



Educational Visits and Offsite Activities

Approval Date	Policy Reviewer	Title	Chair of Governors
January 2021	Mrs N Kaufman/Mrs M Burbidge	Co-Headteachers	J McCarthy-Penman

Frequency of Policy Review	Annually
Version	3

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1 INTRODUCTION

This policy applies to most situations where adults acting in the course of their employment take responsibility for children and young people taking part in off-site activities and visits, as well as when taking part in on-site outdoor activities.

Shinewater Primary School provides a number of off-site activities and educational visit opportunities for all young people within the establishment. These include sports fixtures, subject specific visits (e.g. Herstmonceux Science Centre) and links with the local care home. There is also a residential visit for Year 6 children.

The benefits of learning outside the classroom are fully understood by Shinewater Primary School and each visit will set out a clear purpose and learning objectives, which will be reviewed at the end of each visit to see if they have been achieved.

The safety of pupils and staff on offsite visits is paramount and Shinewater Primary School will follow the requirements and guidance from ESCC Offsite Activities and Educational Visits Team and also refer to National Guidance produced by the Offsite Education Advisors Panel.

2 ROLES AND RESPONSIBILITIES

The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer. For the purpose of this policy, Swale Academy Trust is known as the “Employer.”

Employers, have duties to ensure, so far as is reasonably practicable:

- the health, safety and welfare of all employees and volunteers
- the health and safety for all young people for whom Shinewater Primary School (part of Swale Academies Trust) is responsible under the Children Act 2004.

The Educational Visits Coordinators (EVC) are members of the senior leadership team and have received training to ensure they can fulfil their role. At Shinewater Primary School the Headteachers, Mrs. M. Burbidge and Mrs. N. Kaufman perform this role, as well as the Assistant Headteacher, Mrs. J. Rigby. Certification evidence can be found in Appendix C.

The roles and responsibilities are clearly set out below by Shinewater Primary School:

Role	Responsibilities
Academy Trust / Governors (3.4f)	<ul style="list-style-type: none"> ● Knowledge of who the employer is. ● Ensure there is a policy in place for offsite activities and educational visits. ● Ensure there is a trained EVC in place for the establishment. ● Ensure there are training opportunities provided. ● Ensure the establishment has a visit approval procedure in place and follows ESCC policy for approving visits. ● Ensure there is a monitoring system in place. ● Ensure visits support the principles of inclusion. ● Can have a read only access on Exeant to have an overview of all the offsite visits taking place.
Co-Headteachers (3.4g)	<ul style="list-style-type: none"> ● Offsite activities comply with ESCC policy and National Guidance produced by the OEAP. ● Visits receive appropriate approval before they take place. ● Ascertained that all staff involved in offsite visits are competent to carry out their role. ● That there is a designated EVC that meets employer requirements and has undertaken training. ● Suitable child protection procedures are in place, including vetting at an appropriate level of all voluntary helpers. ● You are 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. ● Ensure visits support the principles of inclusion.

<p>Educational Visits Coordinator (3.4j)</p>	<ul style="list-style-type: none"> • Should have experience of leading visits, or qualifications or leadership experience. They should be an experienced visits leader. • Should have received EVC training. • Supports staff to ensure visits are planned and prepared appropriately following ESCC Offsite Activities and Educational Visits Policy 2013. • Ensures staff have access to training to support their role in Offsite Activities and Educational Visits. • Approve visits that comply with establishments and ESCC policy. • Check that all visits have an emergency contact and the emergency contact is an appropriate person. • Ensure staff evaluate visits that have taken place and report accidents and near misses appropriately.
<p>Visit Leader (3.4k)</p>	<ul style="list-style-type: none"> • Must have experience of leading offsite visits. • Must be inducted by the establishment and have knowledge of the establishment's and ESCC policy and procedures for offsite visits and crisis management. • Be approved as competent by the establishment. • Liaise with the EVC. • Plan and prepare for the visit, including the risk assessment, ensure it is in line with ESCC policy and the establishment policy. • Define the roles and responsibilities for other staff on the visit. • Evaluate the visit and report and record any accidents and near misses.

Assistant Visit Leader (3.4l)	<ul style="list-style-type: none"> • Be specifically competent and knowledgeable about establishment and employer policies/procedures, in so far as they affect the responsibilities that have been assigned. • Ensure that you have been sufficiently involved in the planning and preparation for the activity/visit, including contributing to the organisation of risk management. • Ensure that you understand the role and responsibilities that you have been assigned and how these integrate with other staff and especially that of the activity/visit leader. • Contribute to the visit evaluation, and reporting and recording of accidents and near misses.
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3 SPECIFIC PROCEDURAL REQUIREMENTS

Shinewater Primary School at present uses the ESCC Exeant Offsite Approvals Software programme for the record keeping of all visits, approvals and evaluations. This is a web based system with links to National Guidance and includes hyperlinks to relevant documents to assist in the completion of the form.

The system will:

- notify the EVC and Head of School of intended visits, allow them to make comments and approve or decline a visit application;
- inform the Offsite Education Advisor where ESCC approval / advice is required;
- allow School Governors to have 'read only' access so that they can receive an overview of which visits are taking place.

Visit Leaders should submit all visit proposals using the ESCC Exeant electronic system. This must be completed at least one month in advance (preferably six weeks) of the proposed offsite visit date. The following information must be detailed in order to be considered for approval by the Educational Visits Co-ordinator (EVC):

- ✓ purpose / learning objective for the visit;
- ✓ name of Visit Leader;
- ✓ estimated number of participants;
- ✓ age range / year group range of participants;
- ✓ start date and time;
- ✓ finish date and time;
- ✓ specify whether it is a one-off visit or a rolling programme of visits;
- ✓ location / venue;
- ✓ exact cover requirements and impact of staffing on the school;
- ✓ cost of cover;
- ✓ estimated cost of trip.

Once a visit has been submitted for approval, the EVC will respond within two working days.

The Visit Leader will automatically receive an email alert.

If initial approval is granted, the following additional information must be entered onto Exeant for final EVC approval within two working days, including:

- ✓ names of registered staff;
- ✓ visit leader's mobile number;
- ✓ other staff names, intended roles on visits and qualifications (e.g. first aid); ✓ names of other supporting adults;
- ✓ total number of staff and supervising adults (including visit leader);
- ✓ establishment emergency contact and phone number;
- ✓ all other UK based emergency contact numbers;
- ✓ number of male / female pupils attending, along with specified year groups; ✓ group list;
- ✓ timings for the visit;
- ✓ date of parents' information meeting (if applicable);
- ✓ Confirmation of OEAP Parent and Guardian Checklist;
- ✓ additional information about the location / venue;
- ✓ confirmation whether the visit includes any adventurous activities, DofE awards or activities held in a challenging environment;
- ✓ mode of transport;
- ✓ confirmation of appropriate insurance and policy.

The EVC will approve or reject the visit based on the additional information provided by the visit leader. The EVC may ask for additional information if required.

Once approved, the Visit Leader is responsible for completing the following actions:

- inform parents about the educational visit by letter;
- if voluntary contributions are required, liaise with the office to enter the information onto ParentPay; the school's electronic cashless system.
- ensure all parents have signed the annual permission letter and / or ensure parental permission is given;
- ensure enough voluntary contributions have been received so that the school is not running at a significant loss. Report to the Head of School two weeks and then one week prior to the trip how much money has been collated.
- If at one week prior to the trip not enough voluntary contributions have been collected to cover the majority of costs, the Co-Headteachers will make the final decision about whether to cancel the trip or not for ALL pupils.

Should the trip go ahead, the Visit Leader must complete a trip evaluation on the electronic EXEANT system.

4 INDUCTION and TRAINING

Leader competence is reinforced through EVC training and Visit Leader training. Shinewater Primary School have the expectation that Visit Leaders are deemed competent to undertake responsibilities of the role and that there is an Assistant Leader who is deemed competent to take responsibility if the Visit Leader is unable to do so.

All staff and helpers must be competent to carry out their defined roles and responsibilities.

The Educational Visit Co-ordinator (EVC) must be formally trained and receive update training every three years.

For all new staff members, the use of EXEANT is part of the school's Induction Programme.

Newly Qualified Teachers are not allowed to be Visit Leaders during their first teaching year and careful consideration of competence issues must be undertaken in respect of any newly appointed staff.

The OEAP National Guidance sets a clear standard to which leaders must work. The guidance states that a competent Visit Leader requires:

- knowledge and understanding of their employer's guidance, supported by establishment led training (e.g. EVC training, Visit Leader training – theory and practical);
- knowledge and understanding of establishment procedures supported by a structured induction process specified by the school and have appropriate experience;
- knowledge and understanding of the group, the staff, the activity and the venue.
- the capacity to react effectively and efficiently when things do not go as planned during a visit;
- a formally accredited qualification when relevant (in some circumstances e.g. first aid, NGB).

All Shinewater Primary School staff have access to external ESCC training courses for the following:

- Educational Visits Co-ordinator (OEAP Approved)
- Visit Leader Training (OEAP Approved)
- Outdoor Learning Cards (OEAP Approved)
- Governing body and management boards roles and responsibility for offsite visits
- Exeant and risk assessment training
- Crisis management

5 RISK ASSESSMENT

Risk assessments must be submitted as part of the approval process. These must be specific and relevant to the young people, staff, environment and activity. The risk assessment should be completed by the Visit Leader with support from other staff attending the visit. Foreseeable hazards should be listed with reasonable control measures put in place and a risk rating generated. Risk assessing the Transport to and from the visit is also submitted.

After a visit, the risk assessment should be reviewed if there were any issues, incidents or near misses. If a risk assessment is covering the same group, with the same staff carrying out the same activity it can remain in place for 3 months and then reviewed. For example: every Thursday Year 3 will attend swimming lessons.

6 ASSESSING VENUES AND PROVIDERS

The Visit Leader must undertake a pre-visit to the venue, wherever reasonably practicable,

particularly to unfamiliar sites as a vital dimension of risk management. Pre-visits enable the Visit Leader to assess the provider to see if they have a suitable venue, facilities and programme. It also allows the Visit Leader to familiarise themselves with the environment; noting hazards, location of facilities and assess the requirements for effective supervision. The cost of a pre-visit can be incorporated into the total cost of the visit.

The school uses the national accreditation and provider assurance schemes that the OEAP acknowledges and recommends as a sign of quality assurance.

For adventure activity providers, the school recognises the LOfC Quality Badge as a benchmark for assurance of safety and quality. Details of the LOfC quality badge and the database of providers can be accessed via www.lotcqualitybadge.org.uk.

If a provider does not hold a LOfC quality badge then it is a requirement for an OEAP National Guidance 'Provider Statement' to be completed and uploaded as part of the approval process.

7 EFFECTIVE SUPERVISION

The minimum ratio of adults to children are as advised by ESCC. When available and suitable, Shinewater Primary School will look to safeguard children by having more adults assist a trip or visit than the minimum stipulation, especially if the trip or visit had a medium or high risk assessment element. The risk assessment should take into consideration:

- Staff – experience, competencies, rapport with children, skills, qualification;
- Activity – skill level, duration, equipment;
- Group – age, gender, ability, behaviour, SEND
- Environment – remote setting, easily accessible, crowds, time of year
- Distance from base – transport arrangements, driver hours

All visits require ONE identified Visit Leader and an Assistant Leader, both of whom should meet the requirements specified by the OEAP National Guidance for these roles.

8 VETTING and DBS

Individuals who engage in regulated activity with young people should undergo an enhanced DBS check, with barred list check, as part of the recruitment process. For the purpose of this policy:

- Frequently is defined as “once per week or more”
- Intensively is defined as 4 days or more in a month or fortnight

However, it must be understood clearly that a DBS check (or other vetting or barring procedure) on its own is not a guarantee of the suitability of an adult to work with any given group of young people.

A DBS is required for residential visits.

9 INCLUSION

As stated in The Equality Act 2010, the school does not discriminate, harass or victimise a pupil for whom one of the protected characteristics applies (disability; gender reassignment; pregnancy and maternity; race; religion or belief; Sex and sexual orientation) in the way that it affords (or

not) the pupil access to a benefit, facility or service. The school has a duty to make reasonable adjustments.

Every effort is therefore made to ensure that offsite activities and educational visits are available and accessible to all. Visit Leaders consider the need of the group at the earliest point when

planning a visit to ensure the needs of all pupils are met, supported by the SENCo where necessary. The OEAP Reasonable Adjustments Template is used to help record and identify feasible adjustments (Appendix D).

10 INSURANCE

When a service provider comes into the school, the provider must have £10m liability cover. Anyone with less than £5m of their own insurance cannot provide services within schools.

The requirement for £10m public liability also exists for offsite visits. It is the responsibility of the Visit Leader to ensure the venue has this in place.

The school's journey insurance is in place for visits that involve residential, overseas or adventure activities. A copy of the Insurance Certificate must be taken by the Visit Leader on all overseas visits.

If plans are made to participate in an unusual adventure activity, the OEA is informed as soon as possible so that the appropriate checks can be carried out with regards to insurance cover.

11 CONSENT

The schools uses the ESCC recommended annual consent form for Offsite Activities and Educational Visits that are local and non-hazardous. Therefore visits that are part of the curriculum and take place during the school day do not require parental consent; however they should be made aware of the details of the visit.

Where an activity and visit falls within the adventurous, residential and overseas category, or where there is a third party provider, consent is sought on each occasion, providing full details of the visit and activities so that those in a position of parental responsibility can give informed consent. Information on charging and cancellation terms must also be communicated.

A child can make a claim for an incident three years after they have reached the age of maturity, meaning until they are 21 years old. In the case of those with special education needs, the age limit is 25 years. Visit details and consent are therefore retained until the youngest child on the visit reaches 25 years old. Exeant stores visit information electronically. Parental consent is kept by the school and is also held electronically.

12 EMERGENCY PROCEDURES and INCIDENT REPORTING

For every visit, an emergency contact is recorded using the web based Exeant system. This is usually the Head of School. The Co-Headteachers are contactable 24/7 for the duration of the visit and has all relevant information of the visit, including:

- contact numbers;
- medical information;
- itinerary;
- full understanding of the ESCC critical incident support system and the school's emergency procedure.

The school uses the ESCC Health and Safety Team's online accident reporting system. A printed template is taken with the Visit Leader on any visit, so that details can be written down whilst they are the forefront of their minds.

If there are any significant incidents, near misses or violent incidents during offsite visit, the OEA will be informed by email as soon as possible.

13 SCHOOL TRIPS AND GDPR

Data can be taken on school trips and outings but it is important that consideration is given to:

- ✓ what data is taken;
- ✓ why the data is required;
- ✓ who the data is shared with any why;
- ✓ how the data will be kept safe;
- ✓ what happens to the data after the trip/

Only data that is relevant should be taken e.g. name, medical info, parental contact, SEND, behaviour (if relevant). Parental consent forms will only need to be taken on overseas visits.

Overview copies of all data should be held by the Visit Leader and Deputy Visit Leader. Other supporting adults should only have information for their group.

Data can be shared without consent if there is a legitimate interest e.g. sharing medical details with a paramedic.

Consent forms should state how the data will be used, who the data will be shared with and how the data will be retained.

Personal data shared with external providers should be done via encrypted emails, if not consider just using the initials of individuals rather than full names.

If personal data is shared with an external provider there would need to be a data sharing agreement in place.

Data that is carried on school trips can be in paper format.

Data should not be left unattended.

Visit Leaders should ensure data e.g. registers are collected back in at the end of the trip and stored or destroyed as necessary.

Ensure staff and helpers are aware of their responsibility under GDPR.

Data such as consent forms, register of pupils and staff who attended, provider details and visit details should be retained until the youngest child is 25.

The Exeant system will retain the information for this retention schedule, when it will then be shredded and destroyed.

14 FIRST AID AND ADMINISTERING MEDICINES ON SCHOOL TRIPS

Staff need to be aware that being a qualified first aider DOES NOT mean that they are able to administer medicines. Only staff who have completed the administering medicines course are able to do this.

Any staff administering asthma pumps or epi pens should ensure they have been shown / instructed by an appropriate medical professional.

The school should not purchase and supply over the counter medicines such as paracetamol. Permissions is required from the parent and the parent needs to supply the medicine.

Children / staff must have easy and quick access to asthma inhalers, glucose testing and adrenaline pens through offsite visits. They should not be locked away.

Travel sickness tablets have to be administered as per the school's policy for administering medicines.

If there is an accident or incident, witness statements should be collected at the time; especially if they are not part of the school party. These will be valuable for a review of the accident / incident.

First aid kits must be stocked and the stock must be in date.

Ensure the first aider for the visits is clearly identified on the risk assessment / Exeant.

15 ESTABLISHMENT TEMPLATES

Appendix A Risk assessment

Appendix B Annual Parent Consent form

Appendix C Parental Consent Form for Residential Visits and / or Adventurous Activities in the UK

Appendix D QVC Accreditation

Appendix E OEAP Reasonable Adjustment Template

Appendix F Provider Statement (for adventure providers not holding LOtC badge)

APPENDIX A – RISK ASSESSMENT TEMPLATE FOR EXEANT

Section of Visit	Significant Hazards with Potential to Cause Harm	Control Measures	Likelihood	Severity	Risk Rating
Sites/Environment/ Places Being Visited · Venue · Date			Likelihood of each	Severity of each	Overall risk rating of each hazard
Activity Arrangements					
Transport					
The Group					

Persons at risk	
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NOTE THE FOLLOWING

Ongoing risk assessment – the most essential element:

1. Apply the control measures
2. Monitor how effective they are
3. Change, adapt, revise as required

Alternative Plan

Emergency Contact Information and Procedure

Shinewater Primary School – 01323 762129

Always ring school in cases of emergency

LIKELIHOOD/SEVERITY	Minor Injury (1)	Injury/Ill Health (2)	Over 3 Day Absence (3)	Major Injury (4)	Disability or Death (5)
Very Unlikely (1)	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
Unlikely (2)	2 LOW	4 LOW	6 LOW	8 LOW	10 MEDIUM
Likely (3)	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 MEDIUM
Very Likely (4)	4 LOW	8 LOW	12 MEDIUM	16 HIGH	20 HIGH
Almost Certain (5)	5 LOW	10 MEDIUM	15 MEDIUM	20 HIGH	25 HIGH

Risk Rating	
Low 1-8	Probability for minor accidents; non-disruptive damage to equipment or property. Requiring long term action by management.
Medium 9-15	Probability for lost time; accident and damage to equipment or property. Requiring immediate action by management.
High 16-25	Probability for loss of life, serious injury; damage to equipment or property. Requiring immediate action by management.

The risk matrix identifies the likelihood from unlikely to almost certain and the severity low – extreme, use this to risk rate each hazard.

Visit Leader Signature	
Date	

APPENDIX B – ANNUAL PARENT CONSENT LETTER
SHINewater PRIMARY SCHOOL ANNUAL CONSENT FOR SCHOOL TRIPS AND OTHER
OFF-SITE ACTIVITIES

Dear Parent/Carer

I wish my child.....to:

- a) take part in school trips and other activities that take place off school premises; and
- b) If necessary 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 local non hazardous visits that take place inside and outside of school hours
 - off-site sporting fixtures inside and outside of school hours,
- 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.

The school can accept no liability for property damage and losses of personal effects, unless the school are negligent.

My child has : (delete as appropriate)

- No illness, allergy or physical or mental condition.
- The following illness, allergy, physical or mental conditions, emotional wellbeing and/or medication:

.....
.....

Pre-existing conditions: ESCC insurance may not cover claims for pre-existing conditions – whether long term, e.g. epilepsy, or short term, e.g. a broken leg – unless it can be shown that GP consent to travel has been obtained and conditions of travel have been met. Consent prior to the trip does not have to be written, it can be verbal, however in the event of a claim being made written approval from a medical practitioner may be required. By signing parental consent forms, parents are agreeing to this condition and confirming it has been met.

Doctors Name:

Surgery.....

Telephone:.....

I consent to any emergency medical treatment necessary during the course of the visit.

Parental/Guardian signature:.....

Contact Information

1:Emergency Contact

Name.....

Address.....

..... Telephone.....

Relationship to child

2 Emergency Contact:

Name.....

Address.....

.....

Telephone.....

Relationship to child:.....

I give consent for the medical and emergency contact information provided to be used for the purpose of effective planning of school trips. In some circumstances the data will be shared with ESCC, for the purpose of approving visits and also any external providers involved in the organisation and delivery of the visit. The data will be held until your child is 25years old, in accordance with our retention schedule. For more information about your rights, please contact the school's Data Protection Officer [school contact details]

Yes • No •

Please be aware if consent is not provided, it may not be possible to include your child within the visit.

Swimming Ability: (delete as appropriate)

My child is a: Confident swimmer / Weak swimmer / Non swimmer

Additional information

.....

.....

Consent for taking images: *(If Consent has already been sought you may not need to include on the consent form)*

During the visit we are likely to take pictures/videos. We would like to use these in presentations, displays or in booklets, newsletters or publicity.

In the event of any images of my child being taken, I consent to them being used for educational purpose. I understand any photos where my child is easily identifiable (close facial shot) I will be informed first.

Yes / No (delete as appropriate)

consent to the images being used on the schools website: Yes/No (delete as appropriate)

Other information:

Please provide details of any other information you feel the school/visit leader needs to be aware of:

.....
.....

I have completed the form to the best of my knowledge, if any information changes prior to the visit taking place I will inform the school immediately and if required seek medical consent from our GP.

Parent/Guardian Signature:.....

Date:.....

Three copies of this form are desirable, one for the parent/guardian to keep, one for the school to retain, one for the visit leader to take on the visit.

APPENDIX C – PARENTAL CONSENT FORM FOR RESIDENTIAL VISITS AND / OR ADVENTUROUS ACTIVITIES WITHIN THE UK

Dear Parent/Carer

Please complete the consent form to allow your child to participate on the visits to

.....from(date).....
to (date)

I have received and understood information relating to the nature of the visit and the activities being undertaken. I agree that he/she can participate in all the activities mentioned. I have informed the visit leader of those I do not wish them to participate in. I have discussed the behaviour code for the visit with my child and ensured that they have understood the importance of following instructions for their own and other safety. The school can accept no liability for property damage and losses of personal effects, unless the school are negligent.

My child has : (delete as appropriate)

- No illness, allergy or physical or mental condition.
- The following illness, allergy, physical or mental conditions, emotional wellbeing and/or medication:

.....

.....

.....

.....

Pre-existing conditions: ESCC insurance may not cover claims for pre-existing conditions – whether long term, e.g. epilepsy, or short term, e.g. a broken leg – unless it can be shown that GP consent to travel has been obtained and conditions of travel have been met. Consent prior to the trip does not have to be written, it can be verbal, however in the event of a claim being made written approval from a medical practitioner may be required. By signing parental consent forms, parents are agreeing to this condition and confirming it has been met.

Doctors Name:

.....Surgery.....

Telephone:.....

I consent to any emergency medical treatment necessary during the course of the visit.

Parental/Guardian signature:.....

Contact information

Emergency Contact 1: Name.....

Address.....

Telephone.....

Relationship to child.....

Emergency Contact 2: Name.....

Address.....

Telephone.....

Relationship to child:.....

I give consent for the medical and emergency contact information provided to be used for the purpose of effective planning of school trips. In some circumstances the data will be shared with ESCC, for the purpose of approving visits and also any external providers involved in the organisation and delivery of the visit. The data will be held until your child is 25years old, in accordance with our retention schedule. For more information about your rights, please contact the school's Data Protection Officer [school contact details]

Yes • No •

Please be aware that if consent is not provided, it may not be possible to include your child within the visit.

Swimming Ability: (delete as appropriate)

My child is a: Confident swimmer / Weak swimmer / Non swimmer

Additional information

.....

.....

Other information:

Please provide details of any other information you feel the school/visit leader needs to be aware of.....

.....

I have completed the form to the best of my knowledge, if any information changes prior to the visit taking place I will inform the school immediately and if required seek medical consent from our GP.

Parent/Guardian Signature:.....

Date:.....

Three copies of this form are desirable, one for the parent/guardian to keep, one for the school to retain, one for the visit leader to take on the visit.

APPENDIX C - QVC ACCREDITATION

APPENDIX D - OEAP REASONABLE ADJUSTMENT TEMPLATE

Reasonable Adjustments Record

1. List all the options/adjustments to enable inclusion. (All options should be documented even if not feasible).
2. Benefits and Detriments of each option.
3. Decision of feasibility.
4. Discuss the decision with the Head Teacher who will make the final decision based on the evidence.

Situation/ Concerns:

Option/Adjustments	Benefits of Option	Detriments of Option	Decision of Feasibility	Notes

Outcome:

Visit Leader Signature:

Date

Head Teacher Signature:

APPENDIX E - PROVIDER STATEMENT

PROVIDER STATEMENT

Visit Leaders please note: you should NOT send this form to a provider that holds a relevant Learning Outside the Classroom Quality Badge, unless your employer requires confirmation of indemnity limits (Section A). Details of the badge and a list of holders can be found at www.lotcqualitybadge.org.uk

Visit Leaders requiring advice on the interpretation of information given by Providers on this form should contact their establishment's EVC.

PART 1: To be completed by the Visit Leader

Name and address of Establishment (school/service)	
Email (or fax)	
Type of Visit/Activity:	
Name of Visit Leader	
Name of Provider	
Date(s) of visit	

PART 2: To be completed by the Provider

Please give careful consideration to the following statements and respond with YES, NO or N/A, or give the specific information required. If you hold a valid Learning Outside the Classroom (LOtC) Quality Badge but the Visit Leader requires confirmation of your indemnity limits, only complete Section A, 1.1 and 1.2 and the Confirmation.

SECTION A

to be completed for all types of visit

1. Insurance		
1.1	Do you hold public liability insurance, which will be current during the proposed visit, and which covers all directly provided and sub-contracted activity?	
1.2	If Yes, what is its indemnity limit?	

SECTION B
to be completed for all types of visit

2. Health, Safety and Emergency Policies		
2.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments, which are available for inspection?	
2.2	Do you have accident & emergency procedures in place, with records available for inspection?	
3. Vehicles		
3.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and EU regulations on passenger seats and seat restraints?	

4. Staffing		
4.1	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity?	
4.2	Are there regular opportunities for liaison between your staff and establishment staff?	
4.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?	
5. Accommodation		
5.1	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	
5.2	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available?	
5.3	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	
5.4	Are separate male and female sleeping accommodation and washing facilities provided?	
5.5	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	
6. Sub-contracting		
6.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	

6.2	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	
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SECTION C

to be completed if the visit includes activities or field studies

7. Adventure Activities Licensing Authority (AALA) Licence to be completed if any activities are within the scope of the licensing regulations		
7.1	AALA Reference number Date of expiry.	
7.2	Does the Licence held cover all planned activities, which are in the scope of AALA licensing?	
8. Activity Management to be completed about all activities		
8.1	Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties?	
8.2	Do you maintain a written code of practice for activities, which is consistent with relevant National Governing Body guidelines and, if abroad, the relevant regulations of the country concerned?	
8.3	Do you confirm staff competence by appropriate National Governing Body qualifications for the activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	
8.4	Where there is no National Governing Body for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice?	
8.5	Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?	
8.6	Is there a clear definition of responsibilities between your staff and visiting staff about supervision and welfare of participants?	
8.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?	

SECTION D

to be completed by Tour Operators

9. Tour Operators		
9.1	If you are a Tour Operator, do you comply with the Package Holidays and Package Tours Regulations 1992 and The Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001, including bonding to safeguard customers' monies? Please provide ATOL, ABTA or other bonding body names and numbers below.	

Details of any bonding (ATOL, ABTA etc)

SECTION E – EXPEDITIONS

to be completed for overseas expeditions

10. Expeditions		
10.1	Do you agree to provide sufficient written information and assurances specific to the expedition, as required by the establishment and its employing body?	

SECTION F – ACCREDITATION

11. Details of any accreditations held by the Provider

CONFIRMATION

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might adversely affect the safety and wellbeing of user groups.

Signed:

Date:

Name:

Position in organisation:

Name of Provider:

Address of Provider:

Tel: Fax: Email:

Website:

Thank you for completing this form. Please return it to the Visit Leader at the establishment named above.

APPENDIX F – EMERGENCY CONTACT CRIB CARD

Emergency Contact Crib Card

In the first instance call your base

Establishment Emergency Contacts

Name1. _____ Tel: _____

Name2. _____ Tel: _____

Establishment Office Telephone: _____

Establishment to call ESCC for support, only if above numbers fail.

The ESCC Incident/Emergency telephone number:

(office hours) 01273 481316

(out of hours) 01273 819179