



**OFF-SITE VISITS AND RESIDENTIAL**  
**ACTIVITIES POLICY**

## 1.0 Introduction

1.1 Appleton Academy provides many opportunities to enrich the curriculum for students through off-site activities and educational visits. These include; visits to museums and galleries; sporting venues; outdoor adventure sites; field studies sites, factories and offices; theatres and concert venues and to other schools.

1.2 The value of off-site activities and educational visits is well recognised positively encouraged by the Governing Body and fully supported throughout the Academy. Safety is recognised as crucial and careful planning and adherence to statutory procedures is required. Off-site activities and educational visits must be well managed and responsibilities recognised.

1.3 This document outlines the specific policies and procedures for Appleton Academy. It supplements and follows the guidance, regulations and advice contained within the following significant publications:

- Bradford City Council's School Trips: Regulations and Guidance
- The Health and Safety Executive, in conjunction with the DfES, producing their *Health and Safety : Responsibilities and Powers* statutory document (2001)
- The DfES reviewed their 1998 document *Health and Safety of Pupils on Educational Visits* and produced their supplementary guidance in August 2002:
  - *Part 1 – Standards for LAs in Overseeing Educational Visits*
  - *Part 2 – Standards for Adventure*
  - *Part 3 – A Handbook for Group Leaders.*

## 2.0 Roles and Responsibilities

2.1 The Governing Body must:

- ensure that arrangements are in place and the City Council regulations and guidance are being translated into working systems;
- ensure that the Governing Body has its own systems in place to support this process: a named governor rather than a group; a signatory for the approval system; dedicated discussion and review time at meetings;
- have the ability to act on behalf of parents/guardians to ascertain if the specific event arrangements and risk assessments are in place and appropriate.

2.2 All off-site activities and educational visits that are residential, hazardous or overseas will need the approval of the Governing Body and the Application for the Approval of Residential, Hazardous And Overseas Educational Visits by Academy Principal, Governing Body and Bradford City Council form signed by a nominated governor (see Appendix A.)

### 2.3 The Academy Principal must:

- ensure that the management of visits and ventures meets the regulations and guidance offered by the City Council, DCSF and others, as well as conforming to the Academy's own health and safety policy;
- ensure that the Governing Body are kept appropriately informed and accreditation or verification of providers has been checked;
- ensure that arrangements are in place for the educational objectives of a visit to be inclusive and that issues identified in exploratory visits have been satisfactorily resolved within the risk assessment.

2.4 All off-site activities and educational visits will need the approval of the Academy Principal and either the **Application For The Approval Of Residential, Hazardous And Overseas Educational Visits by; Academy Principal, Governing Body and Bradford City Council** form, see Appendix A, or the **Proposed Visit Sheet to be sent to Principal** form, see Appendix B, signed by the Academy Principal prior to the off-site activity taking place.

### 2.5 The Educational Visits Coordinator (EVC) must:

- liaise with the Outdoor Education Adviser where appropriate;
- be involved in educational visit management in order to ensure that the City Council's guidance and regulations are followed and to confirm that adequate risk assessments have been carried out;
- be able to confirm that the leadership of the visit is appropriate and check staff qualifications, this to include accompanying staff and volunteers;
- organise the training of leaders and volunteers, and organise thorough induction of staff and volunteers new to the visit;
- ensure that procedures for Criminal Records Bureau disclosures are in place as necessary;
- ensure that liaison with parents/guardians and obtaining consent are effective;
- ensure that the establishment has robust emergency procedures in place and knows how to liaise with the City Council team should an emergency occur;
- ensure that the establishment complies with City Council requirements for reporting incidents and accidents (including 'near misses')
- support the head of establishment in the management of and evaluation of educational visits;
- use and apply suitable record keeping practices for both children and young people and leaders off-site;
- learn from previous experience, recording successful practice and contacts, and be able to use them and move on, in particular where staff personnel change;
- monitor and review what is going on, establishing a clear picture of current practice. Be able to both report on successes and set targets for improvement. Be ready to intervene where practice is incorrect or unsatisfactory.

## 2.6 The Group Leader must:

- be approved to carry out the visit and suitably competent and knowledgeable about the Academy and LA's policies and procedures;
- plan and prepare for the visit and assess the risks with the EVC;
- define the roles and responsibilities of other staff and children and young people and ensure effective supervision of what they do;
- obtain the Academy Principal's approval for the visit;
- have enough information on the children and young people taking part in order to risk assess their suitability for the visit or specific activity;
- consider stopping the visit if the risk to the health and safety of the children and young people is unacceptable and have in place procedures for such an eventuality;
- ensure the leaders have details of the Academy contact;
- ensure the leaders and others have details of the child's or young person's special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- share risk assessments and procedures, in advance, with staff, children and young people taking part

## 2.7 Parents must:

- provide the EVC with emergency contact number(s);
- sign the consent form;
- give the EVC information about their child's or young person's emotional, physiological and physical health which might be relevant to the visit;
- agree the arrangements for sending a child or young person home early and who will meet the cost.

## 2.8 The children/young people must:

- not take any unnecessary risks
- follow the instructions of the leader and other supervisors including those at the venue of the visit
- dress and behave appropriately and responsibly
- if abroad, be sensitive to local codes and customs
- look out for anything that might hurt or threaten himself or herself or anyone in the group and inform the group leader or supervisor

## 3.0 **Guidance Notes for Off-site Activities and Educational Visits**

3.1 To ensure good practice and to comply with the necessary regulations it is expected that all group leaders will familiarise themselves with the published guidance and attend training when appropriate which is available through the Outdoor Education Adviser.

- 3.2 The EVC should be involved in discussing plans for any off-site activity at an early stage. All off-site visits are categorised into five groups based on frequency, activity and distance travelled. (see table 1 below). All visits need to be planned including local and routine visits e.g. to businesses or for games matches. No non-returnable financial commitment should be agreed until all relevant approvals have been gained. The approved centre list should be consulted and if the provider for a hazardous activity is not listed, the Outdoor Education Adviser should be contacted.
- 3.3 Parental consent needs to be obtained and copies of the medical/dietary requirements and emergency contacts details should be taken on the visit by the group leader. A copy will need to be held by the emergency contact person for residential visits. See Appendices C and D.
- 3.4 An internal approval form will need to be completed when the visit is non-residential, non-hazardous and in the UK and checked by the EVC as outlined in table. (See Appendix B).
- 3.5 An Application for the Approval of Residential, Hazardous and Overseas Educational Visits by the Academy Principal, Governing Body and Bradford City Council form will need to be completed when the visit is residential, and/or hazardous and/or overseas. It will need to be checked by the EVC, signed by the Academy Principal and a representative of the Governing Body and then sent in to the Outdoor Education Advise. (See Appendix A.)
- 3.6 Off-site Visit Risk Assessment forms should be completed for all aspects of the visit e.g. the journey, activities and down time if a residential (See Appendices E and F).
- 3.7 Several example risk assessments are available for all types of transport and several frequently needed risk assessments. These are available from the EVC/visits file.
- 3.8 External providers may have their own risk assessments that will need to be seen, and signed, by the group leader. Some Bradford external providers will have example risk assessments; these are kept from the EVC/visits file.
- 3.9 A pre-visit is essential to support the risk assessment process and should be carried out whenever possible.
- 3.10 If volunteers are being used for the visit, they will need to be fully briefed and a CRB check must be carried out if they are used regularly and if the visit is residential.
- 3.11 Parents will be informed of the type of transport used. When private cars are used, various checks will need to be carried out and guidance provided to volunteer drivers. When coaches and minibuses are used the leaders should ensure the children and young people are wearing seat belts and that the driver has the appropriate permit/license.
- 3.12 If the visit is mainly within Academy hours or for the curriculum, a voluntary contribution may be requested. Other visits may be charged for.
- 3.13 School Journey Insurance may need to be arranged depending on the nature of the visit e.g. if deposits are paid, the children or young people are taking belongings and the visit is abroad. Parents should be informed of the insurance arrangements.
- 3.14 The supervision ratios need to meet the requirements summarised in the table below though these are minimum ratios and the group leader must consider the children and young people involved, the type of activities, the site and the experience and competency of the supervising adults.

### 3.15 **Supervision ratios and qualifications guidance for off site activities**

3.15.1 All Supervision must be active

3.15.2 Appropriate Supervision should be part of the planned arrangements and needs to be maintained throughout an excursion. Staff to children and young people ratios should reflect the specific needs of the group, the venue and the programme.

	Activity	Qualifications/Staffing	Ratios	Notes
Category 1: Local Area Visits	<p><b>Local visits</b>  <b>Eg</b> Visits within the local area, regular timetabled visits, Bradford College excursions and sporting activity</p> <p><b>Permission request submitted:</b> 8 weeks prior to visit</p> <p><b>Risk Assessments submitted:</b> 4 weeks in advance subject to Principal's discretion</p>	<p>An experienced group leader</p> <p>Other qualified leader(s) (numbers as required)</p> <p>Other responsible adult(s) in support</p> <p><b>A minimum of two leaders required, unless in exceptional circumstances.</b></p>	<p>1 adult for every 2-3 children in Lower Foundation Stage</p> <p>1 adult for every 3-6 children in Upper Foundation</p> <p>1 adult for every 6 children in Yr 1 – Yr 3</p> <p>1 adult for every 10- 15 children in Yr 4-6</p> <p>1 adult for every 15-20 young people in Yr 7 onwards</p>	<p>** Group Leader qualification dependent on type of activity rather than local/day etc</p> <p>Leaders should reflect the gender of the group.</p>
Category 2: Day Visits	<p><b>Day visits</b>  Eg more than 60 miles or one hour from base, visits to recognised attractions, simple country walking on very well defined pathways, close to habitation.</p> <p><b>Permission request submitted:</b> 8 weeks prior to visit</p> <p><b>Risk Assessments submitted:</b> 4 weeks in advance subject to Principal's discretion</p>	<p>An experienced group leader</p> <p>Other qualified leader(s) (numbers as required)</p> <p>Other responsible adult(s) in support</p> <p><b>A minimum of two leaders required.</b></p>	<p>1 adult for every 2-3 children in Lower Foundation Stage</p> <p>1 adult for every 3-6 children in Upper Foundation</p> <p>1 adult for every 6 children in Yr 1 – Yr 3</p> <p>1 adult for every 10- 15 children in Yr 4-6</p> <p>1 adult for every 15-20 young people in Yr 7 onwards</p>	<p>** Group Leader qualification dependent on type of activity rather than local/day etc</p> <p>Leaders should reflect the gender of the group.</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Category 3: Residential Visits</b></p>	<p><b>Residential visit, UK or abroad, and visits abroad</b></p> <p><b>Permission request submitted:</b> 8 weeks prior to visit</p> <p><b>Risk Assessments submitted:</b> 4 weeks in advance for approval by Governing Body</p>	<p>An experienced group leader</p> <p>Other qualified leader(s) (numbers as required)</p> <p>Other responsible adult(s) in support</p> <p><b>A minimum of two leaders required.</b></p>	<p>1 adult for every 6 children in Year 1 – Year 3</p> <p>1 adult for every 10 - 15 children in year 4-6</p> <p>1 adult for every 15-20 young people in year 7 onwards</p> <p><b>These ratios do not include the centre/ residential base staff</b></p>	<p>As above, however it is recommended that the ratio of qualified leader to responsible adult support is low, at 1:1 or 1:2.</p> <p>Leaders should reflect the gender of the group.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Category 4: Land Based Adventure Activities</b></p>	<p><b>Land based adventure activities:</b> low level countryside walking (within 30 mins easy access of habitation), hill and mountain walking, lightweight camping, winter hill walking and mountaineering, caving etc</p> <p><b>Permission request submitted:</b> 12 weeks prior to visit</p> <p><b>Risk Assessments submitted:</b> 8 weeks in advance for approval by Governing Body</p>	<p>Specific group leader qualification required – Refer to EVC for guidance regarding Legal and Bradford requirements</p>	<p>Dependent on activity – see EVC and Bradford requirements – Guidance available</p>	<p>Group leaders will need to submit an Adventure Activities Leader Registration Form to Bradford Council via the EVC and present evidence of qualifications.</p> <p>Leaders should reflect the gender of the group.</p>

<p><b>Category 5: Water Based Adventure Activities</b></p>	<p><b>Water based adventure activities: Canoeing and Kayaking, sailing, windsurfing</b></p> <p><b>Permission request submitted:</b> 12 weeks prior to visit</p> <p><b>Risk Assessments submitted:</b> 8 weeks in advance for approval by Governing Body</p>	<p>Specific group leader qualification required – Refer to EVC for guidance regarding Legal and Bradford requirements</p>	<p>Dependent on activity – see EVC and Bradford requirements –</p>	<p>Group leaders will need to submit an Adventure Activities Leader Registration Form to Bradford Council via the EVC and present evidence of qualifications.</p> <p>Leaders should reflect the gender of the group.</p>
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- 3.16 The leaders need to know that in an emergency they should:
- Ensure the children and young people are safe
  - Contact their emergency contact person and give them the details
  - Follow the procedures to be followed in the event of a serious accident/incident or fatality. (See Appendix J)
- 3.17 On off-site visits there must be a trained first-aider and a first-aid kit carried.
- 3.18 On return from the visit, the group leader should report to the EVC and complete an evaluation report where necessary, e.g. when the visit involved an external organisation/was notable in terms of positive outcomes/gave rise to significant concerns, a copy of which should be sent to the Outdoor Education Adviser. See Appendix G.
- 3.19 All the planning of the visit must be supported by the use of the checklist. (See Appendices H and I)
- 3.20 When children and young people are attending external training providers/off-site organisations, the following must be in place:
- A partnership agreement between the Academy and the external training providers/off-site organisations.
  - A risk assessment for the children's and young people's journeys to and from the provider/off-site organisation
  - A Booklet for 14-16 Students Attending Programmes at External Training Providers/Off-site Organisation will be issued to each child and young person.
- 3.21 Sleeping arrangements
- 3.21.1 Wherever possible, there should be separate male and female sleeping/bathroom facilities for children and young people and staff. If this is not possible, a rota system must be implemented.
- 3.21.2 Wherever possible, staff should supervise the children and young people at night and remain in gender specific rooms.
- 3.21.3 A rota should be devised to enable the maximum supervision possible. The on call person should not retire until the children and young people have been settled for one hour.
- 3.21.4 Individual/group needs must be taken into consideration at night e.g. a child or young person may prefer not to sleep in a dormitory setting. Are there any child or young person protection issues? Sleeping arrangements must reflect the fact that staff have considered the individual needs of and associated risks to children and young people on the activity. Sleeping arrangements must be detailed in the plan and approved by the Centre Manager.

3.21.5 Security arrangements must be implemented at night. Wherever possible, a child or young person should be prevented from absconding.

### 3.22 Night Time - alternative

Group leaders should ensure that:

- the group's immediate accommodation is exclusively for the group's use;
- teachers (of both genders where appropriate) have sleeping accommodation on the same floor immediately adjacent to the children's and young people's accommodation;
- there is a teacher present on that floor whenever the children and young people are there;
- child and young person protection arrangements are in place to protect both children and young people and staff;
- where hotel/hostel reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visits;
- in the absence of 24 hour staffing of reception, external doors must be made secure against intrusion and windows closed as necessary to prevent intrusion;
- where possible, internal doors are lockable but staff must have reasonable access to the child and young person accommodation at all times;
- where children's and young people's doors are locked, teachers have immediate access, as necessary, to a master key;
- all staff and children and young people know the emergency procedures/escape routes in the event of a fire. Where windows and doors are locked against intrusion at night, ensure that alternative escape routes are known and that all fire doors function properly.
- Don't be lulled into a sense of false security by local assurances, such as "no need to lock doors in this part of the country". The presence of the group may attract unwelcome attention that is unusual in the locality.

**Appendix A**

**Academy Visits and Off-Site Approval Form**

**Group Leader:** Contact address, phone, email

**Dates:**

<b>Group: Class, Year</b>	<b>Number of Children and Young People</b>			
	<b>Male</b>	<b>Female</b>	<b>Total</b>	<b>Age</b>

**Venue:** Address of visit / residential base

<b>Nature of Activities</b>	<b>Led by: Contractor, Named Academy Staff</b>

**Purpose of Trip**

**Transport and Travel Arrangements** eg academy drivers, contractors, append details

<b>Proposed Costs and Financial Breakdown</b>
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<b>Staff and Volunteers</b>	<b>Main Duties:</b> Deputy leader, assist activities, first aid, supervision

<b>Emergency School Contact(s):</b> 24hr, mobile and landline phone numbers

<b>Main Contact(s) on Visit:</b> 24hr, mobile and landline phone numbers

<b>List appended details:</b> Letter to Parents, Contact details, Visit Planner, Costs	<b>Notes</b>

I confirm that the visit will be arranged in accordance with Appleton Academy Policy and Bradford Guidance for Off-site visits.

**Signed Visit Leader:** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Appendix B**

### **CONFIRMATION FROM ACADEMY PRINCIPAL FOR VISIT TO GO AHEAD**

#### **To be completed by the Principal**

To the group leader:

I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit.

Approval is given.

a. Please ensure that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least seven days before the party is due to leave.

b. Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns.

Signed:

Date:

Principal's full name:

A copy of the completed application form and details of any subsequent changes should be retained by the Principal. A copy should also be available for the responsible authority (LEA and/or governing body).

The form may be modified where approval is sought from the governing body or the LEA.

**Appendix C**

**PARENTAL CONSENT FOR ACADEMY VISIT**

(to be distributed with information sheet giving full details of the visit)

**Please give information as fully as possible. The information is for instructors and group leaders and will be strictly confidential to them. Please return this form to the organiser.**

<b>Details of visit to:</b>
From: _____ Date: _____ Time: _____ To: _____ Date: _____ Time: _____
<b>Participant Details</b>
Participant: _____ Date of birth: _____ Parent / Carer or Next of Kin: _____ Address: _____ _____ Post Code: _____ Tel. Contact: Day: _____ Eve: _____
<b>Emergency Details</b>
Parent / Carer or Next of Kin: _____ Address: _____ _____ Post Code: _____ Tel. Contact: Day: _____ Eve: _____
<b>Medical Information</b>

Please give details of any disabilities / special needs:

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Recent injuries or illnesses e.g. back strain, flu:

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Medical conditions and any medication e.g. asthma, epilepsy, diabetes, allergies (e.g. penicillin):

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Is your son/ daughter allergic to any medication?      YES / NO

Name of G.P: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Tel: \_\_\_\_\_

NHS Number: \_\_\_\_\_

**Please give any other information which you feel is relevant e.g. behavioural difficulties, emotional difficulties, dietary needs etc. on the back of this sheet.**

**For residential visits and exchanges only**

To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

YES/NO

If YES, please give brief details:

**Parental Consent** (for all participants under 18)

**Declaration**

I give consent for my son / daughter to take part in the Visit. I have been given an outline programme and information relating to safety on the trip.

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. (In the event of an emergency, every effort will be made to contact you).

I understand the extent and limitations of the insurance cover provided.

**I accept that, in the event of a participant's behaviour adversely affecting the safe and smooth running of activities, the Leaders will remove them from activities and contact parents / guardian. In such cases, any payments made will not be refunded.**

I declare that the information on this form is correct to the best of my knowledge and that if any changes occur before the visit, I will inform the organisers.

**Signed:** \_\_\_\_\_ **(Participant / Parent)**    **Date:** \_\_\_\_\_

**THE GROUP LEADER MUST TAKE THIS FORM OR A COPY ON THE VISIT. A COPY SHOULD BE RETAINED BY THE SCHOOL CONTACT**

**Appendix D(i)**

**SUMMARY OF INFORMATION ABOUT CHILDREN AND YOUNG PEOPLE AND ADULTS PARTICIPATING IN A VISIT**

**Surname**

**Forename**

**Date of birth**

**Next of kin**

**Contact address**

**Contact details**

**Medical Information**

**Any further relevant information**

## Appendix D(ii)

### **EMERGENCY CONTACT INFORMATION**

To be completed before the visit. Copies to be held by the group leader and school home contact.

1. **School/group:**
2. **Name of group leader:** Home Phone No:
3. **Visit departure date:**
4. **Return information:** Date: Time: Location:
5. **Group:** Total Number: Adults: Group Members:
6. **Do you have an emergency contact list for everyone in the Group? YES/NO**  
(If no, obtain one. If yes, attach it to this sheet.)
7. **Emergency contact information:**
  - a. During school hours:  
Tel:  
Deputy/other:  
Tel:
  - b. Out of school hours:  
Academy Principal:  
Tel:  
Deputy/other:  
Tel:
  - c. Travel Company:  
Name/Address:  
Tel:  
Fax:  
  
Company Travel Rep: Name:  
Tel:  
Fax:  
Insurance/Emergency Assistance:  
Tel:  
Fax:
  - d. Hotel:  
Address:  
Tel: Fax:  
Hotel contact (e.g. Rep/Manager):
  - e. Other emergency numbers:  
(e.g. telephone tree)

## **Appendix E**

### **STEPS TO FOLLOW WHEN ASSESSING RISKS**

- 1. Place to be visited:  
Potential hazards:**
  
- 2. List groups of people who are especially at risk from the significant hazards you have identified:**  
e.g.:
  - children and young people
  - non-teaching staff
  - teachers
  - group leader
  
- 3. List existing controls or note where the information may be found:**
  
- 4. How will you cope with the hazards which are not currently or fully controlled under (3)?**  
List the hazards and log on action plan
  
- 5. Continual monitoring of hazards throughout visit:**  
Adapt plans and then assess risks as necessary.

**Appendix F**

**RISK ASSESSMENT ACTION PLAN**

<b>Activity:</b>	<b>Location:</b>
<b>Group:</b>	<b>Undertaken by.....</b> <b>Date.....</b>

<b>HAZARD</b> What could go wrong and to whom?	<b>CONTROL</b> What can be done about it?	<b>SYSTEM</b> How does your organisation make sure that the control is implemented?

Page.....of.....

**Reviewed by.....Date.....**

**N.B.** When reviewing this Risk Assessment for a subsequent visit, consider

- a) whether there were any unanticipated hazards, and
- b)** whether the controls employed were effective.

## **Appendix G**

### **EVALUATION OF THE VISIT TO BE COMPLETED BY THE GROUP LEADER FOR FUTURE REFERENCE**

Academy/Youth Group:

Group Leader:

Number in Group:

Boys:

Girls:

Supervisors:

Date(s) of Visit:

Purpose(s) of Visit:

Venue:

Commercial Organisation:

**Rating out of 10**

#### **Comment**

1. The Centre's pre-visit organisation:

2. Travel arrangements:

3. Content of education programme provided:

4. Instruction:

5. Equipment:

6. Suitability of environment:

7. Accommodation:

8. Food:

9. Evening activities:

10. Courier/Representative:

11. Other comments and evaluation including "close calls" not involving injury or damage:

Signed:

Date:

Group leader's full name:

Form To be detached and completed after all ventures and logged in the school's central records.

## **Appendix H**

### **CHECKLIST FOR CHILDREN AND YOUNG PEOPLE GOING ON A VISIT TO ANSWER**

- Who is the group leader?
- Where am I going to visit?
- How can I contact my group leader?
- How do I use the phone if help is required?
- What will be done to keep me safe and secure on the visit?
- What should I do if I get lost or into difficulties when not with the group leader?
- What is written in the code of conduct for my visit?
- What do I do to keep my money and valuables safe?

### **FOR RESIDENTIAL VISITS AND EXCHANGES:**

Do I know?

- The address(es) and telephone number(s) of the place(s) where I shall be staying?
- How should I behave (house rules) where I am staying?
- Where am I to sleep and where am I to dress?
- What do I do if I am worried/unhappy about anything when staying with a host family?

## Appendix I

### Off-site Activities and Educational Visits Checklist [to be kept under review and updated]

1. Is there an identified group leader who meets the definition of a leader in the OAaEV?
2. Is there a clearly identified purpose and specific objectives for the visit?
3. Is there an identified location for the visit which suits the purpose?
4. Have the risk assessments been written for:
  - a) the journey(s)
  - b) the down time if necessary
  - c) the activities if necessary
5. Have the risk assessments for the activities provided by the centre/venue been seen by the group leader according to the OAaEV?
6. Have the plans been discussed with your EVC and approved by the Academy Principal?
7. If the visit is hazardous according to the OAaEV, and/or residential and/or abroad, have the plans been approved by the Governors using Appendix 3 from OAaEV at least seven weeks before the visit?
8. Are the staff and volunteers suitably qualified and competent?
9. Have CRB checks been carried out if required (essential for residential visits)?
10. Are the staff/children and young people ratios acceptable according to the OAaEV and for the activities proposed?
11. Does the gender of adults reflect the children's young people's gender (essential for residential)?

12. Has a preliminary visit been made?
13. Has parental/guardian consent been obtained?
14. Have the staff and volunteers been made aware of the children's/young people's dietary and medical needs?
15. Is a first aider and first aid kit available?
16. Is insurance arranged where necessary?
17. Have Medical Cards/2005 E111 forms been acquired for visits to Europe?
18. Has appropriate legal transport been arranged?
19. Have adequate arrangements been made to finance the visit?
20. Have all the children and young people been properly briefed e.g. clothing, significant hazards, rendezvous points, groups, behaviour?
21. Have all the staff and volunteers been properly briefed e.g. roles and responsibilities, supervision styles, significant hazards and their management, groups, emergency procedures?
22. Has an emergency contact person been arranged through the Academy who has copies of the children and young people and visit information?
23. If the visit is hazardous according to the OAaEV, and/or residential and/or abroad, have the plans been approved by the Outdoor Education Adviser using Appendix 3 from OAaEV, at least six weeks before the visit?
24. Have other staff who will be affected by the visit been notified?
25. Have arrangements been made for an evaluation after the visit to be shared with the Academy Principal/Outdoor Education Adviser?

## **Appendix J**

### **EMERGENCY PROCEDURES**

**If an accident happens, the priorities are to:**

- assess the situation;
- safeguard the uninjured members of the group;
- attend to the casualty;
- inform the emergency services and everyone who needs to know of the incident.

**Who will take charge in an emergency?**

**The group leader** would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged. The group leader should liaise with the representative of the tour operator if one is being used.

#### **Pre-arranged school home contact**

The Academy contact's main responsibility is to link the group with the Academy, the parents/guardians and the LA (where appropriate), and to provide assistance as necessary. The named person should have all the necessary information about the visit. See Appendix D(ii) for a suggested checklist for the named person.

#### **Emergency procedures framework**

All those involved in the Academy trip, including supervisors, children and young people and their parents/guardians, should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.

#### **Emergency procedures framework during the visit**

If an emergency occurs on an Academy visit the main factors to consider include:

- establishing the nature and extent of the emergency as quickly as possible
- ensuring that all the group are safe and looked after
- establishing the names of any casualties and getting immediate medical attention for them
- ensuring that all group members who need to know are aware of the incident and that all group members are following the emergency procedures
- ensuring that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together
- notifying the police if necessary
- notifying the British Embassy/Consulate if an emergency occurs abroad
- informing the Academy contact. The Academy contact number should be accessible at all times during the visit;

### **EMERGENCY PROCEDURES**

Details of the incident to pass on to the Academy should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);

Other actions include;

- notify insurers, especially if medical assistance is required (this may be done by the Academy contact)
- notify the provider/tour operator (this may be done by the Academy contact)

- ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties, and should not replace usual communication procedures
- write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
- keep a written account of all events, times and contacts after the incident
- complete an accident report form as soon as possible. Contact HSE or local authority inspector, if appropriate;

No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact in the home area;

No-one in the group should discuss legal liability with other parties.

**APPENDIX K**

**ACTIVITY PROVIDERS AND TOUR OPERATORS CHECKLIST**

Group Leader.....

Date(s) of visit.....Name of Provider.....

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

Section A should be completed for all visits. Section B (adventure activities) and Section C (tour operators) 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 associated Regulations for visits taking place in the UK, and has a written 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 who have access to children and young people for relevant criminal history and suitability for work with young people.
  
- 5. There are adequate and regular opportunities for liaison between school staff and the provider’s staff and there is sufficient flexibility to make radical changes to the programme if necessary and the reasons for such changes will be made known to school staff.

**Insurance**

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

## Accommodation

7. U.K. accommodation is covered by a current fire certificate or advice which has been sought from a fire officer and implemented and a fire risk assessment has been completed.
8. If abroad, the accommodation complies with the fire and health and safety legislation that applies in that country.
9. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
10. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is close to children's and young people's accommodation.

## Bradford Registration for activity leader - ADVENTURE ACTIVITIES

11. Adventure Activities Licensing Authority (AALA) Licence

12. AALA Reference

No:.....  
.....

*For AALA licensable activities in the UK, the specifications in this section are checked as part of an AALA inspection. However, providers registered with AALA are asked to consider these specifications with respect to any activities or aspects of their 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 have their competencies confirmed by an appropriately qualified and experienced technical Adviser.

16. Where there is no National Governing Body for an activity, operating procedures and staff training and requirements are explained in the provider's code of practice.

17. Participants will at all times have access to a person with a current first aid qualification. Staff are practised 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 the task, adequately maintained in accordance with statutory requirements and current good practice, with records of maintenance checks kept as necessary.

### SECTION C – TOUR OPERATORS

*When a tour operator delivers services to schools using other providers (e.g. ski schools, 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 that meet the relevant legislation applying in the country of operation.*

20. Sections A and B of the form, as relevant, have been completed to show that suitable and sufficient checks of providers to be used have been made, records of which are available for inspection.

21. The Tour Operator complies 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.

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

.....

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

Details of any other accreditation with national governing bodies, tourist boards etc:

Signed.....Date.....

Name in Capitals.....

Position in Organisation.....

Name and address of provider or tour operator:.....

.....

Tel.....Fax.....e-mail.....

Website.....

**Thank you for completing this form. Please return it to the teacher and school named overleaf.**

*Schools requiring advice on the interpretation of information given by providers or Tour Operators on this form should contact the Educational visits Adviser, Education Client Team, Future House, Bolling Road, Bradford BD4 7EB 01274 385585. E-mail jim.Hughes@bradford.gov.uk*

## BRADFORD COUNCIL ACTIVITY LEADER REGISTRATION SCHEME

### GUIDANCE NOTES

**Bradford Schools Youth Service and Social Service staff leading Adventurous Activities MUST be registered with the Bradford Adventure Activities Leader Registration Scheme. (The scheme does not apply to AALA licensed providers; Bradford Duke of Edinburgh Award, Doe Park Water Activities Centre, Bradford Adventure Development, Ingleborough Hall OEC, Buckden House OEC)**

### WHAT ADVENTUROUS ACTIVITIES DO I NEED TO BE REGISTERED FOR?

**REMOTE OPEN COUNTRY** (Above 600m or more than 30 minutes easy walk to the nearest road)

Hill and Mountain Walking – including Moorland (Summer / Winter), Orienteering.

#### **IN ANY ENVIRONMENT**

**Land-based:** Climbing, Caving, Gorge Scrambling, River Walking, Off Road Cycling, Skiing.

**Water-based:** Sailing, Windsurfing, Canoeing, Kayaking, Rafting, Swimming in Open Water

(Activity Standards give further details of competence requirements)

### HOW DO I REGISTER?

**1. For each activity complete a Registration Form (Appendix 5) and attach: -**

- National Coaching/Leadership Award or Local Validation (originals required).
- First aid certificate.
- Log of recent experience (2 years) e.g. copy of NGB logbook.

2. Send this to the Educational Visits Advisor, Education Client Team, Future House, Bolling Rd, Bradford, BD4 7EB. For advice telephone: 01274 385585.

E-mail: [jim.hughes@bradford.gov.uk](mailto:jim.hughes@bradford.gov.uk)

3. An appropriate assessor will approve registration for each Activity. Certificates will be returned along with the assessment outcome.
4. An application to upgrade your registration may be made at anytime by re-registering.
5. The Educational Visits Advisor will maintain the Register of Approved Leaders. Periodic requests to show that Leaders are currently active will be made. Leaders may receive a practical monitoring visit.

**CAN I LEAD GROUPS ONCE I AM REGISTERED?**

**The Head/Manager makes the final decision.** Registration approves your activity competence, however the Head will decide if you have the appropriate personal qualities to be in charge of each designated group.

**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL**

**ADVENTURE ACTIVITY LEADER REGISTRATION FORM**

Please read the Guidance notes before completing this form

***A separate form must be used for each Activity***

<b>LEADERS DETAILS</b>			
Name: Address:		School/Establishment: Address:	
Telephone: Email:		Telephone: Email:	
<b>ACTIVITY</b> (include Level and/or Locations) e.g. Single Pitch Climbing			
<b>QUALIFICATION or LOCAL AUTHORITY VALIDATION</b> (list below)			
(send your most recent/highest level certificate of assessment plus first aid certificate)			
Course	Date	Provider	<i>Office Use</i>
<b>EXPERIENCE.</b> Indicate overall experience. Send Log of last 2 years e.g. NGB logbook			<i>Office Use</i>

<b>REFERENCES</b>		
Name: Address/Establishment:	Name: Establishment/Address:	<i>Office Use</i>
Telephone: Email:	Telephone: Email:	

**Please return to:** Educational Visits Adviser, Education Client Team, Future House, Bolling Rd, Bradford, BD4 7EB. For advice telephone: 01274 385585.  
Email: [jim.hughes@bradford.gov.uk](mailto:jim.hughes@bradford.gov.uk)