



Compass Learning Centre

Trips and Visits Policy 2021-2023 (bi annual)

Governors' Committee responsible	Teaching & Learning
Link Senior Governor	Chair of Committee
Link SLT	School Business Manager / Trips Co-ordinator
Date Reviewed	April 2021
Next Review Date	April 2023
Linked Policies	Charges & Remissions Child Protection Health & Safety Safeguarding Safer Working Practices Staff Code of Conduct Transport Policy Whistleblowing

Our aim is to help all our learners unlock their potential in life and work

29/03/2021

Alison Glazier

Headteacher

Equality Impact Assessment – initial screening record

<ul style="list-style-type: none"> What area of work is being considered? Upon whom will this impact? 	Trips and Visit Policy 2021 - 2023 All Staff & Students - Curriculum																																				
<ul style="list-style-type: none"> How would the work impact upon groups, are they included and considered? <table border="1"> <thead> <tr> <th>The Equality Strands</th> <th>Negative Impact</th> <th>Positive Impact</th> <th>No impact</th> </tr> </thead> <tbody> <tr> <td>Minority ethnic groups</td> <td></td> <td>√</td> <td></td> </tr> <tr> <td>Gender</td> <td></td> <td>√</td> <td></td> </tr> <tr> <td>Disability</td> <td></td> <td>√</td> <td></td> </tr> <tr> <td>Religion, Faith or Belief</td> <td></td> <td>√</td> <td></td> </tr> <tr> <td>Sexual Orientation</td> <td></td> <td>√</td> <td></td> </tr> <tr> <td>Transgender</td> <td></td> <td>√</td> <td></td> </tr> <tr> <td>Age</td> <td></td> <td>√</td> <td></td> </tr> <tr> <td>Rurality</td> <td></td> <td>√</td> <td></td> </tr> </tbody> </table>	The Equality Strands	Negative Impact	Positive Impact	No impact	Minority ethnic groups		√		Gender		√		Disability		√		Religion, Faith or Belief		√		Sexual Orientation		√		Transgender		√		Age		√		Rurality		√		
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<ul style="list-style-type: none"> Does the initial screening highlight potential issues that may be illegal? No <div style="border: 1px solid black; padding: 5px; min-height: 40px;"> Further comments:- </div>																																					
Do you consider that a full Equality Impact Assessment is required? No																																					
Initial screening carried out by Deputy Headteacher Signed: <i>Mark Fisher</i> Dated: 17.4.2019																																					
Comment by Headteacher: No comment to add <div style="text-align: center;"><i>Alison Glazier</i></div>																																					

Trips and visits are a vital part of learning centre life, not only for their educational value but for the personal and social development opportunities they offer. It is obvious that trips out of the learning centre involve an element of risk, and this must be taken into account when planning any visit. It is the policy of the learning centre that for all activities, staff will follow national guidelines.

Trips & Visits Policy

Sections	1	Approval
	2	Adventurous Activities
	3	Safety & Risk Assessment
	4	Supervision
	5	Using External Providers
	6	Residential Accommodation
	7	Exchange Visits
	8	Fire Safety
	9	During the Trip
	10	First Aid
	11	Emergency Action Plan
	12	Communications
	13	Parental Information & Consent
	14	Insurance
	15	Finance
	16	Minibus
	17	Online Advice
	18	Trip Check List
	19	Forms
		1. Preliminary Questionnaire
		2. Checklist
		3. Parent Consent
		4. Provider Checks
		5. LA Form for adventurous activities
		6. Risk Assessment
	20	Following Covid 19 Guidelines

1. **Before any such trip is launched with parents or students**, approval must be gained from

- Subject Leader if the trip is subject based or requires staff cover
- Trips & Visits Co-ordinator for risk assessment and review of in the light of existing/planned provision
- Headteacher
- Governors

1. **Adventurous Activities**

The adventurous activities listed below require special arrangements and details relating to these can be found online at <http://oeapng.info/> & <http://www.hse.gov.uk/aala>

Abseiling	Horse Riding	Skating
Canoeing	Micro Light Aircraft	Skiing
Camping	Motor Sports	Swimming
Cycling	Mountain Biking	Surfing
Caving	Orienteering	Walking
Diving	Parachuting	Water Skiing
Gliding	Rock Climbing	Wind Surfing
Hang Gliding	Sailing	
Paragliding		

Using evolve for high risk activities or residential trips to overlook any potential errors in the risk assessments and to have extra insurance and cover from an established county council overseeing the trip.

2. **Safety & Risk Assessment**

- **For all trips, the Party Leader must carry out a risk assessment of the venue and activities before approval can be given (Form 5 & 6).** A copy of this risk assessment must be attached to the 'Approval Form' (Form 1) and shared with staff and students on the trip.
- Risk assessments of specialised activities should be undertaken by someone who is experienced in the activities. In the case of any hazardous activity, risk assessment must be on-going and if the risk is deemed to have increased, the activity may be stopped. Safety must never be compromised in order to meet educational or other objectives.

Risk assessment sounds more complicated than it really is. It is something we do automatically but which must never be done casually. *We take risks every time we cross a road. To minimise that risk we take certain steps. We choose a pedestrian crossing or traffic lights to cross at. If neither is available, we cross where traffic can see us and has time to stop. We look, listen and if the road is clear we cross quickly. In short, we assess the risks and we take steps to minimise those risks.*

When you take a group of children off-site you are taking risks. The key is to accurately assess those risks and then take steps to avoid or control them. This process should be on-going and activities should not continue if risks are assessed to be or to become too high.

Doing a Risk Assessment (Complete Forms 5 & 6)

There are seven factors which you must take into account:

- the type of activity and the level at which it is being undertaken;
- the location, type of terrain, altitude, footpaths;
- the competence, experience and qualification of supervisory staff;
- the group members' ages, competence, fitness and temperament;
- the ratio of competent, experienced and qualified staff to students; □ the quality and suitability of the available equipment;
- seasonal conditions, weather and timing.

Staff should make a preliminary visit to the site or centre:

- **Look for and identify the hazards.** This could be the activity itself, such as climbing, or the environment eg bad weather.
- **Decide who is at risk and how.** This will usually be students, staff and the general public.
- **Look at existing precautions.** Consider the equipment and procedures, the qualifications and experience of staff involved.
- **Ask, could more be done to keep students safe?**
- **Consider the seven factors listed above** in the light of your understanding of the site, the students and the activity.
- **You must now record all the steps and share it with your staff and students.**
- **When on site, continually review the risk.** Eg is the weather changing? Has one adult left the site to care for an injured or sick student so affecting staff/student ratios? Are the students becoming too tired to continue? If you ever feel that the risk has become too great, stop the activity at once.

A well-trained and qualified instructor at a reputable activity centre will also be assessing risks all the time. If they decide that an activity has become too risky, abide by their decision however disappointed your students might be. Do remember that even where an instructor is working with the students, the Party Leader remains responsible for safety.

Party Leaders should brief party members on:

- risks, hazards and dangers;
- conduct and behaviour;
- free time;
- communication systems;
- supervision arrangements and staff responsibilities;
- Variations and vulnerability of certain party numbers.
- Fire safety – emergency drill and evacuation procedures.

4. Supervision:

- The Head Teacher carries the final responsibility for every trip and she must be satisfied that the Party Leader is suitably qualified and experienced to undertake the visit;
- NGB recommendations for staff/student ratios must be followed.

Minimum Staffing Ratios

1/15	Most visits, field work and walks.
1/10	Camping
2/10	Caving
1/7	Mountain Biking
1/6	Sea Canoeing/ Kayaking

These ratios will need to be reviewed if conditions change or particular challenges or dangers exist. Do remember that no trip (other than local) should be dependent upon one member of staff and that mixed groups necessitate mixed staffing.

When accompanying children away from college, all teachers have a duty of care, just as they do on a day-to-day basis. They are 'in loco parentis'. To discharge your duty of care, you must be able to show that all reasonable steps have been made to establish safe conditions for the students. A court may even deem that staff are obliged to take more care than a reasonable parent because of their professional responsibility. It is expected that training, expert knowledge and experience gives them a greater awareness of the potential risks in particular activities than an average parent. Teachers must act in the same way that a reasonably careful parent would act. They should not act without preparation or forethought. All staff must be cognisant of the Compass's Safeguarding and Whistleblowing Policies.

They are obliged to take all reasonable measures to ensure that every child under their control and supervision is safe and protected from any unacceptable risk. Most accidents occur at break times or when guard has been relaxed after completing an activity. Ensure that supervision is maintained at these times. Supervisors should not all take a break at the same time as students. Supervision must be maintained at all times.

Delegating Responsibility

A teacher's duty of care on a learning centre visit is not confined to normal working hours. It lasts throughout the time away and can only be put aside at times when responsibility for the care of children can be reasonably delegated to some other person. That is, for example, where visiting a residential or outdoor activity centre you can reasonably allow students to be supervised by the centre's own staff provided you are satisfied that they are suitably qualified and experienced. Even then, general responsibility for welfare and discipline rests with the leader who must always be available in case of emergency. There should always be a conscious changeover of responsibility when this happens. Each side should make it clear to students and accompanying adults when they are assuming responsibility and when they are passing responsibility on.

Adult Supervisors

You will need to clearly brief any supporting staff and set out their roles and responsibilities. The Party Leader will be responsible for informing all accompanying adults of any student medical conditions. Adults working with children must be DBS checked via County.

Safeguarding

All staff have a legal responsibility to immediately report any disclosures of abuse against a child. On a trip or visit you should report your concerns to the Party Leader who will attempt to contact the DSL for Child Protection at Compass. If the DSL is unavailable the Party Leader will decide to either inform the police if there is an immediate risk of harm or contact the Weymouth Office for Children's Services on 01305 760139, out of hours 01202 657279, and ask to speak to the Duty Officer for further advice. Details of the disclosure or concern and steps taken must be clearly documented, including date and time, and given to the DSL on return to College.

School Phones

For many trips, especially exchange visits and those where children have the opportunity to operate independently, it is necessary to issue them with an emergency phone number. It is obviously undesirable that personal numbers should be disseminated, so the college can provide up to four independent phones for any trip. These can be obtained from the Finance Office (HL).

Children of Staff

If children, who would not normally be part of the trip, accompany their parents who are acting as supervisors, you must have a clear policy.

- Under no circumstances must children be allowed to accompany staff without the consent of the organisers.
- The child is not to distract adults from their responsibilities.
- The child must be under the supervision of his or her parent for the duration of the trip.
- The parent must pay all costs related to their child.
- The child is only to take part in activities where they have the necessary skills and where it does not exclude other members of the party taking part.

5. Using External Providers (Complete Form 4)

Wherever practicable someone should visit the centre before the trip is confirmed. If not, then the centre should be contacted and asked to confirm that:

- the centre holds a current licence;
- their staff are qualified and competent to undertake their assigned duties;
- staff competencies are confirmed by national governing body qualifications;
- the centre has DBS checked all its staff;

- there is a clear line of authority for each activity;
- the member of staff identified in the chain of management as having responsibility for a particular activity has the relevant competence, qualification and experience;
- All groups of participants have ready access to at least one responsible person with a First Aid qualification.

You should request a list of the centre's risk assessments and staff with their qualifications. You should seek assurances that the equipment is safe, appropriate and meets the relevant safety standards. The centre should also have a Health and Safety Policy including fire safety and have a suitable emergency procedure for contacting next of kin and others in case of an emergency. You should check that the centre has adequate insurance cover including public liability, product and third party. A copy of their certificates should be requested.

6. Residential Accommodation

Where accommodation is provided, it should be to an acceptable standard.

Briefly the regulations can be outlined as follows:

- Accommodation should be adequately heated;
- Sleeping areas must have at least one external window providing ventilation;
- Sleeping areas should be adequately lit;
- All bedroom and bathroom areas must have opaque blinds, curtains or equivalent;
- Provision must be made for the drying of clothes;
- There should be one wash basin for every 15 people and one WC for every 10 people in close proximity to sleeping areas;
- There must be at least 30 inches between the sides of each bed or set of bunks and enough circulation space to allow for easy access to all facilities in the room;
- There must be at least one residential member of staff or supervising adult, e.g. party leader, of the same sex as participants sleeping in the close proximity of those participants;

7. Exchange Visits

As part of the preparation and briefing students must be made aware of what they should consider to be 'normal' arrangements from their host for standards of accommodation, supervision, down time, bed time etc.

It should be clear what action a student should take if an incident occurs or/and they are concerned or unhappy. (Clearly, professional judgement will need to be exercised to establish whether it is just a case of homesickness). They must not be criticised or 'convinced' that it is ok. In support of this if a student is concerned, alternative accommodation must be found or the student brought home.

Group leaders must contact all young people within the first 24hrs to check that they are happy and on a regular basis throughout the remainder of the stay.

There must be a 24hr contact number for use by host families and students, which can be used for any issues. Hosts must have clear guidelines on what constitutes the sort of incident that must be reported.

Establish with the overseas leader an understanding of your expectations regarding accommodation and ask for evidence of any pre- visit assessments made of the host families. The families used must be known to the organiser and reputable.

The pre agreed programme must identify any adventurous/hazardous activities for parental consent and to enable sufficient checks to be made in advance on their suitability.

Young people must be debriefed at the end of the stay by group leaders and any concerns acted upon. Hosts must have the opportunity to report back to the local organiser.

If a serious incident occurs it should be reported to the local authorities and police back in the UK.

All this works in reverse when placing foreign students with host families in this country with the additional requirement that the hosts are CRB checked.

* If as the visit organiser you are not confident that all this information has been gathered or given the visit should not go ahead

Unhappy Student

1. Students should be aware of the possibility to change hosts or return home during the visit.
2. Students should be thoroughly prepared and briefed before the exchange visit.
3. Students should be given contact details of a liaison person at their UK school.
4. Full information about the student should be given to the host school during the planning process.
5. As far as possible, the language skills of the student should be matched to the host family.

Unsuitable Host

1. The host school should make pre-visit assessments of potential host families, including criminal checks if possible.
2. Alternative hosts should be available if necessary.

Unsuitable Student

1. The UK school should ensure, as far as possible, that students will 'fit in' with the host families that take part in the exchange.
2. The host families should be given clear written disciplinary procedures.
3. Parents/guardians should be warned before the exchange that if their son/daughter needs to be sent home early he/she will be accompanied by an adult.
4. Host families should be given the opportunity to feedback to the host school if the UK student was unsuitable in any way

Inappropriate Activities

1. A schedule of suitable activities agreed by both the UK and host schools should be issued to host families before the exchange.
2. Host families and participants should feedback to their respective schools on the activities undertaken during the exchange visit.

Lost/Missing Student

1. There should be a clear hand-over procedure on arrival and departure.
2. Students should carry key contact information in the local language.

Sick Student

1. Students may need to have inoculations prior to the exchange.
2. Hosts must be made aware of any conditions suffered by their student that requires regular management or routine treatment.
3. Hosts should be given spare asthma inhaler or other medication if appropriate.
4. Parents should sign a consent form allowing medical treatment in an emergency.
5. Hosts should have contact numbers for the host and UK schools in the event of an emergency.

8. Fire Safety in Hotels/Centres

- In all cases it is essential that there is a valid Fire Certificate.
- Where premises do not legally require a Fire Certificate, there must be evidence that advice from fire officers has been followed.
- As soon as you arrive at an overnight stop, you should satisfy yourself that your students are familiar with the geography and surroundings and are certain of the means of evacuation in the event of fire.

- All marked fire escapes must be accessible. You should check that your students know their nearest escape route.

Fire Drill

This should be rehearsed at the first available opportunity:

- Everyone must leave the building at once. Do not waste time trying to put the fire out unless it is a small fire that can be smothered quickly with a blanket or rug. Call the fire brigade immediately.
- Make sure all your students have assembled at the appropriate point. Carry out a roll call and if there is anyone missing informs the appropriate authorities immediately.

9. During the Trip

- Each morning check that all staff are aware of their responsibilities for the day.
- Each morning check the weather forecast. If you are by the coast and taking part in seaside activities, check local forecasts on the radio or via the telephone.
- If you are visiting a beach check the times and heights of low and high tide.
- Hold a daily staff briefing.
- This need only be a five minute exercise but it should keep all staff informed of plans and activities and any minor injuries or events of the previous day. They can also bring any behaviour or potential health problems to your attention.
- Ensure mobile phones are charged.
- Monitor the health of students. Each child should be spoken to by an adult before the day's activities so that their well-being can be assessed.
- Before every activity, ensure that all students and groups have a reporting back time. Make sure that you know when this is. Tell them it means that help will be sent out if they do not return by this time. Make sure that all students are aware of this, so that they know if they do not report back the emergency system will go into operation.
- Keep a check on clothing and make sure that wet clothing is dried overnight so that each child starts the day dry and warm. Check that footwear is appropriate for the day's activities.
- Keep a list, or make sure the centre is keeping a list, of who is where at all times of the day.
- As activities change and you move from activity to rest periods, ensure that there is a definite changeover of responsibilities.
- At the end of each day register your group and check that there are no injuries or illness among staff or students.

10. First Aid:

- There must always be access to first aid commensurate with the activity undertaken.
- Outdoor, remote and sporting activities must be accompanied by a qualified and competent first aider together with first aid kit.
- A 'first aider' is any adult who holds a current First Aid Certificate.
- For low risk visits (e.g. theatre trips) – it will not be necessary for Party Leaders to have a first aid qualification.

The contents of a First Aid Box must match those set out in the Centre's First Aid Policy

Treatment & Medication

Records should be kept of any treatment given. These records should include the name of the person treated, the date, time and place of the treatment, the circumstances of the incident and details of the injury and the treatment given. In the event of an injury, an accident form must be completed on return to school.

If any students normally requires medication, you must ensure that they take enough supplies for their stay. You should follow your College policy on the dispensing of medicines.

11. Emergency Action Plan.

On departure every trip must leave a completed School List in the School Office.

If the trip is going to be running outside of college office opening hours (8am-4pm) then an additional list and trip details must be left with a member of SLT.

In the event of an emergency, the Party Leader should follow the guidance laid down in the College's Emergency Action Plan which appears below.

AS LEADER YOU SHOULD:-

Ensure the safety and reassurance of the group including your staff.

Assist and treat the injured.

Ensure your personal safety.

Inform the emergency services, providing group details and the Emergency Action Plan number in Weymouth.

Establish contact with an EAP Team member in Weymouth who will immediately become responsible for all notification, communication and press liaison. Try and use your mobile or a 'secure number'.

(Location/Number/Nature of incident/casualty details/group details/ actions so far/support required) Politely refer any press enquiries to the EAP Team.

Arrange for the transportation

of the remaining group to

base or home. Protect your

group from an intrusive press.

AS A LEADER YOU SHOULD NOT:-

Leave the main group, if necessary send another staff member with the emergency services or casualties to hospital. Make any statement to the press.

Release the names of victims.

Contact parents - except where youngsters have minor injuries.

THE EAP TEAM WILL:-

Open an office at college.

Provide line contact with the leader - keeping his/her number secret.

Contact the parents of every party member to offer help or just reassurance.

Establish contact with local police and assist in the notification process.

(The police may seek a monopoly on notification - but the

Team must make its own best judgment) Contact

staff/parents to provide recovery transport.

Deal with all press enquiries.

Remain on standby until the primary incident has resolved.

STATEMENTS:-

Unlike press reaction, the nature of any incident is impossible to predict. Any reliable assessment of risk, damage or liability may take months and so the statement issued must seek to relieve pressure from those involved whilst satisfying the media demand for copy. Despite their lack of knowledge, the press will publish anything and later revision will never achieve the same coverage. This being so, it is crucial we have a positive input from the start. No verbal statement should be issued but rather fax numbers taken with the promise of an immediate statement. This statement can then be composed and sent to every enquiry source.

Such a statement might include:

Our primary concern for those injured and their families.

The support of those affected in college and community for those involved.

The size and success of our programme.

The experience of our leadership team.

USEFUL NUMBERS

Compass Learning Centre 01305 206530
Dorset Emergency Number (via Fire Service) 01305 252040
Compass Learning Centre Fax 01305 206531
Dorset 24 hour Emergency Number 07623 544346

EMERGENCY UNITS

Dorset County Hospital	01305 255541
Yeovil Hospital	01935 75122
Taunton Hospital (Musgrove Park)	01823 333444
Bridgwater Hospital	01278 451501
Plymouth Hospital (Derriford)	01752 777111
Tavistock Hospital	01822 612233
Weymouth Police	01305 222222
Tiverton Police	01884 252323
Plymouth Police	01752 701188

12. Communications

Group Leaders must carry a charged mobile phone. Leaders taking trips which run outside of Learning Centre hours must get an EAP Team Member's number and agreement that stand-by cover is provided. A checked Trip List with accompanying mobile phone numbers must be lodged with the Learning Centre Admin Office and if students are going to miss lessons, a list emailed to every member of staff. Leaders running trips involving overseas, residential or adventurous activities must leave a copy of their bus list with the responsible VP.

13. Parental Information and Consent:

- A Parental Consent form must be completed for all trips out of the Learning Centre (Form 3).
- Parents must give "informed consent" and so trip letters must include details of activities, accommodation, and travel, costings, staffing and insurance.
- The party leader must inform all parents that the Learning Centre reserves the right to refuse to take a student on a trip or may withdraw a student from a specific activity.
- No student can be taken on a visit if the consent forms have not been returned.
Telephone consent is not acceptable.
- All consent forms must be retained by the Learning Centre for three years.

14. Insurance:

- All visits except local sporting fixtures and visits to local educational establishments must be insured through the School Business Manager.
- All hazardous and overseas visits must have additional insurance.
- Do remember to budget for this.

15. Finance

You have legal responsibility for the money collected from students. For your own security you must keep a full financial record. This may be time consuming, but it will give you and the Learning Centre protection.

- Get a number of quotes and confirm any arrangements in writing
- Arrangements for the collection of all monies must be made through the Finance Office.
- As soon as a trip is approved, you should ensure the Business Manager and Finance Officer are informed.
- Total costs must be given to parents in advance of deposits being taken.
- All funds must go through the Learning Centre's accounts.
- If staff are receiving funds they must not hold cash for longer than is necessary – it must be kept in the Learning Centre safe before it is banked. Never take it home.
- As soon as funds arrive, they should be logged and signed for by the Finance Office staff.

- Party Leaders are responsible for the collection and accurate record keeping for all receipts, payments and refunds.
- A week before the trip you should order cheques and cash from the Finance Office.
- Do remember to leave in your account sufficient funds to cover coach bills, minibus mileage, insurance and any other bills which may arrive after the trip
- During the trip you should retain receipts to enable the Finance Office to complete accounts on your return.
- The Business Manager has the authority and responsibility for checking financial arrangements.

Charging

You must work on the assumption that all trips must be self-financing and do remember to budget with a small contingency fund in case of unforeseen incidents. Regularly check your spending against your budget.

Cover is hugely expensive and sometimes difficult to obtain. In planning try to minimise staff absences, be reasonable in staffing ratios and do consider involving Support Staff.

Staff must read the College's policy on charging for trips. Make sure parents are clear about the total cost, the deposit and subsequent instalments for the visit. Establish payments dates which parents can be informed of by letter or through the first trip meeting.

Let parents know of the policy on pocket money and how much their children are expected to take.

Petty Cash

Before you leave on the visit, make sure you have enough petty cash to cover emergencies. It is always useful to carry a credit card.

16. Buses

Whilst coaches hired from external providers remain their legal responsibility, it is obviously prudent that staff carry out a visual check before commencing their journey.

Minibuses can only be driven by approved staff that have successfully completed assessment. On journeys of more than 90 minutes, and for purposes of safety and supervision, two staff should accompany groups. The condition of the vehicle, the loading of the roof rack and the behaviour of the passengers will always remain the responsibility of the driver. This being so, all vehicles must be checked before use. Complete minibus regulations can be found in the Admin Office.

17. Online Advice Running a Trip

<http://static.zsl.org/files/haspev-1179.pdf> Trips Abroad

<http://www.education.gov.uk/schools/guidanceandadvice/f00191759/departmental-advice-on-health-and-safety-for-schools/trips-abroad> Health & Safety on Trips

<http://www.education.gov.uk/aboutdfe/advice/f00191759/departmental-advice-on-health-and-safety-for-schools> Risk Assessment <http://www.education.gov.uk/aboutdfe/advice/f00191759/departmental-advice-on-health-and-safety-for-schools/assess-risk>

18. Trip Check List

Complete Form 5 OR 6 (for overseas, residential or adventurous trips) and attach your Risk Assessment to it
Get approval from Subject Leader, Trips & Visits Co-ordinator (), the Headteacher and Governors.
<u>Only now can the trip be launched with parents and students.</u>
Letters & Consent Forms out to parents with full information
Consent Forms collected - Form 3
Account opened, funds deposited
Insurance arranged
If visit during school time. Place a bus list in the Learning Centre Office and emailed staff who will be missing students.
If visit runs outside school time. Place a bus list (form V4) in the Learning Centre Office, give a copy together with trip details to a member of SLT and email staff who will be missing students
Collect cash/cheque drawn from Finance Office
Mobile phones on board – numbers left with Office
Emergency Action Plan on board

How to apply for approval for a trip/visit

Complete trip form 1 or 6 and Risk

Assessments

Get approval from Subject Leader

Get approval from Trips and Visits coordinator

Get approval from Head Teacher

Get approval from Governors

Prepare a letter giving full details together with a consent form and pass to the office to be sent

Only now can the trip be launched with parents and student

Inform Business Manager and the Finance Officer so that a Finance log can be started

FORM 1

OFFSITE EVENTS AND ADVENTUROUS ACTIVITIES – PRELIMINARY QUESTIONNAIRE
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Proposed activity.	
Venue/ location	
Anticipated start and end dates.	
Anticipated participant numbers.	
Organisers name.	

Organisers should consider the following	Comments
What is the purpose of the visit / activity?	
How is this the most efficient and cost effective way to achieve the aims?	
What are the competencies / qualifications required of the leaders?	
Do the proposed leaders have the required competencies?	

Other comments or considerations:

FORM 1

AGREEMENT TO PROCEED WITH PLANNING

Form 1 submitted by.	Name. Date.
Agreement to proceed.	Name. Date.

CHECKLIST AND APPROVAL FORM FOR OFFSITE EVENTS AND ADVENTUROUS ACTIVITIES

Complete for all offsite events and adventurous activities

Name of Establishment	
Name of Person Planning the Event	
Event / activity / venue	
Date/s of event / activity	

This checklist provides a summary of the main points that require consideration when planning an event. It can also be used as a formal record of approval. **Supporting documentation can be attached to this form or changes made to the format to allow details to be recorded on the form.**

It is designed to help ensure;

- The health, safety and welfare of all participants
- That young people gain the maximum benefit from the event
- Effective management, planning, organisation and leadership
- Compliance with policies and statutory requirements

Organisers must refer to Form 2 guidance notes to assist their planning.

Establishments are encouraged to make use of the generic standards provided or to develop their own standard operating procedures to reduce planning time and to ensure consistency of standards.

FORM 3

Establishment Name:

PARENTAL CONSENT FORM (for Children and young people under the age of 18)

The purpose of this form is to obtain your consent for your son/daughter to take part in the proposed event

DATA PROTECTION

Dorset Council is a Data Controller for the purposes of the Data Protection Act 1998. This Act regulates how we obtain, use and retain information about individuals.

The information you supply is being collected for the purpose of gaining your consent.

When you sign or complete this form you are providing your consent to Dorset Council holding your personal information for this purpose. This information is used only for the purposes for which it is given and is not passed on to a third party.

DETAILS OF PROPOSED EVENT

Event :

Any additional information:

ACKNOWLEDGEMENT OF RISK

This event poses additional risks to those encountered during a normal day. We have assessed those risks and believe that the planning undertaken and systems agreed to control and manage the risks have reduced the chance of harm to an acceptable level.

To help with safety all participants are expected to behave in a responsible manner at all times during the event. They must take direction from any leader and follow all instructions or guidance given.

Details of planning and risk assessment are available on request.

CHILD OR YOUNG PERSON'S DETAILS

Full name:

Home address:

MEDICAL / EMERGENCY CONTACT INFORMATION

In an emergency I can be contacted:

Email:

Mobile:

Home Tel:

Work Tel:

If unavailable contact:

Email:

Mobile:

Home Tel:

Work Tel:

Our family doctor is:

Name:

Surgery:

Dr's Tel No:

Young Person/Child's Medical Information.

Please provide detail of all medical conditions and illnesses and any treatments required to maintain health. This information helps us to keep your child safe.

Other information.

Please provide any other information that may affect the safety of your son/daughter or any other persons and/or the organisation and success of the event.

CONSENT DECLARATION

I, being the parent / guardian of the child/young person named at the head of this form, have received full details of the event, am satisfied with the arrangements and give consent for him / her to take part in the proposed event.

I give consent for him / her to receive emergency medical treatment, including anaesthetic, as considered necessary by any medical doctor present, should the need arise. I have provided detail of all medical conditions and illnesses and any treatments required to maintain health.

Any other information that may affect the safety of my child or any other persons and/or the organisation of the event has been provided to the organiser.

Print Name:

Relationship to child/young person:

Signature & Date:

FORM 4

External Provider Check for use with organisations that do not hold the Learning Outside the Classroom Quality Badge or are part of Dorset Council's Outdoor Education Service

Name of provider organisation:

The provider 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 you meet. Indicate by a cross any you cannot meet. Write N/A against any specifications, which do not apply to your provision.

Section A should be completed by all. Section B (adventure activities) should also be completed if applicable.

Section A – ALL PROVIDERS

1. The provider has public liability insurance for a minimum of £5 million.
2. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974, and has a health and safety policy and recorded risk assessments which are available for inspection.
3. Accident and emergency procedures are maintained and are available for inspection.
4. The provider operates a policy for staff recruitment, induction and training which ensures that all staff with a responsibility for participants are competent to undertake their duties.
5. The provider has a safeguarding policy covering staff recruitment, induction and training. To support this policy reasonable checks, including CRB checks, are made for staff who will have access to young people for relevant criminal history and suitability for work with young people.
6. The centre has a Code of Conduct, which can be provided in advance of any booking and to which visiting groups should adhere.
7. There is a clear definition of responsibilities between the provider's and visiting staff regarding supervision and welfare of participants.
8. There are adequate and regular opportunities for liaison between visiting staff and the provider's staff to agree learning outcomes and to agree any necessary changes to the programme.
9. The provider will take all reasonable steps to allow inclusion and participation of any young people who have special needs or have a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001 and Disability Discrimination Act 2005.
10. The provider encourages responsible attitudes to the environment and/or promotes wider sustainability issues as an integral part of the programme.
11. All minibuses operated by the provider are roadworthy, meet statutory requirements and are properly maintained. Drivers hold a valid licence to drive them on behalf of the provider.
12. A fire risk assessment has been completed and is regularly reviewed which meets the requirements of the Regulatory Reform (Fire Safety) Order 2005. Information on fire safety will be communicated as required.
13. Security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation.

14. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is suitably located to ensure adequate supervision.

SECTION B – PROVIDERS OF OUTDOOR AND ADVENTUROUS ACTIVITIES

15. The provider holds an AALA licence. If yes provide the licence number.

For AALA licensable activities the specifications in this section may be checked as part of an AALA inspection. However, providers registered with AALA are also asked to consider the statements below with respect to any activities or aspects of their provision not covered by the licence.

16. The ratios of staff to young people for the activities conform to those recommended by the appropriate National Governing Body or, in the absence of this, the provider's Code of Practice and are informed by a risk assessment.

18. The provider maintains a written code of practice for each activity which is consistent with relevant National Governing Body guidelines or, in their absence, recognised national standards.

19. Staff competencies are confirmed by the appropriate National Governing Body qualification for the activity to be undertaken, or staff have their competencies confirmed by an appropriately experienced and qualified technical adviser.

20. The provider has made an assessment of 1st aid needs for its employees and visitors and will provide adequate facilities and 1st aid personnel who will hold a valid certificate of competence in 1st aid

21. All equipment used for activities is suited to the task and adequately maintained and monitored in accordance with current good practice.

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:

Position in organisation:

Tel:

Fax:

Email:

Thank you for completing this form. Please return it to:

This is a standardised form adopted by the South-West Outdoor Education Advisers' Panel for use by local authorities and schools.

L.A. Notification Form (via Evolve)

This form must be e mailed to: trips@dorsetcc.gov.uk (currently as per Evolve) at least one month before **any** event that involves;

- an overnight stay
- travel outside the United Kingdom or
- any activities of an adventurous nature

On receipt the LA, to enable it to assess proposals and to monitor practice, reserves the right to request sight of all written evidence of planning, meet with organisers and approvers and conduct visits to event venues to observe practice.

Name of Establishment	Name. Tel. Office Email.
Event leader /organiser	Name. Email.
Event approver	Name Email.
Establishment head	Name Email
Event description	
Dates	Start date. End date.
Event venue detail	Address Tel. no.

External organisations involved in delivery	Name Address Tel no Email
Accommodation detail for residential visits.	Name Address Tel. no.
Base contact details for establishment 24hr emergency contacts for duration of event	1. Name Tel No 2. Name Tel. No
Contact details for event leader whilst away from organisation base	Mobile
LA 24 hr emergency contact	Paul Burrows @ Evolve

We, the event leader/organiser, event approver and establishment head (named above) are submitting this form as notification of the above event and confirm that all organisation has been undertaken in compliance with both establishment and DC requirements.

We have assessed the risks associated with the event and believe that the planning undertaken and systems agreed to control and manage the risks have reduced the chance of harm to an acceptable level

Event Detail	Date of Assessment
Assessment completed by (Name) (Designation)	Due for review

Hazard / Risk Things at the venue, parts of the activity etc that could cause harm	Who is at risk?	Current Controls in Place Are they adequate? Is the risk acceptable? Refer to generic RAs or Form 2 if applicable	Level of Residual Risk Low, medium, high

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19. All risk assessments are managed and aligned by the information being received by the ever updating and changing government guidelines and working alongside all the organisations who have their own Covid 19 policies.