This guidance document has been produced in conjunction with the Outdoor Education Adviser Panel’s ‘National Guidance’ document which can be accessed via the following Web link.

www.oeapng.info

It is also available electronically from the EVOLVE site.

In order to access a wide range of supporting materials via the hyperlinks, it is recommended that this guidance document be accessed electronically.
Contents

1 Introduction 1
2 Responsibilities 1
3 Scope and Remit 2
4 Approval of Activities and Visits 3
5 Role of the Educational Visits Coordinator 3
6 Staffing and Supervision 4
7 Competence to Lead 5
8 Requirement to Ensure Effective Supervision 7
9 Vetting and DBS 8
10 Planning 8
11 Preliminary Visits and Provider Assurances 10
12 Risk Management 10
13 Emergency Planning and Critical Incident Support 11
14 First Aid 12
15 Inclusion 13
16 Transport 13
17 Private Cars 14
18 Minibuses 14
19 Charging for off-site activities and visits 15
20 Insurance for off-site activities and visits 15
21 Definition of an adventurous activity 16
22 Adventure Activities Licensing Regulations 18
23 Using an External Provider 18
24 Monitoring 20
25 Appendices

Appendix 1 – Visit Approval Flowchart 21
Appendix 2 – Competency Assessment 22
Appendix 3 – Planning Checklist 24
Appendix 4 – Educational Visits Checklist 27
Appendix 5 - Appendix 5– Parental Consent Form Template 31
<table>
<thead>
<tr>
<th>Appendix 6</th>
<th>Personal Information and Consent form</th>
<th>33</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix 7</td>
<td>Nominal roll</td>
<td>39</td>
</tr>
<tr>
<td>Appendix 8</td>
<td>Preliminary Visit Form</td>
<td>41</td>
</tr>
<tr>
<td>Appendix 9</td>
<td>Event Specific Risk Assessment</td>
<td>45</td>
</tr>
<tr>
<td>Appendix 10</td>
<td>Emergency Card (Leader)</td>
<td>47</td>
</tr>
<tr>
<td>Appendix 11</td>
<td>Emergency card (Establishment)</td>
<td>48</td>
</tr>
<tr>
<td>Appendix 12</td>
<td>Administration of Medicines Record Sheet</td>
<td>49</td>
</tr>
<tr>
<td>Appendix 13</td>
<td>Statement of Insurance</td>
<td>50</td>
</tr>
<tr>
<td>Appendix 14</td>
<td>Independent Provider’s Form</td>
<td>51</td>
</tr>
</tbody>
</table>
1. Introduction

Schools and other services of Luton Borough Council organise a wide variety of off-site educational activities in many environments for their pupils and young people, locally and further afield, in this country and abroad.

Educational visits bring the curriculum alive and have huge benefits in encouraging and consolidating the learning process. First-hand experience of this type enables participants to recognise their potential, contribute to being part of a team and provides an appreciation of the need to sustain our natural environment for the future.

This document provides concise and supportive guidance for the planning and management of off-site visits and related activities.

The Local Authority commission Active Luton to oversee, approve and monitor Educational visits in Luton using the web-based system ‘EVOLVE’. All staff that lead or accompany visits can access their own EVOLVE account, which is set up by their establishment’s Educational Visits Coordinator (EVC). As well as being an efficient tool for planning and approving visits, EVOLVE also contains a variety of features including downloadable resources and information, staff records and visit history etc.

EVOLVE: www.lutonvisits.org.uk

In order to be concise, hyperlinks are used throughout this document. All documents are also available on EVOLVE.

2. Responsibilities

It is a legal expectation that employees must work within the requirements of their employer’s guidance; therefore Luton Borough Council employees e.g. community schools, community special schools, voluntary controlled schools, maintained nursery schools, pupil referral units, and statutory youth groups must adhere to this policy document.

For academies, foundation schools, and voluntary aided schools, the employer is usually the governing body or proprietor. Although welcome to do so, these establishments are not obliged to use the guidance of the Local Authority. If however they choose to opt into Luton Borough Council’s guidance, systems and processes for supporting and monitoring Educational Visits, they should produce a policy statement that makes this clear.

If not using this guidance, establishments are advised to ensure that the systems in place are equally as robust as those of the Local Authority.

All persons involved in a visit have a specific responsibility which they should be clear about prior to the visit taking place, see checklists below:
Refer to OEAP Checklists:  
- Visit Leader  
- EVC  
- Head/Teacher  
- Parent/Guardian  
- Management/Governor

Refer to National Guidance:  
- Good Practice Basics

3. Scope and Remit

In line with the National guidance, this policy document applies to employees whose work involves any one of the following:

- direct supervision of young people undertaking experiences beyond the boundary of their normal operational base;
- direct supervision of young people undertaking experiences that fall within the remit of Educational Visits and Learning Outside the Classroom (LOtC);
- facilitating experiences for young people undertaking experiences beyond the boundary of their normal operational base;
- deploying staff who will supervise or facilitate experiences of or for young people undertaking experiences beyond the boundary of their normal operational base.

This applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

For a more expansive explanation of legal expectations, all users of the guidance are strongly recommended to read the OEAP Guidance document: Underpinning Legal Framework

4. Approval of Activities and Visits

Approval is delegated to the Head of Establishment for all visits, except the following:

- residential /overnight stay;
- involving an adventurous activity led by either establishment staff or an external provider;
- overseas.

Establishments must seek approval from Luton Borough Council via EVOLVE for all visits that include any of the above.
In approving visits the Head of Establishment and EVC should ensure that the visit leader has been appropriately inducted / trained, and is competent to lead the visit.

Refer to LA Document:  Appendix 1 – Visit Approval Flowchart

**5. Role of the Educational Visits Coordinator**

To help fulfil its health and safety obligations for visits, establishments must appoint an Educational Visits Coordinator (EVC) who will support the Head of Establishment (in small establishments it is likely that the EVC will also be the Headteacher or Manager).

The EVC should:

- be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the establishment. Commonly, but not exclusively, such competence will be identified in a person on the senior management of the establishment;

- attend training and update training, as required by Luton Borough Council;

- should support the head of establishment in ensuring that competent staff are assigned to lead and accompany visits;

- support the head with approval and other decisions;

- ensure that a policy is in place for educational and off-site visits, and that this is updated as necessary, and readily available to staff, e.g. via EVOLVE.

Refer to National Guidance:  **EVC Responsibilities**

**6. Staffing and Supervision**

Visit leaders have overall responsibility for the supervision and conduct of the visit. You must consider that:

- all supervisors must be competent to undertake their specific responsibilities during a visit.

- no adult should accompany the group except as a designated supervisor with identified responsibilities. It is strongly advised that the inclusion of young people who are not on the establishment’s roll (e.g. younger or older siblings or the children of accompanying adults) must be discouraged for the following reasons:
  
  o a specific visit for a particular age group may not be suitable for
these young people;
  o lines of responsibility can become blurred when parents have their own children on a visit;
  o the issue of divided loyalties can arise in an emergency or critical incident;
  o the insurance cover may not extend to unofficial members of the group.

- it is not expected that visit leaders will formally assess the competence of parents who act as supervisors on occasional day visits, though careful deployment of these would be needed. Best practice would be to pair them with another supervisor whose competence has been formally assessed.

- all supervisors must be aware of their responsibilities for the safety of the young people in their care at all times. They should have a reasonable prior knowledge of the young people, including any special needs, medical needs or disabilities. This is especially important for residential visits when all young people, their parents and all supervisors should meet prior to the visit taking place. All supervisors should carry a list of the young people in their group at all times.

  - **each group must have sufficient “additional” supervisors to cover emergency or unforeseen circumstances, particularly with regard to residential visits, visits abroad and visits involving adventure activities.**

  - each young person must know which supervisor is responsible for him/her or his/her group.

  - coach drivers and staff in museums, activity centres and at other destinations cannot be included in supervisory ratios. A supervisor or other employee of Luton Borough Council always holds the “duty of care” and it can only be discharged to another person in particular circumstances and in relation to medical care.

  - where adventure activities are to take place during a day visit, it is good practice to increase the ratios above the minimum requirement.

  - where possible, even on day trips, mixed gender groups should have male and female supervisors. Where this is not possible, the implications need to be carefully considered.

  - each group should have the means to contact the Visit Leader or other supervisors if needing help.

  - each supervisor must have a clear plan of the activity to be undertaken.

  - all group members must be aware of the Event Specific Risk Assessment (ESRA) and its contents.
supervisors should be competent to exercise appropriate control of the group and ensure that young people abide by the agreed standards of behaviour.

all groups must have appropriate access to First Aid.

staff who are assigned to support the special needs of an individual, cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

Refer to National Guidance:  **Ratios and Effective Supervision**

### 7. Competence to Lead

The competence of the visit leader is the single most important contributory factor in the safety of participants.

To be deemed competent, Luton Borough Council Visit Leaders, or Assistant Leaders 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 National Guidance sets a clear standard to which Luton Borough Council’s Visit Leaders must work. The guidance states:

*“a competent Visit /Activity Leader (or an Assistant Leader where they may take sole responsibility for a sub-group) requires:***

- **Knowledge and understanding of their employer’s guidance supported by establishment-led training.** It is good practice for employers to provide formal and accredited training to support their guidance e.g. EVC Training, Visit Leader Training and such training may be a requirement prescribed by some employers.
- **Knowledge and understanding of establishment procedures supported by a structured induction process specified by the establishment.**
- **Knowledge and understanding of the group, the staff, the activity and the venue.**
- **Appropriate experience.**
- **In some circumstances (e.g. first aid, adventurous activities) a formally accredited qualification.”**

Staff participating in off-site activities and visits must be aware of the extent of their duty of care and should only be given such responsibilities as are 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. Establishments should view the original documents and certificates when verifying leader’s qualifications, and not rely on photocopies.
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 made aware of the potential for their relationship to compromise the Visit Leader’s plans for group management. The Visit Leader should directly address this issue as part of the Risk-Benefit assessment.

The EVC and/or Head of Establishment when assessing the competence of a member of staff to lead a visit must therefore consider the following:

- What experience has the leader in leading or accompanying similar or other visits? (Check visit history on EVOLVE)
- Is the leader competent in planning and managing visits?
- What are the leader’s reasons for undertaking the visit?
- Is the leader an employee of the local authority?
- Does the leader have the ability to manage the pastoral welfare of participants?
- Does the leader exhibit sound decision making abilities?
- What experience has the leader of the participants he/she intends to supervise?
- What experience has the leader of the environment and geographical area chosen?
- Does the leader possess appropriate qualifications?
- If appropriate, what is the leader’s personal level of skill in the activity, and fitness levels?
- If leading adventurous activities has the leader been ‘approved’ by the LA?
- Is the leader aware of all relevant guidelines and able to act on these?
- Is the leader able to demonstrate personal involvement in an activity and therefore possible competencies via an up to date National Governing Body (NGB) log book

Experience of areas:

Consideration should be given to the number of visits within stated time scales. Four visits in four years to a certain area isn’t four years’ experience, but four days.
8. Requirement to Ensure Effective Supervision

In general terms, the Law does not prescribe activity-specific staffing ratios; but it does require that the level of supervision and group management is “effective”.

Effective supervision should be determined by proper consideration of:
- age (including the developmental age) of the group;
- gender issues;
- ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics etc);
- nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions;
- staff competence.

However, as an exception to the above, Ofsted and DfE guidance prescribe ratios for Early Years which must be adhered to.

9. Vetting and DBS Checks

All paid staff and volunteers supporting educational visits should be recruited in line with the school’s own Recruitment and Selection policy in accordance with government guidance ‘Safeguarding Children and Safer Recruitment in Education’ (revised 2013).

Staff and volunteers who work *frequently* or *intensively* with, or have *regular access* to young people or vulnerable adults, must undergo an enhanced DBS check as part of their recruitment process.

For the purposes of this guidance:
- *frequently* is defined as "once a week or more";
- *intensively* is defined as 4 days or more in a month or overnight.

However, it must be clearly understood that a DBS check (or other vetting procedure) in itself, is no guarantee as to the suitability of an adult to work with any given group of young or vulnerable people.

The placement of an adult within a situation of professional trust (where young people could be vulnerable to physical or mental exploitation or grooming)
should always be on the understanding that an overview based on a common sense risk-benefit assessment process has been considered.

Refer to National Guidance: Vetting and DBS Checks

10. Planning

Planning should reflect the consideration of legal and good practice requirements, ensuring:

- the plan is based on establishment procedures and National Guidance;
- all staff (including any adult volunteer helpers) and the young people to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process;
- those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained;
- proportionate assurances have been obtained from any providers (making full use of national schemes that accredit assurances already obtained by credible inspection regimes);
- designated emergency contact(s) have been identified that will work on a 24/7 basis where required;
- all details of the activity provision are accessible to the emergency contact throughout the period of the activity.

It is strongly recommended that at a very early stage of the planning process, the provisional staffing team hold a group discussion in order to identify the benefits and learning outcomes that the activity (or range of activities) might achieve. Rigorous evaluation of these outcomes is essential and therefore should be prioritised and appropriately targeted. A record of these outcomes will help keep the plan focused and also be a vital part of the risk management process in providing some objectivity in a "Risk Benefit Analysis". Once the targeted outcomes have been recorded, it will then be possible to identify appropriate on-going review and evaluation strategies, including indicators.

To reduce bureaucracy and encourage activity, establishments need to take account of the legalities regarding a requirement for formal consent. When an activity is part of a planned curriculum in normal curriculum time and no parental contributions are requested, then a formal consent is not necessary. However, in the interests of good relations between the establishment and the home, it is good practice to ensure that those in a position of parental responsibility are fully informed.

This supports the move towards developing activity-specific policies at establishment level for regular or routine activities. Such policies should be robust and equate to "operational guidance" that makes it clear how the activity should be planned and delivered, meeting all necessary recommendations and requirements, as well as assuring educational quality.

The degree of complexity of a particular plan or policy (along with its supporting procedures) will need to reflect the nature and complexity of
several variables that can impact on any given activity. These variables can be remembered as “SAGED” as explained below.

- **Staffing requirements** – trained? experienced? competent? ratios?
- **Activity characteristics** – specialist? insurance issues? licensable?
- **Group characteristics** – prior experience? ability? behaviour? special and medical needs?
- **Environmental conditions** – like last time? Impact of weather? Water levels?
- **Distance from support mechanisms** in place at the home base – transport? Residential?

Activities that require detailed planning that reflects more complex student needs, leader competencies

Activities that require detailed planning that reflects more complex student needs, leader competencies

Visit planning must include consideration of the question: ‘What are the really important things that we need to do to keep us safe?’ It should focus on those issues that are individual to the specific event, taking into account the needs of the group (including special and medical needs), the experience and competency of the staff team, and the leader in the context of the event.

Alternative arrangements (a ‘Plan B’) should be included within the planning process where appropriate, for example, where weather conditions or water levels might be critical, or where an overcrowded venue might necessitate an alternative option.

Refer to National Guidance:  **Good Practice Basics**
11. Preliminary Visits and Provider Assurances

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. Establishment policy should clarify the circumstances where a preliminary visit is a requirement.

It is good practice for Visit Leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available.

Examples of such schemes include:

- The LOtC Quality Badge;
- AALA licensing;
- Adventuremark;
- NGB centre approval schemes (applicable where the provision is a single, specialist activity).

Refer to National Guidance: Preliminary Visits and Provider Assurances

12. Risk Management

As an employer, Luton Borough Council has a legal duty to ensure that risks are managed - requiring them to be reduced to an “acceptable” or “tolerable” level - and not to eliminate risks, as would be a reasonable expectation when risk assessing a piece of machinery, work shop or manufacturing process. This requires that proportional (suitable and sufficient) risk management systems are in place, requiring Luton Borough Council to provide such support, training and resources to its employees as is necessary to implement this policy.

The risk management of an activity should be informed by the benefits to be gained from participating. Luton Borough Council strongly recommends a “Risk-Benefit Assessment” approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained through participating
provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is “acceptable”. HSE endorse this approach 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. There is no legal or Luton Borough Council requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual, or harm several people. However, Luton Borough Council EVC Training ensures that establishments are supplied with an electronic portfolio of exemplar generic risk-benefit assessments, as well as a template for an Event Specific Risk Assessment (ESRA). These risk management materials can also be accessed through the resources section of EVOLVE.

It is strongly recommended that establishments adopt and then adapt these materials as required to ease the burden of bureaucracy that might otherwise discourage leaders from making full use of LOtC learning opportunities.

Refer to National Guidance:  Risk Management
Refer to LA Document:    Appendix 9 - Event Specific Risk Assessment

13. **Emergency Planning and Critical Incident Support**

A critical incident is an incident where any member of a group undertaking an off-site activity has:

- either suffered a life threatening injury or fatality;
- is at serious risk;
- has gone missing for a significant and unacceptable period.

As an employer, Luton Borough Council is committed to providing emergency planning procedures to support establishments in the event of a critical incident.

To activate support from Luton Borough Council, the following 24 hour telephone number should be used:

**0300 300 8098**

Ask for the Luton Borough Council, Duty Emergency Planning Officer (DEPO).

Visit Leaders are required to carry the Emergency Card (Leader), with them for the duration of the visit. It is also good practice for the assistant leader to carry an emergency card also.

The designated Establishment Contact is required to carry the Emergency Card (Establishment), with them for the duration of the visit.
14. First Aid

The Health & Safety (First Aid) regulations 1981 state: “An employer shall provide or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to their employees if they are injured or become ill at work”.

This same principle should be applied to the children and young people in the care of an establishment. The provision of first aid during off-site visits and activities should therefore be considered as part of the risk-benefit assessment and planning process.

Establishments should already have in place a risk assessment which determines their first aid provision on site. Off-site provision should simply be an extension of this. The determination of the appropriate requirements should take into account:

- The nature of the activity;
- The nature of the group;
- The likely injuries associated with the activity;
- The extent to which the group will be isolated from the support of the emergency services (both in terms of distance and response time).

Qualified first-aiders may not be necessary for all off-site activities and visits. However, a basic level of first aid support must be available at all times. This will require that one or more of the staff leading the activity be appointed for first aid who:

- Has a working knowledge of simple first aid and is competent to use the first aid materials carried with the group;
- Knows how to, and is able to access, qualified first aid support.

For children in the Early Years Foundation Stage (EYFS), there is a statutory requirement that at least one person who has a current paediatric first aid certificate must accompany children on outings.

It is a legal requirement that all public service vehicles, including minibuses, must carry a first aid kit.

Refer to National Guidance:  Critical Incident Management for Visits
Emergency Planning: the Establishments Role

Refer to LA Document  Appendix 10 – Emergency Card (Leader)
Appendix 11 – Emergency card (Establishment)

Refer to National Guidance:  First Aid
Refer to LA Document:  Appendix 12 - Administration of Medicines
Record Sheet
15. Inclusion

Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. If a visit needs to cater for young people with special needs, every reasonable effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

Establishments should take all reasonably practicable measures to include all young people. The principles of inclusion should be promoted and addressed for all visits and reflected in establishment policy, thus ensuring an aspiration towards:

- an entitlement to participate;
- accessibility through direct or realistic adaptation or modification;
- integration through participation with peers.

Employers, Heads/Managers, Curriculum Planners, EVCs and Visit Leaders should be aware of the extent to which Inclusion is or is not a legal issue.

Under the Disability Discrimination Act 1995, 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.

Refer to National Guidance: Inclusion

16. Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it and establishments must follow the specialist guidance provided in Luton Borough Council’s transport policy. All national and local regulatory requirements must be followed.

The level of supervision necessary should be considered as part of the risk management process when planning the journey, giving proper consideration to issues of driver-distraction when considering what supervision is required for the specific group of passengers being transported in a minibus.

The Visit Leader should ensure that coaches and buses are hired from a reputable company.

Refer to National Guidance: Transport: General considerations
### 17. Private Cars

The use of private cars for the transportation of young people must be avoided wherever possible. The issues of insurance along with those surrounding child protection, 'in loco parentis' and a driver's competence must be considered carefully therefore a thorough risk assessment must have been undertaken prior to a private car being used and should only be used as a last resort or in an emergency, for example to transport a child to hospital or a doctor’s surgery.

Establishments can ask parents to transport their own children to a venue. Establishments must not suggest or encourage parents to transport others. If an accident occurred, the establishment and therefore the employer could be held accountable. If parents arrange to do that independently then they would be responsible for that action.

The Visit Leader remains responsible at all times under common law unless the responsibility is passed back to the individual parent or carer.

Refer to National Guidance: Transport in Private Cars

### 18. Minibuses

Establishments that own or hire a minibus must have an operational policy in place for this. For further information:

- Refer to National Guidance: Transport in Mini Buses.
- MiDAS (Minibus Driver Awareness Scheme) via [Community Transport Association UK](http://www.ctauk.org). This also contains information on PCV licences, weight limits and towing.

All drivers of minibuses should undertake MiDAS training, and keep that training current (3 yearly refreshers). This applies to pre & post 1997 licence holders operating under the section 19 permit scheme as ‘volunteer drivers’. Post 1997 licence holders may drive a minibus provided:

- drivers are aged 21 years or over,
- they have held their category B driving licence for at least two years;
- the minibus is being used by a non-commercial body for social purposes, but not for hire or reward;
- drivers are not being paid to drive the minibus, other than out-of-pocket expenses;
- their contract of employment does not expressly require them to drive a PCV;
- the minibus does not exceed 3.5 tonnes (or 4.25 tonnes if specialised equipment for the carriage of disabled passengers is included) gross
vehicle weight;
• no trailer is towed.

If any of the above provisions are not met, then a full D1 PCV is required.

An employee who drives a minibus to enable the curriculum to be delivered (such as swimming lessons, movement between sites ...etc) is considered to be driving as part of their employment. This is because this is generally within the school day / directed time. **This employee would need to have undertaken the MiDAS training and have a D1 PCV licence.**

An employee who solely drives a minibus to enable an extra-curricular activity (such as fixtures, theatre trips...etc) is considered to be a voluntary driver, because this is outside of the school day / directed time. **This employee would need to have undertaken the MiDAS training but would not need the D1 PCV licence.**

### 19. Charging for Off-site Activities and Visits

Luton Borough Council’s Heads/Managers, Curriculum Planners, EVCs and Visit/Activity Leaders must take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449 to 462 of the Education Act 1996.

Refer to National Guidance: **Charges for Off-site Activities**

### 20. Insurance for Off-site Activities and Visits

Employer’s Liability Insurance is a statutory requirement and Luton Borough Council holds a policy that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it. This cover should extend to those persons who are acting in a voluntary capacity as assistant supervisors. Luton Borough Council also holds Public Liability insurance, indemnifying it against all claims for compensation for bodily injury from persons not in its employment, as well as for the accidental loss of, or damage caused to, property. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer’s staff. The indemnity covers activities such as off-site activities and visits organised by all establishments and settings for which the employer is responsible.

Some level of Personal Accident Insurance is provided for all Luton Borough Council employees in the course of their employment, providing predetermined benefits in the event of an accident. However, Visit/Activity Leaders should be advised that they should consider taking out less limited personal accident cover privately, or obtain cover through a professional association.
The Council’s liability insurance covers all claims made on behalf of children for any injury or damage they may suffer either inside or outside the school grounds. Additional travel insurance can be arranged for all official school visits within the UK or abroad. The policy does not give automatic right to compensation apart from a payment for permanent disability.

It is a requirement of the Education Department that school visit insurance is arranged in the following circumstances:

- visits abroad;
- visits where an overnight stay is involved;
- visits involving hazardous activities.

This cover is arranged for each trip individually or can be purchased annually which automatically covers all visits and so reduces administration. This insurance provides for:

- medical expenses abroad;
- personal accident insurance for pupils for permanent injury e.g. loss of limb or eye loss of personal effects and money with a £15 excess;
- cancellation costs should emergencies arise.

Luton Borough Council Visit and Activity leaders should contact the local Insurance and Risk Management Section of the Council to seek clarification of the above and obtain Proposal forms, information regarding the extent of the cover, and the current premium rates. They should also ensure they have obtained current information regarding any special policies that may be available to offer more comprehensive cover.

For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all participants must hold a valid EHIC (European Health Insurance Card). See www.gov.uk.

Refer to National Guidance: Insurance

Refer to LA document: Appendix 13 – Statement of Insurance

21. Definition of an ‘Adventurous Activity’

The following activities are regarded as ‘adventurous’ and therefore require LA approval:

- All activities in ‘open country’ (see below)
- Swimming (except school swimming lessons being delivered in Active Luton Facilities)
- Camping
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hill walking and mountaineering
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coasteering/coastal scrambling/sea level traversing
- Underground exploration
- Shooting and archery
- Snowsports (skiing, snowboarding, and related activities), including dry slope
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- Off road cycling
- ‘Extreme’ sports
- Ice skating (rink)
- Theme parks
- Other activities (e.g. initiative exercises) involving skills inherent in any of the above

‘Open country’ is normally defined as land above 300m, or more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate. Please contact the local authority if you think this might apply.

For the purposes of LA approval, the following activities are not regarded as adventurous and therefore do not require approval. However, these activities must be supervised by a member of staff who has previous relevant experience and who in the opinion of the EVC and Head of Establishment is competent to supervise the activity:

- walking in parks or on non-remote country paths
- field studies - unless in the environments stated in ‘open country’
- tourist attractions
- pedal go-karts
- farm visits
- local traffic survey
- museum, library, etc.
- physical education and sports fixtures (other than the above)
- water-margin activities such as walking along a riverbank, pond dipping etc

Please contact the local authority if there is uncertainty over whether a particular activity requires LA approval.
22. Adventure Activities Licensing Regulations

Employers, Heads/Managers, EVCs and Visit Leaders should have a basic understanding of where and when the provision of adventurous activities is legally regulated.

The Activity Centre (Young Persons Safety) Act (1995) established the Adventure Activities Licensing Regulations and the Adventure Activities Licensing Authority (AALA), initially responsible to the DfES. The scheme is now the direct responsibility of the HSE and operated through the Adventure Activities Licensing Service (AALS).

The intention of the regulations is to provide a regulatory framework to protect children, parents, teachers and schools when using providers of defined adventurous activities in closely defined environments. The regulations and supporting inspection regime provide a formal process of professional inspection to accredit that providers have effective safety management systems and processes, meeting a national standard.

The definitive source of advice on the Licensing Regulations is to be found in the Health and Safety Executive publication: Guidance to the Licensing Authority on Adventure Activity Licensing Regulations 1996.

Leaders should be aware that although the AALS license is an assurance of safety, it does not accredit educational or activity quality.

Refer to National Guidance: Assessing an Adventure Activity Provider checklist

23. Using an External Provider

The decision about the use of an external provider is the responsibility of the visit leader, EVC, and Head of establishment. The LA does not ‘approve’ external providers or tour operators. Establishments will find it useful to ‘Search by External Provider’ on EVOLVE, and liaise with other LA establishments that have used a particular provider.

Establishments should consider the requirements under ‘best value’ when selecting an external provider.

To confirm that all aspects of the operation of the provider are satisfactory, the establishment must ensure that either:

a) The Provider holds an LOtC Quality Badge (www.lotcqualitybadge.org.uk)

or

b) An ‘Independent Provider’s Form’ has been satisfactorily completed by the provider.
Note: If a Provider holds an \textit{AALA licence} (and/or any other accreditation) but not an LOtC Quality Badge, then an Independent Provider Form is still required.

\textit{External Providers being employed to manage, instruct, coach or run activities for young people participating in licensable activities under the age of 18 may need to hold their own AALS licence as per the Young Persons Safety Act 1995 and Adventurous Activities Regulations 2004.}

\textbf{For Providers that hold an LOtC Quality Badge}
(\url{www.lotcqualitybadge.org.uk})

No further action is necessary, other than to check the suitability of the provider/venue in relation to the intended aims or learning outcomes for the particular group.

It is recommended that establishments ask the provider to complete a simplified provider form, identifying key personnel and contact details.

\textbf{For Providers that DO NOT hold an LOtC Quality Badge}

It is recommended that schools follow the following procedure:

1. Complete the top section of the Independent Provider’s Form (IPF).
2. Send the IPF to the provider (email, fax, post).
3. On its return check that it has been satisfactorily completed.
4. Attach the IPF to the visit in the Attachments section under Independent Provider’s form on Evolve.

\textit{If the Provider Form has been returned electronically then the e-mail to which it was attached needs to be retained for authentication purposes.}

\textbf{Important:} If the Provider has made any alterations to the wording of the IPF or is unable to comply, then you must discuss this with the Provider, and if necessary seek advice from the LA prior to making a commitment with the Provider.

The Independent Provider Form should be sent to the provider at the time of making a provisional booking and no deposits should be committed prior to its satisfactory completion and return.

The satisfactory completion of an IPF does not necessarily signify that the service on offer will be appropriate for the young people from your establishment. A pre-visit and recommendation from previous users will help you decide on its suitability.

Refer to LA Document: Appendix 14 – Independent Provider’s Form
24. Monitoring

As an employer, Luton Borough Council ensures that there is sample monitoring of the visits undertaken by its establishments, either by attaching such monitoring duties to its officers, or by delegating these tasks to establishments. Such monitoring should be in keeping with the recommendations of the National Guidance. There is a clear expectation that the monitoring function is a delegated task, principally carried out through systems put in place by the establishment EVC.

Refer to National Guidance: Monitoring
Appendix 1

Luton Borough Council Approval Process

**Visit Flowchart**

Note: This process is automatically followed when using EVOLVE

**START**

Will an External Provider, Activity Centre or Tour Operator be used?

- Yes
  - Does the provider hold an LOtC Quality Badge? [www.lotcqualitybadge.co.uk]
  - Email a ‘Provider Form’ to the provider. Retain completed unmodified form at your establishment – see Section 23

- No

  Will a member of your establishment’s staff be leading an adventurous activity as defined in Section 21

- Yes
  - The member of staff must be specifically approved by the LA to lead the activity. Leader approval must be obtained via EVOLVE

- No

    - Has the Visit Leader been assessed by the EVC as competent to lead the visit. Appendix 2
    - Is he/she able to comply with the Visit Leader Checklist?
    - Are appropriate level of risk assessments in place? Appendix 9
    - Is off-site insurance in place?

    Yes to all

    Has the visit been approved by the EVC and Head of Establishment?
    If applicable, has Governing Body policy been complied with?

- Yes

  Will the visit be residential, overseas or involve an adventurous activity as defined in section 21?

- No

  Approval is delegated to the Head of Establishment
  This would normally be via EVOLVE, unless operating under standard operating policies or procedures for simple, local low risk activities if approved by Head/Manager

- Yes

  The visit must also be approved by the LA
  Submit visit to LA via EVOLVE if approved.

Establishment should monitor visits on a ‘sample’ basis

**THE VISIT MAY PROCEED**

Assess risks on an ongoing basis and implement appropriate control measures

Evaluate the visit via EVOLVE
Appendix 2

Competency Assessment Form

Use this form to assess the competence of staff to lead and assist on educational visits. Remember that it is both competence and confidence that should indicate that someone is ready to help with a visit. However, competency in this field may be gained in a number of different areas, for example a teaching assistant may have many years experience and have undergone training as a Cub Scout Leader and so have competence in leading groups in open country. Heads and governors should also bear in mind that the greater the complexity of the visit the more of these competencies will need to be in evidence.

In order to operate as a “Visit Leader - Day Visits” or “Visit Leader - Residential Visits” it is essential that some of the competencies can be demonstrated. For more complex visits an increased number and range of competencies will be required.

<table>
<thead>
<tr>
<th>Name</th>
<th>Assessed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of assessment</td>
<td>Signed</td>
</tr>
<tr>
<td>Level agreed</td>
<td>Signed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Visit Leader - Day</strong></td>
<td><strong>Group Leader - Residential</strong></td>
</tr>
<tr>
<td>Has undertaken Group Leader training</td>
<td>Has all Level 1 competencies</td>
</tr>
<tr>
<td>Has undertaken other relevant training</td>
<td>Can manage young people’s downtime</td>
</tr>
<tr>
<td>Has experience of accompanying children on similar or other visits</td>
<td>Can manage supervisors’ downtime</td>
</tr>
<tr>
<td>Is confident to work with young people of this age group and has experience of leading, managing and controlling of such groups</td>
<td>Has extensive group management experience</td>
</tr>
<tr>
<td>Knows how to deal with young people with behavioural, medical and special needs</td>
<td>Has extensive group leader experience</td>
</tr>
<tr>
<td>Has the ability to evaluate the competence and suitability of accompanying adults</td>
<td>Has experience confirmed by assessment in the field</td>
</tr>
<tr>
<td>Has competence/confidence to manage supervisors before and during the visit</td>
<td>Site specific assessment, experience and approval by a person deemed competent to assess such experience</td>
</tr>
<tr>
<td>Has appropriate risk management experience and can undertake risk assessments</td>
<td>Knows and understands the LA Educational visits Policy</td>
</tr>
<tr>
<td>Knows how to deal with emergencies including reporting and recording incidents</td>
<td></td>
</tr>
<tr>
<td>Has experience of undertaking and managing remote supervision</td>
<td></td>
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<tr>
<td>---------------------------------------------------------------</td>
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</tr>
<tr>
<td>Has experience of ensuring and managing appropriate supervisory ratios throughout a visit</td>
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<tr>
<td>Knows how and when to implement Plan B</td>
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<tr>
<td>Can establish and agree suitable ground rules</td>
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</tr>
<tr>
<td>Has existing knowledge of the venue and its suitability</td>
<td></td>
</tr>
<tr>
<td>Has experience of managing transport arrangements</td>
<td></td>
</tr>
<tr>
<td>Can make ongoing assessments of provision by external providers</td>
<td></td>
</tr>
<tr>
<td>Has experience of managing first aid and medications</td>
<td></td>
</tr>
<tr>
<td>Has experience of communicating with parents, supervisors and young people in relation to EVJ</td>
<td></td>
</tr>
<tr>
<td>Has experience of gaining parental consent through appropriate forms</td>
<td></td>
</tr>
<tr>
<td>Knows and understands the LA educational visits policy and guidelines</td>
<td></td>
</tr>
<tr>
<td>Has sufficient knowledge and understanding of the relevant legal responsibilities for Educational visits</td>
<td></td>
</tr>
<tr>
<td>Has experience of planning Educational visits and the ability to complete all relevant forms required for approval purposes</td>
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</tr>
</tbody>
</table>

**Further training requirement?**
# Planning Checklist

Use this checklist to plan your visit, you may wish to revisit it a number of times during the planning process. It will help you to ensure:

- the safety of young people and staff
- the maximum educational benefit to young people
- the effective organisation and administration of your visit including the approval process

## All visits

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Adhere to LBC Educational Visits, Policy Document and Guidance, and your establishment's own policy</td>
</tr>
<tr>
<td>2</td>
<td>Set clear objectives for the visit</td>
</tr>
<tr>
<td>3</td>
<td>Seek EVC approval before informing young people and parents or making a financial commitment</td>
</tr>
<tr>
<td>4</td>
<td>Consider insurance arrangements</td>
</tr>
<tr>
<td>5</td>
<td>Identify competent adult supervisors</td>
</tr>
<tr>
<td>6</td>
<td>Ensure appropriate staff to young people ratios are met</td>
</tr>
<tr>
<td>7</td>
<td>Check DBS clearance for adults where appropriate</td>
</tr>
<tr>
<td>8</td>
<td>Do a preliminary visit where appropriate or seek advice (Appendix 8)</td>
</tr>
<tr>
<td>9</td>
<td>Consider the medical, behavioral and special needs of young people</td>
</tr>
<tr>
<td>10</td>
<td>Consider the risk assessment and risk management of the visit (to include First Aid and a Plan B). Complete ESRA (Appendix 9)</td>
</tr>
<tr>
<td>11</td>
<td>Begin to draw up the itinerary</td>
</tr>
<tr>
<td>12</td>
<td>Confirm bookings of transport, accommodation, etc in writing and keep all correspondence</td>
</tr>
<tr>
<td>13</td>
<td>Consider the financial arrangements (charging policy, contingency funds)</td>
</tr>
<tr>
<td>14</td>
<td>Use Parental Consent Forms (Appendix 5 &amp; 6) to gain written consent</td>
</tr>
<tr>
<td>15</td>
<td>Consider the communication strategies that will need to be in place</td>
</tr>
</tbody>
</table>
16 Ensure every member of staff is aware of the Emergency Procedures and contact numbers (Appendix 10 & 11)

17 Complete an Independent Provider's Form (Appendix 14) where necessary, and send to provider to complete and sign as early as possible, and before any financial commitment is made

18 Identify the local point of contact and telephone numbers

19 Collate all documentation to include all travel documentation, tickets, bookings etc

20 Complete Nominal Roll (Appendix 7)

21 Brief all young people and all accompanying adults, (including partners abroad if required) to ensure they understand their responsibilities

22 Hold a final briefing meeting for all staff and young people, e.g. safety information, country code, personal and protective clothing requirements, behaviour etc

23 Report any accident/incident or near miss to the person(s) who approved the visit as soon as possible following the visit

24 Complete an Evaluation Form on Evolve

**Visits involving transport**

25 Choose a reputable company

26 Discuss and agree the itinerary with the transport company prior to departure

27 Refer to the LBC policy Chapter 16 for specific guidance on particular types of transport

28 Create specific risk assessments and risk management strategies for transporting young people

**Overnight and residential visits**

29 Ensure DBS clearance for all accompanying adults

30 Send out the Parental Information and Consent (PIC) form for completion (Appendix 6)

31 Agree downtime arrangements with all accompanying staff
32 Consider any security implications of the accommodation or centre visited

33 Complete an Independent Provider's Contract (Appendix 14) and send to provider to complete and sign as early as possible and before any financial commitment is made

34 Consider gender issues for staffing, young people and accommodation

35 Complete Daily Medicine Record Sheet (Appendix 12) as required

36 Invite parents and group members to a briefing meeting

**Adventure activities**

37 Seek LA approval - do this early and before you are committed financially

38 Check the qualifications of staff and instructors

39 Complete an Independent Provider's Contract (Appendix 14) and send to provider to complete and sign as early as possible and before any financial commitment is made

40 Use approved centres (AALA)

41 Consider additional insurance

**Visits abroad**

42 Seek LA approval - do this early and before you are committed financially complete Independent Providers Contract (Appendix 14) if appropriate

43 Consider any special staffing competencies e.g. language

44 Consider passports, visa requirements

45 Consider additional insurance e.g. EHIC within EU

46 Consider the customs and cultures of the places to be visited

47 Ensure correct communication strategies are in place, (with appropriate dialing codes)

48 Produce identity/contact cards for group members and adult supervisors (in the language of the country to be visited if going abroad
## Educational Visits Checklist

This checklist is an essential part of the risk management process and is applicable for all visits.

The visit should only go ahead if the answer to **all** questions in section A is ‘YES’ or N/A.

### Section A - In advance of the visit:

<table>
<thead>
<tr>
<th></th>
<th>Question</th>
<th>Yes</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Have the educational aims of the visit been clearly identified?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Is the visit appropriate to the age, ability and aptitude of the group?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Has there been suitable progression/preparation for participants prior to the visit?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Does the visit comply with any guidelines specific to your Establishment?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Does the visit comply with any specific Council guidelines?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>If a member of staff is going to lead an adventurous activity, have they been ‘approved’ by Luton Borough Council?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>If using an external provider or tour operator, have they satisfactorily completed and returned an Independent Provider’s form?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Are transport arrangements suitable and satisfactory?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>If the visit is residential, have appropriate measure been taken to ensure the suitability of accommodation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Have you conducted a pre-visit (normal procedure for most visits within the UK)? If not, have appropriate additional checks been made?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Have any adult helpers (non establishment employees) been approved by the Head of Establishment as to their suitability?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Is the level of staffing sufficient for there to be an appropriate level of supervision at all times?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
16. Are all support staff aware of and comfortable with their roles? □
17. Are all helpers aware of and comfortable with their roles? □
18. Has Event Specific Risk Assessment (ESRA) been carried out and will this be shared with all relevant parties? □
19. Is insurance cover adequate? □
20. Does at least one member of staff know the participants that are being taken away, including any behavioural traits? □
21. Have participants been advised in advance about expectations for their behaviour? If appropriate, are participants aware of any ‘rules’, and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff? □
22. Are participants aware of the nature and purpose of the visit? □
23. Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? □
24. Have all relevant details been issued? (eg. itinerary, kit lists, etc?) □ □
25. Are staff aware of any medical needs and/or other relevant details of participants? □
26. Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training? □ □
27. Are staff aware of any relevant medical conditions of other staff/helpers within the group? □ □
28. Does at least one responsible adult have a ‘good working knowledge’ of First Aid appropriate to the environment? □
29. Is a first aid kit (appropriate to the visit) available? □
30. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. eg. ‘Plan B’, and have these plans been risk assessed and parental consent been obtained? □
31. For journeys taking place outside the establishment’s ‘normal’ hours, will Form EV7 be carried by the Visit Leader, and Form EV8 with the designated emergency contact/s? □ □
32. Are full details of the visit at the Luton Borough Council establishment, and if appropriate with the establishment’s Emergency Contact(s)? □
33. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? □
34. Is a weather forecast and/or other local information necessary, and are □ □
staff able to access this information and act upon it appropriately if necessary?

35. If undertaking water-margin activities, has a copy of ‘Group Safety at Water-Margins’ been made available to all supervising staff in advance of the visit?

36. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting?

37. Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment?

38. Does any specialist equipment conform to the standards recommended by responsible agencies?

39. Have all financial matters been dealt with appropriately?

40. Has the visit been approved by the Head of Establishment and EVC, and in line with Governing Body policy (where appropriate)?

41. If residential, overseas or involving adventurous activities, has the visit been approved by Luton Borough Council?

Section B - During the visit

42. Do all staff have a list of participants/groups and emergency contact details if out of the establishment’s normal hours?

43. Does the establishment office have a list of the names of all participants, including adults (and contact details if out of establishment hours) and Emergency Cards?

44. Do staff have sufficient funds to allow for any contingencies?

45. Do staff have any relevant literature, work sheets, clipboards, etc?

46. Do staff have other items, eg. first aid kit, sick bags, litter sacks, etc if needed?

47. Are participant numbers being checked at appropriate times?

48. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully?

49. Are participants aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, crocodile, groups? - may participants run? - are participants aware of the procedure at road crossings? etc.)

50. Has a clear recall system been arranged if the group is working away from you? Do participants understand this and will they be able to respond effectively?

51. If a rendezvous for the group has been arranged after a period of time,
does each participant and member of staff know exactly where and when to meet?

52. Do participants know what action they should take if they become separated from the group?

53. Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances (Plan B)?

Section C - At the end of the visit

54. Are appropriate arrangements in force for the dismissal of participants?

55. Has the Visit Leader reported back to the EVC?

56. Has the group been debriefed and any relevant follow-up work completed?

57. Have all loose ends been tied up, e.g. paperwork, finance, thank you letters, etc?

58. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits?

59. Have all staff and helpers involved in the visit been thanked for their input?
Appendix 5

Parental Consent Form Template
(Day Visits)

How to use the template:

- The Parental Consent Form must be copied and pasted onto the establishment’s headed paper, providing a contact name and telephone number for the Visit Leader.

- Further information regarding the visit should be included either within the body of the letter or as an attached information sheet.

- All sections marked `< >` require editing as appropriate.

- The Statement of Insurance (Appendix 13) must accompany it.

- The Parental Consent Form must be completed by the parent/carer of all young people involved in a visit.

- The wording on the part of this form that goes to parents/carers must not be altered or substituted in any way.
Dear Parent/Carer

Parental Consent Form

Visit to < > Date < >

Visit Leader < >

Before signing this Consent Form it is important that you understand:

1. That whilst the supervisory adults in charge of the group will take all reasonable care of the young person, neither they, nor the Local Authority, can necessarily be held liable in respect of loss of or damage to the property or injury suffered by the young person arising out of the educational visit, unless such loss, damage or injury results from the negligence of Luton Borough Council, its employees or official volunteers, and

2. The extent and limitations of the insurance cover provided (see accompanying Statement of Insurance)

3. I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. In all cases every effort will be made to contact parents in the first instance so long as time allows.

Please retain this section for your future reference

Consent – Please return this slip to <Visit Leader/Class teacher etc>

Having read all the information sheets provided, I agree to my child taking part in all of the activities described.

Name_________________________ in Class (if applicable)______________

may take part in the educational visit to _____________________________
on _____________________________

Signed __________________________ Date __________________________

(Parent/Carer)
Appendix 6

Personal Information and Consent Form (PIC) for all Other Visits

How to use the template:

- The Parental Consent Form (overleaf) must be copied and pasted onto the establishment’s headed paper, providing a contact name and telephone number for the Visit Leader.

- Further information regarding the visit should be included either within the body of the letter or as an attached information sheet.

- All sections marked `< >` require editing as appropriate.

- The Statement of Insurance (Appendix 13) must accompany it.

- The Personal Information and Consent Form must be completed by the parent/carer of all young people involved in any activity that includes absence from home overnight, visits abroad or adventure activities.

- The Visit Leader and other supervisors must also complete a similar form.

- The wording on the part of this form that goes to parents/carers must not be altered or substituted in any way.
This page has been deliberately left blank
< School Header>

Dear Parent/Carer

PERSONAL INFORMATION AND CONSENT FORM

This information is provided to the Visit Leader, who will only share information with other staff as necessary for the safety and well being of the participant. This form is to be returned to the Visit Leader on completion.

Details of visit

<table>
<thead>
<tr>
<th>Group</th>
<th>&lt; Details&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place of Visit</td>
<td>&lt; Details&gt;</td>
</tr>
<tr>
<td>Dates and times</td>
<td>&lt; Details&gt;</td>
</tr>
<tr>
<td>Activities to be undertaken</td>
<td>&lt; Details&gt;</td>
</tr>
</tbody>
</table>

Before signing this consent form it is important that you understand:

1 That whilst the supervisory adults in charge of the group will take all reasonable care of the young person, neither they, nor the Local Authority, can necessarily be held liable in respect of loss of or damage to the property or injury suffered by the young person arising out of the educational visit or journey, unless such loss, damage or injury results from the negligence of Luton Borough Council, its employees or official volunteers

2 The extent and limitations of the insurance cover provided (see accompanying Statement of Insurance)

3 That you are agreeing to your child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.(In all cases every effort will be made to contact parents in the first instance so long as time allows)

4 That you are giving permission for your child to receive pain relieving medication when appropriate (one dosage of paracetamol only)
5 Please affix a passport-sized photograph, if required by the Visit Leader

If there are any amendments to the answers given after the form has been handed in PLEASE CONTACT THE VISIT LEADER IMMEDIATELY.

Please retain this section for future reference
This section to be completed by Parent/Carer and returned to the Visit Leader at the school or establishment:

(PLEASE USE BLOCK CAPITALS)

<table>
<thead>
<tr>
<th>Date &amp; Place of visit</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Young person's full name</th>
<th>Date of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home address</th>
<th>Tel number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Names, addresses and contact numbers of parent(s)/carer(s)

i)  
Relationship to young person

<p>| |</p>
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<td></td>
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ii)  
Relationship to young person

<p>| |</p>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Name, address and contact numbers of other person(s) who can be contacted in case of an emergency

i)  
Relationship to young person

<table>
<thead>
<tr>
<th>Doctor's name and practice address</th>
<th>Tel number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please give name and dosage of any medication currently being taken

<table>
<thead>
<tr>
<th>National Health number (if known)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Please indicate allergies (eg medicines, food etc. - please specify)
Please indicate any food not eaten for religious or health reasons

Date of last known anti-tetanus injection

Please provide any other information which might be useful in an emergency, or which you as a parent feel the Group Leader should be aware of, for example allergies, phobias, epilepsy, hyperventilation, sleepwalking, diabetes, travel sickness, toileting difficulties, etc

CONSENT

1 Having read all the information provided, I agree to my child taking part in any or all of the activities described.

2 I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. (In all cases every effort will be made to contact parents in the first instance so long as time allows).

3 I give permission for my child to receive pain relieving medication when appropriate (one dosage of paracetamol only).

Name __________________________  in class (if applicable) ____________

may take part in the visit to ________________________________

on ________________________________

Signature of parent/carer ____________________  Date ________________

Please return this section to <Visit Leader>
Appendix 7

Nominal Roll

To be completed for all groups involved in Educational Visits or Journeys. One copy of this form to:

- the EVC, Headteacher/Manager and/or local point of contact
- accompany the group

<table>
<thead>
<tr>
<th>Name of Visit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination of visit, address and telephone number:</td>
</tr>
<tr>
<td>Date(s) of visit:</td>
</tr>
<tr>
<td>Name of Visit Leader:</td>
</tr>
<tr>
<td>Visit Leader’s contact details during the visit:</td>
</tr>
<tr>
<td>Total number in group (please see table on reverse)</td>
</tr>
<tr>
<td>Supervisors</td>
</tr>
<tr>
<td>Local point of contact</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Telephone (Day)</td>
</tr>
<tr>
<td>Please list all supervisors first followed by all young people</td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

Appendix 8

Preliminary Visit Form

We recommend that the following is used as an ‘Aide Memoir’ or a checklist by the Visit Leader on a pre-visit or when they first arrive at their chosen accommodation. This information will help inform the risk assessment process.

<table>
<thead>
<tr>
<th>Name of School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Visit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date/s of Visit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pre-Visit Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Visit Leader (completing the form)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Group</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Pupils</th>
<th>M</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Staff/Accompanying Adults</th>
<th>M</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### FIRE

<table>
<thead>
<tr>
<th>Smoke Alarms</th>
<th>Where are they located? (Note if there are none in places where you would expect to see them e.g. bottom and top of stairways, outside sleeping areas)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire Exits</th>
<th>Are there signs showing the way to go? ☐ Yes ☐ No ☐ N/A</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Check where the fire exits lead e.g. a back stairs, an external fire stairway, a balcony</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Are fire doors clear of ALL obstacles and not padlocked? ☐ Yes ☐ No ☐ N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Exits Cont’d</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>Fire Assembly Point</td>
</tr>
<tr>
<td>Fire Drill Familiarisation</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Lifts</td>
</tr>
<tr>
<td>SECURITY</td>
</tr>
<tr>
<td>Window limiters</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Locking Rooms</td>
</tr>
<tr>
<td><strong>Locking Rooms</strong>&lt;br&gt;<strong>Cont’d</strong></td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td><strong>Bedrooms with balconies</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>OTHER FACILITIES</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Swimming Pools/Jacuzzi/Spa</strong>&lt;br&gt;How is access to swimming pools/spa managed?&lt;br&gt;Could pupils use the pool/spa at night without your knowledge?&lt;br&gt;☐ Yes ☐ No ☐ N/A</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Gyms</strong>&lt;br&gt;Is there free access to gym/sports facilities?&lt;br&gt;Some equipment must not be used unless supervised by appropriately qualified staff (just as it would need to be supervised in school)&lt;br&gt;☐ Yes ☐ No ☐ N/A</td>
</tr>
</tbody>
</table>
Evaluation – Is this venue appropriate for the participants and the aims/objectives of the visit?

Comments for future use
# Event Specific Risk Assessment (ESRA)

*May be completed electronically to expand the boxes*

## Visit Details:

<table>
<thead>
<tr>
<th>Visit Details:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Visit Leader:</strong></td>
<td><strong>Person completing ERSA:</strong></td>
</tr>
</tbody>
</table>

## Identifying the Specific Issues/hazards

List significant hazards which may result in serious harm or affect several people

<table>
<thead>
<tr>
<th><strong>H/M/L rating</strong></th>
<th><strong>How to manage it</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>What procedures/control measures will you have to reduce the risk</td>
</tr>
</tbody>
</table>

## Who to be informed

- Parents
- Staff
- Participants

## The Journey

<table>
<thead>
<tr>
<th><strong>H/M/L outcome</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

## The Venue

<table>
<thead>
<tr>
<th><strong>H/M/L outcome</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

## The Group (including staff)

<table>
<thead>
<tr>
<th><strong>H/M/L outcome</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

## The activities

<table>
<thead>
<tr>
<th><strong>H/M/L outcome</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
**Generic/Establishment Risk Assessments/guidance used to support this visit:**
There is no need to repeat any generic/establishment risk assessments or procedures used, however please list below any that accompanying staff/pupils need to be aware of that are relevant to this visit.

### Ongoing Risk Management

<table>
<thead>
<tr>
<th>Ongoing Risk Management</th>
<th>Ongoing risk management notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Apply the Control Measures</td>
<td></td>
</tr>
<tr>
<td>2 Monitor how effective they are</td>
<td></td>
</tr>
<tr>
<td>3 Change, adapt and revise as required</td>
<td></td>
</tr>
<tr>
<td>4 Make notes of the changes</td>
<td></td>
</tr>
</tbody>
</table>

Examples:
- Monitor the weather
- Monitor traffic on the road
- Monitor the group and leader motivation

### Alternative plans (Plan B) - This must be completed for all visits

<table>
<thead>
<tr>
<th>Home/base Emergency contact name/number:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>On site/venue Emergency contact name/number:</td>
<td></td>
</tr>
<tr>
<td>Contact number for Local police:</td>
<td>Contact number for Local doctor:</td>
</tr>
</tbody>
</table>

Signed by EVC __________________________ Date ______________________
Emergency Card (Visit Leader)

This ‘card’ must remain with the Visit Leader at all times during a visit.

In the event of a significant incident or accident that **does not** involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.

In the event of an incident that **does** involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation
2. Safeguard uninjured members of the group (including self)
3. Attend to any casualties (if applicable)
4. Call emergency services (999 or appropriate local number if abroad, Europe 112, North America 911) if appropriate.
5. **Contact the LA Emergency Contact Number** (0300 300 8089) and request the help of the Luton Borough Council Duty Emergency Planning Team.

<table>
<thead>
<tr>
<th>Luton Borough Council Emergency Contact – 0300 300 8089/+44 300 300 8089 (if abroad)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ask for the Luton Borough Council, Duty Emergency Planning Officer (DEPO)</td>
</tr>
<tr>
<td>Be prepared to give: Your name and Establishment/Group</td>
</tr>
<tr>
<td>Phone number &amp; back up phone numbers</td>
</tr>
<tr>
<td>Exact Location</td>
</tr>
<tr>
<td>Nature of Incident</td>
</tr>
<tr>
<td>Number in the Group</td>
</tr>
<tr>
<td>You will be called back within 30 minutes so try not to make outgoing calls until contact is made. You will be given advice and asked what the Council can do to support you.</td>
</tr>
</tbody>
</table>

Then:
- Contact your establishment, EVC or Emergency Contact (see below) and seek further advice. If you are unable to do this, ask Luton Borough Council to contact your establishment on your behalf
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the Council and for continuing contact with the Council during the incident
- Wherever possible, prevent group members from using telephones or mobiles, or going online until such time as this has been agreed by Luton Borough Council
- Do not allow any member of the group to discuss liability with any other party

When the incident is under control
- Seek further and full details of the incident, how and why it happened so far as can be established at this stage
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale (it may be appropriate to ask someone else to do this)
- Contact the British Consulate / Embassy if abroad.

<table>
<thead>
<tr>
<th>Important Emergency Phone numbers (home/mobile)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establishment</td>
</tr>
<tr>
<td>Luton Borough Council Emergency Call Centre (for initial contact during an emergency only) 0300 300 8089</td>
</tr>
<tr>
<td>Establishment Emergency contact</td>
</tr>
<tr>
<td>Head of Establishment/EVC</td>
</tr>
<tr>
<td>Other/Chair of Governing Body (optional)</td>
</tr>
</tbody>
</table>
Appendix 11

Emergency Card (Establishment Contacts)

This ‘card’ must remain with the Luton establishment emergency contact(s) at all times

The establishment’s Emergency Contact(s) should have all Visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on
- Note their location
- Determine the nature of the emergency
- Determine the type of help required

If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:

- Provide the required assistance if possible
- Seek further advice or pass on details to other establishment contacts who may be able to assist

If the incident does involve serious injury or fatality, and/or is likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back within 30 minutes;

It is the responsibility of the Visit Leader to contact Luton Borough Council, however circumstances may prevent this. If you are not 100% positive that the Council has been contacted, please contact Luton Borough Council on 0300 300 8089 and state that you require immediate assistance from the Luton Borough Council Duty Emergency Planning Officer. Give brief details of the incident.

Your details will be taken and you will be phoned back within 30 minutes

- You should also contact the Head of Establishment (if this is not you)
- Luton Borough Council Emergency Team will be brought into action to support the party, the establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the Council in handling this
- Luton Borough Council Emergency Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. Luton Borough Council Emergency Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate Luton Borough Council Emergency Team would arrange for the return of the party or other transport where required
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the Council and for continuing contact with Luton Borough Council during the incident.
- Luton Borough Council will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

<table>
<thead>
<tr>
<th>Important Emergency Phone numbers (home/mobile)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Establishment</td>
</tr>
<tr>
<td>Deputy Head of Establishment/EVC</td>
</tr>
<tr>
<td>Luton Borough Council Emergency Call Centre (for initial contact during an emergency only)</td>
</tr>
<tr>
<td>Other/Chair of Governing Body (optional)</td>
</tr>
</tbody>
</table>
# Administration of Medicines Record Sheet

Record of medicines administered to all young people

<table>
<thead>
<tr>
<th>Name of Establishment:</th>
<th>Educational Visit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Young person’s name</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
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</tbody>
</table>
Appendix 13

Statement of Insurance

<This Statement of Insurance must be sent to parents/carers with Appendix 5 or 6 (Parental Consent). The wording must not be changed. This heading should be removed before sending the statement out.>

< School Logo and/or address>

STATEMENT TO PARENTS/CARERS ON INSURANCE COVER

- Where a young person is injured or their personal property damaged by an accident resulting from the negligence of Luton Borough Council, its employees, or any voluntary helper, a legal claim for damages can be made against the Council. The Council has insurance cover to meet such proven claims.

- If the accident was not due to the negligence of Luton Borough Council, its employees or voluntary helpers, then you cannot be compensated by the Council. You may, however, be able to make a claim on a third party involved in the accident, for example, a motorist.

- Luton Borough Council does not provide Personal Accident Insurance cover for young persons and you may wish to consider providing Personal Accident Insurance Cover for your child, unless the information to parents indicates that the school has made provision. Most insurance companies can provide cover.

- If your child is going on a school educational visit, the above advice applies, however the school may have provided additional insurance cover. If additional insurance cover has been provided, the details are shown below. If you are not satisfied with the extent of the cover provided, you can provide additional insurance for your child.

Details of additional insurance cover

(If no additional insurance cover has been provided, the establishment should insert NONE)
**Independent Provider’s Form**

**CONTRACT FOR COMPLETION BY PROVIDERS AND TOUR OPERATORS OF EDUCATIONAL VISITS TO LUTON ESTABLISHMENTS** (When considering using a provider or tour operator for an educational visit, Establishments must seek written assurances that the provision complies with LA policy).

<table>
<thead>
<tr>
<th>Establishment Names/Address (School etc):</th>
<th>Visit Leader:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) of visit:</td>
<td></td>
</tr>
</tbody>
</table>

| Name/Contact details of Provider: | LBC Ed Visit ID number (from Evolve): |

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

*Section A should be completed for ALL visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.*

### Section A – ALL VISITS

**Health, Safety and Emergency Policy**

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments available for inspection.
2. The provider has an appropriate Health and Safety policy in place and written risk assessment and operating procedures which are available for inspection.
3. Accident and emergency procedures are maintained and records are available for inspection.
4. The centre has a Code of Conduct, which will be provided in advance of any booking and to which visiting groups should adhere.

**Staffing**

5. All reasonable steps are taken to check staff, who have unsupervised access to young people, for relevant criminal history and suitability to work with young people. In the UK this includes the completion of a DBS check (formally CRB).
6. There are adequate and regular opportunities for liaison between establishment staff and the provider’s staff and sufficient flexibility to amend the programme if necessary and the reasons for such changes made known to the establishment staff.
7. The staff have the experience, competence and professionalism to work with the age range and abilities of the group.

**Insurance**

8. The provider has public liability insurance which provides a minimum cover of £5 million.

**Inclusion & Environment**

9. The provider will undertake all reasonable steps to allow inclusion and participation of any special needs or disabled pupils, following a risk assessment process in line with the Special Educational Needs and Disability Discrimination Act 2001.
10. The provider encourages responsible attitudes to the environment as an integral part of the programme.

**Vehicles**

11. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used. Drivers are PCV qualified or operate with a small bus permit and local minibus driving assessment.

**Accommodation** (if residential accommodation is provided)

12. A current fire certificate covers accommodation or advice has been sought from a fire officer and implemented and a fire risk assessment has been completed.
13. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
14. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is close to pupils’ accommodation.
Use of Contractors
15. The provider will ensure that where it uses contractors to carry out certain activities on its behalf a thorough safety vetting procedure is carried out by them.

SECTION B – ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

AALA Licence
16. Adventure Activities Licensing Authority (AALA) Licence held?
17. AALA Licence number ______________ Expiry Date: ______________

For AALA licensable activities in the UK, the specifications in this section are checked as part of an AALA inspection. However, providers registered with AALA are asked to consider these applications with respect to any activities or aspects of their provision to the establishment not covered by the licence.

Activity Management
18. The ratios of staff to young people for the activities conform to those recommended by the appropriate National Governing Body or, in the absence of this, the provider’s Code or Practice supported by a written risk assessment.
19. The provider operates a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties.
20. The provider maintains a written code of practice for activities, which is consistent with relevant National Governing Body guidelines, and/or, if abroad, the relevant regulations of the country concerned.
21. Staff competences are confirmed by appropriate National Governing Body qualification for the activity to be undertaken, or staff have had their competences confirmed by an appropriately experienced and qualified technical adviser.
22. Where there is no National Governing Body for an activity, operating procedures and staff training and assessment requirements are explained in the provider’s code of practice.
23. Participants will at all times have access to a person with a current first aid qualification. Staff are practiced and competent in accident and emergency procedures. (During Activity Time only)
24. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
25. All equipment used in activities is suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept on maintenance checks where necessary.

SECTION C – TOUR OPERATORS

Where a tour operator delivers services to schools using other providers e.g. ski schools, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in Sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

26. Sections A and B of the form, as appropriate, have been completed to show that checks have been made, records of which are available for inspection.
27. The Tour Operator complies with package Travel Regulations, including bonding to safeguard customers’ monies.
28. ATOL, ABTA or other bonding body name and numbers: ________________________________

29. If abroad, the accommodation complies with fire, health and safety regulations, which apply in the country, concerned.

SECTION D - EXPEDITIONS

30. The provider has completed sections A and B of this form and agrees to provide additional written assurance which are specific to the expedition being proposed and which will be made clear to the provider to the establishment concerned

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

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

Signed: ______________________________ Date: ______________

Name(print) ______________________________ Position in Organisation: ______________________________

Name and address of provider or tour operator: ______________________________
Tel: ______________________________
Fax: ______________________________
Email: ______________________________

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