



# LPA

Langney Primary Academy

## Educational Visits Policy

*At the forefront of education, our vision is to provide opportunity and excellence in all branches of learning. By creating a flagship school that is a 'Centre of Excellence' in all scores of disciplines, academic and beyond, each unique child's potential is explored and natural talents discovered. At Langney Primary Academy our vision is to uphold the balance between EXCELLENCE (standards) and the ENJOYMENT of learning. Our school environment places emphasis on physical, social and emotional health to ensure a healthy body and mind for our pupils, parents and staff.*

Approval Date	Policy Reviewer	Title	Chair of Governors
26 January 2024	Benjamin Bowles	Headteacher	Jo Carvall

Frequency of Policy Review	Annual
Model Policy	ESCC
Added to Staff Drive	01.02.2024

## Contents of Educational Visits Policy

1. Preamble & Introduction	Page 3
2. Roles and Responsibilities	Page 4
3. Specific Procedural Requirements	Page 6
4. Induction and Training	Page 7
5. Risk Assessment	Page 8
6. Assessing Venues and Providers	Page 8
7. Effective Supervision	Page 8
8. Vetting and DBS	Page 9
9. Inclusion	Page 9
10. Insurance	Page 9
11. Consent	Page 10
12. Emergency Procedures and Incident Reporting	Page 10
13. School Trips and GDPR	Page 10
14. First Aid and Administering Medicines on School Trips	Page 11
15. Overseas Visits	Page 11
16. Expectations of Parents and Pupils	Page 12
17. Emergency Procedures	Page 12
18. Inclusion	Page 12
19. Transport	Page 13
20. Establishment Templates	Page 13

Appendix A	Risk Assessment
Appendix B	Annual Parent Consent form
Appendix C	Parental Consent Form for Residential Visits and / or Adventurous Activities in UK
Appendix D	QVC Accreditation
Appendix E	OEAP Reasonable Adjustment Template
Appendix F	Provider Statement (for adventure providers not holding LOtC badge)

## **PREAMBLE**

As part of Swale Academies Trust, our academy believes that every young person has the right to experience the world beyond the classroom as an essential part of their learning and personal development regardless of their age, ability or circumstances.

Every effort is made to make educational visits accessible to all who wish to participate, irrespective of need or disability. Teachers should plan for inclusion from the outset, and should make 'reasonable adjustments' to enable the participation of SEND pupils. Failure to do so contravenes The Equality Act 2010 and the Special Educational Needs and Disability Act 2001.

Proper and full concern for safeguarding and health and safety must be imperative at every stage. This policy complies with:

- the guidance set out by the government: [Health and safety on educational visits - GOV.UK](#)
- Keeping Children Safe in Education 2023

It is essential that any person(s) responsible for organising and / or leading off site visits has read the principles of the Outdoor Education Advisors Panel (OEAP) National Guidance for the management of outdoor learning, off site visits and learning outside the classroom - [OEAP National Guidance](#)

## **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.

An educational visit is any outing where pupils are leaving the school site. This may be for a day trip, a local visit, sports events or residential visits. Trust schools have a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year a number of educational visits and activities will take place off the school site and / or out of school hours. Such visits will afford students with real and memorable experiences that will lead to improved academic and social measures. The benefits of learning outside the classroom are fully understood by Langney Primary Academy 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.

Langney Primary Academy provides a number of off-site activities and educational visit opportunities for all young people within the establishment. These include:

- School teams / sports fixtures;
- Regular nearby visits (including village halls, libraries, shops, parks and woodlands, places of worship, farms);
- Subject specific visits / year group visits (including to theatres, cinemas, museums, art galleries, exhibitions, places of worship, zoos, theme parks);
- Residential visits;
- Adventurous activities, which might be classed as higher risk such as sailing, skiing, ice-skating, climbing, abseiling, trekking, caving etc.
- Trips abroad - these can have extra risks and need a higher level of risk assessment. Schools must ensure any organisation that is providing activities holds the LOtC (Learning Outside The Classroom) Quality Badge or similar local accreditation.

The safety of pupils and staff on off site visits is paramount and Langney Primary Academy will follow the requirements and guidance from ESCC Off Site 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, Langney Primary Academy 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 the Director of Children's Services is responsible under the Children Act 2004.

**The Educational Visits Coordinator (EVC)** is responsible for overseeing trips undertaken by school groups and must be an experienced teacher, who will either be a member of the leadership team or on the upper pay scale. Appropriate training must be received to ensure they can fulfil their role. At Langney Primary Academy this is the Headteacher. *Evidence of training: Exemplar Certification found in Appendix D.*

Roles and Responsibilities:

Role	Responsibilities
Governors	<ul style="list-style-type: none"> <li>• Knowledge of who the employer is.</li> <li>• Ensure there is a policy in place for offsite activities and educational visits.</li> <li>• Ensure there is a trained Educational Visits Co-ordinator (EVC) in place for the establishment.</li> <li>• Ensure there are training opportunities provided.</li> <li>• Ensure the establishment has a visit approval procedure in place and follows ESCC policy for approving visits.</li> <li>• Ensure there is a monitoring system in place.</li> <li>• Ensure visits support the principles of inclusion.</li> <li>• Be aware of the systems used by Exeant to have an overview of all the offsite visits taking place.</li> </ul>
Headteacher	<ul style="list-style-type: none"> <li>• Offsite activities comply with ESCC policy and National Guidance produced by the OEAP.</li> <li>• Visits receive appropriate approval before they take place.</li> <li>• Ascertained that all staff involved in offsite visits are competent to carry out their role.</li> <li>• That there is a designated EVC that meets employer requirements and has undertaken training.</li> <li>• Suitable child protection procedures are in place, including vetting at an appropriate level of all voluntary helpers.</li> <li>• Assurance that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained and competent to carry out such tasks as they are allocated.</li> <li>• Ensure visits support the principles of inclusion.</li> </ul>

<p>Educational Visits Co-ordinator</p>	<ul style="list-style-type: none"> <li>● Should have experience of leading visits and be an experienced Visits Leader.</li> <li>● Should be appropriately trained with evidence of accreditation (every three years).</li> <li>● Supports staff to ensure visits are planned and prepared appropriately following ESCC Offsite Activities and Educational Visits Policy.</li> <li>● Ensures staff have access to training to support their role in Offsite Activities and Educational Visits.</li> <li>● Approve visits that comply with establishments and ESCC policy using the electronic EXEANT system.</li> <li>● Read and authorise any risk assessments through the EXEANT system.</li> <li>● Provide advice and support to the Visit Leader and other accompanying adults as needed.</li> <li>● Check that all visits have an emergency contact and the emergency contact is an appropriate person.</li> <li>● Ensure staff evaluate visits that have taken place and report accidents and near misses appropriately.</li> </ul>
<p>Visit Leader</p>	<ul style="list-style-type: none"> <li>● Must have experience of leading offsite visits and be approved as competent by the establishment.</li> <li>● Must be inducted by the establishment and have knowledge of the establishment's and ESCC policy and procedures for offsite visits and crisis management.</li> <li>● Liaise with the EVC.</li> <li>● Plan and prepare for the visit, including the risk assessment, ensure it is in line with ESCC policy and the LPA Trips Protocol.</li> <li>● Define the roles and responsibilities for other staff on the visit. Brief all adults involved regarding the nature and organisation of the trip. Ensure all adults are aware of possible risks / hazards.</li> <li>● Liaise with the Trust Finance Team who will: check that costs are accurate and that the visit is self-funding; set up the trips on ParentPay so that parents can pay.</li> <li>● Must not make any bookings or send any communications to parents until the school visit has been authorised by the Trust Finance Team.</li> <li>● Organise details in conjunction with the office staff for the trip such as arranging transport, entry fees, letters to parents etc. Copies of relevant risk assessments, letters to parents and itinerary must be submitted onto the web-based EXEANT system.</li> <li>● A completed provider questionnaire for centres providing adventure activities or tour operators that do not have a Learning Outside The Classroom (LOtC) Quality Badge must be obtained and submitted onto the web-based EXEANT system.</li> <li>● Ensure parent permission has been obtained for the children attending the trip.</li> <li>● Organise the necessary medical information for all children attending.</li> <li>● Ensure all required medicines are brought and that there is a named person responsible for administering any medications, including appropriate recording of these.</li> <li>● Arrange for a First Aid trained member of staff to be present.</li> <li>● Be responsible for pupil groupings, adults, and additionally those requiring FSM.</li> <li>● Ensure that 'parent helpers' have been given a guide to parental expectations during an educational visit.</li> </ul>

	<ul style="list-style-type: none"> <li>• Conduct a pre-visit wherever reasonably practical, particularly to unfamiliar sites, as a vital dimension of risk management. This allows the Visit Leader to familiarise themselves with the environment, noting hazards, locations 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.</li> <li>• Hold details of adults accompanying the trip and the procedures to be carried out in the event of an emergency.</li> <li>• Ensure a hard copy of the risk assessment and emergency plan are taken on the trip.</li> <li>• Debrief adults after the trip to report / address any issues and identify any future actions.</li> <li>• Copies of all documentation must be shredded or left with the school office and senior leaders before departing.</li> <li>• Evaluate the visit and report and record any accidents and near misses.</li> </ul>
Assistant Visit Leader	<ul style="list-style-type: none"> <li>• Be specifically competent and knowledgeable about establishment and employer policies/procedures, in so far as they affect the responsibilities that have been assigned.</li> <li>• Ensure that you have been sufficiently involved in the planning and preparation for the activity/visit, including contributing to the organisation of risk management.</li> <li>• 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.</li> <li>• Contribute to the visit evaluation, and reporting and recording of accidents and near misses.</li> </ul>

### 3 SPECIFIC PROCEDURAL REQUIREMENTS FOR SCHOOL VISIT APPROVAL

Langney Primary Academy 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 Headteacher 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 listed above.

It is important that voluntary contributions have been received so that the school is not running at a significant loss. If, at one week prior to the trip, not enough voluntary contributions have been collected to cover the majority of costs, the Head will make the final decision about whether to cancel the trip or not for ALL pupils.

#### **4 INDUCTION and TRAINING**

Leader competence is reinforced through EVC training and Visit Leader training. Langney Primary Academy 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 four 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).

Langney Primary Academy 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. A template for Risk Assessment is found in Appendix A.

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.

## **6 ASSESSING VENUES AND PROVIDERS**

The Visit Leader can 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 LOtC Quality Badge as a benchmark for assurance of safety and quality. Details of the LOtC quality badge and the database of providers can be accessed via [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk).

If a provider does not hold a LOtC 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, Langney Primary Academy 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 a minimum of two teachers regardless of how many other adults are helping, ONE identified Visit Leader and an Assistant Leader, both of whom should meet the requirements specified by the OEAP National Guidance for these roles.

On residential trips, the gender of the staff responsible for supervision and pastoral care will reflect the gender of the pupils.

**Guidance for pupil-staff ratios (minimum):**



- One adult for every six pupils in school years 1 to 3 (under 5s reception classes should have a higher ratio of 1:4);
- One adult for every 10-15 pupils, in Years 4-6.
- One adult for every 15-20 pupils, in Year 7 onward

Where swimming activities are involved, there must be provision for supervision by qualified lifesavers.

SEND pupils should have, where necessary, additional adult support assigned to them to ensure their needs are met.

It is recognised as best practice that the Visit Leader should not be assigned a group. If adult numbers dictate that a group leader must have their own group, adults and groupings should be arranged so that an additional adult is with them.

Access to first aid is considered and accessible, which is appropriate to the age of the children and their needs and relevant to the environment the group will be in.

The administration of medicines (prescribed and non-prescription) is planned for, with the relevant training for staff and consideration of the legal requirements for taking medication overseas.

## **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. Therefore, it may not be necessary for a parent helper to have a DBS check for a day trip unless they meet the criteria for frequency or intensively as stated below. Where the visit involves a residential an enhanced DBS and barred check list is required. 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 30 day period or overnight (between 2am and 6am, where there is opportunity for face to face contact

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.

**An enhanced DBS and barred list check 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 needs 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 E).

## **10 INSURANCE**

The Trust holds School Journey insurance through Zurich Insurance Group which covers domestic and overseas trips, excluding winter sports and other adventurous activities. Winter sports cover must be arranged separately through a registered tour operator or other appropriately registered organisation. A copy of the Insurance Certificate should be taken 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.

### **Public Liability Insurance**

When a service provider is coming into a 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 liability exists for off site visits and suppliers providing specialist services. Offsite visits to public services and places where the risk assessment perceives the risk to be low may have lower public liability insurance which would still be acceptable.

It is a requirement for providers of adventurous activities and tour operators to hold £10 million liability.

## **Dual Insurance**

There are potential dangers to having dual or double insurance, this can lead to a more complicated claims process or even invalidate one or both policies. The school is aware that some providers will automatically include their insurance scheme and therefore must explicitly confirm it is not needed.

## **11 CONSENT**

Visits that are part of the curriculum and take place during the school day require parental consent and they will be made aware of the details of the trip by way of a letter home. There is an option for us a school to use an Annual Parent Consent Form (Appendix B) in certain situations where it may be challenging to gain individual consent for different trips in an academic year.

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 Headteacher. The Headteacher is 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 at the forefront of their minds.

If there are any significant incidents, near misses or violent incidents during off site 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 Assistant 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. Permission 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. Trips for children in the EYFS will have a member of staff attending that has paediatric first aid qualification.

## **15 OVERSEAS VISITS**

When planning an overseas visit, before booking with a provider or tour operator, consideration must be given to the geopolitical risks associated with the destination(s). In some circumstances it will be necessary for the visit leader and EVC to complete a threat assessment. (appendix 1). Information from the Foreign & Commonwealth Office (FCO) will be sought when completing the assessment as will information from the proposed tour operator and an in-country source where possible. Be aware that the travel list relating to coronavirus could change prior to or during a visit, the school must comply with

international travel legislation and should have contingency plans in place to account for these changes. The school must consult with their insurers and tour operator to discuss covid cover in your policy including medical treatment, repatriation, cancellation or costs involved with quarantining.

The threat assessment should identify the significant geopolitical risks, including civil disturbance and also highlight and address any issues focusing upon inclusivity issues such as attitudes and laws towards LGBTQ+ students and staff. This needs to be completed before booking with a provider.

Where a threat assessment is required, the results should be discussed with the OEA and EVC. In some circumstances a meeting will be required to discuss the proposed plans for the visit including the requirements and expectations of the provider. This meeting will take place at least 6 months in advance.

In situations where an Academy wishes to proceed with a visit despite a significant and likely threat to the group, which are not balanced by the benefits, or where the benefits could be achieved through an alternative destination the OEA will provide advice and guidance and suggest that the Academy Trust Management Board make the final decision. It is important to note that in this situation it is unlikely that, if requested, the Offsite Response Team (in the case of East Sussex academies) would provide on ground support in the event of an emergency.

For all overseas visits parental consent needs to acknowledge that they have been fully informed of the visit arrangements, including the planned activities, accommodation type, travel arrangements and the risks involved in all aspects of the visit. Parents should also be made aware of the emergency medical facilities available to the group throughout the visit.

Once a visit has been completed the visit leader must complete a review of the visit this should be discussed with the EVC and significant incidents or learning should be shared with the OEA. For visits to destinations that require a threat assessment to be conducted the visit leader EVC will need to feedback to the OEA to highlight, successes, key learning points and near misses. This meeting will take place within two weeks of returning.

Since departing from the European Union (EU), government advice on travel to Switzerland, Norway, Iceland and Liechtenstein should be checked if these are the intended destination, in addition Department for Education (DfE) guidance to schools for visits to the EU under the 'school trips and exchanges' section.

## **16. THE EXPECTATIONS OF PUPILS AND PARENTS**

Langney Primary Academy expects pupils to conduct themselves in line with the school's Behaviour Policy. This will be part of the conditions of booking by the parents. Guidance will be given to parents to explain that there is the potential of withdrawal prior to and during the visit if such conduct would have led to a fixed term exclusion from school.

## **17. EMERGENCY PROCEDURES**

Each school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next of kin, as appropriate.

The appointed SLT member will have access to the school's Emergency Plan, along with the contact details of the appointed emergency school contacts.

All incidents and accidents occurring on a visit will be reported back through the school systems. Swale Academies Trust senior leaders and East Sussex County Council should also be advised of any serious incidents or accidents.

## **18. INCLUSION**

## **Discrimination**

The Equality Act 2010 states that the responsible body of a school must not discriminate, harass or victimise a pupil to 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. There is a duty to make reasonable adjustments.

Every effort must, therefore, be made to ensure that offsite activities and educational visits are available and accessible to all, making reasonable efforts to find a venue and activities that are suitable and accessible for the whole group to participate in fully. Visit leaders should consider the needs of the group at the earliest point when planning a visit, so they can ensure the needs of the young people are met. In some circumstances it may be impossible for reasonable adjustments to enable someone to be included on a visit, in this case it is not necessary to deprive the rest of the group however you must demonstrate that what happened was for a reason other than unfair discrimination. The reasonable adjustments template can help record and identify feasible adjustments. Please contact the OEA at the earliest point if you have any queries relating to inclusion.

## **Exclusion for Behaviour**

Behaviour is not a protective characteristic defined by the Equality Act. It may therefore be acceptable to exclude someone from an activity or visit if their potential behaviour presents a significant, unmanageable and unacceptable risk to the health, safety or welfare of either themselves or others, or to the successful completion of the activity or visit. However, if the behaviour is associated with a protected characteristic, great care should be taken to ensure that unfair or illegal discrimination does not take place.

## **19. TRANSPORT**

Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in the activity, meaning that careful planning is required.

ESCC sets out clear requirements on using minibuses and private cars. These can be found under 'documents' on Exeant, along with template letters for using private cars. If buses or coaches are hired, this should be through a reputable company.

When using public transport, inform the company of the size of the group and the date on which you will be using the transport. Be respectful to members of the public and be aware of strikes, delays and cancellations.

## **20 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
<b>Sites/Environment/Places Being Visited</b> · Venue · Date			Likelihood of each	Severity of each	Overall risk rating of each hazard
<b>Activity Arrangements</b>					
<b>Transport</b>					
<b>The Group</b>					

<b>Persons at risk</b>	
------------------------	--

### 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*

<b>Alternative Plan</b>

<b>Emergency Contact Information and Procedure</b>

LIKELIHOOD/SEVERITY	Minor Injury (1)	Injury/Ill Health (2)	Over 3 Day Absence (3)	Major Injury (4)	Disability or Death (5)
<b>Very Unlikely (1)</b>	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
<b>Unlikely (2)</b>	2 LOW	4 LOW	6 LOW	8 LOW	10 MEDIUM

<b>Likely (3)</b>	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 MEDIUM
<b>Very Likely (4)</b>	4 LOW	8 LOW	12 MEDIUM	16 HIGH	20 HIGH
<b>Almost Certain (5)</b>	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.

<b>Visit Leader Signature</b>	
<b>Date</b>	

**APPENDIX B – ANNUAL PARENT CONSENT LETTER** (to be used in certain circumstances)

**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 is 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 purposes. 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:**

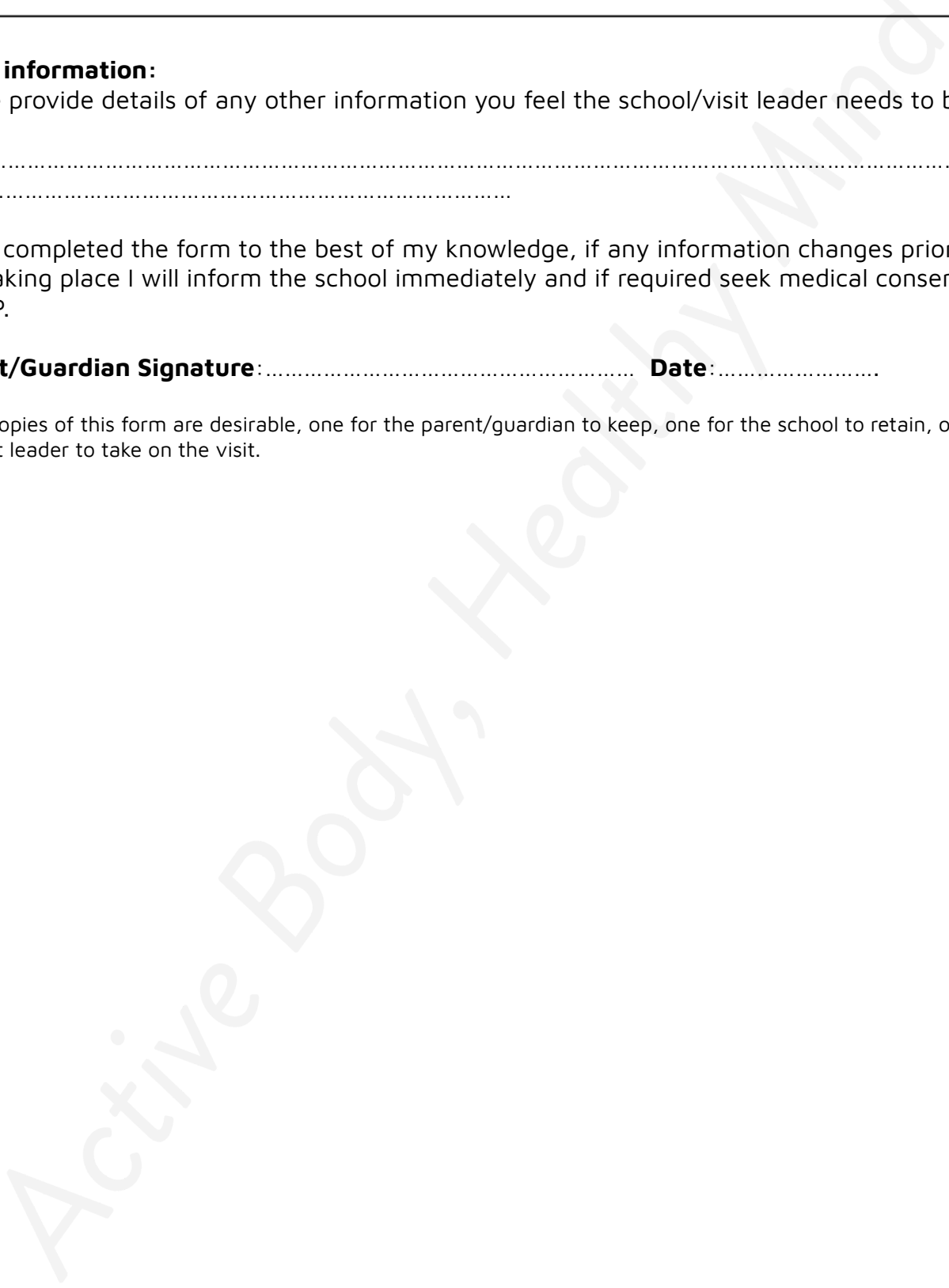
Please provide details of any other information you feel the school/visit leader needs to be aware

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 is 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:**

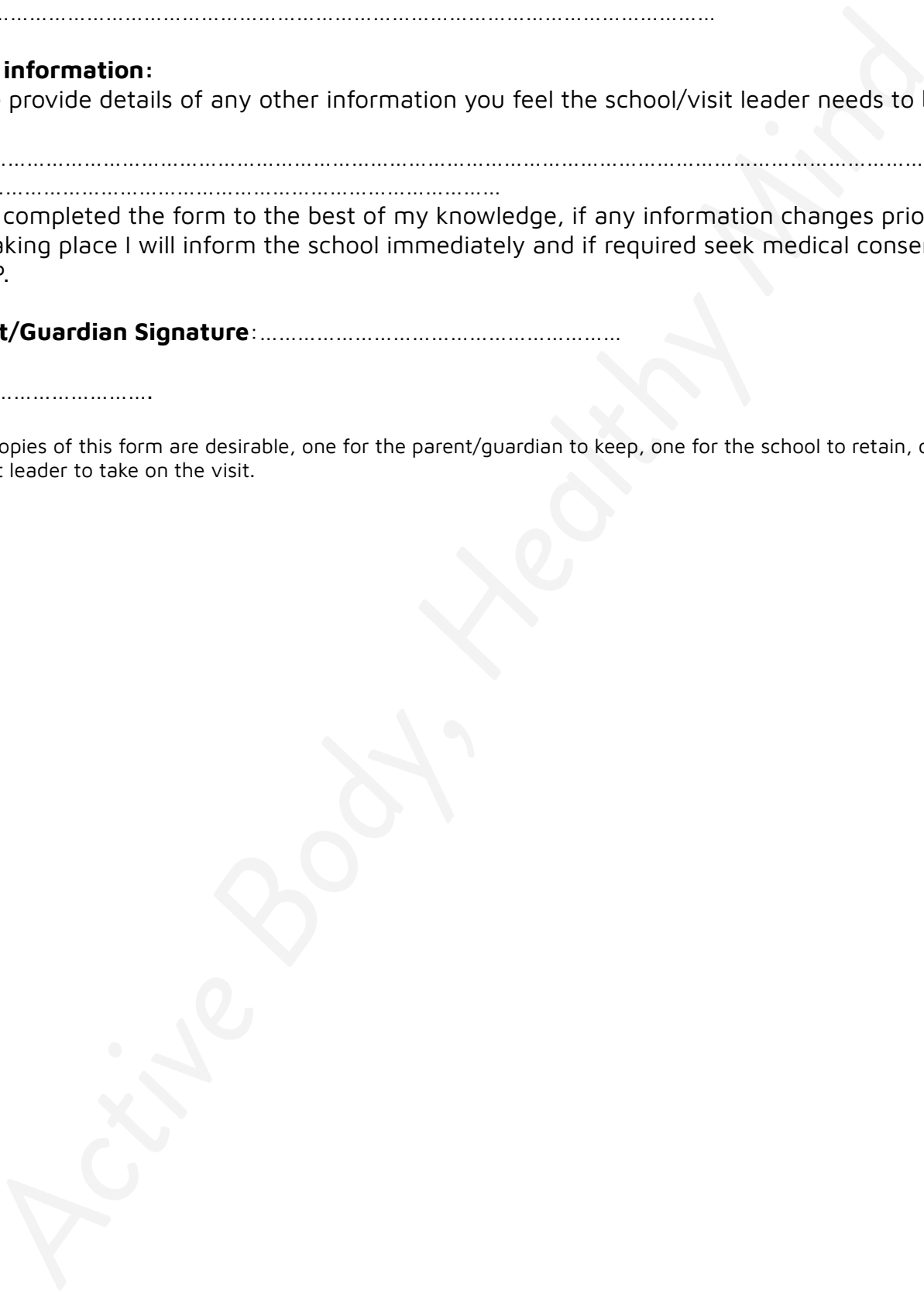
Please provide details of any other information you feel the school/visit leader needs to be aware of.....

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.





PhotoScan by Google Photos

Active Body, Healthy Mind

## **APPENDIX E – 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 Headteacher who will make the final decision based on the evidence.

### **Situation/ Concerns:**

<b>Option/Adjustments</b>	<b>Benefits of Option</b>	<b>Detriments of Option</b>	<b>Decision of Feasibility</b>	<b>Notes</b>

### **Outcome:**

Visit Leader Signature:

Date

Headteacher Signature:

## **APPENDIX F – 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](http://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 & 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**

<b>1. Insurance</b>		
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?	
0.	If Yes, what is its indemnity limit?	£ M

#### **SECTION B to be completed for all types of visit**

0.	<b>Health, Safety and Emergency Policies</b>
----	--

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?	
0.	Do you have accident & emergency procedures in place, with records available for inspection?	
0.	<b>Vehicles</b>	
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?	
0.	<b>Staffing</b>	
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?	
0.	Are there regular opportunities for liaison between your staff and establishment staff?	
0.	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?	
0.	<b>Accommodation</b>	
1.	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	
0.	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?	
0.	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	
0.	Are separate male and female sleeping accommodation and washing facilities provided?	
0.	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	
0.	<b>Sub-contracting</b>	
1.	Will you subcontract any services (e.g. activity instruction, transport, accommodation)?	
0.	Where any element of provision is subcontracted, do you ensure that each subcontractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	

## SECTION C

to be completed if the visit includes activities or field studies

0.	<b>Adventure Activities Licensing Authority (AALA) Licence</b> to be completed if any activities are within the scope of the licensing regulations	
1.	AALA Reference number  Date of expiry.	
0.	Does the Licence held cover all planned activities, which are in the scope of AALA licensing?	
0.	<b>Activity Management</b> to be completed about all activities	
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?	



0	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?	
0	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?	
0	Where there is no National Governing Body for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice?	
0	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?	
0	Is there a clear definition of responsibilities between your staff and visiting staff about supervision and welfare of participants?	
0	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**

<b>0. Tour Operators</b>	
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**

<b>0. Expeditions</b>	
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**

<b>0. Details of any accreditations held by the Provider</b>	

**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 E – 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**