



*Living and learning together as a Catholic community in Christ.*

*Religion reason and kindness are at the heart of our ethos through education.*



## **ST MICHAEL'S COLLEGE EDUCATIONAL VISITS POLICY 2017-18**

As a Catholic College our mission is to allow the Holy Spirit, or 'spiritual', to articulate all that takes place in the College. Indeed, it is our faith which gives shape and meaning to our educational Christian ministry, so that pupils feel valued and loved, while reconciliation is at the heart of all our human relationships. Spiritual, moral, social and cultural values are central to the College's mission. Our philosophy therefore is that a College is shaped by people who:

- Learn together in a Catholic community.
- Aspire to academic excellence and success.
- Believe that there are no limits to a child's potential.
- Provide opportunities and challenges to encourage confidence, self-esteem and nurture individual talent.

Promote a love of learning; a love of Christ and finally a love of each other.



## ST MICHAEL'S CATHOLIC COLLEGE EDUCATIONAL VISITS POLICY

St Michael's Catholic College supports and encourages educational visits to provide learning opportunities and enhance the curriculum. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

### 1. Aims of this Policy

- 1.1. The College recognises the value of educational visits for students. Such visits should:
  - enhance students' understanding of curricular activities;
  - provide opportunities to practise skills;
  - develop students' social skills;
- 1.2. The College also recognises and accepts that such visits may present challenges to the health and welfare of students. Educational visits will therefore be planned and operated in accordance with this policy and guidance so that everyone involved understands his/her responsibility and can participate fully in learning outside of the classroom.
- 1.3. All educational visits will be suitable for the age, maturity and capabilities of students and compatible with the Catholic ethos of the College.
- 1.4. This policy complies with the Health and Safety etc at Work Act 1974 and subsequent regulations and guidance including the Management of Health and Safety at Work Regulations 1999, as amended and Approved Code of Practice, the Health and Safety (First-Aid) Regulations 1981, as amended and Approved Code of Practice, The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- 1.5. In relation to licensable activities it complies with the Activity Centres (Young Persons' Safety) Act 1995 and subsequent Adventure Activities Licensing Regulations 2004 and Approved Code of Practice.
- 1.6. Further, it complies with the DfES Guidance *Health and Safety of Students on Educational Visits (HASPEV)* and its supplements *Standards for LEA Educational Visits (Part 1)*; *Standards for Adventure (Part 2)*; *Handbook for Group Leaders (Part 3)* and takes into account *Health and safety: advice for schools* February 2014.

### 2. Procedures

- 2.1 Staff wishing to plan and undertake a visit (prospective *Group Leaders*) should apply verbally to the Principal for permission to plan the visit.  
Once permission has been granted to plan the visit the Group Leader should submit the details of the visit on *Form EV1, Application for the Approval of an Educational Visit*, to the EVC for checking. At St Michael's, the EVC is Ms Hanh Hoang.  
\*Please note- If the proposed visit is a residential visit then the Group Leader should meet with the Vice Principal Mr Mahon to finalise the details of the visit. Mr Mahon is responsible for trips and enrichment so he can then make sure that the procedures for the planning and undertaking of the residential trip are made clear to the Group Leader and provide any support required. This must take place before details are submitted to Ms Hahn Hoang.
- 2.2 Outline permission will be granted when:
  - All the requirements identified in *Educational Visits: Guidelines for Group Leaders* have been considered,
  - The visit can be accommodated within the College timetable and calendar,
  - The ethos of the visit is one with which the College wishes to be associated.

- 2.3 In the case of overseas, overnight or activity visits final approval rests with the Governing Body.
- 2.4 Once outline permission has been received the visit leader can complete the planning organisation and bookings for the visit. When all details are complete they must be submitted for final approval. **This should be a minimum of seven days before the visit.**
- 2.5 Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal College day.
- 2.6 Following each visit the leader will undertake a review using Form EV5. Any incidents or accidents will be reported in accordance with the reporting requirements.
- 2.7 All College staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

### **3. Local Responsibilities**

- 3.1 The Principal is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the College wishes to be associated.
- 3.2 The College has an appointed Educational Visits Co-ordinator (EVC), currently Ms Hanh Hoang, who has received relevant training and is responsible for monitoring and assessing the administration and risks of proposed educational visits.
- 3.3 The designated group leader is in overall charge of the group and remains responsible throughout the visit.

### **4. Emergency Procedures**

- 4.1 The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the College day this includes designating a home contact from the College who may be needed as a link between the party, the parents, the College and the LA in the event of an emergency.
- 4.2 In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the College must be contacted as soon as possible to inform the Principal or designated deputy so that they can decide:
  - a. If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.
  - b. However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the Principal, deputy or the home contact will inform the designated senior officer of the LA and the College will instigate its Disaster Recovery Plan.
- 4.3 In the event of a party being overdue and without contact by more than 1 hour, the College, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.

### **5. Requirements and Responsibilities**

- 5.1 The College is responsible for the health, safety and welfare at work of their employees. This duty extends to everyone involved in educational visits (to include but not restricted to teachers, volunteers, helpers and students and members of the public).
- 5.2 The College is required to:
  - Assess the risks of activities and record any significant risks;
  - Introduce measures to control those risks;
  - Tell their employees about these measures.
- 5.3 These duties apply at all times to all educational visits in the UK. Educational visits outside of the UK will be subject to the law of that country, but if the risk assessment is carried out in the UK, it will also be subject to UK domestic law.
- 5.4 Staff:

Under the health and safety legislation, staff must:

- Take reasonable care of their own and others' health and safety;
- Co-operate with the College over safety matters;
- Carry out activities in accordance with training and instructions;
- Inform the Principal of any serious risks.

Staff also have a common law duty to act towards students as any reasonably prudent parent would do in the same circumstances. However, in some circumstances such as where staff specialise in a particular activity or lead more hazardous or adventure activities there may be a higher duty of care.

#### 5.5 The Governing Body:

The Governors will satisfy themselves that risk assessments have been carried out, that appropriate safety measures are in place and that training needs have been addressed for educational visits.

The Governors will also ensure that they are informed about and assess less routine visits well in advance, and in particular, hazardous activities and those visits which involve an overnight stay or travel outside of the UK.

#### 5.6 The Principal:

The Principal delegates operational responsibility to the EVC, who will ensure that educational visits comply with legislation, regulations and guidance provided by the College's health and safety policy.

The Principal will be informed of any non-compliance with the terms of this policy and with general health and safety responsibilities. Non-compliance will be taken seriously and may result in disciplinary action.

#### 5.7 The EVC will ensure that:

- Educational visits meet the College's requirements;
- Risk assessment(s) for the planned educational visit have been completed and appropriate health and safety measures are in place;
- That any relevant qualifications claimed by the group leader or other relevant members of the group have been checked and verified and are up to date;
- There is adequate insurance cover and consult with the College's financial advisers where appropriate;
- She has the address and telephone number of the venue of the educational visit, as well as a contact name;
- There are contingency plans and emergency arrangements for each educational visit
- Records are kept for all educational visits, including reports of accidents, near misses and safety concerns;

#### 5.8 Group Leader has responsibility for the:

- Planning of the educational visit including the preparation of proper risk assessment(s) in consultation with the EVC;
- If the trip is a residential, meeting with the Vice Principal Mr Mahon to go through and discuss the final arrangements for the visit at least 7 days before the visit is due to take place.
- Supervision and conduct of the educational visit;
- Health and safety of the group and will abide by legislation, regulations, guidance and the College's policies;
- Behaviour and discipline of staff and students during the educational visit.
- Briefing of group members and parents, where appropriate
- Completion of an evaluation of the activity

### **Monitoring and Evaluation**

The successful implementation of this policy should be subject to an annual review by the Governing Body. The policy will be promoted and implemented throughout the school.

**June 2017**

**Signed:.....**

**Chair of Governors**

**Date of Review: June 2018**

## Appendix 1

### **Role of the Educational Visits Co-Ordinator**

- The EVC will be appointed by, and will act on behalf of the Head of Establishment.
- The EVC should be specifically competent, having practical experience in leading and managing a range of visits similar to those typically run by the establishment.
- The EVC will be the principal contact with the LA over visits planned by the establishment.
- The EVC will be involved in the planning and management of Educational Visits including adventure activities led by the Establishment's staff.
- The EVC should ensure that an appropriate policy is in place for Educational Visits, and that this is updated as necessary.
- The EVC will be required to attend training and up-date training where appropriate.
- The EVC should ensure that DfES guidance, LA guidance, the Establishment's own policy, and/or any other relevant documentation is readily available for access by staff.
- The EVC is required to keep appropriate records of Educational Visits, and to make these available to the LA where requested, as part the LA's statutory monitoring role.
- The EVC should seek advice from the Outdoor Education Adviser or other personnel, where necessary.
- Where an EVC position is vacant, the associated duties will automatically revert to the Head of Establishment until such time as an EVC is appointed and has attended appropriate training.

## Educational Visits: Guidelines for Group Leaders

**1. Preliminary consultation with Principal:** Inform the Principal of your intention to plan an educational visit to seek approval.

Initial points to be evaluated before embarking on detailed planning are:-

### (A) Purpose of Visit

What are the educational aims and justification for the visit? To aid fulfilment of the curriculum areas (i.e. History, Geography, Biology, Language, etc.), P.S.E. development, cultural exchange, acquisition of new skills (sports tours, outdoor pursuits, ski trip, etc.) or a combination of the above?

### (B) Suitable Location

Where is the proposed venue? Is the chosen location appropriate to fulfil the aims of the visit? Is it recognised as safe for such a visit? Is a preliminary visit to the venue necessary? (Are there any recommendations from other establishments/literature, etc.?).

### (C) Staffing of Visit

Which staff will accompany the visit? Who will be in overall charge? Are they experienced enough? Do they have the respect of other staff going? Do they have good student discipline and organisational skills? What about the accompanying staff? Consider experience, student discipline, how well they work with other staff. Ratio to students? Male/female cover? Knowledge of areas to be covered in the visit.

### (D) Students Targeted

Which students will go on the trip?

Specific Year Group - all or selected - subject based

Across age range - appropriate or not age difference

Mixed/Single sex - linked with staff requirement/accommodation requirements if residential

Special Needs - behavioural, physical handicap, medical conditions, and learning difficulties all require consideration

### (E) Timing

When will the visit take place? Does this clash with the rest of the College calendar? Is there long enough for thorough planning? Is there long enough for reasonable payment schemes? Is it appropriate for the type of visit? Is there more than one suitable time, if so this flexibility may help planning/booking.

### (F) Proposed Cost

What is the approximate cost likely to be? A rough idea of the full cost and what is included should be known at this stage to judge feasibility. Can students on benefits/low incomes qualify for assistance with costs?

## 2. Consult the LA document

*Southwark Children's Services guidance booklet Off Site Visits Policy and Procedures* and, where relevant, the DfES document *Health and Safety of Students on Educational Visits (HASPEV)* and its supplements: *Standards for LEA Educational Visits (Part 1)*; *Standards for Adventure (Part 2)*; *Handbook for Group Leaders (Part 3)*<sup>1</sup>; and *Group Safety at Water Margins*.

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<sup>1</sup> Copies of these documents, as well as the Colleges guidelines and generic risk assessments, are available to staff on the new staff shared drive to assist in the planning of visits.

### 3. Detailed Planning

- If using an external provider/tour operator check with the EVC. Send them a copy of the External Provider Checklist – keep a signed copy of the completed checklist on file.
- Will the trip involve high risk activities or overnight or overseas stays? Check with the EVC as these trips require Governor approval. Obtain event specific risk assessments from the venue/tour operator.
- Contact venue. Is it suitable for the group?
- What are the transport options? Departure and return times.
- Is the initial list of staffing approved by the Principal? Are you using any volunteers? Have they been approved? Any issues to be resolved? Are any other adults accompanying the party? A guide to the ratio of adults to students is 1 adult for every 15-20 students, depending on the nature of the trip and the activities involved.

#### Child Protection

**In the event of an incident involving child protection occurring whilst off site the matter must be reported to the Group Leader immediately who will inform the Home Contact, Child Protection Officer and Principal. If the incident involves the Group Leader the Deputy Group Leader must assume responsibility and report the matter accordingly.**

- Financial arrangements - Methods of payment and issuing receipts, any College subsidy?
- Programme of activities.
- Insurance - The College policy provides comprehensive cover, however, the Group Leader must check details provided by any third parties involved in the trip.
- Group membership - Structures for selecting the group should be made if numbers are limited, or restrictions have to be made. The students will need to know this from the outset, if disappointment for non-inclusion on the visit is to be easily managed. Trips should not be organised using the model “First come, First served”.
- Do any students have special education or medical needs?
- **Also include in any letter to the parents the following paragraph:**  
*“As teachers, we undertake great responsibilities when taking students on activity courses and holidays. We must be sure that every member of the College party can be relied upon to behave in a mature and responsible manner, not act in any way that will endanger the safety or reputation of themselves, the group or any other person.*

*We will give great consideration to who will be allowed to participate on such trips and for this reason it is possible that an application to join the party may have to be refused, or a student may be withdrawn from the trip at any time if it is deemed that their behaviour is unacceptable. Any cost incurred by withdrawing the student from the trip either prior to departure or whilst with the party, will be covered by the students family unless a suitable replacement can be found and no financial loss incurred.”*

- Group Leader to undertake an exploratory visit if required and especially if using a new provider, tour operator or venue.
- Give consideration to supervision and downtime. Will you be using remote supervision? Are students and staff clear on rendezvous points and timings? Have you organised a rota for supervision and allowed downtime for staff? Have staff exchanged mobile numbers to enable contact in an emergency?

#### **Risk Assessments and Control Measures**

In practice, risk assessments, which employers are legally required to do, are usually carried out by the group leader. Any assessment should be completed well before the visit, and should be approved by the Principal. A risk assessment for a visit need not be complex but it should be comprehensive. It does not generally require technical formulae or professional health and safety

expertise. But specialised information for some visits may be necessary and Principal should ensure that the person assessing the risks is competent to do so.

A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Students must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. **If the risks cannot be contained then the visit must not take place.**

The risk assessment should be based on the following considerations:-

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

The person carrying out the risk assessment should record it and give copies to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks. The Principal should also be given a copy so that approval, as necessary, can be given with a clear understanding that effective planning has taken place.

A number of generic risk assessments are available to staff on the new staff shared drive to assist with this process.

Frequent visits to local venues such as swimming pools may not need a risk assessment every time. Nevertheless, it is essential not to become complacent. An assessment of the risks of such visits should be made at regular intervals, and careful monitoring should take place. The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary. Written or documentary assurance that providers such as tour operators have themselves assessed the risks and have appropriate safety measures in place must be obtained.

Staff training on Risk Assessment, if required, will be made available depending on the suitability and relevance of courses.

#### **4. Domestic non-residential or domestic non adventurous visits**

Form EV1 to EVC along with

- Completed risk assessment
- Copy of parental letter and consent forms
- Student list

#### **5. Domestic residential or domestic involving adventurous activities**

Form EV1 to EVC along with

- Completed risk assessment **and event specific risk assessment**
- Copy of parental letter and consent forms **and medical form**
- Student list

#### **6. Overseas visit**

Form EV1 to EVC along with

- Completed risk assessment **and event specific risk assessment**
- Copy of parental letter and consent forms **and medical form**
- Student list
- Travel details
- Itinerary details

## **7. Information to and from Parents.**

Letters must be typed and distributed in an appropriate format via Mrs Ferguson and the Admin Team who will keep a copy of all letters in the school office. Form EV7 provides a model letter for use.

Written communication to parents should include:

- Dates of visit and objectives.
- Pick up and drop off points.
- Mode of transport including the name of the travel company.
- Details of the accommodation with security and supervisory arrangements on site.
- Details of activities planned and of how the assessed risks will be managed.
- Clothing and equipment to be taken.
- Contact with home and others.
- Behaviour and work expectations.
- Health.
- Spending Money.
- Details of the cost of the trip.

It is very important that the information you give to parents is clear and concise. Don't leave any "grey areas" in terms of what you expect from parents. Depending on the length of the residential and the age of the group, it may also be advisable to hold a short Briefing and Question and Answer evening session for the parents at the College. Dates and details of any briefing meetings must be entered in the College calendar.

All parents should be required to complete and sign a Parental Consent Form and provide up to date information via a Medical Form for Students, if applicable.

Make sure that there is a system for contact with the College and parents during the trip that offers an effective way of communicating if necessary.

## **8. Brief Supervisory Staff and Adults**

Supervisory Staff and adults should be briefed on roles and responsibilities and procedures in case of an emergency.

## **9. Brief Students**

Students should understand clearly what is expected of them and what the educational visit will entail. By necessity there will be several meetings with the students. The standard of behaviour must be defined and students must be made aware of any potential dangers so that they know how to act to ensure their own and others' safety.

## **10. Swimming**

Please note that there are special consent forms and checklists for activities that may involve SWIMMING. Form EV11

## **11. Visit Information Pack**

The Visit Information Pack must be held by the group leader, the College-home contact (and the Principal). This to include:

- Detailed Planning Form EV1
- Full itinerary
- Contact numbers
- List of students and staff involved
- Emergency contact phones of all the party

12. Inform the Catering Manager of numbers involved to be out of College.

13. Go on the visit monitoring the risks at all times. At the beginning of all trips/visits, it is essential to inform the office of **any alterations** to the list of students and staff involved.

14. Please complete the brief evaluation of the visit, Form EV5 on return, for future reference, including reports of any accident or incident during the visit.

**Further assistance is available from the EVC.**

## Off Site Checklist

This checklist is an essential part of the risk management process and is applicable for **all** visits. The sections referred to in the checklist link to the document Southwark Off Site Visits Policies and Procedures.

The visit should only go ahead if the answer to all applicable questions is ‘YES’

### **In advance of the visit:**

- |     |  |                          |                              |
|-----|--|--------------------------|------------------------------|
| 1.  | Have the aims of the visit been clearly identified? (see Section D)  | <input type="checkbox"/> | yes                          |
| 2.  | Is the visit appropriate to the age, ability and aptitude of the group?  | <input type="checkbox"/> | yes                          |
| 3.  | Has there been suitable progression/preparation for participants prior to the visit?   | <input type="checkbox"/> | yes                          |
| 4.  | Does the visit comply with any guidelines specific to your Establishment?  | <input type="checkbox"/> | yes                          |
| 5.  | Does the visit comply with any specific LA guidelines? (see relevant sections)   | <input type="checkbox"/> | yes                          |
| 6.  | If a member of staff is going to <u>lead</u> an adventurous activity, have they been ‘approved’ by the LA? (see Section Z)   | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| 7.  | If using an external provider or tour operator, has the provider satisfactorily completed and returned an ‘Agreement Form EV4’? (see Section AA)   | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| 8.  | Are transport arrangements suitable and satisfactory? (see Section L)  | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| 9.  | If the visit is residential, have appropriate measure been taken to ensure the suitability of accommodation? (see Section O)   | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| 10. | If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? (see Section P)  | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| 11. | Have you conducted a pre-visit? (Normal procedure for most visits within the UK). If not, have appropriate additional checks been made?  | <input type="checkbox"/> | yes                          |
| 12. | Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations).   | <input type="checkbox"/> | yes                          |
| 13. | Have any adult helpers (non-teachers/volunteers) been approved by the Principal as to their suitability?   | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| 14. | Is the level of staffing sufficient for there to be an appropriate level of supervision at all times?  | <input type="checkbox"/> | yes                          |
| 15. | Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with his/her role?   | <input type="checkbox"/> | yes                          |
| 16. | Are all support staff aware of and comfortable with their roles?   | <input type="checkbox"/> | yes                          |
| 17. | Are all helpers aware of and comfortable with their roles?   | <input type="checkbox"/> | yes                          |
| 18. | Has Event Specific Risk Assessment (ESRA) been carried out and will this be shared with all relevant parties? (see Section G)  | <input type="checkbox"/> | yes                          |
| 19. | Is insurance cover adequate (see Section K)?   | <input type="checkbox"/> | yes                          |
| 20. | Does at least one member of accompanying staff know the participants that are being taken away, including any behavioural traits?  | <input type="checkbox"/> | yes                          |
| 21. | Have participants been advised in advance about expectations for their behaviour? If appropriate, are participants aware of any ‘rules’, and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff? | <input type="checkbox"/> | yes                          |

- |     |  |                          |                          |
|-----|--|--------------------------|--------------------------|
| 22. | Are participants aware of the nature and purpose of the visit?   | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      |                          |
| 23. | Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained for all activities? (see Section J)   | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      |                          |
| 24. | Have all relevant details been issued? (e.g. itinerary, kit lists, etc?)   | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      | n/a                      |
| 25. | Are staff aware of any medical needs and/or other relevant details of students?  | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      |                          |
| 26. | Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training?   | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      | n/a                      |
| 27. | Are staff aware of any relevant medical conditions of other staff/helpers within the group?  | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      | n/a                      |
| 28. | Does at least one responsible adult have a 'good working knowledge' of First Aid? (see Section W)  | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      |                          |
| 29. | Is a First aid kit (appropriate to the visit) available? (see Section W)   | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      |                          |
| 30. | Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc? e.g. 'Plan B', and have these plans been risk assessed and has parental consent been obtained? | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      |                          |
| 31. | For journeys taking place outside normal hours, do staff members have emergency contact phone number(s) for designated senior staff?   | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      | n/a                      |
| 32. | Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (See Section X) and will the Group Leaders' Card be with the Visit Leader at all times?   | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      |                          |
| 33. | Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? (see Section M)  | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      | n/a                      |
| 34. | A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting?   | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      | n/a                      |
| 35. | Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment?   | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      | n/a                      |
| 36. | Does any specialist equipment conform to the standards recommended by responsible agencies?  | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      | n/a                      |
| 37. | Have all financial matters been dealt with appropriately?  | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      |                          |
| 38. | Has the visit been approved by the Principal and Educational Visits Coordinator, and in line with school policy? (see Section C)   | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      |                          |
| 39. | Are full details of the visit at base and if appropriate with the Home Contact(s)?   | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      |                          |
| 40. | If residential, overseas or involving adventurous activities, has the visit been approved by the LA or Governing Body (Academies Etc.)? (see Section C and Form EV2)   | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      | n/a                      |
| 41. | If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? See Section R  | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      | n/a                      |

### **During the visit**

42. Do all staff have a list of participants/groups? Emergency contact details and Group Leaders' contact if out of hours?  yes
43. Does the Home Base have a list of the names of all participants, including adults? (+ contact details if out of hours) & Home Contact Card?  yes
44. Do staff have sufficient funds to allow for any contingencies?   yes n/a
45. Do staff have any relevant literature, work sheets, clipboards, etc?   yes n/a
46. Do staff have other items, e.g. first aid kit, sick bags, litter sack, etc., if needed?  yes
47. Are Participants numbers being checked at appropriate times?  yes
- The Importance of regular headcounts cannot be over emphasised.***
48. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully?   yes n/a
49. Are Participants aware of the procedure in areas where there is traffic? (E.g. if walking, is it pairs, crocodile, groups? - may they run? - are they aware of the procedure at road crossings etc?)   yes n/a
50. Has a clear recall system been arranged if the group is working away from you? Do participants understand this and will they be able to respond effectively?   yes n/a
51. If a rendezvous for the group has been arranged after a period of time, does everyone (including staff) know exactly where and when to meet?   yes n/a
52. Do participants know what action they should take if they become separated from the group?  yes
53. Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances?  yes

### **At the end of the visit**

54. Are appropriate arrangements in force for participants departing to home?  yes
55. Has the Visit Leader reported back to the Educational Visits Coordinator?   yes n/a
56. Has the group been debriefed and any relevant follow-up work completed?   yes n/a
57. Have all loose ends been tied up, e.g. paperwork, finance, thank you letters, etc?  yes
58. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits?  yes
59. Have all staff and helpers involved in the visit been thanked for their input?  yes

### External Provider Checklist

When considering using a provider or tour operator for an Educational Visit, Group Leaders must seek written assurances that the provision complies with College policy.

Group Leader:..... Date(s) of visit:.....

Name of provider:.....

The provider or tour operator providing services to the College is asked to give careful consideration to the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications which do not apply to your provision.

Section A should be completed for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.

**Section A - All Visits**

**Health, Safety, and Emergency Policy**

- 1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection.
  
- 2. Accident and emergency procedures are maintained and records are available for inspection.

**Vehicles**

- 3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

**Staffing**

- 4. All reasonable steps are taken to check staff that have access to young people for relevant criminal history and suitability to work with young people.
  
- 5. There are adequate and regular opportunities for liaison between establishment staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to establishment staff.

**Insurance**

- 6. The provider has public liability insurance for at least £5 million with a clause giving 'indemnity to principal'.

**Accommodation (if provided)**

- 7. UK accommodation is covered by a current fire risk assessment.
  
- 8. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned.
  
- 9. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
  
- 10. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants' accommodation.

## SECTION B - ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

11. Adventure Activities Licensing Authority (AALA) Licence covering dates of visit  
 YES       OUT OF SCOPE

12. If YES, AALA Licence number R:

For AALA licensable activities in the UK, the specifications in this section are checked as part of the AALA inspection. However, providers licensed with AALA are asked to consider these specifications with respect to any activities or aspects of provision not covered by the licence.

### Activity management

13. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.

14. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.

15. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff has had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser.

16. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is in line with current good practice within the UK, and this includes appropriate instructor competencies.

17. Participants will at all times have access to a person with an appropriate First Aid qualification. Staff are practiced and competent in accident and emergency procedures.

18. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.

19. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.

**Section C - Tour Operators**

Where a tour operator delivers services using other providers e.g. ski establishments, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in Sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

20. Sections A and B of this form, as appropriate, have been completed to show that checks have been made. Records are available for inspection.

21. The Tour Operator complies with the package travel regulations, including bonding to safeguard customers' monies.

22. List ATOL, ABTA or other bonding body name and numbers:.....

**SECTION D - OVERSEAS EXPEDITIONS**

23. The provider complies with 'Guidance for Overseas Expeditions, Edition 3' (GOE3).

24. The provider claims compliance with BS 8848

If any of the above specifications cannot be met or are not applicable, please give details:

Details of any other accreditation, e.g. with National Governing Bodies, tourist boards, Quality badge, Adventure Mark etc.

**DECLARATION**

**I hereby certify that I am an authorised signatory to enter into this Agreement and to bind the said company, firm, person/s or corporation to the terms and conditions herein.**

Signed: .....

Date: .....

Name (print) .....

Position in organisation: .....

Full name and address of company, firm, person or corporation:

Tel: .....

Fax: .....

E-mail: .....