



Hollinswood Primary School & Nursery

Educational Visits & Journeys Policy

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**TELFORD & WREKIN COUNCIL
POLICY AND GUIDANCE
FOR
EDUCATIONAL VISITS AND JOURNEYS**

SEPTEMBER 2022

(Significant changes from 2021 in orange text)



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Foreword

The learning experience for young people in schools and settings should be so much more than simply lessons in classrooms. We aim to support all of the children in Telford and Wrekin to develop into adults who are not only vital members of their community but also appreciate a wider understanding of the society and environment they live in.

Learning outside of the classroom offers unique opportunities to enrich learning, enhance personal and social development, gain greater awareness of different environments and adopt healthy lifestyles.

Learning outside of the classroom can contribute not only to the development of the young people, but also to the expectations of the school from Ofsted. The Ofsted Education Inspection framework (May 2019) describes, in the Quality of Education judgement for Curriculum Intent that inspectors will evaluate the extent to which:

- *leaders take on or construct a curriculum that is ambitious and designed to give all learners, particularly the most disadvantaged and those with special educational needs and/or disabilities (SEND) or high needs, the knowledge and cultural capital they need to succeed in life*

Also for Personal Development. Inspectors will evaluate the extent to which:

- *the curriculum extends beyond the academic, technical or vocational. It provides for learners' broader development, enabling them to develop and discover their interests and talents*
- *the curriculum and the provider's wider work support learners to develop their character – including their resilience, confidence and independence – and help them know how to keep physically and mentally healthy*

I therefore welcome this policy and guidance which should support staff to organise valuable learning experiences beyond school whilst at the same time ensuring that the young people, and those caring for them, are safe and that their wellbeing is protected.

Simon Wellman
Director of Education and Skills
Telford and Wrekin Council

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RELATED DOCUMENTS:	The Department for Education (DfE) Guidance Health & Safety on Educational Visits https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
	Outdoor Education Advisers Panel - National Guidance for the Management of Outdoor Learning, Off-site Visits and Learning Outside the Classroom (Reviewed and updated on regular basis) https://oeapng.info/
	OEAP - Writing an Establishment Policy for Outdoor Learning, Off-Site Visits and Learning Outside the Classroom 5.3b-Writing-an-Establishment-Visits-Policy (3).pdf (btw.gov.uk)
	TWC Guidance – School Emergency Plan
SUPERSEDED DOCUMENTS:	DfE Guidance 1998 – Health and Safety of Pupils on Educational Visits (HASPEV) and Part 1, 2, & 3 supplements
	DfE Guidance 2001 – Health and Safety: Responsibility and Powers
	TWC Employers Guidance for Educational Visits and School Journeys - September 2016
AUDIENCE:	Head Teachers, Principals and Managers of Schools; all other educational settings; other private, voluntary or independent establishments and those that are commissioned by TWC
	Educational Visit Co-ordinators (EVCs)
	Visit Leaders / Assistant Leaders
	Governing bodies
	Local Authority Officers –Telford and Wrekin Council: <ul style="list-style-type: none"> • Directorate for Education and Skills • TWC Internal Health and Safety Service • Legal and Insurance Services • Public Health and Civil Resilience Services

TWC Policy for Educational Visits and Journeys

This policy is essential for all those who have responsibility for the approval, planning and/or execution of any educational visit or Outdoor Learning including on site adventurous activities.

All visits must be planned and organised in accordance with this document. The status of this document is mandatory for all Telford & Wrekin maintained schools and for establishments working under the TWC Educational Visits Service Level Agreement. Schools / Establishments, school staff and course providers have a duty of care to their children and young people, any accompanying adults, each other and themselves to ensure that they are kept safe and well and, that, in the event of any incident, they are able to respond appropriately in order to minimise the risk of harm.

Any Telford and Wrekin foundation or voluntary aided schools choosing not to follow the Telford & Wrekin Policy and Guidance must (as employers) have other guidelines in place for educational visits and journeys, which the Local Authority (LA) will expect to be at least as comprehensive as its own guidelines.

Telford and Wrekin Council is responsible for:

1. An Outdoor Education Adviser accredited by the Outdoor Education Advisers' Panel
2. Telford and Wrekin Local Authority Policy and Guidance for Educational Visits and Journeys which is compliant with Department of Education's guidance 'Health and Safety on Educational Visits' and adopts the Outdoor Education Advisor Panel's National Guidance.
3. The Evisits software system (induction and training provided).
4. Forms 16A to 16H and the E-Visits software system with associated training and support. **The new Form 16A matches the EVisits software.**
5. Initial and revalidation training for Educational Visits Coordinators (compulsory role for all schools)
6. Termly network meetings for Educational Visits Coordinators (Minimum attendance of 1 meeting per school year will count as revalidation instead of repeating the EVC training if preferred).
7. Email and telephone support with response time within 5 working days (term time).
8. Monitoring of visits.
9. **Approval of Category 2b Educational Visits; outdoor adventurous activities both on/off site, residential visits, visits overseas and their associated journeys via EVisits.**
10. Document Library on EVisits for guidance, events and resources.
11. Outdoor Learning and Leadership and Professional Development programme (fees will vary).

Schools/ Establishments are responsible for following this policy and guidance and:

1. Ensuring the School holds a current Educational Visits and Journeys SLA.
2. Appointing an Educational Visits Coordinator (EVC) and makes sure they have the training they need. The Head Teacher has this duty if there is no coordinator. The EVC works with the TWC Outdoor Education Adviser to help their colleagues in schools to assess and manage risks.
3. The EVC should:
 - be an experienced visits leader (or alternative and relevant experience)
 - have the status to be able to guide the working practices of other staff
 - be confident in assessing the ability of other staff to lead visits
 - be confident in assessing outside activity providers
 - be able to advise Head Teachers/Governors when they are approving visits
 - have access to training, advice and guidance.
4. Schools/establishments must have an emergency response plan that covers what to do if there is an incident during an Educational Visit or outdoor learning including on site or adventurous activities. This must be part of the School/Establishment Emergency Plan. This plan must include communications plan that covers how routine communications should be handled, including regular check-ins and calls to reassure people. Visit Leaders must be familiar and confident with these plans.
5. Schools/establishments using an external organisation or provider are responsible for checking they have the appropriate safety standards and liability insurance. There should be an agreement that makes it clear what everyone is responsible for, which is especially important if the organisation or provider is taking over supervision of the young people. The school/establishment is responsible for making sure required dietary, allergen, medical and behavioural information for both staff and young people are communicated as appropriate.
6. School/establishments are responsible for evaluating all visits once they have concluded from the planning through to the visit itself. Schools/establishments are required to keep a record of any incidents, accidents and near misses. This will help with evaluation of the value of the visit and to learn from any incidents which took place and inform the management of future visits.

TWC Guidance for Educational Visits and Journeys

1. Introduction

1.1 This guidance is essential for all those who have responsibility for the approval, planning and/or execution of any educational visit or Outdoor Learning including adventurous activities on site. All visits and Outdoor learning must be planned and organised in accordance with this document. The status of this document is mandatory for all Telford & Wrekin maintained schools. Any foundation or voluntary aided schools choosing not to follow the Telford & Wrekin Guidance must (as employers) have other guidelines in place for educational visits and journeys, which the LA will expect to be at least as comprehensive as its own guidelines.

1.2 Schools/establishments, school staff and course providers have a duty of care to their children and young people, any accompanying adults, each other and themselves to ensure that they are kept safe and well and, that, in the event of any incident, they are able to respond appropriately in order to minimise the risk of harm.

1.3 This guidance sets out Telford and Wrekin Council's (TWC) expectations of how Educational Visits, Outdoor Learning (including on site adventurous activities) and any associated journeys will be managed by its Employees and those that have adopted this Employer Guidance. T&WC has adopted the Outdoor Education Adviser's Panel (OEAP) National Guidance to make sure Educational Visits and Outdoor Learning are properly planned, managed and run by competent staff and to maximise their many benefits.

2 TWC adoption of Outdoor Education Advisers Panel National Guidance



National
Guidance

2.1 Telford and Wrekin Council has adopted the OEAP National Guidance.

This will ensure that this Guidance for Educational Visits and Journeys reflects nationally recognised standards. To ensure that the most up to date National Guidance is accessed, please go to the OEAP website: <http://oeapng.info/>

2.2 This Policy/Guidance document can be accessed through the Telford and Wrekin Council Educational Visits Service Level Agreement which can be accessed by emailing:

EdVisits@telford.gov.uk All associated guidance, training information, events and resources are found on the webpage: <http://www.telfordeducationservices.co.uk/educational-visits-and-journeys> and also within the documents section of your establishment's EVisits site.

2.3 OEAP National Guidance is written and kept up to date by leading and informed professionals and replaces the previous TWC / Shropshire Guidelines. This TWC Guidance contains specific additional detail and clarification that has developed through input from the TWC Health and Safety Team, Head Teachers, Educational Visit Coordinators (EVCs) and the Outdoor Education Service.

2.4 In the event of any apparent conflict between TWC Guidance, your school/establishment's policy or National Guidance, then TWC Guidance must be followed and clarification sought from the Educational Visits Co-ordinator, Outdoor Education Adviser or line manager.

2.5 Throughout this document, reference is made to individual OEAP guidance documents; these are the key documents but further information may exist. TWC recommend the use of the OEAP website and its search function, and that the most current version of a document is always used.

3. Clarification of Roles

3.1 All Educational Visits and Outdoor Learning activities will follow the hierarchy below and this is used in both the paper based and E Visits systems:

- **Visit Leader (VL)** - Initiates, plans and runs the visit and/or Outdoor Learning activity and on return completes an evaluation.
- **Educational Visits Co-ordinator (EVC)** – checks the plans and associated documents, gives outline approval, monitors progress, assesses the success (or otherwise) and provides feedback to improve future visits or Outdoor Learning activities. Under T&WC Employer Guidance every school/organisation **must** have an EVC and they **must** be registered with the Outdoor Education Advisor and be current.
- **Outdoor Education Adviser** – For the higher risk/more complex visits the Outdoor Education Adviser checks the plans and associated documents, gives LA approval (or otherwise) and provides training, advice and guidance to improve future visits or Outdoor Learning activities.
- **Head Teacher/ Senior Manager** – checks that essential elements for the visit or outdoor Learning activities are in place and **must** give their approval by using Evisits or Form 16A.
- **Governors / Management Board** – will determine which Educational Visits and Outdoor Learning they would like to be notified of in advance to give their prior approval. It is their responsibility to ensure an Establishments Visits Policy is in place for their school/establishment as part of their health and safety statutory requirements. This Establishment Educational Visits Policy should clarify any establishment-specific requirements of these and other roles within their school/organisation. Any delegation of key areas of responsibility, such as assessment of competence or approval must be clear. The policy should also set out the criteria for selecting the EVC, if these are different from those recommended in National Guidance.

Refer to OEAP National Guidance 3.1b **Establishment roles and their inter-dependence** for further details.

4. Procedural Requirements

4.1 This guidance applies to all situations where adults acting in the course of their employment have responsibility for children and young people taking part in Educational Visits or Outdoor Learning including on site adventurous activities.

4.2 All schools/establishments following TWC Educational Visits and Journeys Guidance **must** have a trained EVC who has either been trained by TWC or has, within 3 years, revalidated their training with an accredited OEAP Provider. Every EVC **must** attend at least one TWC EVC training course and then may maintain subsequent revalidation by attending at least 1 out of 3 Network Meetings each year. Attendance at Network Meetings is recorded and used for revalidation of the EVC role every 3 years. EVCs are also welcome to attend repeat EVC training if this is deemed appropriate. The numbers of EVCs required by the school / establishment is a decision for the Head Teacher / Senior Manager.

4.3 Educational Visits and journeys are placed in 3 categories:-

- **Category 1. Routine activities covered by generic risk management.** These are off-site activities and outdoor learning on-site activities that take place during school hours and which are a normal part of a child's education. These involve no more than an everyday level of risk, such as slips and trips, and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom. These would include the use of the school grounds for enhancing the delivery of the curriculum including data collection and local studies. Also included typically would be regular visits to a library or place of worship. Routine PE fixtures although not covered by Educational Visits and Journeys Guidance would be another example.
- **Category 2a. Visits and/or journeys that require enhanced planning and event/journey specific risk management but are NOT residential, overseas or adventurous.** These visits require one-off consent, parents **must** be given specific information about the visit and their child's proposed participation, and **must** also be given the opportunity to withdraw their consent should they not wish them to participate. Examples will include visits that extend beyond the school day (out-of-hours), longer journeys that involve breaks e.g. for toilets and food stops, and larger public venues such as national museums and regional cultural events.
- **Category 2b. Visits that are residential, or require travel overseas, or are adventurous in nature.** These require detailed planning to reflect the challenging environments, distant locations, and higher risk activities. The activities in this

category require enhanced Leader competence. These visits are those that are any of the following:

- Residential visits
- Visits that involve travelling outside England, Scotland and Wales
- On-site adventurous activities
- Off-site adventurous activities
- The associated journey and travel arrangements

4.4 Adventurous activities both day/residential and both on/off site include:

Multi activities (from list)	Abseiling	Airborne: all types
Archery	Assault course	Bell boating
Bushcraft	Camping in wild country	Camping on campsites
Caving	Clay pigeon shooting	Climbing: indoor & outdoor
Coasteering	Cycling on tracks & roads	Dog sledging
Dragon boating	Field studies: natural envt.	Forest School
Free running	Go karting	Gorge walking
Ghyll scrambling	Hang gliding	Horse/pony riding
Hovercraft	Improvised rafting	Jet skiing
Kayaking	Kite surfing	Mine exploration
Motorised sports (all)	Mountain biking	Mountain boarding
Open canoeing	Orienteering	Paintballing
Pot-holing	Powered boats inc. safety	Ropes Courses
Rowing	Sailing	Scuba diving: indoor pools
Scuba diving: lake & sea	Segway	Shooting
Skateboarding	Skiing & snowboarding	Snorkelling
Surfing/body boarding	Swimming: not lifeguarded	Trampolining out of PE
Walking: Hill & Moorland	Walking: Lowland	Walking: Mountain
Water skiing	White-water rafting	Wind surfing/sailboarding

4.5 EVC's will audit Category 1 and 2a Visits and/or journeys themselves, and refer Category 2b visits to the Outdoor Education Adviser. All visits are given final approval by the Head Teacher or their equivalent in other establishments. Where this responsibility is delegated, this must be clearly stated in the school/establishment policy.

4.6 This process is supported by a software system called 'EVisits' which has replaced the Form 16A. EVisits is provided as part of the SLA and accessed on request through:

EdVisits@telford.gov.uk EVisits is the required system as it includes Visit Leader profiles, secures data and has clear reporting lines. **All Category 2b Notifications to T&WC and the Outdoor Education Adviser are required through EVisits.**

Notification and approval of visits and/or journeys

- **Category 1 visits and/or journeys.** These will be organised through general school planning. Generic risk assessments must be in place and available for the EVC for

process checking. Submitted to the Head/Manager for approval as part of annual curriculum for approval. EVisits can be used if desired and this will add any visits to the school/establishment calendar.

- **Category 2a Visits and/or journeys.** Visit Leaders complete EVisits and Form 16C (and 16D if relevant) to the EVC for process checking. On receipt from the Visit Leader, the EVC must check that all required information is completed fully and submit to the Head Teacher/Manager for approval. Again this process is done through the EVisits software package and added to the EVisits calendar.
- **Category 2b Visits and/or journeys.** Visit Leaders complete EVisits and Form 16C (and 16D if relevant) to the EVC for process checking. On receipt, the EVC must check that all required information is completed fully and submit to the Head Teacher/Manager for approval. Once the Head Teacher has approved the Visit, EVisits and Forms 16C (and 16D if relevant) are submitted to the Outdoor Education Adviser for process checking and approval and notification to TWC. **This process is done through the EVisits package.**

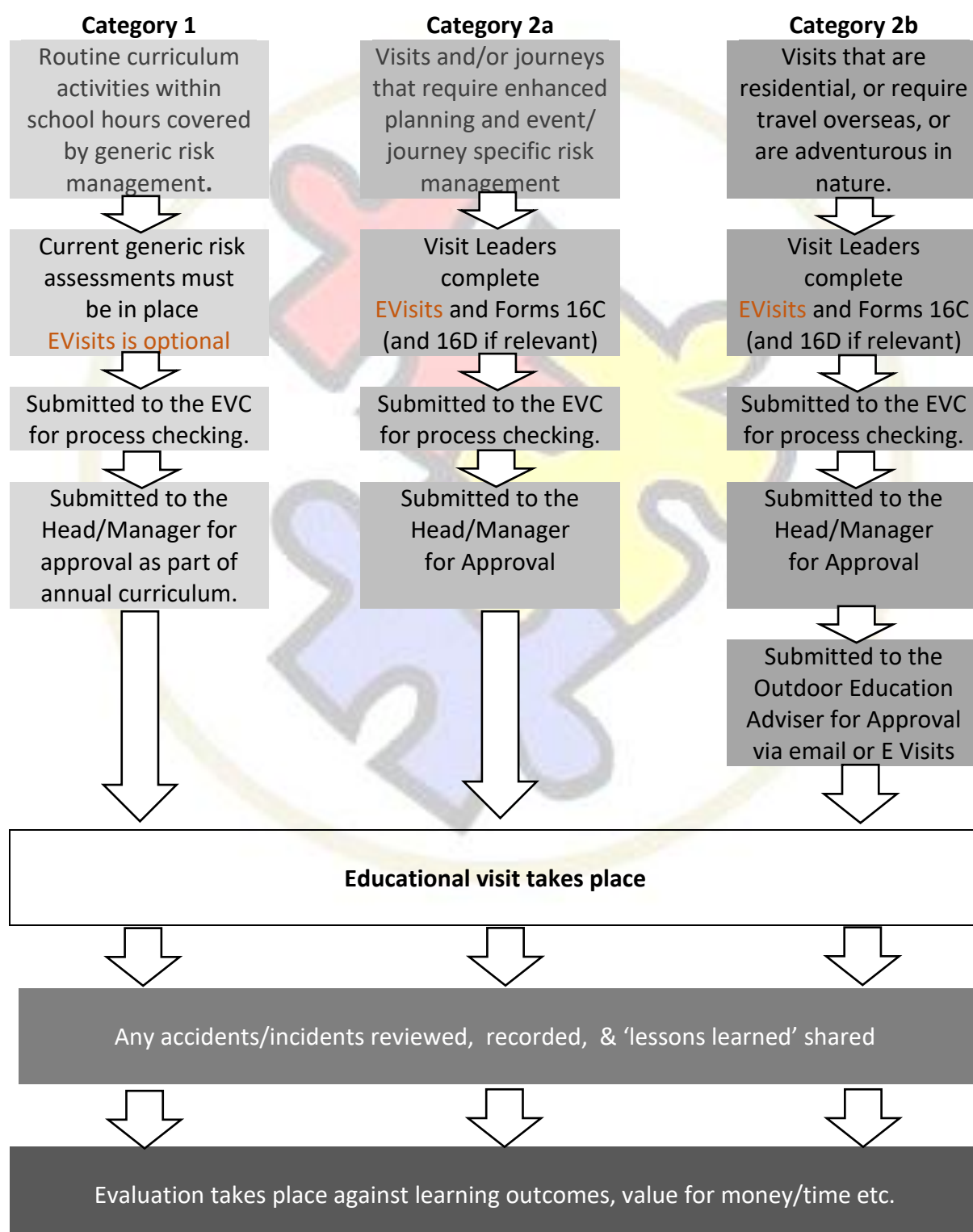
4.7 TWC strongly recommend that all those who lead Visits and Outdoor Learning undertake Visit Leader Training to meet OEAP National Guidance requirements for leader competence. Leaders must be current in their knowledge of expectations of good practice, so update refresher training is also strongly recommended. Schools/establishments may find training for Visit Leaders is most successful when delivered to staff teams, giving consistency of understanding and practice. Course options are a 3 hour theory module (**via Teams**) or 6 hour face-to face (theory and practice) – both nationally accredited with the OEAP and certificated.

4.8 TWC requires any commissioned provider, purchased or otherwise, providing Educational Visits and Outdoor Learning to work within the OEAP National Guidance and to be able to demonstrate their compliance through a quality standard, accreditation or scheme e.g. Learning Outside the Classroom Badge. The Form 16D: External Provider Declaration is a generic way to audit a provider's compliance if required. Please note it is NOT a requirement to ask for copies of Risk Assessments from a Provider although a Safety Management Summary should be available for inspection and a reputable provider will provide the necessary information to inform and support a Visit Leader in their planning and risk management.

4.9 Category 2b educational visit submission to the Outdoor Education Adviser is required **four working weeks** before the departure date. This is to allow any recommendations to be considered and implemented. Notifications will be considered after this 4 week period but a response cannot be guaranteed. Advice may also be sought well in advance if a visit and/or journey is particularly complex for any reason. **Notification is via Evisits.**

4.10 Duke of Edinburgh Award Expedition. This guidance applies to DofE training, assessed expeditions and practice walks. EVisits, Form16C (Forms 16D and 16G, as relevant) and route information clearly marked on a map are required to be submitted to the Outdoor Education Adviser **four working weeks** before the departure date. This is to allow any recommendations to be considered and implemented. Forms will be considered after this 4 week period but a response cannot be guaranteed. **Notification is via Evisits.**

4.11 Notification of Educational Visits and/or Journeys Summary



EVisits follows the above notification process and is a version of the Form 16A and allows for the attachments of visit specific information and forms, which is then archived after the visit.

5. Monitoring

5.1 Schools and other education settings should ensure that there is sample monitoring of Educational Visits and Outdoor Learning including on site adventurous activities. Such monitoring should be in keeping with the recommendations of OEAP National Guidance. There is a clear expectation that the monitoring function is a delegated task to the School/Establishment, principally carried out through systems put in place by the EVC.

5.2 TWC will monitor through the notification process.

Refer to OEAP National Guidance document: 3.2b **Monitoring** for further details.

6. Induction, training, apprenticeship and succession planning

TWC offers training to assist educational establishments in discharging their duties with regards to educational visits and journeys, as follows:-

6.1 Educational Visits Co-ordinator: ALL EVCs must hold a current OEAP EVC training certificate (valid for 3 years). TWC provide 6 hour OEAP accredited initial and revalidation training for Educational Visits Coordinators as part of the core package. Also provided are termly Network Meetings for Educational Visits Coordinators, again, as part of the core package. Attendance at these meetings may be used for revalidation rather than repeat attendance at EVC training (minimum attendance of 1 meeting per school year will be required). An OEAP EVC certificate is issued by T&WC and a record of EVC course attendance is kept.

6.2 Visit Leader Training: OEAP accredited Visit Leader Training (Theory and Practical) is offered by TWC as a recommended option for EVCs and strongly recommended for staff leading and/or taking a key role on an Educational Visit.

6.3 Management of Visit Emergencies: TWC also offers the OEAP accredited Management of Visit Emergencies (MOVE) 3 hour scenario based course for EVCs and Managers. This is an expanded section of the EVC Training course.

6.4 Endorsement of Visit Leaders: OEAP National Guidance provides clear advice regarding the assessment of Visit Leader competence. It is an expectation as part of this guidance that all leaders and their assistants have been formally assessed as competent to undertake the responsibilities of leading the educational visit or Outdoor Learning including on site adventurous activities. To be deemed competent, a Visit / Activity Leader, or Assistant

Leader must be able to demonstrate the ability to operate to the current standards of recognised good practice for that role. All staff and helpers must be competent to carry out their defined roles and responsibilities. The OEAP Education Visit Leader course attendance is an indicator of competence. OEAP National Guidance sets a clear standard to which leaders **must** work. **EVisits includes Staff Profiles to evidence and ratify competence – Required for Category 2b Visits.**

6.5 Accompanying Staff: Staff participating in educational visits and Outdoor Learning including on site adventurous activities must be aware of the extent of their duty of care and should only be given such responsibilities in keeping with the above guidance. It is particularly important that careful consideration of competence issues is applied to both newly qualified and newly appointed staff.

6.6 Volunteers: Adults volunteering are required to follow the instructions of the Visit Leader and the accompanying school staff to help with ensuring the health, welfare and safety of the children. They may be allocated a group to supervise and help, but not be left in sole charge of the children. Where a Volunteer helper is a parent (or otherwise in a close relationship to a young person taking part in the visit) they should be aware of their roles and responsibilities with regards their own, and other children. The Visit Leader should directly address this issue as part of the Risk-Benefit assessment. The Form 16G is provided to assist with roles and responsibilities.

6.7 Additional Outdoor Education Courses: Additional and specific training courses are also provided to support Visit Leaders; examples include First Aid appropriate to Educational Visits, Water Margin Safety Management, Outdoor Leadership Awards (e.g., Lowland Leader), The John Muir Award, Outdoor Learning linked to curriculum delivery, and first hand data collection through field studies. School/establishment bespoke courses are also available on request and content can be adjusted to needs and time available.

6.8 Apprenticeship model: Competence is a combination of skills, knowledge, awareness, judgement, training and experience. It is not necessarily related to age or position within the establishment. It is situational – a leader who is competent in one activity or environment may not be so in another - and it involves breadth as well as depth. Relevant experience is not necessarily gained by repeating the same thing several times, but by experiencing a range of different activities and environments. Shadowing an experienced and competent Visit Leader, can develop accompanying staff in preparation to becoming the future Visit Leader themselves. By taking responsibility for less complex and lower risk visits first, skill sets can be developed and confidence built.

6.9 Succession: To avoid a visit becoming dependent on one individual, succession planning is required. Planning for a visit should also include consideration of the possibility of the Visit Leader or an Activity Leader becoming incapacitated. An Assistant Leader can contribute to supervision, support the Visit Leader with agreed aspects of the visit and act as deputy for a Visit Leader. At the same time the Assistant Visit Leader will be developing their experience and competence for the future.

Refer to OEAP National Guidance document: 3.2d/4.4a **Approval of Leaders** and 4.3a **Good Practice Basics** for more details.

7. Risk management, risk-benefit assessment, ratios and effective supervision

7.1 TWC, as an employer has a legal duty to ensure that risks are managed - requiring them to be reduced to an “acceptable” or “tolerable” level. This requires that suitable and sufficient risk management systems are in place, and the associated support, training and resources necessary to implement this policy are provided to employees. The risk management of an activity should be informed by the benefits to be gained from participating. TWC strongly recommends a “Risk-Benefit Assessment” approach, whereby the starting point for any risk assessment should be a consideration of the desired benefits and learning outcomes. HSE endorse this approach through their **“Principles of Sensible Risk Management”** and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

7.2 There is a legal requirement for the risk assessment process to be formally recorded and for suitable and sufficient control measures to be identified for all significant risks i.e. those that may cause serious harm to individuals. Form 16C is provided for this purpose and has two styles of risk assessment which a Visit Leader may choose from. ‘Form 16C with notes’ gives assistance with this process. When completing a risk assessment it is essential to focus on what is important, to keep this group of children, safe on this day, with these staff, doing this activity - be specific and avoid over generalisation. The risk assessment includes the safety of staff, volunteers and members of the public. The risk assessment shows the Visit Leader’s thinking and then informs the ‘how’ the visit is going to be managed safely, which can then be shared.

7.3 Risk-Benefit Assessment is included in both the EVC, Visit Leader and MOVE training and regularly included in EVC Network Meetings. TWC Health and Safety Team also provide training.

7.4 School/establishment risk assessments are required with the completion of EVisits. Risk assessments from a Provider are not required; evidence of their management of risk can be shown through their Safety Management Statement and relevant accreditation e.g. the Learning Outside the Classroom Badge, Schools Travel Forum or the Adventure Activities Licence. If no recognisable accreditation is available please request the completion of a Form 16D – ‘External Providers Declaration’.

7.5 Ratios and effective supervision Schools and establishments must ensure that the staffing of visits enables leaders to supervise young people effectively. Decisions about the staffing and supervision should take into account:

- The nature and duration of the visit and the planned activities.
- The location and environment in which the activity is to take place
- The nature of the group, including the number of young people and their age, level of development, gender, ability and needs (behavioural, medical, emotional and educational).
- Staff competence.
- The consequence of a member of staff being indisposed, particularly where they will be the sole leader with a group for any significant time.

7.6 Staffing ratios are a risk management issue, and should be determined through the process of risk assessment. It is not possible to set down definitive staff/participant ratios for a particular age group or activity.

7.7 TWC require the staffing ratio to young people sufficient to ensure effective supervision and taking into account:

- Staff competence
- The nature of the activity (including its duration).
- The age and gender (including developmental age) of the young people to be supervised. The ability of the young people (including their behavioural, medical, emotional and educational needs).
- The location and environment in which the activity is to take place.
- Distance from the home base and/or assistance and emergency help.

7.8 TWC provide the following ratios of staff: young people for **guidance**. Staff ratios may be decreased if the risk assessment supports it, or may also need to be increased as an outcome of the risk assessment process. (The term 'staff' here includes all competent adults provided by the school / establishment).

- Nursery: **1:2**
- Reception: **1:4**
- School years 1 - 3, **1:6** (overnight minimum **1:6**)
- School years 4 - 6, **1:15** (overnight minimum **1:10**)
- School years 7 onwards, **1:15** (overnight minimum **1:10**)

7.9 When planning a repeat visit or a series of activities, it is important to review the previous plan (no matter how well it worked in the past) so as to ensure that it meets current group needs and any other changes (e.g. time of year and experience level of the staff).

Refer to OEAP National Guidance documents: 4.3c **Risk Management – an overview**, 4.3f **Risk Management – some practical advice** 4.3g **Risk Management- what to record and how** and 4.3b **Ratios and Effective Supervision**. 4.2a **Group management and Supervision**

8. Assessing venues and providers

8.1 Where possible, an exploratory visit will give the Visit Leader greater confidence in their ability to supervise the pupils. It will help the Visit Leader to concentrate on the needs of the group as well as the unexpected demands of the environment. The aim of the exploratory visit is to:

- ensure that the venue is suitable to meet the aims and objectives of the visit
- undertake a full appraisal of learning opportunities and experiences
- identify what facilities are available and what the leader will need to provide
- establish the level of care and supervision which will be required
- identify any special problems or hazards and the organisation and expertise required to cope with them
- establish what information the provider will need and by when
- Consider what alternative activities are available if those planned could be adversely affected by weather or other changes.

8.2 If a visit is impractical the same information needs to be gathered by other means – from the venue or provider, previous visit leaders, other users and local information sources.

8.3 Use the Form 16D as a guide to selecting a provider and/or accommodation but take advantage of established national approval schemes such as:-

- Learning Outside the Classroom Badge
 - Adventure Activities Licence
 - Schools Travel Forum
- (See TWC resource 'Know your Badges')

8.4 For providers who do not hold external accreditation, please see Form 16D External Providers Declaration which is a pre-visit questionnaire to assist with gaining information to make an approval decision.

8.5 You should **not** ask for copies of providers' risk assessments, but should seek any information specifically aimed at helping Visit Leaders to manage their visit and complete the school/establishment risk assessment, such as a Safety Management Statement or information for specifically written for visit Leaders.

Refer to OEAP National Guidance document: 4.4h **Using external providers and facilities** and 4.4f **Assessing an adventure activity provider**.

9. Volunteers

9.1 If your establishment uses volunteers, then your policy should address the following;

- The vetting procedures for volunteers, including when an enhanced DBS check is required.
- The minimum induction and training procedures for volunteers.
- Under what circumstances (if any) volunteers may act as Visit Leaders or their assistants. If volunteers are allowed to act as Visit Leaders, they must be accountable. This implies that they have been engaged through a thorough recruitment process that includes vetting and induction into the establishment's policies and procedures.
- How volunteers are assessed as competent to carry out their assigned role.
- Requirements for supervision of volunteers.

9.2 The Form 16G is provided for use with volunteers, and you will need to ensure you collect any relevant medical needs and/or dietary requirements.

Refer to OEAP National Guidance document: 3.4 **Volunteers**

10. Emergency procedures and incident reporting

10.1 Schools and Establishments need to have an emergency response plan that covers what to do if there is an incident away from school. Or if there is an incident at base that the Visit Leader may find affects the visit currently taking place off site or on their return.

10.2 For the purposes of these procedures, examples of an emergency might be:

- an accident leading to a fatality or other serious injury;
- circumstances in which a party member is/might be seriously at risk;
- serious illness;
- any situation in which the press or other media are, or might be involved;
- significant delays that need to be communicated to parents/others.

Please note, that it is not possible to give a definitive list of what might constitute an emergency. Visit Leaders should consider any unexpected event and decide whether or not the circumstances amount to an emergency and whether the emergency procedures should be followed.

10.3 The establishment policy should explain the visit emergency procedures, including any procedures or support provided by the employer. This should include nominating suitable people to provide 24/7 cover at base during a visit; these contacts need to be competent to fulfil this role. The Emergency Contact(s) should have 24/7 access to all details of the visit,

including medical and next-of-kin information for staff and young people e.g. access to E Visits.

10.4 The School/establishment policy should also refer to the establishment's or employer's procedures for incident reporting. EVCs are encouraged to share their experiences as 'Lessons Learned' in Network Meetings to inform the policies and practice of other schools and establishments in the T&WC community.

10.5 TWC has a Resilience Team who will advise on School Incident Planning which includes Educational Visits.

10.6 Depending on the nature and seriousness of the emergency, a response to media interest may be required. Telford and Wrekin Council is ready to handle enquiries from the media, but direct contact between the media and school personnel is also very likely. Consideration needs to be given to who amongst the staff, and/or the Governing Body is to act as spokesperson in dealing with the media; this is likely to include the Headteacher, but may need to include others. TWC support is available in responding to media enquiries (with the involvement of the Communications Unit), please contact: CorporateCommunications@telford.gov.uk

Refer to OEAP National Guidance documents **4.1h Avoiding Accidents and Emergencies 4.1i Emergencies and Critical Incidents – An Overview 4.1k Visit Leader Emergency Checklist | 4.1j Off-Site Visit Emergencies: The Role of School Governors, 4.1l / 8.1l Visit Leader Emergency Action Card – amendable version**

11. Behaviour

11.1 The school/establishment policy should encourage the use of codes of behavioural conduct as a means of establishing appropriate expectations of young persons' behaviour. Such codes should be explained to young people and parents before a visit, so reducing the opportunity for misunderstanding of both expectations and the sanctions that may be invoked where the code is breached.

11.2 The policy should address the following:

- Do young people sign up to a "behavioural contract" for all residential visits?
- Do parents also sign and accept responsibility for removing young people in prescribed circumstances?
- What are the expectations for discipline and sanctions on visits?
- Any specific establishment rules relevant to visits (e.g. whether children are allowed to bring mobile phones or other electronic devices).

11.3 Careful consideration should be given to pupils whose behaviour is likely to pose a serious risk to themselves or others on a visit. An individual risk assessment may be required and a balanced and reasoned decision reached as to whether control measures are suitable and sufficient to enable the young person to take part in the educational visit.

Refer to OEAP National Guidance documents 8i **Model Code of Conduct** for more details.

12. Inclusion

12.1 Every effort should be made to ensure that Educational Visits and Outdoor learning including on site adventurous activities, are available and accessible to all who wish to participate irrespective of disability, special educational or medical needs, ethnic origin, sex, religion etc.

12.2 All young people should be encouraged to participate in as wide a range of activities as possible. If a visit is to cater for pupils with particular needs, a suitable venue should be selected and in some cases additional supervision, resources or support may be needed or activities adapted. An individual risk assessment may be appropriate. Visit Leaders are responsible for ensuring a Provider is fully informed of all relevant information including medical, emotional, dietary including allergens, and behavioural to enable them to fulfil their duty of care.

12.3 Early discussion with all parties concerned including parents about what is needed will enable plans to be drawn up to meet these needs in most situations. These should enable the child/young person to take part safely and benefit from the visit.

12.4 Your Establishment Visits Policy should endorse these principles:

- A presumption of entitlement to participate.
- Accessibility through direct or realistic adaptation or modification.
- Integration through participation with peers.

12.5 It is unlawful to:

- Treat a disabled young person less favourably.
- Fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage **without justification**.

12.6 Expectations of staff must be reasonable, so that what is required of them (to include a given young person) is within their competence and is reasonable.

Refer to OEAP National Guidance documents **3.2e Inclusion**

13. Insurance

13.1 The Visit Leader must ensure, well before the group departs, that adequate insurance arrangements are in place. Insurance may be arranged through, for example, the LA, a travel firm or the organisation to be visited as well as direct with an insurance company. Be aware that provider insurance packages that may duplicate the school policy cover leading to unnecessary additional costs.

13.2 The Visit Leader should inform the parents of the scope of any insurance cover the school is to arrange. It is advisable to make copies of the insurance schedule available to parents as early as possible in the booking process.

13.3 Insurance policies are legal documents. They will impose conditions, limit the cover, and exclude certain people or activities. For any insurance enquiries please contact TWC Insurance Services on 01952 383739 or insuranceservices@telford.gov.uk. They can offer assistance on types of insurance necessary as well as providing full details of the Schools' Travel Insurance Scheme run by the authority. The following **are examples** of cover which may be appropriate to many types of school visit:

- public liability;
- personal accident cover for teachers, other adults and pupils;
- costs of medical treatment;
- specialised risk activities (often excluded from standard policies) and the costs of evacuation for medical reasons when abroad;
- damage to or loss of hired equipment (check the wording of the hire agreement);
- programmed and non-programmed activities;
- transport and accommodation expenses in case of emergency;
- compensation against cancellation or delay;
- compensation for loss of baggage and personal effects including money;
- legal assistance in the recovery of claims; or
- Failure or bankruptcy of the centre or travel company.

13.4 Additional arrangements may be necessary to obtain insurance cover for activities abroad and activities of a potentially hazardous nature. The party leader should scrutinise carefully the list of exclusions in the policy. If there is any doubt about the cover the provider of the insurance should be asked for clarification.

13.5 The Visit Leader must ascertain the details of the insurance held by the tour operator together with confirmation of their membership of ABTA/ATOL or the appropriate trade organisation.

13.6 Additional cover may be necessary for participants with certain known medical conditions. The party leader should check this with the insurance company before departure.

13.7 Cancellation/curtailment of the trip is usually covered by travel insurance. The reason for cancellation will determine whether a refund is available under the insurance policy. Limits will apply within a policy. It is important to understand terms and conditions in advance.

13.8 When hiring coaches etc. the party leader should check that the company used has appropriate insurance both in terms of motor vehicle insurance and public liability insurance.

13.9 The Visit Leader should check that the insurance policy for the school minibus is appropriate to the journey. Taking the school minibus abroad may require extra insurance.

13.10 The School/establishment must check that the drivers of the school minibus abroad are appropriately licensed for the countries to be visited or passed through en-route.

13.11 Where the transport arrangements for a particular visit or journey are to involve the use of privately owned motor vehicles the party leader must obtain confirmation from the vehicle owner that it is fully and appropriately insured, particularly in respect of passenger liability and for use on the school business which the vehicle is to be put on that occasion. (Note: Where a vehicle is insured in the name of a spouse or relation “business use” cover may not extend to the driver concerned – only the policy holder). If there is any doubt the owner concerned must check with his/her insurance company so that the required confirmation can be obtained. It is good practice for the school to request and retain a copy of the valid insurance certificate.

13.12 Telford and Wrekin Council Insurance Cover: Third Party Policy

The Council insures against its own legal liability for injury or damage that might arise as a result of negligence. The policy carried is known as a ‘third party liability policy’ or public liability insurance.

- The policy covers the Council for claims from third party persons (including from pupils and students), it extends to indemnify governors, employees and voluntary helpers carrying out the business of the Council.
- The policy does not cover liability arising from the use of mechanically propelled vehicles as this is more appropriately covered by motor vehicle insurance.
- Teachers on out of school activities are provided with some personal accident cover under Telford and Wrekin Schools' Travel Insurance Scheme if your school has opted to purchase this cover.

13.13 Insurance Cover NOT PROVIDED by Telford and Wrekin Council

Whilst not provided as a matter of course for schools/establishments, personal accident cover for pupils and staff is provided as part of Telford and Wrekin's Schools' Travel Insurance Scheme which schools can opt into, by means of an annual fee. This additional policy will cover all their off-site needs whether these be journeys or visits or other activities (including visits abroad). This insurance is a full travel insurance and details can be obtained from the Insurance Team, please contact insuranceservices@telford.gov.uk.

13.14 The taking out of additional insurance cover for pupils is a matter for schools themselves to determine **except** for trips abroad where fully comprehensive travel insurance - combined medical, journey, personal accident and public liability etc. insurance **must be** taken out.

13.15 Is there anything which may invalidate the council's insurance?

In relation to Telford and Wrekin's third party policy the Insurers will expect proper and reasonable arrangements to have been made for the visit. All risk assessments and other supporting documentation must be kept and retained in case required for a claim.

13.16 Not all schools buy into Telford and Wrekin's Insurance cover, you **must** check your own school's cover insurance arrangements. Deliberately ignoring the LA's advice given in this guidance or elsewhere may compromise the insurance cover arrangements.

Refer to OEAP National Guidance 4.4c **Insurance** for more details.

14. Finance

14.1 Local authorities, maintained schools and academies (including free schools, studio schools and University Technical Colleges) must take account of the law relating to charging for school activities, as set out in sections 449 to 462 of the Education Act 1996.

14.2 No charges may be made unless the governing body of the school or local authority has drawn up a charging policy giving details of the optional extras or board and lodging that they intend to charge for, and a remissions policy.

14.3 Schools and local authorities **must not** charge for:

- Education provided during school hours.
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Transport provided in connection with any educational visit of this type.
- Supply teachers to cover for teachers who are away from school on a visit.

- It should be noted that ‘part of the National Curriculum’ is not restricted to outdoor learning experiences that are specifically subject based but includes, for example, activities designed to fulfil requirements under the National Curriculum ‘inclusion statement’.

14.4 Schools and local authorities **may** charge for optional extras, which include:

- Education provided outside of school time that is not:
 - Part of the National Curriculum.
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
 - Part of religious education.
- Board and lodging for a pupil on a residential visit, except to parents in receipt of certain benefits (broadly equivalent to those that qualify children for Free School Meals).
- Extended day services offered to pupils (e.g. activity clubs).

14.5 The Visit Leader should ensure that parents have early written information about the costs of the visit, how much will come from school funds and how much each parent will be charged or asked to contribute. Parents should be given enough time to prepare financially for the visit. It will be useful to break the costs down into subheads such as travel, hostel/accommodation, meals etc. This is essential for residential visits in term time to show clearly the elements for which a charge may be made against those for which a voluntary contribution only may be sought.

14.6 The Headteacher/Manager should ensure that banking arrangements are in place to separate the visit’s receipts from other school funds and from private accounts.

14.7 The Headteacher/Manager or party leader should reach a pre-agreement with parents on whether any funds left surplus after the visit will be returned to the parents concerned or retained by the school to be used for another visit(s).

14.8 The Headteacher should obtain the parents’ agreement to meet the costs of an optional extra visit before the visit is planned in detail. Charging parents for an optional extra visit must not include an element of subsidy in respect of other pupils whose families do not meet the full charge.

14.9 Government guidance on charging for school activities is available at the following website. This includes details of the benefits which exempt parents from being charged for board and lodging <https://www.gov.uk/government/publications/charging-for-school-activities>

Please refer to OEAP National Guidance 3.2c **Charging for School Activities**

15. Key staff Contact details

Jo Barnett

Outdoor Education Adviser (OEAP Accredited)
Telford and Wrekin Council
Darby House 6th Floor Wing C, Lawn Central, Telford, TF3 4JA

Tel: 01952 382057

Mobile: 07973716547

Email: jo.barnett@telford.gov.uk or EdVisits@telford.gov.uk

Matthew Buckley

Resilience Team
Telford & Wrekin Council
Addenbrooke House, 2nd Floor, Ironmasters Way, Telford, TF3 4NT
Tel: 01952 381932
Mobile: 07528 979338
Email: matthew.buckley@telford.gov.uk

Donna Irish

Internal Health and Safety Advisor
Telford and Wrekin Council
Addenbrooke House 2nd Floor, Ironmasters Way, Telford, TF3 4NT
Tel: 01952 381817
Email: donna.irish@telford.gov.uk or HealthSafetyAdmin@telford.gov.uk

Angela Meakin

E Visits System Administrator
Telford and Wrekin Council
Arthog Outreach, Short Wood Centre, Limekiln Lane, Wellington, Telford, TF1 2JA
Tel: 01952 387378
Email: angela.meakin@telford.gov.uk or EdVisits@telford.gov.uk

Paul Meakin

Senior Insurance Officer
Telford and Wrekin Council
Darby House 5th Floor Wing A, Lawn Central, Telford, TF3 4JA
Tel: 01952 381817
Email: paul.meakin@telford.gov.uk or Insuranceservices@telford.gov.uk

Monica Floristean

Corporate Communications

Telford and Wrekin Council

Addenbrooke House 1st Floor, Ironmasters Way, Telford, TF3 4NT

Tel 01952 380344

Email: monica.floristean@telford.gov.uk or CorporateCommunications@telford.gov.uk

16. Educational Visit Forms (Appendices)

- **Form 16A:** Ed visit planning form matches the EVisits software.
- **Form 16B:** Checklist to plan their visit
- **Form 16C:** Risk Benefit Assessment to cover educational value, foreseeable risks and suitable and sufficient control to manage the risks identified. There may be a need to include personalised RBA for anyone for whom the visit may pose a specific and unique risk. Form C with notes gives an explanation on how to complete a Risk Benefit Assessment.
- **Form 16D:** External Provider Declaration
- **Form 16E:** Parental consent form for a specific school visit.
- **Form 16F:** Emergency contact information
- **Form 16G:** Formal agreement for the provision of pastoral support by Volunteer Supervisory Adults during Educational Visits
- **Form 16H:** Evaluation of Visit

E Visits Educational Visits Software – replaces Form 16A and required for visit notifications.

The E Visit system has been created by the Outdoor Education Advisers Panel. Telford & Wrekin Council have purchased the system to enable maintained schools, academies and other organisations to manage their education visits with an electronic system. **EVisits is the required system as it includes Visit Leader profiles, secures data and has clear reporting lines.** E Visits is provided as part of the SLA and accessed on request through:

EdVisits@telford.gov.uk

E Visit is an online system that works independently of any school or T&WC system. Telford & Wrekin Council, along with the Outdoor Education Adviser and Administrator are responsible for the day to day management of the system, backed up by technical support from the developers QES. It is GDPR compliant and certified.

All T&WC schools and other schools/organisation within the T&WC Educational Visits Service Level agreement have been added to the system. Once the Educational Visit Coordinator (EVC) and Establishment Administrator have been identified, and training has taken place the school/organisation will have the option to be made live on the system.

All visits are stored on the system and can be viewed by the EVC and Head Teacher at draft and completed stage. This is an audit tool to view all visits taking place in the establishment, which can be used by the school and the employer, including in the event of an emergency.

EVisits reduces the amount of paperwork associated with visits. Some documents will still be required depending on School's own policies and to provide further detail. The forms are included with this guidance in the Appendix and all queries to angela.meakin@telford.gov.uk



This form has been replaced by EVisits - only for use if Evisits is not available.

FORM 16A: APPLICATION FOR THE APPROVAL OF EDUCATIONAL VISITS.

This version is to assist with Visits and/or journeys that require enhanced planning and specific risk management including all visits that are residential, overseas or adventurous.

Name of School/Establishment: _____

Visit _____

Dates _____

Name of Visit Leader: _____

Contact Details (& on Visit) Tel: _____ Email: _____

Note to Visit Leaders: The Visit Leader complete all relevant sections of this form as part of their planning. The Visit Leader should liaise with their EVC and should have already received approval of the proposed visit in principle. When approval is given, a copy of this form should be retained by the Head Teacher. The Head Teacher should be informed of any subsequent changes in the planning, organisation and staffing.

Category 2a visits and/or journeys that require enhanced planning and event/ journey specific risk management [NOT residential, overseas or adventurous].

The Visit Leader complete EVisits and Forms 16C (and 16D if relevant) and submits to the EVC for process checking. On receipt of the Forms from the Visit Leader, the EVC must check that all required information is completed fully and submit to the Head Teacher/Manager for approval.

Category 2b visits and/or journeys that require enhanced planning and event/journey specific risk management including AND are residential, overseas or adventurous.

Visit Leaders complete EVisits and Form C (and D if relevant) to the EVC for process checking. On receipt of the Forms the EVC must check that all required information is completed fully and submit to the Head Teacher/Manager for approval. Where required, the Head Teacher should ensure that approval from the school governors is sought. Once the Head Teacher has approved the Visit, it is forwarded on to the Outdoor Education Adviser for process checking, approval and notification to TWC.

Duke of Edinburgh Award Expeditions: DofE training and assessed expeditions and practice walk are classed as Category 2b Visits. Forms 16A, 16C (and 16D and 16G, as relevant) and route information clearly marked on a map to be submitted to the Outdoor Education Adviser four working weeks before the departure date for process checking, approval and notification to TWC.

Exemption for TWC Outdoor Education Provision: As Arthog Wales, Arthog Outreach, Arthog Sky Reach High Ropes and Telford Snowboard and Ski Centre are owned and managed by Telford and Wrekin Council, and relevant sections of this form are included in their booking processes, no notification to the Outdoor Education Advisor is required but if on Evisits it will automatically be forwarded on to the Outdoor Education Adviser,

Submission to the Outdoor Education Adviser: Submission of Category 2b visits, including DofE Award expeditions, is required **four working weeks** before the departure date. Forms will be considered after this 4 week

period but a response cannot be guaranteed. Advice may also be sought well in advance if a visit and/or journey is particularly complex for any reason.

Please use this Form 16A and associated documents to assist your planning: EdVisits@telford.gov.uk

1. Why are you running this visit?

1a Overall purpose of visit:

1b Learning Outcomes:

2. Who is going?

2a Names, relevant experience, qualifications and specific responsibilities of adults accompanying the party as appropriate: (please add rows as required)

Name	Role on Visit Leader/Assistant/ Volunteer	Relevant Qualifications e.g. Outdoor Leadership	Relevant Experience (please be specific)	First Aid Course Level & Date gained

2b Size and composition of the group:

Age range: _____

Number of boys:Number of girls:

Total number of pupils:

Guidance Ratios for effective supervision - staff to children/young people

- Nursery: **1:2**
- Reception: **1:4** day
- School years 1 - 3, **1:6 day** (overnight's minimum **1:6**)
- School years 4 , **1:15** (overnight's minimum **1:10**)
- School Years 7 onwards **1:15** (overnight's minimum **1:10**)

Ratios met? YES ____ NO ____ Please include supervision details on Risk-Benefit Assessment

2b Numbers of pupils with special educational, disability or medical needs:

SEN: _____ Disability: _____ Medical: _____

I can confirm risk assessments have been completed to meet specific needs and attached? **YES** **NO**

Comment:

3 When are you going?

3a Dates and times of visit:

Date of Departure:

Time:

Date of Return:

Time:

3b Repeat Visit? If yes please list dates:

4 Where are you going

4a Address of place(s) to be visited

4b UK Overseas or Abroad? State Country _____

4c Please attach an itinerary

4d If a residential please complete details of accommodation and dates:

Date

Address

Contact number

4e Name, address and telephone number of the base contact who holds all information about the visit of journey in case of an emergency, and is competent to respond:

	Name	Tel	Mobile	Email
School day time				
If out of normal school hours, overnight or overseas please complete:				

Out of Hours 1 st Contact				
Out of Hours 2 nd Contact				

5. What are you planning to do?

5a Details of the programme of activities:

Cultural Activities:

Outdoor Adventurous Activities:

Field Studies:

Sports Activities:

Forest Schools:

Other:

I can confirm that there is an agreement that makes it clear what everyone is responsible for, which is especially important if the organisation or provider is taking over supervision of the young people.

I understand that my school/establishment is responsible for making sure required dietary, allergen, medical and behavioural information for both staff and young people are communicated as appropriate.

YES NO Comment:

5b Are you using a Tour Operator, an Activity Provider or Open Farm

Name:

Address:

Tel:

Email:

External Provider Essential Accreditation:

- Learning Outside the Classroom Quality Badge
- Adventure Activities Licence
- If neither of the above, attach a satisfactorily completed Form 16D External Provider Declaration

5c Describe knowledge of places to be visited (frequency and last date visited) and whether an exploratory visit is completed / planned? If not what methods have been used?

6. How are you travelling?

6a Transport arrangements: to include the name of transport company and emergency contact number(s). Please ensure registers are kept of which young person is on which vehicle.

7 Risk Management Plan

Your risk management plan must cover the significant hazards for this visit (things that are potentially life threatening, life changing or medical assistance).

7a Attach Risk Assessments (Form 16C) for all that apply:

- Travel arrangements including any breaks, delays or disruption
- Self-led activities
- Management of pupils when not in activities and/or self-led activities
- Young people and/or staff with dietary, allergens, medical or behavioural needs
- General visit management and emergency arrangements

I understand that these are the responsibility of, and should be completed by, the Visit Leader. All staff on the visit must be familiar with the risk assessments and any controls/actions required.

7b First Aid:

I can confirm that access to sufficient and qualified first aid provision, suitable to the needs of the party, is available throughout the visit including when on activities, during downtime and when travelling.

YES - Please describe arrangements:

NO - You must refer to your EVC

7c Information of parental consent:

I can confirm that all parental consent forms duly completed and signed have been received/will be received by (date): (Must be prior to visit start).

8a Educational Visits Coordinator (EVC) approval:

'I can confirm that the Visit Leader has liaised with me over the planning and organisation of this visit. I can confirm that the arrangements have been made in accordance with the requirements of the LA's 'Guidelines for Educational Visits and Journeys'.

Full name of EVC: _____

Signed: _____

Date: _____

8b Head Teacher / Senior Manager approval:

'I have studied this application form and am satisfied with all aspects planning, organisation and staffing of this educational visit. Approval is hereby given':

Full name of Headteacher / Line Manager: _____

Signed: _____

Date: _____

8c Governing Body approval:

Does Governing Body approval need to be given for this visit?

YES: Date of Governing Body meeting):

NO:

Comment:

Submission to the Outdoor Education Adviser: Evisits Submission of Category 2b visits, including DofE Award expeditions, is required **four working weeks** before the departure date. Evisit submissions will be considered after this 4 week period but a response cannot be guaranteed. Advice may also be sought well in advance if a visit and/or journey is particularly complex for any reason.

[eVisit \(e-visit.co.uk\)](http://eVisit(e-visit.co.uk))

For additional advice and support please contact:

Jo Barnett

Outdoor Education Advisor

Telford and Wrekin Council, Darby House 6th Floor Wing C, Lawn Central, Telford, TF3 4JA

Office Tel: 01952 382057 Mobile 07973 716547

jo.barnett@telford.gov.uk or EdVisits@telford.gov.uk

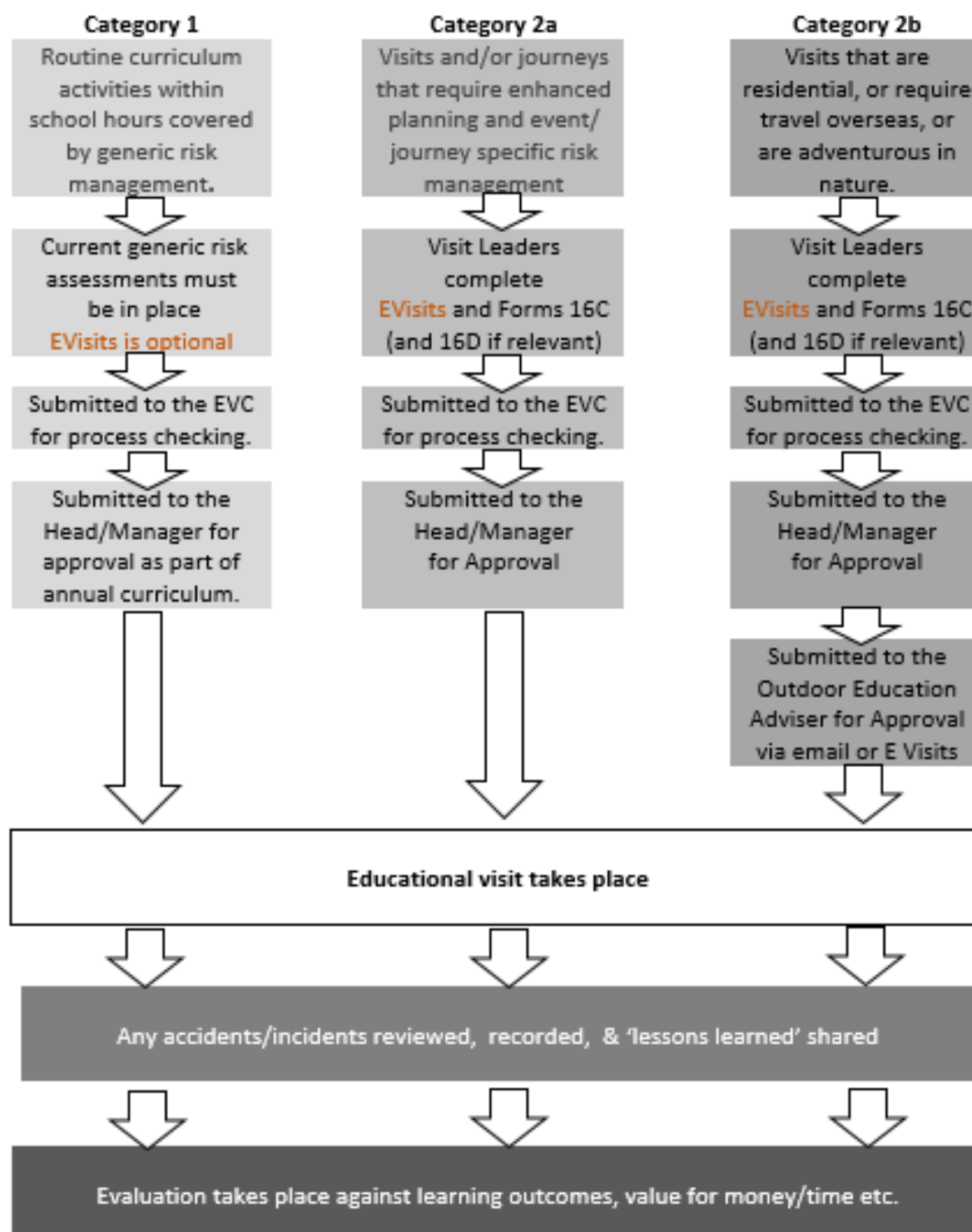
For Evisits assistance please contact:

Angela Meakin

Office Tel: 019523 387378

Angela.meakin@telford.gov.uk or EdVisits@telford.gov.uk

Notification of Educational Visits Summary



EVisits follows the above notification process and is a version of the Form 16A and allows for the attachments of visit specific information and forms, which is then archived after the visit.



Telford & Wrekin
COUNCIL

16B: PLANNING CHECKLIST

Name of Visit:

Dates:

	Task	Done
1	Read Telford and Wrekin 'Policy & Guidance for Educational Visits and Journeys'.	
3	Prepare an outline plan before making financial commitments. Liaise with School's EVC about the proposed visit and obtain the Head Teacher's provisional approval.	
4	Make a preliminary visit where possible	
6	Check accreditations of providers e.g. LOTC Badge, Adventure Activities License, Schools Travel Forum – see 'Know Your Badges' handout	
7	Establish health and disability needs of participants	
8	Identify steps taken to include pupils with disabilities	
9	Complete the risk assessment	
10	Make first aid arrangements	
11	Plan travel arrangements. (Check for additional requirements for visits abroad)	
12	Financial planning (including charge for visit and contingency fund)	
13	Make staffing arrangements	
14	Check insurance cover	
15	Make emergency arrangements and contingency plans	
16	Pass detailed plans, including documented risk assessment(s) to EVC for process checking,	
17	Present detailed plans including documented risk assessment(s) to Headteacher and / or Governing Body where appropriate for final approval.	
	If Category 2b Visit, use EVisits to submit completed documentation to T&WC Outdoor Education Adviser for approval	
18	Approval received	
19	Communicate with parents (a parents' meeting is advised for residential visits and visits involving high risk areas or activities) and obtain consent.	
21	Arrange group passports and visas (visits abroad)	
22	Prepare pupils (including identification arrangements)	
23	Accident / Incident reporting – and update risk assessment if appropriate	
24	Evaluation (See Form 16H as an example)	

Completed by:



Telford & Wrekin
COUNCIL

Form 16C

Risk Assessment of (task/ area)

Carried out by:

Benefits: - Why do we do this?

Date:

Review date:

Specialist assessment needed**:

What are the hazards?

Who might be harmed and how?

Risk rating*
L,M or H
Before

Action/Controls
What are we already doing?

Risk rating*
L,M or H
After

Review section
What further action is necessary?

By whom?
By when?

Done

Risk rating system - Probability score x Severity score = Risk Rating total

SEVERITY			PROBABILITY	
outcome	example	score	outcome	score
MINOR	Bruising, minor cuts, mild irritation to skin or eyes	1	Unlikely (e.g. no previous history)	1
SERIOUS	Loss of consciousness , burns, broken bones, injury or condition resulting in 3 or more days absence	2	Possible (e.g. similar incidents have happened in the past)	2
MAJOR	Permanent disability , major notifiable injury or disease	3	Probable (e.g. same situations have happened in the past)	3
FATAL	DEATH	5	Highly probable (e.g. has occurred recently here or in another organisation)	5

Risk rating total
 1-4 low risk
 5-10 medium risk
 15-25 high risk

SEVERITY	PROBABILITY				
	FATAL	Medium	Medium	Visit Leader Signature:	
	MAJOR	Low	Medium		
	SERIOUS	Low	Low		
	MINOR	Low	Low	Low	Medium
		Unlikely	Possible	Probable	Highly probable

****Specialist assessments will be need for:** fire, hazardous substances, significant manual handling tasks, computer workstation users (DSE), nursing or expectant mothers, working at height, noise and use of personal protective equipment

Specific Risk Assessment e. g. venue, activity or part of activity, individual...

To supplement the Risk Benefit Assessment



Date(s):

Visit Leader:

Activity/activities:

Venue:

Significant hazards/harm/risk	Safety measures: <i>Measures that are in place and/or will be taken to reduce the risk to a tolerable level</i> <i>What are the measures arranged to reduce the risk?</i>	Member of Staff / Adult responsible

Signature(s) of staff who have been involved:

- 1.
- 2.
- 3.

Your Notes:

See Form 16C with notes for help with completing your risk assessment, this includes suggestions for control measures.





National
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PROVIDER STATEMENT

Notes for the Visit Leader

- You should complete Part 1 and then send the form to the provider for completion.
- You should not send this form to a provider that holds a valid Learning Outside the Classroom Quality Badge, unless you require confirmation of the questions in Section A. Details of the badge and its holders can be found at lotqualitybadge.org.uk.
- If you need advice on the interpretation of information given by the provider on this form, you should contact your establishment's Educational Visits Coordinator (EVC).

Notes for the Provider

- Thank you for completing this form. It is designed to help the Visit Leader confirm that you meet required standards.
- Please complete Part 2 and return it to the Visit Leader at the establishment named below.
- You can find out about the guidance that establishments and Visit Leaders should follow at oeapng.info – see especially document 4.4h "Using External Providers and Facilities".

PART 1: To be completed by the Visit Leader

Name & address of establishment (school/service)	
Email	
Name of Visit Leader	
Name of provider	
Proposed date(s) of visit	

PART 2: To be completed by the provider

Please consider the following questions and respond with YES, NO or N/A, or give the specific information required. If you wish to provide additional information, please add * to your response, and give the information in the space provided at the foot of the form.

If you hold a valid Learning Outside the Classroom (LOtC) Quality Badge, you need complete only Section A and the Confirmation.

SECTION A To be completed for all types of visit	
1. Learning Outside the Classroom Quality Badge	
1.1	Do you hold a valid Learning Outside the Classroom Quality Badge?
2. Data Protection	
2.1	Do you comply with the Data Protection Act 2018 and GDPR?
2.2	Do you have a privacy policy that explains how any personal data the establishment shares with you will be shared, used, stored, secured and eventually deleted or returned?
2.3	Do you undertake to ensure that no images of participants are taken or used for marketing purposes, or published in any way, without the specific written consent of the establishment and of the participants (or their parents if the participants are under 18)?
3. Waivers / Disclaimers	
3.1	Do you guarantee that the establishment, the participants or their parents will not be required to agree any waiver or disclaimer which seeks to limit your liability for death or personal injury resulting from your negligence?

SECTION B To be completed for all types of visit	
4. Insurance	
4.1	Do you hold public liability insurance which will be current during the proposed visit and which covers all directly provided and sub-contracted activity?
4.2	If Yes, what is its indemnity limit? £ M
5. Health, Safety and Emergency Policies	
5.1	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?
5.2	Do you have procedures for accidents & emergencies, and for reporting incidents and accidents?
6. Vehicles	
6.1	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 regulations on passenger seats and seat restraints?
7. Staffing	
7.1	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?
7.2	Are there regular opportunities for liaison between your staff and establishment staff?
7.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?

8. Accommodation		
8.1	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	
8.2	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available?	
8.3	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	
8.4	Are separate male and female sleeping accommodation and washing facilities provided?	
8.5	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	
9. Sub-contracting		
9.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	
9.2	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	

SECTION C		
To be completed if the visit includes activities or field studies		
10. Adventure Activities Licensing Authority (AALA) Licence		
to be completed if any activities are within the scope of the licensing regulations		
10.1	AALA Reference number Date of expiry	
10.2	Does the Licence held cover all planned activities, which are in the scope of AALA licensing?	
11. Activity Management		
to be completed about all activities		
11.1	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?	
11.2	Do you maintain a written code of practice for activities, which is consistent with any relevant National Governing Body (NGB) (or equivalent organisation) guidelines and, if overseas, the relevant regulations of the country concerned?	
11.3	Do you confirm staff competence by appropriate AALA-recognised qualifications for any adventure activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	
11.4	Where there is no NGB or equivalent organisation for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice?	
11.5	Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?	
11.6	Do you make clear your expectations of how responsibilities for the supervision and welfare of participants are shared between your staff and visiting staff?	
11.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?	

SECTION D To be completed by Tour Operators	
12. Tour Operators	
12.1	Do you comply with the Package Holidays and Package Tours Regulations 1992, the Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001 and the Package Travel and Linked Travel Arrangements Regulations 2018 including bonding to safeguard customers' monies?
12.2	Details of bonding (ATOL, ABTA, etc.)

SECTION E To be completed if the visit includes an overseas expedition as defined at oeapng.info/downloads/download-info/7q-overseas-expeditions	
13. Overseas Expeditions	
13.1	Do you comply with British Standard BS8848:2014?

SECTION F – ACCREDITATION	
14. Details of any accreditations held by the Provider	

PROVIDER CONFIRMATION			
I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might affect the safety and wellbeing of user groups.			
Signed		Date	
Name		Position	
Name of Provider			
Address of Provider			
Telephone		Website	
Email			
Additional information			

16E: PARENTAL CONSENT FORM FOR A SPECIFIC SCHOOL VISIT

Form to be included with the detailed information for individual visits sent to parents.

Name of School/Youth Group: _____

1. Details of Visit to: _____

From: _____ Date/Time: _____ To: _____ Date/Time: _____

I agree to _____ (name of child) taking part in this visit and have read the information sheet. I agree to their participation in the activities described. I acknowledge the need for my child to behave responsibly.

2. Medical Information about your child:

- a. Is your child affected by any illnesses or disabilities relevant to this visit? YES/NO
If YES details:

- b. Is your child currently taking any medication? YES/NO
If YES details:

- c. Is your child currently receiving medical treatment? YES/ NO
If YES details:

- d. What type of pain relief medication may your child be given if necessary?

- e. Is your child allergic to anything? YES/NO
If YES, details (severity, treatment etc.):

- f. Please outline any special dietary or other requirements of your child:

Please turn over

g. Date of last anti-tetanus injection? _____

h. I will inform the Party Leader/Headteacher as soon as possible of any changes in my child's medical or other circumstances between now and the commencement of the journey.

For activities that include swimming, is your child:

- | | |
|---------------------------------------|--------|
| • Able to swim 50m? | YES/NO |
| • Water confident in a swimming pool? | YES/NO |
| • Confident in the sea or open water? | YES/NO |
| • Safety conscious in water? | YES/NO |

3. Declaration

I agree to my child receiving medication as I have instructed. I authorise the leaders and first aiders on this visit to give permission for my child to receive any emergency dental, medical or surgical treatment, including the administration of anaesthetic as considered necessary by the medical authorities present if this should occur at a time when my consent to the particular treatment cannot otherwise reasonably be obtained.

Note: If there are some medical treatments you will not consent to please ensure that you tell the party leader about these and attach details to this form.

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

If my child is taking part in outdoor education I acknowledge the residual risk inherent in adventurous activities.

Signed: _____ Date: _____

Full name (capitals): _____

Contact telephone numbers:

Mobile: _____

Work: _____ Home: _____

Home address: _____

Alternative emergency contact:

Name: _____ Telephone number: _____

Address: _____

GP's / Consultants name: _____ Telephone number: _____

Address _____

This form or a copy must be taken by the party leader on the visit. A copy should be retained by the school home base emergency contact.

16F: EMERGENCY CONTACT INFORMATION

To be completed before the visit. Copies to be held by the Visit Leader and school home base contact along with the emergency contact list for everyone in the party.

1. School/Establishment: _____
2. Name of Visit Leader: _____
3. Party leader Phone Nos: _____
4. Visit departure date: _____
5. Return information: Date: _____ Time: _____ Location: _____
6. Party: Total Number: _____ Adults: _____ Party Members: _____
7. Emergency contact information:
 - a. During school hours:

Headteacher: _____ Tel: _____

Deputy/other: _____ Tel: _____
 - b. Out of school hours:

Headteacher: _____ Tel: _____

Deputy/other: _____ Tel: _____
 - c. Travel Company:

Name/Address: _____ Tel: _____ email: _____

Company Travel Rep: Name: _____ Tel: _____ email: _____

Insurance / Emergency Assistance: _____ Tel: _____ email: _____

Hotel: _____

Address: _____

Tel: _____ e-mail: _____

Hotel contact (e.g. Rep/Manager): _____
 - d. Other emergency numbers:

(e.g. telephone tree)

16G: Formal agreement for the provision of pastoral support by Volunteer Supervisory Adults during Educational Visits

The Visit Leader will:

- Allocate supervisory responsibility for named pupils
- Ensure pupils know which Supervisory adult is responsible for them
- Ensure that the Supervisory adults are aware of the expected standards of behaviour
- Fully brief the Supervisory adults regarding all the specific special educational, medical or disability needs of the pupils in the party, including any necessary information to ensure safety
- Accompany any pupils who require medical treatment to hospital
- Contact parents/carers of children, when necessary
- Will retain overall responsibility for the welfare of the children at all times.

Supervisory Adults other than Teachers will:

- Follow the instructions of the Party Leader and the school staff and help with control and discipline
- Ensure the health, welfare and safety of the children
- Not be left in sole charge of the children
- Inform the Party Leader or School staff if concerned about the health, welfare or safety of pupils at any time during the visit.
- Inform the Visit Leader of any relevant dietary, allergen, medical or other matters prior to the visit taking place.

Signed: _____ Date: _____

Name: _____

Head Teacher / Senior Manager of _____

Signed: _____ Date: _____

Volunteer Adult Supervisor Name: _____

16H: EVALUATION OF VISIT

To be completed by the Visit Leader on return from the visit(s) and retained for future reference. To include also record of incidents / near misses and accidents.

1. School/Establishment:	
Party Leader:	
Date of Visit:	
Purpose of Visit and activities undertaken:	
Venue / Location:	
Commercial Provider:	

2. Provider	Rating out of 10	Comment
a) Pre-Visit/information and support from provider		
b) Travel arrangements		
c) Content of programme provided		
d) Quality of instruction		
e) Equipment provided		
f) Sustainability of environment		
g) Accommodation		
h) Food		
i) Courier / Representative		
j) Value for money		
K) Other		

3. Record of Incident/accident:

4. Other comments and evaluation including 'close calls and near misses' not involving injury or damage:

5. All accidents should be recorded on the appropriate report form and reported as required by School / Establishment Health and Safety Policy.

This review should be used to review and update the visit Risk-Benefit Assessment.

Name of Visit Leader: _____

Signed: _____ Date: _____

Name of EVC: _____

Signed: _____ Date: _____

Name of Headteacher / Line Manager: _____

Signed: _____ Date: _____