

**Educational Trips and Visit Code of Practice**

**This policy is written with regards to the HEALTH AND SAFETY, Department for Education advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies.**

**September 2012**

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**ROLES AND RESPONSIBILITIES**

Accountability Structure

PRISM INDEPENDENT SCHOOL

EXECUTIVE HEADTEACHER

SENIOR MANAGEMENT TEAM

SITE MANAGER

CURRICULUM LEAD

PARTY LEADER

SUPPORT STAFF

YOUNG PEOPLE

PARENTS

**Accountability Structure**

**Prism Independent School**

* Must adopt a policy of good practice for all educational trips and visits:
* Must adopt a system of effective safety management for educational trips and visits:
* Must hold the Executive Head accountable for the implementation and maintenance of the educational trips and visits code of practice:

Specific Duties:

* Maintain a post which incorporates the functions of an Outdoor Educational, Trips and visits advisor which would include: [Educational visits Advisor.-E.V.A.]
  + A good understanding and knowledge of the legal responsibilities and the practical difficulties facing leaders and staff in all venues or environments including the lower risk ones;
  + To monitor the educational visits carried our Prism Independent School: this must include visiting establishments on a sample basis and observing activities;
  + To review policies and procedures related Trips and Visits in the light of lessons learners and sharing good practice;
  + To monitor the work of Curriculum Leads to help to identify training needs and appropriate levels obligation which impact on Trips and visits;
  + To ensure the minimum adult child ratio required;
  + To ensure that Curriculum Leads and other adults involved in educational visits are assessed as competent in their specific tasks;
  + To ensure that Trips and visit related training is available for those who need that competence;
  + To make sure that arrangements are in place to obtain necessary CRB disclosures.
  + To make sure that arrangements are in place for informed parental consent.

Prism Independent School might seek and obtain the advice of other people, in whatever sector, who are competent in assessing the risks of a particular activity or type of visit.

**Deputy Head – Curriculum (senior management team)**

* Acting on behalf of the employer to discharge health and safety responsibilities for educational visits through:
* Policy and guidance, based on risk assessment including defined standards of competence.
* Monitoring arrangements to ensure compliance
* Training opportunities
* The provision of associated information and advice
* And informed by knowledge of educational objectives, legal requirements and relevant practical experience.

**Prism Independent School Management Committee**

Prism Independent School Management Committee have a responsibility for the general direction of the conduct and curriculum in their establishment. This extends to visits and journeys. Accordingly they must approve and keep under review a local policy for trips and visits.

The school policy must provide for:

* Adequate assessment and control of risks and a procedure for authorising visits which includes verifying the competence of leaders and helpers.
* A review of safeguards used on educational visits to be undertaken each year and salient features presented to the executive head tutor, whether separately or as part of the Head tutor’s annual report on Health and Safety. This review will help to ensure that the highest levels of care and safety are maintained.
* Checks to ensure that links with other policies are consistent.

**Site Manager (Educational visit co-ordinator. –EVC)**

The Site Manager must develop and maintain the policy for educational visits on behalf of the Management Committee. The policy must require that all educational visits have a clear and appropriate educational purpose, and are properly authorised. It must also specify those categories of visit which will need to be reported at the planning stage to the Management Committee (see categories of trips and visits)

Authorisation for visits must be conditional upon adequate attention having been given to:

* Planning, organisation and event timetabling
* Competence, experience and suitability of leader and supervisors.
* Capabilities and suitability of accompanying staff and other helpers
* Leaders knowledge if the local circumstances to be experienced during the visit.
* Party size, age, aptitude and experience of pupils.
* Safeguarding issues
* Medical needs of members of the party and first aid provision
* Supervisory ratios
* Assessment of health and safety risks inherent in the project
* Foreseeable emergency action and contingency plans which may be necessary.
* Insurance
* Financial and travel arrangements
* Informing parents of risks and safeguards and obtaining their approval.
* Effective communication arrangements with the establishment base, especially in the event of a critical incident.

The E.V.C. must review operating arrangement at least annually with staff that directly implement the policy or undertake visits. This review will provide the basis for a report to the MC.

**E.V.C. – must**

* Ensure educational visits meet the school’s requirements
* Support the head with approval and other decisions
* Assess competence and prospective leaders and staff
* Ensure risk assessments meet requirements
* Identify training and induction
* Ensure parents are informed and give consent
* Organise emergency arrangements
* Keep records of visits, accident or incident reports
* Review systems and monitor practice.

**Party leaders**

Party Leaders will be identified through assessing knowledge, experience, training and qualifications.

The Party Leader has overall responsibility for the supervision and conduct of the visit or activity including direct responsibility for the pupil’s health safety and welfare and must be approved by the Head or Deputy Head. In particular the party leader must:

* Be approved to carry out the visit, suitability competent and knowledgeable about the school policies and procedures
* Plan and prepare for the visit and assess the risks
* Defined roles and responsibilities of other staff and pupils and ensure effective supervision of what they do.

**Support Staff**

Members of staff including registered volunteers act as employees of Prism Independent School whilst on work related visits and off site activities. Members of staff, volunteers and parent helpers must:

* Assist the party leader to ensure the health and safety and welfare of all young people on the visit.

Be clear about their roles and responsibilities whilst taking part in a visit or activity.

**Young People**

Whilst taking part in offsite activities young people also have responsibilities about which they must be made aware by the party leader or other members of staff, for their own health and safety and that of the group. Young people must:

* Confirm that they understand what standard of behaviour is expected of them.
* Follow instructions from the party leader and other members of staff
* Behave sensibly, keeping to an agreed code of conduct
* Be informed of any potential dangers and how they must act to ensure both their own safety and that of others.

**Parents**

Parents have an important role in deciding whether any visit or offsite activity is suitable for their child. Subject to their agreement, parents must:

* Inform the party leader about any medical, psychological or physical or other condition relevant to the visit in writing.
* Provide an emergency contact number
* Sign the appropriate consent form
* Consent to category of visit

**TRIP CATEGORISATION**

**General**

Health and safety law requires that activities are appropriately monitored but this monitoring only needs to be proportionate to the general level of risk to be expected.

This approach has been followed in the grading of checking procedures set out in this section.

***Category A –*** *visits vetted by Site Manager-EVC*

***Category B –*** *visits vetted by Curriculum Lead and Site Manager EVC*

***Category C –*** *visits vetted by a minimum of 2 members of Senior Management Team (E.V.A)*

The following explains the differences between the categories in terms of the type of visit.

**Category A**

**Visits vetted by Site Manager**

The key issues are that leaders require only general tutor skills to preside competently over a visit.

The Site Manager will normally assess the competence of the individual to lead this category of visit; therefore the Site Manager will vet and approve these visits.

In this case the management committee needs no special assistance from the Curriculum Leads to make the appropriate judgements, beyond observing the principles set out in this document.

**Category B**

**Visits requiring notification to the Site Manager and Curriculum Lead**

This category includes visits to recognised centres, and those involving some higher risk activities.

Safe supervision requires that the leader must, as a minimum, have undergone an additional familiarisation process or induction specific to that activity and/or location.

He or she will be approved as appropriately competent by the Site Manager and Curriculum Lead.

**Category C**

**Visits where 2 members of the SMT must be asked to approve at the outset of planning.**

This category is applied where the level of uncertainty about the risks involved is difficult to quantify, but is likely to be at the highest level which can be justified for an educational visit. [Any trip in the close proximity to water is a category C]

The visit involves an activity which requires a specific level of training or an additional qualification. It includes all those activities that, if not school led would be in scope of the adventure activities licensing regulations 1996.

Issues can arise quite simply as a result of leaders not having the appropriate competences for what might be regarded as relatively routine adventure activities. They could also arise from a really challenging exploration visit abroad. Winter conditions or heavy rain can also make a huge difference to risk levels in mountains or gorges for example.

**Approval Procedures**

**Purpose of the Visit**

Aims and objectives of the visit must be clearly identified at an early stage. These must be relevant to pupil and curriculum needs, and take account of ages, ability, previous experience and resources available. Clear, appropriate objectives will contribute significantly to pupil safety and well-being as well as to the educational outcomes. They will ensure:

* An appropriate structure and discipline for the visit
* Maximum pupil motivation
* A choice of environment and activity appropriate to pupil maturity and experience.
* Consideration of appropriate training, staffing and resources.

**Approvals**

Approval in principle must be sought from the Senior Management Team as soon as possible and before any financial commitment is made. Leaders must check procedures and give adequate notice. Certain categories of activity e.g. outdoor adventurous activities or visits abroad will require prior notification for approval by the Executive Head tutor. Establishments must ensure they comply with the legal obligations of the Adventurous Activities Licensing Regulations 1996.

All party leaders undertaking off site activities are part of their work in behalf of Prism Independent School must follow they system of approval outlined below:

* For any off site activity the approval of the SMT is required.
* Form 2 must be completed for all off site activities (categories A, B or C)
* For activities in both categories B and C copy of Form 2 together with a copy of a completed risk assessment must be forwarded to the Curriculum Lead and Site Manager at least 4 weeks prior, for Category A 2 weeks notice is required.
* If the approval procedures outlined are not followed insurance will be compromised.
* Where non-staff act as group leaders or instructors for hazardous activities they must be qualified to an equivalent standard to that expected of staff.

**General principles for checking proposals for Trips and Visits**

* The actual activity
* Where it is to be undertaken
* Ratio of supervising adults to pupils
* Competence of leaders
* Risks associated with visit having been assessed
* Group ability
* Transport arrangements

**Activities requiring approval by Senior Management Team**

The table below describe some of those activities SMT –EVA are obliged to monitor directly. Visits involving such activities are generally classed as Category C.

**Adventurous Activities**

|  |  |
| --- | --- |
| Rock Climbing and Abseiling | Mountaineering |
| Sailing (including windsurfing) | Kayaking |
| Gorge or Coastal Scrambling | Canoeing |
| White water and improvised rafting | Water-skiing |
| Underground exploration | Skiing including dry slope |
| Snorkel and aqualung diving |  |
| Air activities (except commercial flights) | Open Water Swimming |
| All form of Boating (except commercial transport) |  |
| Other activities (e.g. initiative exercises) involving skills inherent in any if the above activities. | |

**Wild Country Visits**

Wild Country is defined as upland or tidal areas where the party will be dependent on itself and remote from help and areas subject to tidal variations. These areas are listed below. There is no arbitrary upland height limit since local and seasonal influences have major significance. The identification of these wild country areas is not meant to imply that all other areas are safe: leaders will need to be aware of and apply appropriate precautions, commensurate with the group, time of year and characteristics of the terrain in which they are operating.

**Wild Country Areas**

|  |  |
| --- | --- |
| Dartmoor | Exmoor |
| Bodmin Moor | Brecon Beacons |
| Black Mountains | Mid and North Wales Mountain |
| Peak district | Cheviots and the Durham Dale |
| North Yorkshire Pennines | Isle of Man |
| Lake district | North York Moors |
| Mourne Mountains | Yorkshire Dales |
| Sperrin mountains and North Antrim Hills | Scottish boarders |
| Galloway Hills | Isle of Sky, Arram, Harris and Lewis |
| Central western and Northern Highlands of Scotland | |

NB. Category B activities may take place in hazardous or remote environments and require specific skills, experience and safeguards in order to contain risk at an acceptable level.

Examples of these activities are moorland walking, sailing, canoeing, caving and camping and are generally referred to as outdoor pursuits.

In addition to technical competence, recognised by qualification, the head tutor must be satisfied that the individual has adequate non-technical skills and judgement to supervise or manage the group on question.

By their nature qualifications indicate a reasonable standard of competence in the activity and the ability to assess the suitability of a proposed activity within the terms of reference of that qualification.

Qualifications must be kept up to date and maintained with recent personal experience.

**SECTION 4 PLANNING**

**PLANNING AN EDUCATIONAL TRIP OR VISIT FLOWCHART**

**OUTLINE PLANNING FORM**

|  |
| --- |
| **Discuss with Curriculum Lead gain permission to Proceed from appropriate level**  **Proposal Form**  **2 FOR A B C** |
| **Site Visit/ 1st hand knowledge**  **RA1 FOR A B C** |
| **Risk Assessment/ Emergency Procedure**  **RISK ASSESSMENT FORM FOR A B C** |
| **Transport**  **VOLUNTEER DRIVERS FROM D1 FOR A B C** |
| **Insurance** |
| **Staffing**  **EVC3/4 FORM FOR A B C** |
| **Permission to process, Notification and/or approval**  **From Curriculum Lead (Reply form)**  **FORM 2 Signed of all, A B.**  **Cat C MUST BE SIGNED BY E V A** |
| **Contact with Parents**  **ANNUAL CONSENT FORM 2 for B+C** |
| **Briefing meeting with Parents and Young people**  **NEEDED FOR cat A+B** |
| **Resource Preparation**  **A B C** |
| **Additional Consent**  **B C** |
| **Financial Arrangements**  **A B C** |

**Outline Plan**

Well in advance of the proposed visit the party leader must draw up an outline of the visit. This must include the purpose, the venue the duration, the types of activity, the relevance to the curriculum, the number of pupils, the cost and source of funding, the mode and source of transport, the number and expertise of staff and details of special equipment requirements. (Form 1 is a simply way to record this outline). At his point general approval to proceed must be sought from SMT. Specific detailed and final approval will be given at a later stage when all details are finalised. FORM 2 will be submitted.

**Permission to proceed (discussion with Curriculum Lead /Site Manager)**

The party leader must now discuss the proposed visit. They will need to consider which members of staff may be approached to assist with the visit. It must be confirmed that the required staffing levels are available before proceeding further.

**Knowledge of the venue/site visit**

It is important, wherever possible for one of the party leaders to be familiar with the venue and have visited it in the recent past. If such a visit has not been made, as must information as possible, together with details of potential hazards, must be obtained from a local contact. Tourist offices, Monitoring Organisations, field Study Centres and Local Authority for the area may be able to assist. Where the use of the a residential centre is being planned as assessment of the centre must be made either by a pre visit and/or recent and extensive pre-knowledge of the centre.

**Risk assessment/Emergency Procedures**

Check all risk assessments using Prism Independent School Risk Assessment Procedures.

**Transport and associate costs**

Having decided upon a venue, the means of transport must be considered. Obtain a minimum of two estimated and quotations. Plan routes and make reservations. Work out the cost of the visit, including all known expenditure, e.g. admission charges, meals and routes, gratuities etc. having established the size of the party, assess the cost per pupil.

**Insurance**

Check all insurance arrangements with the Curriculum Lead. Decide if additional insurance will be necessary e.g. hazardous or potentially dangerous activities?

**Permission to proceed/Final approval**

The details must now be presented to, and discussed with, the Senior Management Team/Curriculum Lead who, before giving approval must be satisfied that:

* The staff likely to be involved have the necessary experience, ability and, where appropriate, the qualifications to lead the party of pupils.
* The necessary pupil/staff ratio will be adequate
* The venue has been assessed
* Financial arrangements are sound
* Insurance cover has been confirmed
* The objectives of the venture are sound
* Health and safety arrangements including first aid arrangements have been thoroughly checked
* The arrangements for giving information to pupils and parents are clear and detailed.
* If using an Outdoor Activities Centre that it is licensed under the Young Persons Safety Act.
* Emergency procedures have been drawn up.

**Contact with Parents**

Send a letter explaining details of the visit, type of activity being undertaken accommodation arrangements, type of clothing and footwear required, dates, times of departure and return, cost and method of payment, staffing, pocket money etc. to parents and guardians, and arrange a meeting where necessary (especially important when an overnight stay is involved) to explain details, obtain responses and answer questions.

**Meetings prior to the trip**

If B or C meeting of the Party members and their parents must be arranged to explain the aims and purposes of the visit and to make them aware of their roles and responsibilities.

On arrival or during a pre visit an ‘on site’ meeting will be necessary to consider day to day requirements/arrangement. Parents/guardians must be notified of, and requested to agree the Code of Conduct in writing.

A copy of the Code of Conduct must be available to parents.

**Specific work for pupils on the trip**

Where appropriate, prepare worksheets/questionnaires/other information regarding the journey/visit.

**Parental permission**

***If the visit is a B or V then specific parental consent must be sought in addition to the existing consent from already held by Prism Independent School.***

Ensure that appropriate forms of approval have been obtained from parents/guardian, especially those relating to parental consent for the party leaders to sign for medical treatment in an emergency and for pupils to participate in water based activities.

**Financial arrangements/collection of Money**

Complete all financial arrangement, including collection of contributions from pupils. (and where appropriate staff)

On return complete a statement of accounts and present this to the Exec Head teacher/Curriculum lead for counter signature and filing.

**Evaluation**

A report and/or evaluation including completion of any minor incident forms must be submitted by the party leaders to SMT. (use form 4). A copy of the completed evaluation for (form 4) for category ‘B’ and ‘C’ visits should also be submitted to SMT. All accidents and dangerous occurrences must be reported using form [F28].

**Serious Incidents**

Any serious problems or incidents must be reported immediately to the school emergency contact (this will usually be a member of SMT) by the party leader.

**SUPERVISION**

**General**

The safe movement and care of groups of young people, both in urban and open country areas needs very specific supervision.

It is not always feasible to lay down specific ratios of staff/adults to pupils. Staffing ratios are dependent on may factors including the nature, purpose and duration of the activity, its location, the age and experience of participants, the skills and experience of staff, weather conditions etc. minimum staffing level for pupils of different ages are shown below.

However, all pertinent factors including the above must be taken into account when deciding upon the number of staff required. SMT must be satisfied that an appropriate level of supervision will be provided before approving any school visit.

**Ratios**

There must be a minimum of two adults per party; one of whom must be a qualified leader.

The ratio of pupils to tutor/adults should not exceed:

2:20 for A Category trips and visits

2:10 for B and C Category trips and visits.

Normally at least one adult of each gender must accompany ‘mixed’ groups particularly those in an overnight stay.

Where possible this principle must apply to mixed parties undertaking activities on day visit.

If a visit is being organised jointly by two or more parents, at least one adult from each partnership involved must accompany the group-joint ventures require careful planning and clear lines of responsibility and communication.

It is highly desirable that at least one adult per party holds a current qualification in First Aid. Also check that the venue has qualified First Aiders available and access to a first aid kit at all times.

**Party Leader Competence**

Staff development for the safe and effective leadership of Educational Trips and visits.

It is recommended that SMT considers the following leadership criteria when a colleague is seeking approval to lead an out of school trip.

Selection – the role of Party Leader

Induction – training, experience and qualifications

Development – previous involvement in trips and visits

Monitoring – validation of previous experience

On-going training – evaluation of the training needs

* To assist the SMT in this process it is recommended that the following forms be used:

Form 1a – Educational Visits Registers

Form EVC2 – Types of Visits

Form EVC3 – Staff experience Register

Form EVC4 – Educational Visits Leaders Qualifications

**Head Counts**

Regular head count must take place, regardless of the length and nature of the isit, particularly before leaving any venue.

All staff accompanying the group must carry a list of all young people and adults involved in the visit at all times.

* Pupils must not wear name badges
* Party leader must establish a rendezvous point and tell pupils what to do if they become separated from the group.

**Group Management**

Where more than one adult supervises a group of pupils (e.g. Member of Prism staff and Instructor) a clear agreement must be made to ensure that ench adult understands their supervisory role and responsibility.

**Remote Supervision**

The aims of visits and activities for old pupils (post 16) may be develop independence and investigative skills.

* These groups may need to be supervised remotely
* This would require ensuring that the party is clearly instructed as to what to do during the programme.
* For emergencies
* Counted out and counted back in for debrief
* If there is a difficult or potentially dangerous part of the activity/programme, a tutor can be strategically located so as to be on hand to regain supervision if necessary.

**Criminal Records Bureau Disclosures**

It is the responsibility of the Curriculum Lead, Site Manager and Party Leader to understand and follow the procedures for accompanying adults who wish to supervise or drive on Educational Trips and Visits.

* Checks must be carried out on accompanying staff who will have unsupervised contact with pupils.
* Adults accompanying groups on residential visits must be included
* Anyone who has taken charge of a pupil under the age of 18 on a one to one basis must be included.

Where adults other than tutors are involved in visits the following guidance must be adhered to:

* They are acceptable to SMT in terms of their training, experience and qualifications.
* The leader of a school party must always be a tutor or a suitable experienced and qualified person.
* All accompanying adults are appropriately briefed, ideally meeting the pupils and their parents before the visits (category B & C)
* They are made aware, at any times of their responsibilities and the limited of those responsibilities.
* Other than in cases of emergency other adults must not be left in charge of a group or in a place with an obvious hazard unless they possess the appropriate experience and qualifications.
* It is regarded as good practice to have a competent tutor present with all groups on school initiated activities.

**Partnership Working**

Recently it has become more commonplace for schools to work in partnership with other schools, authorities and agencies to create new experiences for children, through school trips, visits and the use of outdoors.

In many cases, the policies and procedures of these organisations have very similar aims and objectives in securing health and safety and welfare of their staff, employees and clients whilst engaged in various activities and schemes.

It is vital that organisers if there events ensure that their health and safety precautions are clearly identified and agreed by all parties. Important aspects of joint agreements are:

* To ensure that terms of reference are identified
* Supervisory numbers are adequate
* Lines of communication and command are established.
* Varying arrangements, standards and/or practices are sorted out prior to the activity taking place.

It is important to agree who is in overall charge on an event and/or activity and who has the responsibility for decision making during the event.

Partnership working is a natural and logical progression to the normal school curriculum and with appropriate discussion and input from all parties a memorandum of agreement can be easily achieved to address health and safety issues and common standards of behaviour and expectations at an early stage in proceedings.

The potential benefits of using other adults can be immense but the importance of good management using the above guidance is crucial to the success of any venture.

Well qualified and experienced instructors can provide an enhanced range of opportunities for children and young people. the key issues to be addressed by both the party leader and Curriculum Lead are whether an instructor’s qualifications and experience are appropriate for the activity that is to be undertaken. Advice and guidance is available from SMT.

It is essential that the party leader and Curriculum Lead checks out these matters for every activity that is to be undertaken and requests that a Risk Assessment is provided. The duty can be delegated to another member of staff in the group but the party leader remains responsible. The questions to be asked are:

* Do the instructor’s qualification and /or experience and maturity match the proposed activity?
* Are the age, experience, maturity and size of the group appropriate to the activity and the instructor?
* Would I allow my son or daughter to undertake the activity under the guidance of the instructor?

**Programme Management**

Before working independently with a group it is essential that the instructor is given clear guidance on such matters as:

* Rewards and sanctions
* Lines of communications on behaviour and discipline issues
* Medical issues relating to individual group members
* The place of the activity in the overall programme
* Timings and such programme details
* Details regarding specific pupils as required
* Emergency procedures

If a tutor or other member of the party are sharing the activity the professional working relationships need to be discussed beforehand. It is recommended that the tutor carries our all the functions relating to behaviour, discipline and medical issues. This enables the instructor to concentrate on the activity.

TRANSPORT ARRANGEMENTS

**General**

The group leader must give careful thought to planning transport. The main factors to consider include:

* Passenger safety
* The competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid licence.
* Number of driving hours required for the journey and length of the driver day (including non-driving hours)
* Capacity and experience of driver to maintain concentration – whether more than one driver is needed to avoid driver fatigue.
* Type of journey – will the visit take place locally or will it include long distance driving i.e. motorways?
* Traffic conditions
* Contingency funds and arrangements in case of breakdown/emergency
* Appropriate insurance cover
* Weather
* Journey time and distance
* Stopping points on ling journeys for toilet and refreshments
* Supervision
* Pupil behaviour

**Legislation**

Prism Independent School should satisfy themselves that all travel arrangements including the hire of private coaches or buses are suitable for the nature of the visit. In practice the Curriculum Leads will normally carry out these checks.

**The driver** is responsible for the vehicle during the visit.

**Seat Belts**

All minibuses and coaches which carry groups of three or more children and young people aged between 3-15 yrs inclusive must be fitted with a seat belt for each child. The seats must face forward and seat restraints must comply with legal requirements.

**Supervision on Transport**

The level of supervision necessary should be considered as part of the risk assessment for the journey. The group leader is responsible for the part at all times including maintaining good discipline.

A driver cannot safely drive and supervise children at the same time.

**Emergency Facilities on Transport**

All group members should be made aware of the position of the emergency door, first aid kit and fire equipment on transport. The group leader should also be aware of alternative routes or means of travel in the event of delay or cancellation.

**Safety On and Off Transport**

Factors that the group leader should consider when planning supervision on transport:

* Level of supervision that will be necessary on double decker buses/coaches – one supervisor on each deck should be appropriate in normal circumstances.
* Safety when crossing roads as part of the journey – the group leader should always ensure that pupils know how to observe the safety rules set out in the Highway Code and the Green Cross Code, pedestrian crossings and traffic lights or footbridges should be used to cross roads, wherever possible.
* Safety on buses, trains, ferries and boats – the group leader should make clear to the pupils how much or little freedom they have to ‘roam’. Misbehaviour is a main cause of accident to children on such means of transports. Appropriate supervision and discipline should be maintained at all times. Pupils should also be made aware of what to do in an emergency and where emergency procedures are displayed.
* Booking transport – the group leader should arrange for seats to be reserved well in advance to ensure that the part can travel together.
* Safety of pupils whilst waiting to pick up and drop off point when getting on or off transport, particularly when using United Kingdom vehicles abroad as the door is on the wrong side of the bus. Pupils should be made aware of safety rules and expected standards of behaviour.
* Safety whilst on stops or rests during the journey – group leaders should paln with the driver sufficient stops at suitable areas to ensure the safety of all group members including the driver. Driver of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods.
* Safety of the group in the event of an accident or breakdown – the group should remain under the direct supervision of the group leader or other tutors wherever possible.
* Head counts, by the group leader or another delegated tutor or supervisor, should always be carried out when the group is getting off on onto transport.
* Responsibility for checking that seat belts are fastened.
* Consider whether a visible and easily recognisable article of clothing should be worn in common by pupils.
* Pupils should be made aware that they are not allowed access to the driving area at any time.
* Group members should be made aware that travel sickness tablets should only be administered to a pupil with previous authorisation from the parents.

**Hiring Coaches and Buses**

The group leader is responsible for ensuring that coaches and buses are hired from a reputable company. Professional operators of buses and coaches are legally required to be licensed. Schools using operators to transport pupils should ensure that the operators have the appropriate public service vehicle (PSV) operators’ license. When booking transport, the group leader should ensure that seat belts are available for pupils. Whilst seat belts must be fitted on coaches who carry groups of children, they are not legally required on buses. Buses where seat belts are not fitted are not normally appropriate for visits involving long journeys.

If any of the group uses a wheelchair, the group leader should ensure that transport ued has appropriate access and securing facilities. It may be appropriate to use portable ramps.

**Licences and Permits**

The law on driver licensing no longer permits car drivers who passed their test after 1st January 1997 to drive mini buses without passing a Passenger Carrying Vehicle (PCV) test or unless they are driving under a Section 19 permit. This does not apply to existing licence holders who are over 21 years of age. Drivers of any vehicle must ensure that they have the correct entitlement on their licence.

**Private Cars**

Tutors and other who drive pupils in their own car must ensure their passengers’ safety, that the vehicle is roadworthy and that they have an appropriate licence and insurance cover for carrying the pupils. Volunteers should be carefully vetted by the school before they are permitted to drive pupils in their cars.

The driver of a private car is responsible for making sure that pupils have a seat belt and use if at all times. Vehicles without seat belts should not be used.

Curriculum Leads or party leaders who wish to use parents/volunteers to help transport pupils in their own cars, must ensure that they are aware of their legal responsibility for the safety of pupils in their cars. Parents’ agreement should be sought (on the consent form) for their children to be carried in other parents’ cars. It is advisable that parents driving pupils are not put in a position where they are alone with a pupil. The group leader should arrange a central collection/drop off point for all pupils rather than individual home drops.

**The Mini Bus Driver must:**

* Not drive when taking medication or undergoing treatment that might affect their ability or judgement.
* Know what to do in an emergency
* Know how to use firefighting and first aid equipment
* Avoid driving for long periods and ensure that rests are taken when needed
* Clarify and comply with transport regulations and the requirements of the vehicles insurance cover.
* Take into consideration the effects of teaching and the working day
* Have regular medical checks e.g. eyesight

**Guidelines for driver rest breaks are:**

* After 2 hours continuous driving – 15 minute break
* After 4 hours continuous driving – 30 minute break
* After 8 hours continuous driving – 11 hour rest period
* Journey which exceeds 8 hours aggregate driving should provide for 2 more drivers.
* For tutors, the total hours should include all class contact time if the tutor is on duty.

**HEALTH DECLARATIONS**

**General**

Whilst the school journey or activity may be an important feature in a pupil’s educational experience, it must be remembered that the expectations of parents and guardians is for their children to be on the school premises.

Consequently it is essential to obtain their consent to children being elsewhere, even for a short visit other than for normal curricular activity within the general neighbourhood of the school. Appropriate forms of consent, must be completed by the parents/guardians annually to cover day visits away from the area and, in addition, for all journeys or visits requiring overnight stays.

It is essential that parents/guardians complete and sign the medical questionnaire attached to the consent form in as much detail as possible. Should the school be concerned about any aspect of the pupil’s health or fitness on receipt of the completed form they must discuss this with the parent and if still unsure and with the agreement of the parent contact the pupils GP to discuss the matter.

Requesting parents/guardians to give consent to their children being involved in a school journey entitles them to as much information on the organisation and execution of the journey as possible. This is especially the case where an overnight stay (or longer) is involved. The most appropriate way for this information to be given is through a meeting of all concerned, staff accompanying adults, pupils and parents, when full details can be given (in written form) and any questions which are raised can be answered.

**Documentation**

The documentation for the meeting must include details on:

* The aims and objectives of the visit.
* The duration, with dates and times of departure and return and means of transport.
* The destination, address and contact telephone number including details of the type of accommodation, facilities and qualifications/experience of those members of staff from the establishment visited (this is particularly important when visiting any centre where the children will be taking part in adventurous activities). This type activities planned, with a daily programme if possible, the possible hazards which may be encountered, and safety measure which will be taken to overcome them as far as possible.
* The responsibility of parents/guardians to ensure all necessary information about their children has been communicated to the school.
* A list of clothing and footwear required
* The type of luggage to be used and how it must be labelled
* The cost and method of payment including any cancellation charges.
* Advice on pocket money
* Information on insurance, including if possible a photocopy of the insurance schedule for all parents
* The method of communication and procedures to be followed in the event of an emergency
* The names of the party leader and accompanying staff together with the names and status of other accompanying adults
* Additional information from the parents may well be necessary for overseas visits and could include passports, photographs for identity cards, special dietary needs, E111 forms if visiting EC countries etc.
* Prism Independent School code of conduct for all pupils
* For visits abroad a local based telephone number must be made available to parents as an emergency contact.

Must a major change in the programme have to be made after the commencement of the visit; arrangements must be made to inform parents/guardians accordingly.

It is important to inform parents/guardians of the measures the school has taken to ascertain information regarding the suitability and safety of the venue to be visited.

**Medical Fitness of Pupils**

It is important to establish that members of school parties are medically fit to take part in journeys or visits away from the school site.

**FOR ALL EDUCATIONAL VISITS, JOURNEYS AND EXPEDITIONS INVOLVING A RESIDENTIAL ELEMENT, the following procedure must be followed:**

* It is the duty of all parents/guardians to ensure that their child is medically and dentally fit to take part in school journeys and educational visits. This is particularly so when journeys involve a residential element, since the enjoyment, value and safety of the whole party may be affected by illness or toothache which could have been anticipated or prevented. Therefore briefing information for parents must stress this point.
* If there are medical issues of concern for the staff, they must discuss these and seek further clarification from the parent/guardian or seek medical advice as required. In extreme circumstances it may be unwise to include an individual pupil on the trip which may affect the enjoyment, medical fitness or safety of the rest of the party.
* It is vital that children and young people taking part in school trips must have access to their medication. Tutors taking responsibility for school journeys must be aware of the child’s medical condition and type of treatment necessary.
* Members of some religious groups are against administering specific medications. Tutors must consider carefully the implications of this.

It is essential that at least one tutor on every school journey is named as tutor responsible for administering medication and that staff, parents and pupils are aware of who this is.

The guidance below relates to the administration of drugs in schools and, as appropriate on visits, journeys and expeditions.

**Guidance concerning drug administration to pupils attending educational establishments**

There are normally three sets of circumstances in which teaching staff may be requested by a parent to supervise a pupil taking his/her medication during school hours.

* Cases of chronic illness such as asthma, diabetes or epilepsy
* Children with a medical condition which requires them to have ongoing medication
* Cases where a child is recovering from a short term illness is able to return to school but is completing a course of antibiotic or similar treatment.

**IT IS RECOMMENDED THAT IN CASES OF RECOVERY FROM SHORT TERM ILLNESS, ONLY TWO DAYS OF MEDICATION MUST BE TAKEN AT SCHOOL.**

**Type of drugs**

* Antibiotics/cough medicine

The parent must give explicit consent in a letter, for a tutor to supervise a pupil taking medication, and specify the drug, the dosage, and the frequency and state when end of a course of prescribed medication occurs.

* Non-prescription ‘over the counter medicine’

The parent must take responsibility for ‘over the counter’ medicine and give specific details of the type of medication and dosage in a letter to the school.

The tutor must check the dosage with the recommended dosage on the bottle, and check the suitability of the medication i.e. age of the child and the dosage.

As far as possible, tutors must supervise the pupil taking the medication to ensure that the correct dose is taken by the child.

**Letters from Parents/Guardians/GP’s**

Long term administration of medication requires an agreement for, the parents/guardian that they consent to named members of staff administering medication to their child.

In addition to this consent, information is required from the child’s GP which specifies the type of medication, dosage, frequency and any other information, including side effects.

**Named Tutors**

The letter from parents will request their consent that a ‘named tutor’ will be responsible for supervising the administration of medication.

It is essential there is someone available on the trip to whom the parent/guardian have given consent to administer medication.

**Drug log**

When medication is taken by the pupil the named tutor must enter the dose and the time the medication was taken in a separate book kept for this purpose in the vicinity of the storage area of medicines.

**Inhalers for Asthmatics**

The British Asthma Association recommends the child carries the ventilator. However the Exec Head teacher must use professional judgement in consultation with parents who will know how capable their children are at managing their inhalers.

Exec Head teachers must assess the likelihood of inhalers being lost, damaged and, issued but other children against the need to have an inhaler available for immediate access in the event of an attack.

**IF CHILDREN AND YOUNG PEOPLE ARE ALLOWED TO CARRY INHALERS WITH THEM, IT MAY BE ADVISABLE TO ASK PARENTS TO SUPPLY A SPARE, SO THAT THEY CAN BE ASSURED THAT IF THE INHALER IS LOST OR DAMAGED THERE IS ALWAYS ONE AVAILABLE.**

Where the school takes responsibility for the safe keeping of inhalers, access must never be restricted. Inhalers must be properly labelled with the child’s name, and its location must be known to the child and their tutor at all times during the school day.

**IT IS IMPORTANT THAT A CHILD OR YOUNG PERSON DOES NOT HAVE TO CLIMB STAIRS OR WALK A LONG DISTANCE FOR THEIR INHALER IF THEY ARE BREATHLESS.**

* It is vital that children and young people taking part in school trips must have access to their medication.
* Tutors taking responsibility for school journeys must be aware of a child’s medical condition and the type of treatment necessary
* Instructors working with specific pupils must be made aware of their medical condition
* It is essential that tutors on school journeys must include a named tutor for administering medication.

**Storage of Medication**

Medication must be stored in a cool environment, out of direct sunlight in a secure cupboard which is accessible at all times to ‘’named tutors’

A separate fridge for storage of temperature controlled medication is recommended, or a separate part of a fridge as demand dictates. The availability of a fridge for this purpose on residential visits must be checked prior to departure.

ALL MEDICATION MUST BE CLEARLY LABERLLED WITH THE CHILD’S NAME AND DOSAGE.

**Insurance cover**

Prism Independent School has combined liability insurance which covers all employees, including tutors. This covers the employer’s liability, public liability and official’s indemnity. The effect is that any claim for loss, damage or injury made against any individual employee will result in the endorsement of all policies, and individual employees will have the benefit of insurance. Staff who fail to comply with this Code of Conduct may invalidate the benefits of the insurance cover provided.

**FINANCE**

**General**

The Curriculum Lead must ensure that all parents are given reasonable notice of the costs of educational and off site activities. The Curriculum Lead must establish secure procedures for the management of associated income and expenditure including clear banking and accounting procedures.

**Charge for School Activities**

The Education Act 1998 determined aspects of education for which charges may not be made. The following key principles may be considered to apply with particular respect to off-site activities.

* Education provided wholly or mainly during school hours is free.
* Off-site activities can be financed through voluntary contribution. Although this must not lead to discrimination against parents who do not want to contribute.
* In the last resort, if insufficient parents contribute, this may lead to school activities being cancelled.
* Charges can be made for board and lodging on residential visits as well as full costs when a visit is deemed to be an optional extra e.g.
* *It falls wholly or mainly outside school hours*
* *Does not form part of the Curriculum*
* *Is not part of a syllabus towards accreditation?*
* *Is not a part of statutory religious education?*

**Financial Arrangements**

Before giving approval to a journey or visit taking place, dependent upon which category the authorising member of staff must be aware of the following recommendations:

1. Overseas holidays must only be arranged through reputable and bonded tour operators.
2. When selecting a particular trip/travel company the principles of best value must be applied to this process e.g.

* How does the cost compare to similar companies/trips?
* Is the school getting the best deal?
* Does the company’s trip met the aims and objectives of the school visit originally agreed?
* Is the final price competitive when compared to other providers
* How does the school ensure it receives the most economic, efficient and effective service from those who provide it.
* Charges to tutors supervising journeys or visits must be given careful consideration. Where the visit is purely educational nature e.g. a trip to a theatre as part of an examination course, or a type purely for children e.g. puppet shows, it may be unreasonable for the supervising tutors to be charged. Where, however the visit is of a recreational nature e.g. a skiing holiday it may appear reasonable for the supervising tutors to pay, at least, part of their costs. If the family or friends of supervising tutors are permitted on journeys or visits they must be charged no less than the charge to pupils.

When Head tutors authorise a journey or visit they must retain a copy of that authorisation and endorse it accordingly. The tutor in charge of the journey or visit must be familiar with the school’s internal arrangements for financial accountability and utilise a school account for this purpose.

**Financial Control**

**Banking arrangements**

* where the sum involved is substantial a separate bank account must be opened in the name of the school trip (not in the name of an individual)
* Cheques must require the signature of a minimum of two people from a nominated list; one of these must preferably be the Head tutor or deputy Head tutor.
* No blank cheques can be signed
* The account must not be overdrawn
* Cash must be banked on the day received wherever possible.

**Income**

The following procedure must be adopted where cash is collected, in respect of the charge for the journey or visit, from pupils and tutors.

* A receipt must be given to each person making a payment. If the charge is paid in one payment an individual receipt must be issues, if it is paid by instalments a payments card must be issues on which the individual payments can be receipted. Either from of receipt must contain the date, the amount and the signature of the tutor receiving payment.
* The tutor collecting the payments must keep a record of all the amounts received and must regularly pay the accumulated sum and this paid into the trip bank account. It is suggested that a paying in book is used for this purpose.
* Pupils must be encouraged to bring money to school on a particular day. All payments must be recorded with the date and the amount received from pupils. A receipt acknowledging payment must be issued to pupils on the day of the payment.
* Where pocket money is issued to pupils a documentary record must be made and the pupil’s signature obtained.

**Financial Monitoring**

In respect of major journeys, the Head tutor must arrange for the financial position to be monitored periodically before departure. Some journeys may qualify for VAT exemption.

After the journey, or visit, a statement of income and expenditure must be prepared. It must be certified by the organising tutor or Head tutor.

All receipts, invoices and supporting vouchers must be retained for possible future inspection and audit.

Value Added Tax

1. The following types of organised school visits are treated by HM Custom and Excise as being exempt from VAT.
2. Any visit which is arranged for pupils free of change
3. If the charge made to pupils is subject to a specific subsidy by the Local Education Authority.
4. Visits are not regarded as being specifically subsidised if the only subsidy is the provision of some financial assistance on the grounds of hardship. The subsidy provided must be provided by the LEA funds and not the school fund.
5. If the charges made are equivalent to the full cost of the visit provided that the visit satisfied all the following conditions.

* The visit is to serve a clear educational purpose related to a general education curriculum.
* The visit is not primarily of a recreational or sporting nature except when the activities are provided as part of a general educational curriculum.
* The visit is adequately prepared and followed up in school.
* Arrangements are made for the supervision of the pupils by suitably qualified persons.

1. Where it is considered that the visit satisfies the criteria for exemption from VAT the school must speak with the Business Manager or Finance Officer.

**EMERGENCY PROCEDURES**

**General**

Tutors in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonable prudent parent would (in Loco Parentis). Tutors must not hesitate to act in an emergency and to take lifesaving actions in an extreme situation or to stop an activity they feel is unsafe or dangerous.

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

* Assess the situation
* Safeguard the uninjured members of the group
* Attend to the casualty
* Inform the emergency services and everyone who needs to know of the incident

The party leader who will take charge in an emergency would need to ensure that emergency procedures agreed before the trips are put into place and that back up procedures are arranged. The party leader must liaise with the representative of the tour operator if one is being used. If the party leader is injured a pre designated deputy must take control.

**Pre-arranged school/home contact**

Prism Independent School contact’s main responsibility is to link the group with the school, the parents and to provide assistance as necessary. The named person must have all the necessary information about the visit, the pupils, the venue and the itinerary. Normally this contact must be a member of the SMT preferably the Exec Head teacher if they are not on the trip.

**Emergency Procedures Framework**

All those involved in the school trip, including supervisors, pupils and their parents must be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.

**If an emergency occurs on a school visit the main factors for the Party leader to consider include:**

* Establish the nature and extent of the emergency as quickly as possible.
* Ensure that the entire group are safe and looked after.
* Establish the names of any casualties and get immediate medical attention for them
* Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures.
* Ensure that a tutor accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together
* Notify the police if necessary
* Inform Prism Independent School contact. The school contact number must be accessible at all times during the visit.
* Details of the incident to pass on to the school must include: nature, date and time of incident, location of incident, names of others involved so that parents can be reassured, action taken so far, action yet to be taken (and by whom)
* Notify insurers, especially if medical assistance is required (this may be done by the school contact)
* Notify the provider/tour operator (this may be done by the school contact)
* Ascertain telephone numbers for future calls. Mobile phones, through useful are subject to technical difficulties, and must not replace usual communication procedures.
* Writes down accurately and as soon as possible all relevant facts and witness, details and preserve any vital evidence.
* Keep a written account of all events, times and contacts after the incident.
* **No one in the group must speak to the media**. Names of those involved in the incident must not be given to the media as this could cause distress to the families.
* **No one in the group must discuss legal liability with other parties**
* Remove mobile phones from all pupils.

**Emergency procedures framework for school base**

Prior to the visit, the name, Prism Independent School and home telephone numbers of a school contact must be identified. It is advisable to arrange a second school contact as a reserve.

The main factors for the school contact to consider include:

* Ensuring that the group leader is in control of the emergency and establishing if any assistance is required from the school base.
* Contacting parents. Details of parent’s contact numbers need to be available at all times while the group is on the visit. The school contact must at as a link between the group and parents. Parents must be kept as well informed as possible at all stages of the emergency.

**Liaison with media contact**

If a serious incident occurs, the school contact must liaise with the Exec Head teacher as soon as possible.

The reporting of the incident must be one using appropriate forms, if necessary. Some incidents are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

**Action to be taken by Prism Independent School**

1. The receipt of the emergency call from the party’s home contact person will ensure all relevant information has been received.

**2** The Head tutor will be immediately informed

**3** The Head tutor will appoint a designated senior officer to co-ordinate the response to the emergency and will:

1. Contact the Chair of Management Committee to secure support in dealing with the Media
2. Establish contact with the Head tutor
3. Establish contact with the Group Leader to channel advice and support
4. Contact the police to determine relative roles and channels of communication
5. Ensure swift and sensitive communication with parents
6. Arrange early press statement in brief and general terms
7. Alert Committee members

**4** the emergency arrangements outlined above must secure prompt assistance if adhered to.

**It is stressed that the emergency numbers provided must not be used for any other purpose than those described in this section.**

**First Aid**

1. The ability to give First Aid is an essential though, hopefully a rare aspect of outdoor visits, journeys and expeditions. The two levels of training are the 1 day course for ‘appointed persons’ and a 4 day course with assessment for a qualified first aider.
2. First aid provision must be part of the trip Risk Assessment

* Every party must have at least one adult qualified first aider
* On residential trips there must always be an appointed person on duty. The location of the residential base and the nature of the activities planned may require the party leader to ensure that there is always a qualified first aider available. This would be when the base is remote from accident and emergency facilities.
* Staff accompanying the trip must know where the nearest and most accessible Accident and Emergency Hospital facility is situated and how to get there.
* It is recommended during residential trips that transport and driver are available on site in case of emergency. Where there is an expectation that this role is fulfilled by school staff, they must be in a fit state to drive.
* If a party divides into groups that undertake separate activities which take place away from each other, each group must have an adult appointed person and a travelling first aid kit.
* When young people undertaken group activities that are away from the main base and unaccompanied by an adult they must have received first aid training commensurate with the activity and carry a first aid kit.

**First Aid Kits**

1. First Aid Kits must be made of suitable material designed to protect the contacts from damp and dust and must be clearly identifies as first aid containers. The marking used must be a white cross on a green background. First Aid Kits must contain only those items which the first aider has been trained to use.
2. The contents of travelling first aid kits must be appropriate for the circumstances in which they are to be used and must include at least the following items.
3. A guidance card
4. Six individually wrapped sterile adhesive dressings
5. One large sterile um medicated dressing
6. Two sterile triangular bandages
7. Safety pins
8. Individually wrapped moist clean wipes
9. Disposable gloved
10. Sterile water or sterile saline (0.9%) in sealed disposable containers.
11. It is recommended that for visits abroad a full first aid box is provided. For visits to activity centres in the United Kingdom the party organiser must check with the centre to confirm that the centres’ first aid facilities are available at all times.

**Fire**

* Fire can occur anywhere, at any time but it is particularly dangerous when it occurs at night in a dormitory which is unfamiliar to children and staff.
* The party leader must ensure that wherever the children are taken, the local fire procedures are well known. The party leader must request a copy of the host’ fire procedures and on arrival, check the fire action sign which confirms the appropriate action. The party leader shall also inform all members of the party which is expected of them must they discover fire or if they hear the fire alarm sound.
* The party leader must always have the list of participants with her/him at all times, and take a roll call at the assembly point as soon as possible.
* In dormitories, the host may require tutors to act as search officers. The party leader mist ensure that all tutors know what their role is, and only if it is too dangerous to continue to search must they abandon the search, and report the situation to the party leader at the assembly point.
* When staying in dormitories it is essential to so a fire drill on arrival
* The party leader must ensure that tutors know the location of fire extinguishers, and know how to use them in case of a small fire developing. Larger fires must be left to the fire brigade.
* All staff must satisfy themselves that children do not take items which may create a fire on any school trips, and especially into dormitories. The dangers and the penalties must be clearly explained to children.

**Adventurous Activities using Licensed Providers (UK Only)**

When planning to use adventure activity facilities offered by a commercial company or another local authority the group leader must check:

Whether the provider is legally required to hold a licence for the activities it offers, and

That the provider actually holds a licence.

Over 900 UK provides currently hold a licence. The relevant legislation is the Activity Centres (Young Persons Safety) Act 1995 and the associated Adventure Activities Licensing Regulations 1996.

A licensed provider does not necessarily have to hold a licence for all its activities. Other activities offered may be accredited under non-statutory schemes. The provider can give information on what activities are licensed. A licence is one of the Assessment control measures.

It is illegal for a provider of licensable status to offer a licensable activity without a valid licence. Tutors must check on the licence the status of the provider.

The address is Adventure Activities Licensing Authority, 17 Lambourne Crescent, Llanishen, Cardiff, CF4 5GG. Telephone 01222 755715 the internet site is [www.aala.org](http://www.aala.org)

A licensed provider does not necessarily have to hold a licence for all its activities. Many of the activities that pupils take part in will be covered by health and safety legislation alone.

However the following activities (where undertaken by young people under 18 years of age and unaccompanied by a parent) need a licence when provided:

**Caving:** the exploration of underground passages, disused mines, or natural caves which requires the use of special equipment or expertise.

**Climbing:** climbing sea level traversing, abseiling or scrambling over natural terrain or certain man-made structures which requires the use of special rock climbing or ice climbing equipment or expertise.

**Trekking:** going on foot, horse or pony, pedal cycle, skis, skates or sledges. Over moorland, or on ground over 600 metres above sea level when it would take 30 minutes to reach an accessible road or refuge. Off piste skiing also requires a licence.

Water Sports: this comprised sailing, canoeing, kayaking, rafting and windsurfing, on the sea, tidal waters, inland waters at a location where any part of those waters is more than 50 metres from the nearest land, and turbulent inland waters. Rowing is exempt.

Not all providers are required to hold a licence. Voluntary bodies and schools providing their own members of staff and pupils are exempt, but a Risk Assessment is required.

Tutors who use providers for adventurous activities must request site of, and assess the details of, the providers Risk Assessment for those activities. For tutors who are leading the activity then Prism Independent School Risk Assessment must be used.

**PRE VISIT INSOECTIONS**

It is important that the party leader is familiar with the venue, either by visiting the site hand or by acquiring sufficient knowledge of the site. It is vital that this is carried out if a potentially hazardous activities e.g. climbing, canoeing etc. must be licensed under the Activity Centres (Young Persons) Safety Act 1998.

This exploratory visit must ensure that:

* The venue is suitable to meet the aims and objective of the visit
* The tutor can assess the level of risk to be encountered
* The venue can cater for the needs of the staff and pupils during the visit
* The tutor can become familiar with the area before the visit begins
* The tutor can meet the people at the venue to learn about possible dangers and the full potential of the site
* There are sufficient members of staff available and provided by the centre
* There are adequate facilities at the site including parking, toilet, disabled toilet, washing, eating and classroom and confirm availability.
* If necessary there is emergency shelter
* There are adequate first aid facilities
* Rescue facilities are available
* Relevant documents can be reviewed, such as safety policy statement, code of practice and Risk Assessments, emergency procedures etc.
* If there is a shop on site, then the prices and the items for sale can be assessed as to suitability
* The quality of mobile phone reception
* If there is another school party on site, a first hand opinion can be sought.
* The terrain/activity is not too strenuous for all members of the party.
* If abroad, the availability of English speaking assistants.
* If you will be sharing the facility/accommodation with other schools or adults

If an exploratory visit is not possible then as much information as possible must be acquired from as many sources as reasonably possible, including:

* The manager of the venue
* The local tourist office
* Motoring organisations
* The local authority for the area
* If an outdoor education centre, the Licensing Authority
* If a sea bourne activity, for the local coast guard
* Schools who have visited recently.

**MANAGEMENT OF YOUNG PEOPLE**

An appropriate level of personal responsibility must be agreed with parents and participants, prior to the commencement of the trip.

The following list is included to assist the party leader in deciding on specific aspects of behaviour which may need to be addressed because they impact on risk assessment.

* Co-operate with the staff and other students to make this visit enjoyable, trouble free and educationally rewarding for all.
* Study any assignment booklet and instructions carefully prior to departure.
* Have the appropriate equipment as necessary, with me for all visits, meeting seminars and activities.
* When travelling carry my passport, tickets, money and electrical equipment or liquids in my hand luggage (not suitcase).
* Clearly label by baggage both inside and out
* Keep a record, if requested of discussions, lectures, visits and meetings arranged during the visit.
* Participate as fully as possible in all discussions, lecures, visits and meetings arranged during the visit.
* Dress appropriately and with sensible shoes as directed by the tutor. I understand that formal dress may be required on occasions.
* Be punctual at all times for meals and meetings.
* Behave quietly and sensibly in the accommodation to avoid inconvenience to other guests or the accommodation management.
* Return to the accommodation by the agreed time
* Remain attentive and act sensibly at all times
* Abide nu the laws of the country visited and comply with customs and duty free regulations
* Remain alert during lectures, excursions or other organised events
* Agree smoking policy
* Carry out the assigned duties of any duty rosters when it is my turn to do so.
* Remain in my room until the next morning after ‘light out’ unless in a emergency
* Only allow visitors from my own group into my room
* Not consume or purchase alcohol
* I am aware that my parents/guardians will be contacted in the event of misconduct or persistent misbehaviour and if this continues I may be sent home early at my own cost or my parents are asked to collect me.
* That I will remain in the accommodation unless I have my tutor’s permission to leave.
* In my free time I may leave the accommodation only after permission has been granted by my tutor, but I must ensure that I am in a group of no less than three pupils or a number of specified by the tutor.
* At night or after dark, I will only leave the accommodation with the whole group in the company of a tutor or as instructed by the tutor.
* I will only take part in sporting activities, or other events which could be dangerous with the prior permission of a tutor.
* Mobiles and Portable music players can only be used with the agreement of tutors.

**ACCOMMODATION STANDARDS FOR PERMANENT**

**RESIDENTIAL CENTRES**

It is recognised that not all establishments will provide residential accommodation and that on many occasions activities will include overnighting in outdoor area, mountain huts, bunk houses, under canvas, bivouacs etc.

However, where permanent accommodation is provided at a centre, or where providers use the other organisation/establishment on a sub contract basis to provide residential accommodation, it must meet the following guidelines and be checked out whenever possible prior to the visit.

1. There must be adequate provision for the storage of clothes, rucksacks and other outdoor equipment.
2. There must be one washbasin (with hot and cold water and mirror) for every ten participants in close proximity to sleeping areas.
3. Centres must be adequately heated.
4. Sleeping areas to have at least one external window providing adequate ventilation.
5. All bedroom and bathroom windows to have opaque blinds or curtains or equivalent
6. Sleeping areas must be adequately lit.
7. The centre must take provision for luggage storage.
8. A separate room must be available for the storage of special clothing and equipment; provision must also be made for the drying of clothes.
9. There must be adequate provision/arrangements for sick/infirm participants.
10. There must be one bath or shower (with hot and cold water) for every 15 people and one WC for every 10 people in close proximity to sleeping areas.
11. There must be adequate provision for the safekeeping of valuables.
12. There must be at least 75cm between each bed or set of bunks and adequate circulation space to allow for easy access to all facilities in the room.

NB. Residential centres are inspected by the borough council in which they are situated. If in doubt check with the local council if the centre has passed this annual inspection.

Whilst the lost below is not intended to be exhaustive, centres/providers will be expected to demonstrate compliance with the following areas of legislation where appropriate:

* Fire Certification
* Food Safety/Hygiene
* Health and Safety
* The Children Act
* Road Transport

**JOINT SHARED ACCOMMODATION**

If you are considering using a facility which results in joint or shared accommodation within a centre or which has public access e.g. a Hotel or Youth Hostel you must be able to ensure the safety of learners in your charge. Areas to consider include:

* Do all rooms/dormitories lock? /who holds the keys?
* Do all learners have to leave the rooms to access the toilet/bathroom?
* How close are rooms of group leaders to all pupils’ rooms/dormitories?
* What instructions have learners been given if they have to leave their room during the night?
* Have all adults been given satisfactory clearance on CRB checks
* Are all rooms used solely by the school party?

This must be covered as part of your risk assessment when planning the visit.

If the organiser cannot assure the safety of all learners then the venue/accommodation must be changed.

**THE PLANNING PROCESS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Action Points** | **Category** | | | **Notes** |
| **A** | **B** | **C** |
| **1.** | **The ‘idea’** | **✓** | **✓** | **✓** |  |
| **2.** | **Educational Objectives** | **✓** | **✓** | **✓** |  |
| **3.** | Research   * Pre-visit * Finance * Transport * Insurance * Staffing * Risk assessment |  |  |  |  |
| **4.** | **Proposal Internally**   * Site Manage * Curriculum Lead * SMT * Exec Head |  |  |  |  |
| **5.** | **Assessment of staff competence** |  |  |  |  |
| **6.** | **Make a provisional booking** |  |  |  |  |
| **7.** | **Comprehensive Risk Assessment**   * Environmental issues * Transport * Equipment/clothing * Activities & procedures * Supervision/competence/discipline * Overall Planning/monitoring/control * Other |  |  |  |  |
| **8.** | **Contact with parents**   * Consent * Financial Contribution |  |  |  |  |
| **9.** | **Compile Comprehensive list of participants** |  |  |  |  |
| **10.** | **Complete staff list** |  |  |  |  |
| **11.** | **Complete form 2 Educational Trips and visits proposal form and submit together with risk assessment to:**   * Curriculum Lead/Site Manager * Senior Management Team * Executive Head |  |  |  |  |
| **12.** | **Meeting/communication with parents** |  |  |  |  |
| **13.** | **Meeting/briefing with young people:**  **Meeting/briefing with staff:** |  |  |  |  |
| **14.** | **Resource preparation** |  |  |  |  |

**Blank Forms**

**Summary of Forms**

|  |  |
| --- | --- |
| **Form Name and Number** | **Explanation** |
| Form 1 | Outline Plan checklist to be completed by the EVC /Curriculum Lead or Party Leader at the outset of the planning process. To be retained at PRISM |
| Form 2 | To be completed by party leaders for all types of offsite activities. A copy of this to be retained at PRISM by the Curriculum Lead. |
| Form 3 | To be completed by party leaders immediately following the visit. A copy of this to be retained at PRISM by the EVC. |
| Form 4 | Incident report form to be completed as soon after the incident as possible to recall information accurately for any potential follow-up |
| Personal form and guidance on completion FORM F28 | To be completed for all major accidents, near misses and dangerous occurrences. Contact details and instructions on completion provided in the guidance notes. |
| Form C1 SHOULD BE N EACH SITE | Parental consent form for regular off site visits/activities. To be retained at PRISM |
| Form C2 | Parental consent form for off-site activities falling within categories B and C. for example, this forms to be completed for all residential visits. To be retained at PRISM |
| Form R A 1 | Risk Assessment Questionnaire. This form to be completed by the Party Leader, gathering as much information as possible on the venue to be visited. This form must be signed by a representative from the establishment being visited. A copy to be retained by PRISM and a copy sent to the EVC |
| Form R A 2 FOUND ON EACH SITE | Generic Risk Assessment to be completed for all offsite visits. A copy of this to be retained by PRISM. |
| Form EVC 1 | Educational Visits Register. All offsite visits to be registered in this log. To be maintained by the EVC and retained at PRISM. |
| Form EVC 2 | Types of visit – Staff Experience Register for different categories of visit. A separate form should be completed for each Party Leader in PRISM. This will help the EVC assess the suitability of staff for different activities/visits. To be retained at PRISM |
| Form EVC 3 | Staff Experience Register. This form should be completed by all accompanying adults on off-site visits to record their roles/responsibilities and progressive development. To be retained by the EVC at PRISM |
| Form EVC 4 | Group Leaders Qualifications. This should be completed by the EVC and should provide an accurate and up to date record of staff qualifications in relation to offsite visits. For example, it should include details of FIRST AID qualifications and National Governing Body Award qualifications. |
| Swimming Pool Checklist | To be completed for visits to swimming pools. |
| Form D1 | Volunteer Drivers Form. To be completed by all CRB cleared volunteers who are willing/able to drive a mini bus |
| Form 1(a) | Learner /staff list to be completed by the Party Leader for each offsite visit. |

Form 1

**OUTLINE PLAN CHECKLIST**

This checklist is to help the Curriculum Lead and or Site Manager and Party Leader to ensure:

* The health, safety and welfare of young people and staff
* The maximum educational benefit to pupils
* Effective management, planning, organisation and leadership.

The checklist may be an aide memoire and notepad to be used by the party leader or could provide a formal record for the Head and Management Committee. It may therefore be used by the Head to decide whether final approval for a visit is given.

* PARTY LEADER

Is there a clearly identified party leader, sufficiently experienced and competent to assess the risks and manage the proposed visit or activity? 🞏

* PURPOSE

Is there a clearly defined purpose for the whole programme and any of its constituent part, appropriate to the age and ability of the group? 🞏

* RISK ASSESSMENT

Has the party leader assessed the risks involved in all aspects of the visit or activity and recorded the significant findings (or made Reference to previous record, with amendments as necessary)? 🞏

* LOCATION

Is the proposed location of the visit suitable for the activity to be undertaken and manageable for the group? 🞏

* ADVICE

Have you sought the advice from someone with expertise or technical competence where is uncertainty about safe practice? This will be the Curriculum and or Projects Manager, Site Manager or Head teacher.

* APPROVAL

Does the proposed activity fall within ‘Category B or C’? You will need to notify EVA and gain approval for Category C. 🞏

* BRIEFING FOR YOUNG PEOPLE

Will the young people be properly briefed on the activities they will undertake during the visit? 🞏

The briefing may need to include:

* Appropriate clothing and equipment
* Rendezvous procedures
* Safety risks of jewellery
* Groupings for study or supervisory purposes
* A system of recall and action in emergencies
* Agreed codes of conduct and behaviour
* Significant hazards
* Relevance to prior and future learning
* BRIEFING FOR STAFF

Will the party leader also brief adults and voluntary helpers? 🞏

The briefing may need to include:

* Anticipation of hazards and the nature of the programme
* Defining roles and responsibilities for staff
* Careful supervision, to cover the whole time away
* Standards of behaviour expected from the young people
* Regular counting of participants
* How much help to give young people in their tasks
* A list of names of group provided by party leader
* Emergency procedures
* EMERGENCY CONTACT

Have named points of contact been identified at home or at the ‘base’ in the event of an emergency, who have a contact list of the Group members, including staff, and a programme of the group’s Activities? 🞏

* PREPARATION AND COMMUNICATION

Is there adequate time and opportunity to prepare the visit or activity? 🞏

* FOLLOW UP
* Have arrangements been considered for appropriate follow up work and evaluation after the visits? 🞏
* Has a report been provided for the Head or other colleagues, where appropriate, to share positive aspects of the visit and learn from problems or incidents? 🞏

Have other records been completed related to vehicles or equipment for example? 🞏

Have financial records been completed? 🞏

**Form 2**

**EDEUCATIONAL TRIPS AND VISITS PROPOSAL FORM**

This form is to be completed by party leaders planning activities which fall within Categories A, B and C and signed by the Head or Curriculum Manager.

**Date of Visit**

**Number of Young People**

Male Female

Age Range

**Means of Transport**

**Purpose of visit** (and details of activities to be undertaken) Category A B or C

**Provider / Accommodation**

(Name, address and telephone number/fax/email)

**Venue**

**Number of Young Staff** (plus qualifications if appropriate)

Party Leader:

Other PRISM staff

Non PRISM staff

**Emergency Contacts** (at home base)

Name Position

Telephone number

Name Position

Telephone number

* Attached is a copy of the risk assessment for this activity.
* I will obtain parental consent and medical forms indicating that all parents have received the letter and given their approval for their child to participate
* I confirm that the visit will be arranged in accordance with PRISM requirements for Educational trips and visits.

**Signed** (Exec Head teacher or Curriculum Manager/Senior Project Manager)

Date

Form 3

**Evaluation of the visit or Off-Site Activity**

Party leaders are asked to complete a copy of this form for any educational visit or off site activity. This must be held by the Curriculum Manager for future reference.

|  |  |
| --- | --- |
| **Site/Project** |  |
| **Party Leader** |  |
| **Group Members** | Total number of pupils:  Age range:  Total number of staff: |
| **Dates of Visit** |  |
| **Purpose of Visit** |  |
| **Venue(s) Visited** |  |

Please comment of the following features: Comment:

|  |  |
| --- | --- |
| **Pre Visit arrangements with the organisation** |  |
| **Travel arrangements** |  |
| **Content of education programme provided** |  |
| **Staffing and Instruction** |  |
| **Equipment** |  |
| **Suitability of Environment** |  |
| **Accommodation** |  |
| **Food** |  |
| **Evening Activities (where appropriate)** |  |
| **Communication with the organisation during the visit** |  |
| **Other features (e.g. amendments to Risk Assessment)** |  |
| **Additional comments and notable incidents (attach separate sheets if necessary)** |  |

****Form 4

**Incident Report Form**

Site/Project

Name of Staff

Date of Incident

Place

Incident Facts

Action decided upon, taken and by whom

Signed Date

****Personal Form F28

**Report of an Accident or Dangerous Occurrence**

Please copy to Exec Head or Curriculum Manager

1. Surname
2. Forename
3. Site/project
4. Occupation
5. Age
6. Approx. length of Service
7. Injured person based at
8. Was injured person employed by PRISM
9. Home Address
10. Day and Date of Incident
11. Time of Incident
12. Did the Injured person resume work on day of incident?
13. On the day of the incident between what hours was the injured person expected to work?

From to

Did the injured person actually work?

From to

1. Exact location of incident
2. Did the Injured person go to hospital? Yes No

If yes, was he/she admitted as an inpatient for more than 24 hours?

Yes No

1. Injuries received (specify left or right where appropriate. If injuries were reported by injured person but not observed by Supervisor please state)
2. Name of Witness:

Surname Forenames Site/Project Home Address

1. What was the incident and how did it happen? (If a fall of person, plant materials etc. sate height of fall.. if caused or contributed to, by any defect on the premises or by the premises or by the condition of furniture, etc. please state.)
2. What action has been taken to prevent the incident happening again?
3. Signed Date
4. Counter signed Date

Designation of signatures

**TO BE COMPLETED BY SUPERVISOR/PARTY LEADER**

**GUIDANCE NOTES FOR COMPLETING ACCIDENT FORM F28**

All accident, occupational diseases, dangerous occurrences and incident including acts of violence, which occur to: employees whilst at work or non-employees who are affected by an employees work activity, must be recorded on form 28. This must then be sent to Curriculum Manager/Executive Head teacher.

1. Accident Form 28 must be completed by the injured person’s Supervisor or Party Leader and countersigned by Curricular Manager.
2. For near misses and dangerous occurrences please complete as much of the form as possible.
3. (No.3) Please ensure that this is your Site or Project
4. (No.4) If this is for a non-employee, please state relationship or PRISM e.g. pupil, contractor, visitor
5. (No.7) Please state where the injured person is based
6. (No.14) The exact location within the building, it could be a room number or staircase, up a ladder or grid reference if in countryside.
7. (No.16) Record what you know about the injury at the time. This may include ‘broken lower left arm’. You may notice that the injury is swollen so include this also. You may receive a more accurate description from a medically qualified person, but if you include this please state who this is.
8. (No.17) Witness can be a person who:
9. Actually saw the accident take place
10. Saw only a chain of events or aftermath e.g. a First Aider or
11. Did not see anything, but has some information about the site or the activity.
12. (No.18) Be brief, but describe what the person was doing and what happened. For example ‘whilst walking down the stairs the casualty lost balance and fell. This could include a full investigation report or a few brief notes about the history of situation. It could include hearsay of speculation, but you must state that it is only hearsay or speculation.
13. (No.19) Please record what has been done and/or what must be down to prevent a recurrence. For example ‘I have told the casualty to take more care on the stairs and asked my Manager to replace the stair carpet’.

Form C2

**PARENTAL CONSENT **

For offsite activities (Category B and C)

Dear Parent/Guardian

Please complete and return the form below which relates to the Forthcoming journey or activity for which you have already received details. The Form gives your consent for your child to take part in this activity.

Site or Project

Name of Child Date of Birth

Dates and Times

Visit or Activity

Special Details

Any relevant information concerning your child’s health requiring special attention but which does not prevent him or her taking part must be noted below. For example does your child have:

* Any allergies?
* Take medication and if so what is the dosage?
* Experience travel sickness?
* Have diabetes, asthma or epilepsy

Has your child had any relevant recent illness?

Does your child have any specific dietary requirements?

Swimming ability (for water based activities)

Is your child able to swim 50 metres Yes/No

Is your child water confident with regard to the proposed activity? Yes/No

* I would like my son/daughter to take part in the above mentioned visit or activity and having read the information provided agree to him/her taking part in the activities described.
* I consent to any emergency medical treatment required by my child during the course of the visit.
* I confirm that my child is in good health and I consider him/her fit to participate.

Signature of Parent/Guardian

Date

Name of Parent/Guardian

Address

Telephone number

Name of Family doctor

Approximate date of last tetanus injection

****Form RA1

**RISK ASSESSMENT QUESTIONNAIRE – for all providers**

The party leader must ensure this form is completed as part of their Risk Assessment for the visit. Ideally this should be completed during a pre visit and signed by a representative from the Centre/Establishment as being an accurate record.

This Form is for use when accessing facilities, local authority, commercial, charitable and private establishments.

Name of Company

Name of Centre

Communication address

Telephone number fax email

Name of Site/Project to which this questionnaire relates:

**Party Leader**

1. Does the Centre/Company have any independent accreditation to run outdoor and adventurous activities? YES/NO

AALA Licence No

Or

1. DOES THE Company/Centre or provider have any independent accreditation to run Outdoor and Adventurous Activities? YES/NO
2. Do you have a written Code of Conduct to which groups must adhere? If yes, provide a copy YES/NO

Copy attached YES/NO

1. Where applicable, do all facilities used comply with relevant statutory requirements, e.g. Health and Safety at Work Act 1974; DfEE Guidance on Health and Safety of Pupils and Educational Visits (1998); Environmental Health Transport requirements YES/NO
2. Are premises used covered by a current Fire Certificate YES/NO

If not what other Fire Authority advice has been sought and adopted?

1. Do you have Risk Assessments for all activities planned? YES/NO

If so, please provide these.

1. Do you have written emergency procedures? YES/NO

Please provide a copy

1. Will you provide a request the name and address of recent Users to whom references can be made? YES/NO
2. Do you provide opportunities for preliminary visits? YES/NO

**Staffing**

1. Do your designated supervisory staff have the experience and competencies appropriate to work with the group in Question? YES/NO
2. Do you provide regular opportunities for liaison between your designated staff and visiting staff? YES/NO

**Action Staffing**

1. Where adventurous activities are provided are all staff who will be directly supervising each activity qualified under the relevant National Governing Body?

YES/NO

1. Where no National Governing exists for a particular activity do you have a written Code Practice for each activity? YES/NO
2. Does this Code cover:

Written Procedural guidelines for staff YES/NO

* Instructor: student ratio? YES/NO
* An Induction Course YES/NO
* In House training to a prescribed syllabus? YES/NO

If yes please provide a copy

**Activity Equipment**

1. Do you have a written and prescribed system of safety Checks? YES/NO
2. Do you have written and prescribed maintenance Programme? YES/NO
3. Is there sufficient equipment of appropriate size for the number of pupils in the group? YES/NO
4. Where national standards exist, does the equipment conform to those standards? YES/NO
5. Do you hold a public liability insurance policy which will be current at the date of the proposed visit, both in relation to all directly provided and sub contracted activity? YES/NO

Please state the limit of indemnity £

1. Do you have a procedure for dealing with complaints? YES/NO

If yes, please give details:

Please give any additional information which you think will be helpful to the party leader and curriculum Manager.

Signed date

Name (print)

Position in Organisation

**Form EVC 1**

Educational Visits Register – Form to be held by EVC

Name of Project/Site

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date/s of visit | Where | Purpose/Brief Description | Category | Number in Party | Year Group | Transport | Name of Leader/accompanying staff |
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**Form EVC2**

****Types of Visit – Staff Experience Register

This form is to be used by the EVC and colleagues leading out of school trips and visits. One form should be completed for each Party Leader in a School. The information should help the EVC assess the suitability of staff to take on Party Leader roles for different activities. It must be kept on file by the EVC, with additional details Logging specific trips.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | | Site/Project | | Date |  |  |
| Category of visit | Planned Activities/tasks during visit | | Professional and/or Personal Experience | Subjective rating of experience | | |
| A |  | |  | Little | Some | A Lot |
|  |  |  |
| B |  | |  |  |  |  |
| C |  | |  |  |  |  |

**Form EVC 3**

**STAFF EXPERIENCE REGISTER – Each member of staff (teaching, non-teaching, volunteer) should complete this form as an ongoing record of experience.**

**Name:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Trip** | **Category A,B or C** | **Responsibility** | **Activity Programme** |
|  |  |  |  |
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****Form EVC 4

Educational Visits – Group Leaders Qualifications

Name of Establishment

EVC

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Leaders Name | Post Held | Date Appointed to PRISM | Relevant Qualifications | Date Qualified | Brief Description if necessary | Date Qualification needs to be reviewed if necessary |
|  |  |  |  |  |  |  |
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****USE OF SWIMMING POOLS CHECKLIST ****

To be completed before visit by party leader and form part of Risk Assessment Process

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Is there regular testing of Water quality? |  |  |
| Are accurate signs displayed indicating depth? |  |  |
| Is the depth of the water less than 1.5 metres (if so diving must not be permitted) |  |  |
| Is there a resuscitator? Are the lifeguards trained in its use? |  |  |
| Is there poolside rescue equipment? |  |  |
| Is there a poolside telephone and an alarm? |  |  |
| Is an emergency action plan displayed? |  |  |
| Are normal operating procedures available? |  |  |
| Is there constant pool supervision? |  |  |
| Is the swimming pool room, in the case of an indoor pool locked when not in use? |  |  |
| Do the supervisors have current National Pool Lifeguard Qualifications? |  |  |
| Is the number of pupils/students supervised by one qualified adult fewer than 20? |  |  |
| Are the changing and shower facilities clean, hygienic and secure? |  |  |
| Do the pupils/students know not to leave any group member alone at any time in the pool? |  |  |
| Is the pool accessible for SEN users? |  |  |
| Does it cater for relevant cultural and religious factors? |  |  |
| Has instruction on behaviour been given to swimmers? |  |  |
| Are spectators accommodated and supervised safely? |  |  |

Form ****D1

VOLUNTEER DRIVERS FORM

I confirm that I am willing to use my own vehicle for transporting Pupils on School visits. I accept responsibility for maintaining appropriate insurance cover current. I have a current valid driving licence and will ensure that my vehicle is roadworthy in all aspects.

Signed

Address

Date

PRISM management reverse the right at any time to request copies on any relevant documentation, i.e. registration document, MOT, Insurance, Driving licence.

****FORM 1a

PUPIL STAFF LIST – To be completed by the Party Leader for each offsite visit.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Surname | forename | Date of Birth | Address | Next of Kin | Contact telephone number | Relevant Medical Info |
|  |  |  |  |  |  |  |