION FOR PUPILS

Pupils are given clear safety instructions:

- On risks associated with the particular type of travel to be used.
- On any local customs they may meet which might surprise them and warned of the possibility of giving offence.
- That tap water abroad is not always safe to drink.
- In some localities abroad, that salads may need to be avoided and fruit should be carefully washed in purified water or peeled.
- That the strength of the sun should never be underestimated, especially at high altitudes, and pupils should use sun protection cream and may need a hat.
- That rabies can be transmitted by bites or scratches from infected cats, dogs, foxes and farm animals.

EMERGENCY PROCEDURES (1) – SCHOOL CONTACT & FIRST AID

- Part of the written arrangements or risk assessments for the visit include details on how to contact the school or a designated senior member of staff. This member of staff should agree to being the 'contact' and should be provided with
 - a list of names
 - addresses
 - telephone numbers of all staff and pupils on the visit
- This information is also lodged with the school office and held by the Party Leader.
- It is necessary to contact school or the designated member of staff or parents as appropriate if there is "no show" by any pupil.
- A first aid kit and mobile phones (where appropriate pupils' mobile phone numbers are collected) should be carried.
- Ideally there are trained first aid personnel in every group involved in travel. The requirements for first aid and administration of medicine are included in the risk assessment. The member of staff in charge of first aid will be responsible for the administration of any medication according to the school's First Aid policy.
- Careful estimates are made of the need for cash (in the currency of the country to be visited). Employees have sufficient funds available in appropriate form to provide for all anticipated needs plus an emergency fund.

EMERGENCY PROCEDURES (2) - SERIOUS OR FATAL INJURY

- An emergency is unlikely to occur in circumstances where the following procedures are carried out to the letter, but all employees accompanying the party should be familiar with them and should be able to adapt them to the situation in which they find themselves. A copy of the procedures is taken on each visit.
- The party leader (or other person in charge of small sub-group if out of contact with party leader until party leader can be contacted):
 - Establishes the nature and extent of the emergency, discourages pupils from contacting their parents until they are briefed/until contact is made with the Headteacher, emergency contact point or designated senior employee.
 - Calls whichever emergency services are required (carry initial services numbers with you)
 - If there are injuries has appropriate first aid administered
 - Makes sure all other members of the party are accounted for and are safe

- Establishes the name(s) of the injured
- Advises other party adults of the incident and that emergency procedures are in operation
- If possible arranges for an adult from the party to accompany the casualty to hospital. If this is not possible, ask the police the name and address of the hospital concerned and write it down
- Ensures that the remainder of the party are adequately supervised throughout. It may be necessary to arrange for their early return to base
- Arranges for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for – no contact with media etc.
- Commits to writing full details of the incident:
 - Name(s)
 - Nature, date and time of incident
 - Location of incident
 - Details of injuries
 - Details of police who attended/witnesses names, addresses (and telephone numbers if possible)
 - Action taken so far
 - Telephone numbers for future communication
 - Submits a written report to the EVC as soon as is practicable
- In any shared responsibility situation, the emergency procedures are agreed in advance with the centre/other school involved.

EMERGENCY PROCEDURES (3) - PROCEDURES FOR OTHER ACCIDENTS/INCIDENTS

Completes the school accident/incident report form or commit to writing full details as above.

FEEDBACK

The Trip Feedback form is completed after each visit.

RESPONSIBILITIES OF HEADTEACHER

As Head Teacher, I will ensure that:

- All Learning Outside the Classroom (LOtC), off-site activities and visits comply with employer guidance and are notified or submitted for formal approval as required.
- I have ascertained that all staff involved are competent to carry out such responsibilities as they are allocated.
- I have designated the Principal as the EVC who will undertake the required training
- If taking part in a visit or activity as either an Assistant Leader or as a group member, I will follow the instructions of the designated Visit Leader (who has sole charge of the visit).
- Suitable child protection procedures are in place, including vetting at an appropriate level of all voluntary helpers
- I am assured that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained and competent to carry out such tasks as they are allocated.
- I have assigned sufficient time for staff to organise activities and visits properly.
- I will support my EVC in ensuring that all activities and visits are effectively supervised with an appropriate level of staffing.
- I support my EVC in ensuring that information has been shared with parents and that consent has been sought where necessary.
- Arrangements have been made for the medical needs and special educational needs of all the young people and staff.
- Inclusion issues are addressed.
- Suitable transport arrangements are in place and meet any regulatory requirements.
- Insurance arrangements are appropriate.
- Details related to off-site activities and visits (including personal details of both participants and staff) are accessible at all times to a designated 24/7 emergency contact(s) in case of a serious incident.
- That there are contingency plans in place should a visit plan be significantly changed or cancelled (Plan B).
- I am aware of the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors, and contractual relationships.
- Where charges are made to parents, these are within legal and employer requirements.
- Proper procedures are in place to account for the finances of activities and visits.
- I will identify the types of visit that require a preliminary visit by staff.
- We have a formal procedure recording written risk-benefit assessments. Such assessments should be proportional, suitable and sufficient and based on the 'Principles of Sensible Risk Management'. The adoption of materials made available by employers to reduce bureaucracy is good practice.
- Where the activity or visit involves a third party provider, appropriate assurances have been obtained.
- All visits are evaluated with regard to best value, teaching and learning, quality experiences, addressing issues raised by any incident and to inform the operation of future visits.
- appropriate emergency procedures in case of a major incident are in place.

RESPONSIBILITIES OF EVC

As EVC my responsibilities include:

- Ensuring that I have an understanding of how Learning Outside the Classroom (LOtC), off-site activities and visits can support a wide range of outcomes for children and young people, and raise achievement.
- Ensuring that I have attended EVC Training as recommended by my employer.
- Ensuring that LOtC, off-site activities and visits meet employer guidance requirements.
- Ensuring that visit leaders, assisting staff and voluntary helpers understand that all staff involved in LOtC, off-site activities and visits require access to training at an appropriate level to ensure that employer guidance and establishment procedures are properly understood.
- Ensuring that we have a school visit policy.
- Supporting the Headteacher with approval and other decisions.
- Monitoring of Visit Leader planning and sample monitoring of visits.
- Organising the training of Visit and Assistant Leaders (including voluntary helpers).
- Ensuring that where the accompanying staff includes someone with a close relationship to a group member, there are adequate safeguards to ensure that this will not compromise group management.
- Ensuring that CRB/ISA checks are in place as required
- Ensuring that our policy provides sufficient guidance to Visit Leaders about information for parents and parental consent;
- Checking that there is a 24/7 emergency contact(s) with the base for each and every visit and that emergency arrangements are in place.
- Ensuring that medical and first aid issues are addressed.
- Ensuring that emergency arrangements include emergency contact access to all relevant records, including medical and next of kin information for all members of the party, including staff;.
- Ensuring that individual activities and visits are reviewed and evaluated and that this process includes reporting of accidents and incidents, complying with employer requirements and Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Ensuring that policies and procedures are reviewed on a regular basis. A review should follow any serious incident or systems failure. Risk management documentation must be updated if necessary.
- Ensuring that there is an establishment procedure for recording “near accidents/near misses”, including any resulting learning points and action.
- Ensuring that I keep up to date via EVC update processes and EVC Revalidation courses as recommended
- Ensuring that Assistant Leaders are competent to carry out the tasks they are assigned.
- Ensuring that activities and visits are led by competent and confident leaders.

RESPONSIBILITIES OF VISIT LEADERS

The key requirements for Visit Leaders are that they must be accountable, and competent and confident to lead the visit/activity, not that they hold a particular post, title or job description.

If you are designated as the Visit Leader, you should:

- Liaise with your establishment's Educational Visits Co-ordinator (EVC) and ensure that your respective roles are clear.
- Be formally approved to carry out the visit.
- Be specifically competent.
- Plan and prepare for the visit, taking a lead on risk management. It is good practice to involve all staff in the planning and risk management process to ensure wider understanding. It is also good practice to involve young people in these processes wherever appropriate.
- Define the roles and responsibilities of other staff (and young people) to ensure effective supervision, appointing a deputy wherever possible.
- If the staff team includes someone with a close relationship to a member of the group, ensure there are adequate safeguards so that this will not compromise group management.
- Ensure that child protection issues are addressed (e.g. vetting including CRB checks).
- Provide relevant information to supporting staff, including about the nature and location of the visit and about the participants (including age, health information, capabilities, special needs, safeguarding and behavioural issues)
- Ensure that informed parental consent has been obtained as necessary
- Provide relevant information to parents and young people, and arrange previsit information meetings where appropriate.
- Make sure there is access to first aid at an appropriate level.
- Ensure the activity/visit is effectively supervised.
- Ensure that all staff and any third party providers have access to emergency contact and emergency procedure details.
- Evaluate all aspects of the visit, both during and after the event.
- Report any accidents, incidents or near-misses.
- When working with third-party activity providers it is imperative to avoid 'grey areas', so there should be a clear handover before and after any activity led by a provider. Should a provider run an activity in a way that causes concern, the accompanying staff should consider stopping the activity at the first appropriate moment. Such an intervention should be done with sensitivity and discretion to ensure that it does not result in young people being put at greater risk.

RED ROSE SCHOOL - BLANKET CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form below if you are happy for your child,

(Name of Child).....

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - all visits (including residential trips) which take place during the holidays or a weekend
 - adventure activities at any time
 - off-site sporting fixtures outside the school day,
 - all off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION

Details of any medical condition that my child (name of child)..... suffers from and any medication my child should take during off-site visits:

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Signed:

Date: