



## **Off Sites Visits Policy**

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## **OFF-SITE VISIT AND OUTDOOR LEARNING POLICY AND PRACTICE**

### **1. The value and benefits of undertaking off-site visits and outdoor learning**

Southglade Primary School recognises that Outdoor Education, Learning Outside the Classroom, adventurous activity and a range of recognised sports and physical activities have, as a common thread, the intention to produce positive outcomes in terms personal and social education in addition to improved health and well-being outcomes. Learning opportunities outdoors can provide significant opportunities for participants to engage in a distinctive experience where the measurement of learning gain is complementary and additional to the inherent personal, social and health gains. Work that takes place outside the classroom can provide a very powerful means of developing learning in all curriculum areas, and raise attainment.

It is unlikely that high quality will be achieved with consistency unless the activity takes place within a clear educational philosophy. Educational quality requires participants in activities to be engaged at a level that matches their abilities and development. Activities should, therefore, be adapted to present learning challenges at different levels appropriate to different group members or permit group members to take on different roles. It follows that young people's progress should be monitored to ensure that they can be continually motivated by new challenges.

Clarity regarding the intended outcomes of the visit will help to ensure that the potential benefits can be achieved. **Up to four 'intended' outcomes may be recorded on EVOLVE during the planning process, for subsequent evaluation.**

Work that takes place outside the classroom can provide a very powerful means of developing learning in all curriculum areas, and raise attainment. Experiential learning can also provide opportunities for development in other areas, including:

- Relationships
- Emotional & spiritual
- Cross curricular
- Individual
- Teamwork
- Environmental

Preparatory work should take place in advance of the visit to define the desired learning outcomes and agree on the possible indicators for evaluation. Where young people are provided with high-quality outdoor education, staff working with them:

- take into account what young people have already learned and identify the next steps in their progression,
- share and discuss with the young people what they expect them to achieve, and involve them in setting targets,
- provide young people with relevant activities in environments that interest, challenge and motivate them,
- give young people advice and support to guide their learning, but also allow them time to think, reflect and make decisions for themselves,
- provide opportunities for young people to review and evaluate their own and others' progress,

- make effective use of the time, staff, equipment and resources available,
- ensure a safe environment whilst also enabling young people understand and assess the risks involved and transfer this skill to other areas of their life,
- have a clear plan of action that sets out what they individually need to do to realise the organisation's vision for outdoor education.

## 2. Policy and Practice

This document is a statement of the procedures and guidelines in place to ensure that outdoor learning and off-site visits take place within safe and meaningful context. In particular it ensures that:

- Off-site Visits/Activities have an identifiable benefit, with clear objectives.
- All those involved in the organisation and running of Off-site Visits/ activities or Outdoor Learning will comply with OEAP National Guidance, NCC Off-site Visits Policy and the establishments' guidelines relating to the health and well-being of children and young people undertaking such activities.
- The management of all visits/activities will be based on the outcome of suitable and sufficient planning, with reference to both this document and the Nottingham City Off-site Visits Policy.
- Systematic written procedures, based on reasonable and sensible risk/benefit management process and underpinned by establishment induction and training, support staff when leading Outdoor Learning. These procedures and any associated risk assessments are reviewed as and when necessary but not less than annually.
- Standards and procedures exist to ensure that staff and accompanying adults lead activities/sessions within their own proven area of competence.
- While undertaking outdoor learning it is the responsibility of all staff to ensure that the risk to participants is minimised by a process of continuous vigilance and ongoing risk management.
- Equipment used is fit for purpose and systematically checked, maintained and replaced when necessary.
- **When appropriate**, staff should hold an appropriate current first aid qualification and have **access to a first aid kit at all times**.

## 3. Management structure and lines of responsibility

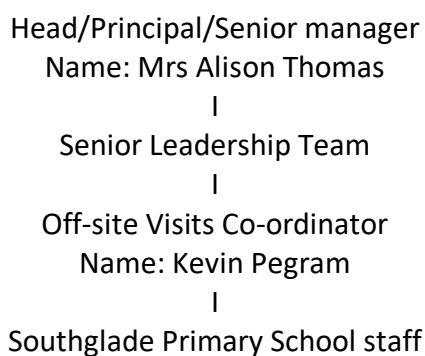
In compliance with both DfE 'Health and Safety: Advice on legal duties and powers' and NCC Off-site Visits Policy the establishment will appoint a trained Off-site Visits Co-ordinator (OVC)

and will ensure they attend a refresher course every three years following their initial OVC training.

The Off-site Visits Coordinator is: Mr Kevin Pegram

The tasks of the OVC are outlined in the NCC Off-site Visits Policy and this policy forms the basis of this establishments offsites visits policy.

The OVC is responsible to:



#### **4. Approval and notification of Outdoor Learning and Off-site Visits:**

Every off-site visit or outdoor activity must be either notified or approved by the Head/Principal/Senior Manager or an appointed member of the Senior Management team as outlined in this policy and indicated in the management structure, above.

For the purposes of approval off-site visits are classified into 3 categories:

**Category A** – Local and regular activities which are defined in this policy in terms of the nature of the activity and their location e.g. sports fixtures, swimming (See Appendix 5), local parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments and trips within the wider Nottingham City region.

**All of these visits should be put on EVOLVE. One application can cover a range of visits or activities over a term, for example.**

For the purposes of this policy the establishment defines ‘**regular and routine**’ (Category A) activity as:

*Those activities- which take place in the Nottingham City or wider Nottingham administrative area- take place as part of a planned curriculum include:*

- Trips to local secondary schools
- Trips to local libraries
- Local churches
- Walks around the local community
- Art galleries such as the Nottingham Contemporary
- Nottingham Castle
- Nottingham University

- Nottingham Trent University
  - Sports tournaments within the Nottingham City administrative area
  - Broadway Cinema
  - Trips into Nottingham City Centre
- For 'regular and routine' activities staff will be trained in the operation of this policy.
  - 'Regular and routine' visits will include those that take place as part of a planned programme of activity over a given period of time.

**Category B** – Beyond these areas of working it is recommended that the City Council Off-site Visits Guidance is used as a framework to plan and operate off-site visits and the visit becomes a category B visit.

Usually annual visits to attractions or locations beyond the City or County e.g. Visits to the seaside, major visitor attractions, UK cities, farm visits, wildlife parks, zoos

All of these visits MUST be entered on EVOLVE and will require the approval of the OVC and Head/Principal/Senior Manager.

**Category C** – Includes: All **residential visits, visits abroad** and activities in **hazardous environments** or involving '**adventurous**' activities, see **Figure 3** for more detail.

All of these visits MUST be approved using EVOLVE and will require the approval of the OVC, Head/Principal/Senior Manager and NCC.

When planning a category C visit staff should liaise closely with the nominated OVC within the school at all stages of the process.

Local Learning Area

General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module.
- do not require parental consent. Though we will inform parents via a letter
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

### Boundaries

The boundaries of the Local Learning Area are areas within walking distance. This area includes, but is not limited to, the following frequently used venues: *e.g.*

- *Southglade Leisure Centre*
- *Oakwood Academy*
- *Parkvale Academy*
- *Southglade Library*
- *Sandybanks*
- *Local primary schools*
- *Local churches including Emmanuel Church and Bestwood Park Church*
- *Little wood*

'No-go' areas within the Boundaries *e.g.*

- Periods with drop off and collection bustle. The area in front of Robin Hood School and Southglade Primary School between the hours of 8.45 and 9.15 and 2.55 and 3.25

### Operating Procedure for Local Learning Area

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic.
- Other people
  - social distancing
  - members of the public
  - animals.
  - Etc.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).
- Sharp objects including drugs paraphernalia

These are managed by a combination of the following:

- The Head or EVC must give consent via Evolve system
- Class teachers will inform parents via letter that they are going on a local area visit
- Staff must inform school office team of time of departure and time of arrival back at the establishment
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The selected route takes the least busy option
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- A mobile is taken with each group and the office have a note of the number.

## 5. Process of Approval and notification

**Category A** Notification of Regular and Routine visits:

**First stage Approval:**

Kevin Pegram OVC

**Second Stage Approval:**

Mrs Alison Thomas- Headteacher of Southglade Primary School

Southglade Primary School's process:

1. Discuss trip with Phase managers
2. Check school diary before booking trip, then place into school diary as soon as booked.
3. Inform office manager to book a bus using the appropriate form (see Appendix 3 for Southglade form)
4. Discuss staffing with Senior leadership team (DHTs, phase leaders)
5. Trip to be placed onto Evolve system with all information required for approval of trip-staffing, pupil names, dates and times at least 4 weeks before the date of departure. Ensure that care plans and individual behaviour plans for children who pose a risk are attached as well.
6. Authorisation of trip by OVC and Headteacher of Southglade Primary School.

Any children with individual needs attending should have their care plan attached to the online approval system.

It is understood that there may be some circumstances, especially sporting, where it isn't possible to provide 4 weeks' notice. In these circumstances, do the above as soon as you are notified of dates for the visit.

**Category B** visits to be approved by:

**First stage Approval:**

Kevin Pegram OVC

**Second Stage Approval:**

Mrs Alison Thomas- Headteacher of Southglade Primary School

For **Category B** visits Visit Leaders should complete the following:

Complete the On-line Approval on EVOLVE;

Risk Assessments that should include:

- All visits risk assessment
- Any other trip/ venue specific risk assessments (where appropriate)

An itinerary and all letters to parents should be attached to the online approval system.

### Southglade Primary School's Process for Category B trips:

1. Discuss trip with Phase managers
2. Check school diary before booking trip, then place into school diary as soon as booked.
3. Inform office manager to book a bus using the appropriate form (see Appendix 3 for Southglade form)
4. Discuss staffing with Senior leadership team (DHTs, phase leaders)
5. Trip to be placed onto Evolve system with all information required for approval of trip-staffing, pupil names, dates and times at least 4 weeks before the date of departure. Ensure that care plans and individual behaviour plans for children who pose a risk are attached as well. Category B trips require risk assessments to be attached to the Evolve Form.
6. Authorisation of trip by OVC and Headteacher of Southglade Primary School.

### Category C Visits, to be approved by:

#### **First stage Approval:**

OVC: Mr Kevin Pegram

#### **Second Stage Approval:**

Headteacher: Mrs Alison Thomas

#### **Third Stage Approval:**

Nottingham City Council Sport, Outdoor Learning and Sustainability Services Manager (SOLSSM),

### For **Category C** visits Visit Leaders should complete the following:

Complete the On-line Approval on EVOLVE;

Risk Assessments that should include:

- Travel
- All Visits
- Accommodation – if staying overnight
- Any other Risk Assessment appropriate to the activity programme or location

### Southglade Primary School's Process for Category C trips:

1. Discuss trip with Phase managers and with the OVC for the establishment
2. Check school diary before booking trip, then place into school diary as soon as booked.
3. Inform office manager to book a bus using the appropriate form (see Appendix 3 for Southglade form)
4. Discuss staffing with Senior leadership team (DHTs, phase leaders)
5. Trip to be placed onto Evolve system with all information required for approval of trip-staffing, pupil names, dates and times at least 8 weeks before the date of departure. Ensure that care plans and individual behaviour plans for children who pose a risk are attached as well. Category C trips require risk assessments to be attached to the Evolve Form.

6. Authorisation of trip by OVC and Headteacher of Southglade Primary School and the Local Authority representative

**Other documents that should be included:**

- Itinerary outlining the activity plans for the residential
- Letters sent to parents informing them about arrangements
- Care plans and individual behaviour plans for children that pose a risk

**6. Staff Training and Induction**

All staff are encouraged to improve and extend their qualifications and experience in appropriate areas. Such training needs will be identified as a part of active supervision and observation of sessions by the Head of Establishment or delegated senior staff members, and as part of the staff Continuing Professional Development process.

All staff should be trained in the operation of this policy and the policy will be reviewed on a yearly basis with a staff meeting dedicated to off sites visits policy and procedure ever year. The OVC will train new members of staff as part of their induction.

Staff will be able to take part in internal and external In-Service Training in order to achieve higher levels of skills and competence.

New employees will undertake a specific establishment induction process in relation to this code of practice.

**7. Staff management and communications**

All staff will participate in regular staff meetings where ideas, problems, queries and relevant information will be discussed and actions recorded. Notes of such meetings should be maintained as evidence of the risk management process, and retained.

To supplement such meetings staff will be issued written information and briefings when appropriate.

**8. Staff responsibilities**

Staff are directly responsible for the well-being of young people and the quality of the experience they provide and they should have the minimum level of competence, as stated in this Code of Practice and NCC Guidance, for the activities they undertake.

## 9. Staff Competence

- The Head/Principal/Manager should be satisfied that staff are sufficiently competent to lead the activity/session. Specific levels of competence may be required depending on any activities being led, see Generic risk assessments on the EVOLVE system.
- In addition, it is important that supervising staff are competent and understand their roles and responsibility and are briefed regarding the outcome of risk assessments. Appropriate levels of first aid cover must be available according to the activity and establishment risk assessment.
- All staff in sole supervision of young people must have undergone suitable DBS checks as part of their recruitment procedures, including the taking up of references. These should be part of the establishment's wider recruitment processes.
- The senior leadership team could monitor the organisation and on site leadership of a trip to ascertain whether policy and procedure is being followed.

## 10. Consent and management of group information

DfE guidance ('Health and Safety: Advice on legal duties and powers', 2014) states:

*“Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child’s education at school. However, parents should be told where their child will be at all times and of any extra safety measures required. Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. The Department has prepared a “one-off” consent form which schools can ask parents to sign when a child enrolls at the school. This will cover a child’s participation in any of these types of activities throughout their time at the school. These include adventure activities, off-site sporting fixtures outside the school day, residential visits and all off-site activities for nursery schools which take place at any time (including during school holidays or at the weekend).*

*Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form.”*

**NCC** recommends that all establishments obtain consent on an annual basis for activities that take place outside of the school day (Sports fixtures/Theatre visits/day visits that don't return within the school day), adventurous activities along with residential and visits abroad.

Schools can use the DfE consent form or continue to use the specific **OV4** form as a basis for such consent. In addition, the establishment will inform parents and seek consent for each category of visit by (Outline, clearly, your process below):

- For **Category A - local regular and routine** visits, that are part of the curriculum, planned programme or life experiences.

This will be in the form of a letter/action plan/lesson plan to parents outlining the range of off-site activities to be undertaken over a period of time.

At Southglade Primary School parents will sign a consent letter at the start of their academic career which will outline the types of activities covered by category A visits (Appendix 4). All parents will fill in an **OV4 form** at the start of the year. These will be held by the school office

Parents will then be informed by letter, text, Marvellous Me or via the school website about the arrangements for the trip at least 3 weeks before the trip.

➤ For **Category B visits**

A letter will be sent to parents informing them of the trip and **permission will be required** for trips of category B status. Letters will be sent to parents with a minimum of 3 weeks' notice. Medical information will be held by the school office via OV4 form filled in by parents at the start of the year.

➤ For **Category C visits**, for example residential visits, adventurous activities or visits abroad.

An additional OV4 form will be sent to parents to collect up to date medical information. A letter with a permission slip will also be required providing parental authorisation.

- Personal information on all participants is known (as regards any medical, dietary or special requirements) this is to assist safe inclusion of all participants.
- Ensure that appropriate enquiries are made of any establishment or company being used for residential or adventurous activities. (Use the OV2 form, or the Learning Outside the Classroom Quality Badge Scheme as guidance)
- When appropriate, ensure that the visit is logged on the EVOLVE Online system or that form OV1, or establishment reporting process is completed for any off-site visit, or series of visits, and the appropriate approvals are obtained. In the event of any off-site visit or activity being undertaken, a nominated member of the establishment staff must be informed.
- The Head/Principal/Manager or other nominated member of staff should have access to the following information, prior to and during and off-site visit taking place:
  - a) Names, addresses, dates of birth and phone number of all children taking part.
  - b) Names of all staff attending, with contact phone numbers.
  - c) Full details of the venue, Coach Company, departure and arrival times, with appropriate phone numbers.
  - d) The staff member in charge of the visit should have easy access to emergency contact numbers of all parents/carers and the nominated establishment contact person.

Appropriate details should be placed in an accessible location or available electronically.

- When planning the number of adults needed to lead/accompany a visit undertake a risk assessment to inform the appropriate staff/young person ratios.
- DBS checks should be obtained on all individuals helping on activities with children, as

appropriate. DBS checks are required for any overnight residential stay . The policy of this establishment is that only staff members support overnight and residential activities.

- Ensure appropriate briefings and instructions are given to the group and accompanying adults to ensure a safe and high quality experience.
- Ensure all young people are informed of the nature and purpose of the visit. Discuss programme and arrangements with young people and staff during the preliminary planning, when a record should be kept of any discussions.

**On all visit categories (A-C) the group leader will be responsible for carrying all OV4 forms- these need to be placed in a secure blue bag with a combination lock attached to it. The code for the lock must be kept in a separate location to the bag.**

**Staff members are required to sign that they have received the OV4 forms from the school office team and are required to hand them back in immediately after the trip.**

**Any data breach- for example the blue bag with the information is lost- needs to be reported to the staff member in charge of GDPR at the establishment.**

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## Planning and Critical Incident Support

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

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

As an employer, NCC is committed to providing emergency planning procedures to support establishments in the event of a critical incident. Advice and guidance can be found on the Children and Families Extranet, under Emergency Planning. The Emergency School/Education Base guide can be accessed by schools who have bought into the Children and Families Health and Safety Provision <http://www.nottinghamcity.gov.uk/nottinghamschools/index.aspx?articleid=6998>

Refer to OEAP National Guidance document: “*Critical Incident Management*” and NCC Children and Families Emergency guidance found on the Schools extranet.

If an incident does occur there is a useful Checklist for Managers found on the ‘home’ page of EVOLVE

To activate support from NCC, the following telephone numbers should be used:

Normal office hours: 876 4608/ 876 4609 or 07985 381931

Outside normal office hours – Nottingham on Call : 915 1640/ 915 1633

Andrew Smith (Educational/Offsite Visit Advisor) should also be notified on 07944 038678

These numbers should be carried by leaders at all times during an off-site activity but should only be used in the case of a genuine emergency. Under no circumstances should these numbers be given to young people or to their parents or guardians.

## 12. Monitoring

As an employer, NCC ensures that there is sample monitoring of off-site visits and Outdoor Learning activities undertaken by its establishments, either by attaching such monitoring duties to its officers, or by delegating these tasks to establishments. Such monitoring should be in keeping with the recommendations of OEAP National Guidance. There is a clear expectation that the monitoring function is a delegated task, principally carried out through systems put in place by the establishment OVC.

Refer to OEAP National Guidance document: [Monitoring](#)

## 13. Competence

To be deemed competent, an NCC Visit/Activity Leader, or Assistant Leader must be able to demonstrate *the ability to operate to the current standards of recognised good practice for that role.*

All staff and helpers must be competent to carry out their defined roles and responsibilities.

OEAP National Guidance sets a clear standard to which NCC leaders must work. The guidance states:

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

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

Staff participating in off-site activities and visits must be aware of the extent of their duty of care and should only be given such responsibilities as are in keeping with the above guidance. It is particularly important that careful consideration of competence issues is applied to both newly qualified and newly appointed staff. Establishments should view the original documents and certificates when verifying leader’s qualifications, and not rely on photocopies.

Where a Volunteer Helper is a parent (or otherwise in a close relationship to of a young person taking part in the visit) they should be made aware of the potential for their relationship to

compromise the Visit Leader's plans for group management. The Visit Leader should directly address this issue as part of the Risk-Benefit assessment.

Refer to OEAP National Guidance document: [“Good Practice Basics”](#)

#### 14. Assessment

OEAP National Guidance provides clear advice regarding the assessment of leader competence. It is an expectation of NCC Policy that all NCC leaders and their assistants have been formally assessed as competent to undertake such responsibilities as they have been assigned in line with the OEAP National guidance.

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

- a) What experience has the leader in leading or accompanying similar or other visits? (Check Visit History on EVOLVE).
- b) Is the leader competent in planning and managing visits (has s/he completed Visit Leader Training?)
- c) What are the leader's reasons for undertaking the visit?
- d) Is the leader an employee of the local authority / establishment?
- e) Does the leader have the ability to manage the pastoral welfare of participants?
- f) Does the leader exhibit sound decision-making abilities?
- g) What experience has the leader of the participants he/she intends to supervise?
- h) What experience has the leader of the environment and geographical area chosen?
- i) Does the leader possess appropriate qualifications?
- j) If appropriate, what is the leader's personal level of skill in the activity, and fitness level?
- k) If leading adventurous activities, has the leader been 'approved' by the NCC?
- l) Is the leader aware of all relevant guidelines and able to act on these?

Refer to OEAP National Guidance document: [Assessment of Activity and Visit Leader Competence](#) and [Assessment of Competence](#)

#### NCC Visit Leader Training

Based on a nationally agreed syllabus, this course is strongly recommended for all those who lead visits and Part One is strongly recommended for visit leaders from January 2015. 2 modules are available:

- Part One (training room based) covers legal and employer requirements, planning and approval procedures etc. This is available as 2 twilight sessions.
- Part Two (practical training in the outdoors). Practical risk management. Group management skills, use of minibuses etc.
- (Part One and Two are also available as a 1 day training course.)

#### 15. Charges for Off-site Activities and Visits

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

Refer to OEAP National Guidance document: [Charges for Off-site Activity](#)

## 16. Vetting and DBS Checks

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

For the purposes of this guidance:

- *frequently* is defined as "once a week or more";
- *intensively* is defined as 4 days or more in a month or overnight.

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

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

Refer to OEAP National Guidance document: ["Vetting and DBS Checks"](#)

## 17. Requirement to Ensure Effective Supervision

In general terms, the Law does not prescribe activity-specific staffing ratios; but it does require that the level of supervision and group management is "effective". However, as an exception to the above, Ofsted and DfE guidance prescribe ratios for Early Years, see [Statutory Framework for the Early Years Foundation Stage](#)

Effective supervision should be determined by proper consideration of:

- age (including the developmental age) of the group;
- gender issues; such as mix of accompanying staff
- ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics etc);
- nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions,
- staff competence.

A visit must not go ahead where either the visit leader, OVC, or Head is not satisfied that an appropriate level of supervision exists.

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

Particular consideration should be given to the additional implications that may arise if staff are to be accompanied by family members (or partners) on visits

### **Children of group leaders and other supervising staff**

There are a number of issues of concern if staff propose to take their own children on a visit, for example:

- the child may not be insured;
- staff may be distracted by dealing with their own children, particularly if they are tired or unwell and this may compromise their ability to carry out their responsibilities for the rest of the group effectively;
- there may be additional costs incurred, which should be met by the staff member.
- The child is physically able and of a similar age to the group if taking part in activities

Heads/Managers and OVCs should review the risk assessment to consider whether the presence of a supervisor's child will require these assessments to be modified. **Staff taking their own children on a visit should not be included in the calculation of the overall staff ratio i.e. there must be sufficient appropriately qualified and experienced staff to safely manage the group without them if necessary.**

**The Head/Manager must specifically check if insurance cover is in place for the child/children concerned.**

Refer to **OEAP National Guidance** documents: [Group Management and Supervision](#) , [Ratios and Effective Supervision](#) , [Vetting and CRB Checks](#)

### . 18. Preliminary Visits and Provider Assurances

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

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

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

Examples of such schemes include:

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

**NCC takes the view that where a provider holds such one of the above accreditations, there should be no need to seek further assurances, if not establishments should use the OV2 form as part of the checking process.**

Refer to: **OEAP National Guidance** document [Preliminary Visits and provider Assurances](#)

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

Employer's Liability Insurance is a statutory requirement and **NCC** holds a policy that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it. This cover extends to those persons who are acting in a voluntary capacity as

assistant supervisors. NCC also holds Public Liability insurance, indemnifying it against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as off-site activities and visits organised by all establishments and settings for which the employer is responsible.

Some level of Personal Accident Insurance is provided for all **NCC** employees in the course of their employment, providing predetermined benefits in the event of an accident. However, Visit/ Activity Leaders should be advised that they should consider taking out additional limited personal accident cover either through NCC, privately, or obtain cover through a professional association.

**NCC** Visit and Activity leaders should contact the local authority Insurance Section, **0115 876 4322** to seek clarification of the above, including any circumstances requiring early notification of specialist activities to the insurer. They should also ensure they have obtained current information regarding any special policies that may be available to offer more comprehensive cover.

Academies must make their own insurance arrangements.

Appropriate insurance must be in place for all visits.

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

Refer to OEAP National Guidance document: "[Insurance](#)"

## **20. First Aid**

First aid provision should form part of the risk assessment for all visits. This will help to determine first aid staffing and equipment.

On each visit one of the staff must be prepared to take the lead in managing first aid and take the role of appointed person. It is recommended that a competent first aider accompany visits, with a readily available first aid kit and the arrangements for providing first aid must be clear to all staff involved.

Competence may be recognised by prior knowledge and experience, or, preferably, as a result of formal training. Leaders are encouraged to attend a course run by the Red Cross, St. John Ambulance, or other HSE recognised training provider. It is a requirement for staff to upload any first aid certificates onto their EVOLVE profile.

At least one of the staff on any residential visit must hold a current First Aid qualification.

The level of staff competence, which may be required will depend on many factors including:

- The nature of the programme and whether it is residential (**see note above regarding qualification**)

- Whether the programme includes adventurous activities
- The numbers in the group
- The extent to which "outside" first aid assistance is available (e.g. at a residential centre)
- The environment and particularly whether it is abroad or remote.
- The health and medical needs of group members.

First Aid requirements for Early Years are specified and must be adhered to; see [Statutory Framework for the Early Years Foundation Stage](#).

If staff are delivering outdoor and adventurous activities the leader (and/or assistant) must hold a current first-aid certificate and carry a suitable first-aid kit. (Where employees hold Outdoor Activity coaching qualifications, they will normally be required by the governing body of the sport to hold a current first aid certificate for the award to be valid). It is desirable for them to hold one of the HSE approved first aid courses designed to train people to cope with first aid situations in the outdoor environment.

Advice and assistance in arranging these courses can be obtained from the Outdoor Education Adviser Andrew Smith ([Andrew.smith@collegest.org.uk](mailto:Andrew.smith@collegest.org.uk)) or from the Children and Families Risk and H&S Manager, David Thompson ([davidm.thompson@nottinghamcity.gov.uk](mailto:davidm.thompson@nottinghamcity.gov.uk)). Where adventure activities are provided by an AALA licensed provider, instructors should hold recognized first aid qualifications, in which case it may not be essential for school/youth service staff to hold a qualification.

Refer to **OEAP Employer Guidance** document: [First Aid](#)

Further guidance on managing [first aid](#) is available on the NCC School's Extranet, in the Health and Safety section, under 'First Aid Training in School'.

## 21. Inclusion

Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every *reasonable* effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

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

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

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

Under the Equality Act 2010, it is unlawful to:

- treat a disabled young person less favourably;
- fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage.

Refer to OEAP National Guidance document: [Special educational needs and disability](#)

## 22. Planning

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

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

EVOLVE provides a means of recording planning during the planning phase, and enables the OVC and Head/Manager to monitor, contribute and support the activity. It is recommended that staff use EVOLVE for planning most visits as this ensures a consistent and proportional system is applied.

Other benefits include:

- Having a central record of all visits
- Having a full record of staff experience, which provides a database of evidence to support decisions on competence
- Providing a central record of staff qualifications
- The OVC is able to produce customised reports for governors, Ofsted etc
- If staff use the system regularly they rapidly become fluent and confident
- All staff have ready access to employer guidance relating to visits.

If establishments choose to use other systems to record planning and risk management of visits (other than residential; overseas and adventure activities) they must ensure they are thorough and robust.

The extent of planning required is related to the complexity of the visit, see:

- Diagram: [Planning and EVOLVE](#) , found on **page 20**, below.
- **OEAP National Guidance** document: [Visit Leader Checklist](#)
- **OEAP National Guidance** [RADAR](#) model: based on SAGED: Staffing, Activity, Group, Environment, Distance.

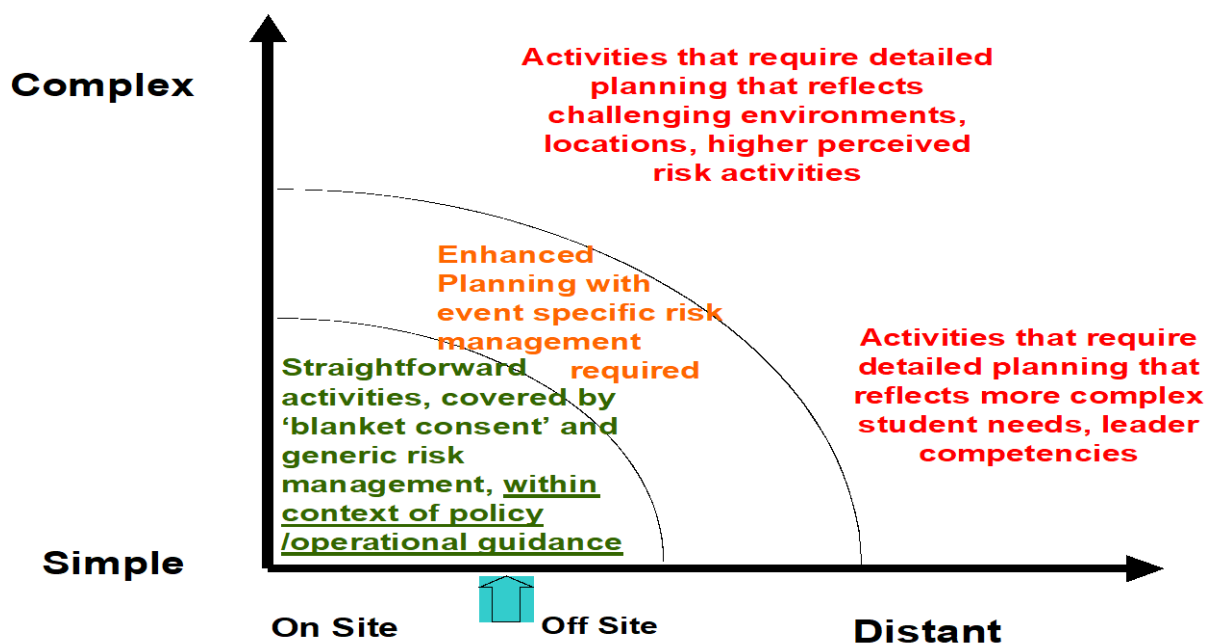
It is strongly recommended that at a very early stage of the planning process, the provisional staffing team carry out a brain storming exercise in order to identify the benefits and learning outcomes that the activity (or range of activities) might achieve. If the outcomes are to be evaluated with any rigor (an Ofsted expectation), then it will be essential that these outcomes are prioritised, and appropriately targeted. A record of these outcomes will help keep the plan focussed and also be a vital part of the risk management process in providing some objectivity in a “Risk Benefit Analysis”. Once the targeted outcomes have been recorded, it will then be possible to identify appropriate on-going review and evaluation strategies, including indicators.

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

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

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

- **S**taffing requirements – trained? experienced? competent? ratios?
- **A**ctivity characteristics – specialist? insurance issues? licensable?
- **G**roup characteristics – prior experience? ability? behaviour? special and medical needs?
- **E**nvironmental conditions – like last time? impact of weather? water levels?
- **D**istance from support mechanisms in place at the home base – transport? residential?



Refer to LOtC National Guidance document: [“Planning Basics”](#)

Refer to LOtC National Guidance Power Point: [“Planning Visits Off-site Activity and LOtC”](#)

### Safety During the Visit

Prior to the visit, staff must ensure that all participants understand what is expected of them. This includes any 'rules' that will be in place. These 'rules' should be in line with the school code of conduct and be re-emphasised as appropriate during the visit.

Monitoring of the visit must be on-going, and this contributes towards both enjoyment and safety.

It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (or switch to Plan B) to suit changed or changing circumstances - for example: over-busy lunch area, rain, rising water levels, etc.

Following the visit, the visit leader should record any significant issues as a note on EVOLVE, for both reference and to inform future visits.

Refer to **OEAP National Guidance** document: [Responsibilities of Visit Leader](#)

## **23. OFF-SITE VISITS PROCEDURES – ALL VISITS/ACTIVITIES**

### **Pre – session/activity planning and considerations**

Before any off-site activities are undertaken staff must ensure the following guidelines are followed:

- Ensure that the visit complies with this code of practice and NCC Off-sites visits Policy, both the policy and a summary can be found in the Resources section of EVOLVE.
- It is recommended that a pre-visit should be made to any new venues, or by staff using existing venues for the first time.
- When additional specific planning and risk assessments are required reference should be made to the Generic Risk assessments prepared by Nottingham City Council, found on EVOLVE, in the 'Resources' section under 'Guidance, Policies and Documents'.
- Ensure that a parent/carer and young people are made aware of the nature, purpose and detail of the off-site visit/activity and are briefed/notified accordingly and consent obtained, as appropriate, see **section 10**.

**During the visit the Visit Leader will:**

- Ensure children and young people are wearing appropriate clothing/equipment for the activity being undertaken.
- Ensure that the visit is managed in order that risks are reduced to staff and young people, as far as is reasonably practicable.
- Curtail the visit or stop the activity if the risk to the health and well-being of any participant reaches an unacceptable level.
- Ensure that participants, including staff, are aware of the need to be involved in the process of on-going risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all time.
- Contact the Establishment or nominated contact person if you anticipate returning later than estimated. Your 'late back' procedure should be followed.

**Use of appropriate equipment:**

- Consider possible weather conditions and plan appropriate programme, clothing and equipment
- Provide clear information r.e. suitable clothing and equipment to group members
- Staff to check that appropriate equipment and clothing is being worn, and that it is suitable for the activity and prevailing conditions
- Plan for young people who may not bring suitable clothing – check before departure and/or bring spares

## General Safety Consideration

- Visit leader and accompanying staff are suitably competent to lead the visit
- Undertake a pre-visit or outline how the venue has been checked if a pre-visit has not been carried out.
- **It is recommended that third party organisers hold the CLOtC Quality badge**, where this is not the case, ensure suitable checks on the provider have been undertaken. The OV2 form is a useful document to support this process, refer to OEAP National Guidance 4.4h on Using external providers and facilities.
- Ensure the establishment and the party leader have a register of those taking part in the visit and it is uploaded onto **EVOLVE or a record left at the establishment**, including medical information and emergency contact details.
- Check on the day of departure to take account of absence(s) and alter accordingly.
- Refer to the Employer Off-site Visits Policy for general information on conducting safe visits and OEAP National Guidance Visit Leader Checklist.
- Ensure supervising staff are competent, understand their roles and are briefed regarding the outcome of risk assessments
- Ensure all participants are briefed on the itinerary, and expected behaviour.
- Ensure all participants, including staff, are aware of the emergency procedures and risk assessments for this visit and understand their role how it may affect them, especially in an emergency.
- Brief participants at the beginning of the task

## Exposure to Weather

- Consider possible weather conditions and plan appropriate programme, clothing and equipment – Consider heat/exposure to sun/cold and rain etc.
- Provide clear information r.e. suitable clothing and equipment to young people and parents that takes into account conditions likely to be encountered during the visit
- Plan for young people who may not bring suitable clothing - check before departure and/or bring spares

## Slips, Trips and Falls

- Ensure young people and staff are briefed about appropriate behavior around likely hazards such as steps/stairs, slopes and areas that are wet etc.
- If necessary have close supervision around such areas
- There should be no running around such areas
- Suitable footwear should be worn, if appropriate

## Special Requirements

- Pre-existing medical conditions and required medication known. Details circulated amongst supervising staff, for both staff and young people. Obtain information from parents/carers. Use recommended consent form OV4
- Check there is insurance cover for those with pre-existing medical conditions
- Consent is obtained from parents/carers to treat minor ailments that may arise during a visit, such as use of sun cream, insect repellent and plasters.

- Young people and parents/carers are reminded to bring individual medication, which is effectively stored and managed through the visit (e.g. Asthma inhalers) and a record kept when any medication is given and dosages
- Take advice from SENCO and CP officer if appropriate
- Where appropriate follow individual care plans and make necessary arrangements for individual young people including individual risk assessment and additional staffing as necessary
- Programme arranged with due regard to mobility and special or needs of all members of the group
- For advice on Transgender young people and visits refer to the [OEAP National Guidance FAQ document](#)

### **Young people are lost or separated**

- Ensure supervising staff are competent, understand their roles and are briefed regarding the outcome of risk assessments
- Pre - plan supervision before visit and brief staff.
- Young people understand arrangements, that they are part of a group and need to follow instructions
- There are clear expectations regarding the behaviour of young people and these have been discussed with them prior to the visit. With older young people this should include expectations regarding substance misuse. Expectations relating to staff consumption of alcohol and smoking should also be considered.
- [Ratios](#) are set as part of the risk assessment, in line with OEAP National Guidance and, where applicable, National Governing Body guidance.
- Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc)
- Discuss itinerary and arrangements and code of conduct with young people and staff
- Briefing to all on what to do if separated from the 'Group' e.g. meeting points, staff at a 'central point', emergency numbers, action in case of an emergency etc.
- Head counts by staff particularly at arrival/departure points, and when separating and reforming groups.
- Member of staff identified to remain at the venue if transport leaves before the young person(s) return. Return by staff/establishment vehicle or public transport. Establishment emergency contact informed.

## **Managing and Containing Emergencies**

- The establishment has an emergency plan for dealing with an incident on off-site visits, which is known and understood by staff who know how to contact sources of help, when appropriate.
- Mobile phones carried, if available. Consider alternative methods of communications where there are no mobile signals.
- Ensure sufficient supervisors to deal with an incident and take charge of the rest of the group.
- List of young people and contact details of parents/carers are held by visit leader, deputy leader and establishment contact, after-hours emergency person and contact number must be available.
- Leader and head/establishment contact has instructions as to what to do in an emergency
- Inform venue and or next of kin, if appropriate.
- If staff have to stay behind to deal with an incident, support young people or staff they are supplied with the means of returning home once next of kin arrive – spare car, lift home or money for public transport.
- Supervision re-organised to take into account the member(s) of staff now missing.
- Group return home early if supervision levels fall below the required standard for safety to be maintained.
- Consider the threat of terrorism in your emergency planning. Be vigilant and ensure that emergency meeting points are identified in case of emergency evacuations.
- A useful FAQ document on Visits and the Threat of Terrorism can be found on the OEAP National Guidance website
- Be aware of Safe Principles advice ‘Run, hide, tell’ from the Government. <http://tinyurl.com/pp4fxmu> (Cut and paste this URL into your web browser)
- Additional support can be found at: Citizen Aid App - helps support you in difficult situations and tells you what to do. <http://citizenaid.org/>
- Contact NCC Emergency Duty officer (07985 381931) or Nottingham on Call (0115 915 1640/1633), if appropriate.
- Contact Outdoor Adviser for advice, if necessary, 07944038678

## **Animals, Insects and Poisonous Plants etc**

- Avoid known high risk situations
- Take necessary avoidance action if encountered
- Ensure those with known allergies carry medication

## **Illnesses of Injuries to Young People and Staff**

- At least 1 staff member with each group prepared to take lead in first aid. Check first
- Review Autumn 2026

aid certificate is current, and that an appropriate first aid kit is taken.

- Ensure the first aid kit is correctly stocked.
- First-Aid certificates are uploaded to EVOLVE
- Staff are briefed on emergency procedures and know how to call emergency services
- First-aid and travel sickness equipment carried, young people with travel sickness known
- Member of staff identified to remain at the venue or accompany young person/staff member to hospital if necessary. Return by staff/establishment vehicle or public transport. Establishment emergency contact informed.
- Supervision re-organised to take into account the member(s) of staff now missing.
- Group return home early if supervision levels fall below the required standard for safety to be maintained.

### **Behaviour and Wellbeing of Young People**

- There are clear expectations regarding the behaviour of young people and these have been discussed with them prior to the visit. Code of conduct / behavior could be developed.
- With older young people a code of conduct should include expectations regarding substance misuse, alcohol and smoking. Expectations relating to staff consumption of alcohol and smoking should also be considered.
- All parties know what action needs to be taken in an emergency.
- There is a clear policy regarding the use of mobile phones

### **Individual and Remote Supervision**

- Check location as suitable for this mode of supervision
- Ensure young people are sufficiently briefed and competent (any individual young people for whom indirect supervision is not suitable must be directly supervised)
- Clear guidelines and emergency procedures set and understood by all participants. Young people remain in small groups (buddy system – each responsible for named other). If they have to go for help they must do so on pairs.
- Young people to stay in small groups of at least 4 and to stay with their group.
- Rendezvous points and times set, young people know how to contact staff
- Designated staff remain at a central contact point known by young people
- If appropriate, issue 'emergency cards' briefing young people on what to do if they get separated, including emergency numbers for staff and the venue.
- Staff understand they are still responsible
- Parents/carers informed and consent given, if appropriate

### **Leader's Own Children**

- Consider before staffing agreed.
- If staff or volunteers' families join the group, supervision of young people must not be compromised. Such staff should not be included in any supervision ratios.
- Staff children are similar age to group are supervised with young people or separate supervision arranged
- For further advice refer to OEAP National Guidance on Taking a family member on a visit.

#### **Return from Visits- especially after hours returns**

- Return is pre-planned and parents/carers are informed where to collect young people from (or it is pre-arranged with parents/carers that older young people will make their own way home)
- Suitable arrangements are made for young people whose parents/carers fail to collect them

#### **During a visit accompanying adults will:**

- Ensure they undertake the roles and tasks given to them so as not to put themselves or others at unacceptable risk and continually monitor the group.

#### **During a visit all participants will:**

- Ensure they co-operate with the Group Leader and follow the instructions given to them in order to maintain the lowest acceptable risks to the health and safety of all participants.
- Develop their knowledge and understanding related to responsible participation in risk reduction.

## **24.. POST VISIT ACTIVITY**

Where appropriate ensure that the visit is reviewed and a report is made to the Head of establishment indicating the extent to which the intended visit aims were achieved. The receipt will include the result of all investigations into particular incidents/near misses as necessary,

and report these to both the Governing Body and the SOLSSM.

Ensure that pertinent information acquired from or about the visit or activity is drawn to the attention of the Off-site Visits Co-ordinator and shared with colleagues for consideration in the planning of future educational visits and activities.

## **25. OFF –SITE TRAVEL PROCEDURES**

**BY FOOT** (Derived from the NCC generic Risk assessment on ‘Travel – On foot’. It will be important to make such procedures specific to the establishment and location of activities)

### **Injury due to road traffic accident:**

- Walk on foot planned to avoid fast roads wherever possible
- Pavements must be used where available and the dangers of being on the road explained to young people.
- Supervision on pavements, roads and especially crossing of any fast roads is pre-planned
- Young people briefed r.e. hazards and behaviour required
- If abroad, beware of traffic on the right hand side of the road
- Safety when crossing roads on journeys is a key issue. Where possible pedestrian crossings or footbridges should be used and young people made aware of the rules outlined in the Highway and Green Cross codes.
- Consideration could be given as to whether easily visible clothing could be worn by young people

### **Walking on roads:**

- Face oncoming traffic
- Staff must be present at front and rear of the group, ideally wearing fluorescent waistcoats
- On the approach to a right hand bend, the front member of staff should go on ahead to warn approaching traffic of the presence of the group
- Young people must be cautioned as to the dangers and have the dangers explained to them beforehand.
- Everybody must keep well in to the side

### **Walking along roads at night:**

- Face oncoming traffic
- Staff wearing some reflective clothing and carrying good lights must be at the front and rear of group
- On the approach to a right hand bend, the front member of staff should go on ahead to warn approaching traffic of the presence of the group
- Everybody must keep well in to the side
- Young people must have the serious dangers explained to them

### **BY PUBLIC TRANSPORT**

#### **Becoming separated and lost:**

- Journey is planned and assessed - key risk points identified

- Careful supervision particularly in crowded areas and entry, exit and change points with head counts
- Young people know their group and leader(s) and the route they are taking.
- On buses, trains, ferries and boats clear guidelines concerning levels of remote supervision must be given and planned for in the risk assessments.
- The safety of young people whilst waiting to be picked up and at drop off points or getting on and off transport must be considered.
- Young people should never be on their own.

### **Emergency and medical issues:**

- Emergency plan in place – young people briefed where they are going, what to do if separated from group, or if there is an incident.
- Young people must be made aware of safety rules and expected standards of behaviour
- Young people should be made aware of emergency procedures and should remain under the direct supervision of the group leader
- Travel sickness pills can only be given if prior consent by parents/carers has been obtained

### **Taxi:**

- Parents/carers must be informed and consent given if young people are travelling without staff.
- Only 'Black Cabs' / Council Licensed cabs to be used.
- Ensure seat belts are used
- Set 'pick up' times and check arrival times

### **Buses and Trams:**

- On double-decker buses supervisors should be positioned on both decks
- Use seats where possible
- Young people should not be allowed to walk around on a bus or coach and be aware of concertina sections
- Young people should be made aware that they are not allowed access to the driving area
- Supervise embarkation and disembarkation
- Warn pupils and staff when using raised platforms on the Tram system
- Make sure young people sit whenever possible

### **Air Travel**

- In general, air travel is more rigidly controlled, leaving less opportunity for young people to misbehave. Adapt the information for travel by ferry or rail.
- Young persons should be reminded about aviation regulations relating to the taking of items not belonging to themselves, including liquids in hand baggage.
- Young persons need to comply willingly with all security measures and respect security officers. Joking or fooling around security areas could cause delay and in, foreign countries, possible detainment or arrest.

- Visit Leaders should ensure sufficient time to book in and go through security. Some airlines will open a special desk to book large groups in – check with the operator.
- Young persons and parents/carers should be made aware of the aviation restrictions pertinent with regard to size/weight and contents of luggage.

### **Rail / Underground**

- In general, air travel is more rigidly controlled, leaving less opportunity for young people to misbehave. Adapt the information for travel by ferry or rail.
- Young persons should be reminded about aviation regulations relating to the taking of items not belonging to themselves, including liquids in hand baggage.
- Young persons need to comply willingly with all security measures and respect security officers. Joking or fooling around security areas could cause delay and in, foreign countries, possible detainment or arrest.
- Visit Leaders should ensure sufficient time to book in and go through security. Some airlines will open a special desk to book large groups in – check with the operator.
- Young persons and parents/carers should be made aware of the aviation restrictions pertinent with regard to size/weight and contents of luggage.

### **Service Station Break**

- Brief young people: re purpose and timings of stop
- How and where to contact staff
- Remain in pairs or threes (buddy system - each responsible for named other)
- Remind re moving traffic (driving on right abroad)
- Careful head count before departure

### **BY CAR**

#### **Competence of driver and Suitability of vehicle:**

Complete Volunteer Drivers' Form or the forms section on the EVOLVE website

Check that:

- The driver has a current driving licence (driving licences should be checked annually by Line Managers)
- Is the vehicle roadworthy? e.g.
  - valid road tax
  - current MOT certificate
  - is the vehicle maintained in accordance with the manufacturer's recommendations?

Is there is adequate motor vehicle insurance cover provided i.e. is it insured for personal business use?

**Lone working (Child protection and behaviour):**

- Lone working procedures are followed and a specific risk assessment undertaken
- Risk assessment for the young person/people has been carried out (Consider behaviour, special needs, male/female)
- If so, are additional control measures required e.g. is another adult required in the vehicle?
- Has a DBS check been carried out i.e. where an adult has sole, unsupervised access to young people?
- Will the young person be delivered safely to their destination?

Consent Parental / carer's consent has been obtained?

**Restraint of occupants in vehicle:**

- Seatbelts MUST be worn by all occupants of the vehicle.
- Booster/Child seats must be used when appropriate
- Each young person MUST be restrained individually by a seatbelt
- Suitable restraints/child seats provided e.g. for young, small children  
N.B. the driver is legally responsible to ensure seatbelts are worn and may be prosecuted if a child under 14 years does not wear a seatbelt  
N.B. unrestrained children must NOT be carried in the front seat of any vehicle. Should the child / children be transported in the rear seat only?
- Is there a need to use the child locks (rear seats) to prevent 'runners'?

**Being struck by loose objects:**

- Are loose objects secured, preferably in the boot? (i.e. to prevent injury by 'projectiles' in the event of an emergency stop)

**BY COACH AND MINIBUS**

**Traffic accident – Injury to passengers:  
Injury following an accident or breakdown**

- Coaches have seat belts, which staff ensure are used by young people throughout the journey by undertaking regular checks
- If very young children or babies are taken discuss restraint systems with the coach provider, use a seat belt where possible. Never place a restraint around both parent/carer and a child.
- If children are in the front seats they must use the appropriate child restraint, for definitions of 'appropriate child restraints' refer to OEAP National Guidance.
- Children aged 14 and over are legally required to wear seat belts and they are legally responsible in their own right, seat belt use to be enforced by staff.
- One passenger per seat
- Young People to stay in their seats and not stand in the aisle or distract driver
- On double-decker coaches staff should be positioned on both decks

### **On a normal Road**

- On normal road keep pupils safe by remaining on the transport if it is safe to do so.
- When moving young people to a safe place follow the Highway Codealties as best as you can until emergency he to avoid danger.
- Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at all time.
- Follow establishment emergency procedures and deal with any casualties as best as you can until emergency help arrives.

### **On a Motorway**

- Get the party behind the side crash barrier as soon as possible.
- Those that cannot be moved safely to behind the crash barrier must remain in the vehicle, but move to the front. Ensure control room and rescue services know how many people are on the vehicle- and details of any special circumstances (e.g. no. of wheelchairs etc.)
- If not then move the young people to a safe location protected from oncoming traffic. Follow establishment emergency procedures and deal with any casualties as best as you can until emergency help arrives.

### **Young people lost or separated - Service station and other breaks in journey:**

- Brief young people: re purpose and timings of stop
- Close supervision and head counts during any breaks in journey and close supervision in and out of bus
- How and where to contact staff
- Remain in pairs or threes (buddy system - each responsible for named other)
- Remind r.e. moving traffic (driving on right abroad)
- Careful head count

### **Accident injury due to poor provision:**

#### **Coaches**

- Conform to all Department of Transport requirements
- MUST be fitted with seat belts to all seats

- Visit leader to make visual inspection of interior and exterior of coach, draw any obvious defects to the Driver's attention
- Basic safety equipment id carried – first aid equipment, torches etc.
- How old are the coaches?

### Coach Operators

- Must hold a current 'Coach Operators Licence'
- Will hold an 'EU Community Licence'
- Will have full vehicle insurance cover and full public liability cover
- Must have access to a 24 hour breakdown assistance, helpline and have an emergency procedure to follow
- Will conform to EU drivers' hours laws and regulations, to monitor and keep tachograph records.
- Ask for a copy of the Operator Compliance Risk Score and first time pass rate of their vehicles' annual test, this should ideally be more than 83%. Providers can obtain this information form the DVSA.
- If the condition of either the bus or the driver is considered to be dangerous the venture is not allowed to proceed.
- Check to see if the provider has any external accreditation e.g CoachMarque; Guild of British Coach Operators; BUSK benchmark etc

### Drivers

- Destination and safe route known and planned by Company
- Drivers should not smoke or use hand held mobile phones while driving
- Drivers are correctly licensed and have DBS checks, if appropriate.

### Requirements

- Be clear about your pick up and drop off requirements and locations
- Plan any stops
- Clarify how any special needs will be supported
- What are the 'coach rules'?

### Injury/ orientation in an Emergency

- Evacuation and emergency and safety

procedures are known by all before departure.

- Make sure luggage is stowed safely without blocking emergency exits
- Make sure there is a mobile phone on the coach (if you are going abroad, take a mobile phone that works where you are going.).

For further guidance refer to [OEAP National Guidance on Hiring a Coach](#)

If a minibus is self-drive or Establishment operated ensure a risk assessment and operating procedures are in place, see NCC Minibus Risk Assessment and complete.

## 26 Emergency Procedures

Establishments should ensure that their Health and Safety policy includes off-site visits.

Staff involved in a visit must be aware of and adhere to their establishment's policy on emergency procedures.

For visits that take place outside normal establishment hours:

- A completed [Emergency Card – Visit Leader](#) (or equivalent) must be with the Visit Leader at all times within the blue zipped bag (for all visits)
- A completed [Emergency Card – Home Contacts](#) (or equivalent) must be with the emergency home contact(s) at all times, where access to EVOLVE is not possible.

Refer to **OEAP Employer Guidance document:** [Critical Incident Management: The Employer's Role, Emergency Planning: The Establishment's Role, Emergency Procedures for Visit Leaders](#)

## **27. Accident and Incident Reporting**

Establishment managers must ensure they meet the requirements of the RIDDOR regulations and good practice. Refer to NCC's procedures and on-line forms.

Academies must ensure they have equivalent procedures to meet the requirements of the law and good practice.

Where an incident or accident occurs on an activity led by a Provider, please ensure this is reported to the Offsite/Educational Visit Adviser, Andrew Smith (Tel:0115 947 6202, email:[Andrew.smith@collegest.org.uk](mailto:Andrew.smith@collegest.org.uk))

# Emergency Contacts

EVOLVE	<a href="http://www.nottinghamcityvisits.org.uk">www.nottinghamcityvisits.org.uk</a>
Offsite/Educational Visit Adviser	Andrew Smith Office: 0115 947 6202 Mobile: 07944 038678 E-Mail: <a href="mailto:Andrew.smith@collegest.org.uk">Andrew.smith@collegest.org.uk</a>
<b>Children and Families Risk and H&amp;S Manager</b>	David Thompson Office: 0115 876 4608/4609 E-mail: <a href="mailto:davidm.thompson@nottinghamcity.gov.uk">davidm.thompson@nottinghamcity.gov.uk</a> Emergency Contact: 07985 381931
<b>Insurance questions</b>	Simon Webb Office: 0115 876 5436 E-mail: <a href="mailto:simon.webb@nottinghamcity.gov.uk">simon.webb@nottinghamcity.gov.uk</a>
<b>LA Emergency Contact for visits (24 hour)</b>	<b>0115 915 1640/1633 – Nottingham on Call (24hrs)</b> 0115 8764608/ 09 (office hours) or 07985 381931
Children's Service Emergency Contact	Tel:0115 8764608/4609 Mob: 07985 381931

Contact SOLASM for advice, if necessary, 07944038678 (Andrew Smith)

Appendix 1

### OFF-SITE VISIT MANAGEMENT CATEGORIES (NCC)

Category	CATEGORY 'A'	CATEGORY 'B'	CATEGORY 'C'
	REGULAR AND ROUTINE	OCCASIONAL OR 'ONE-OFF'	
Example	Local and regular activities which must be defined in terms of the nature of the activity and their location e.g. sports fixtures, swimming, local parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments etc	Usually annual visits to attractions or locations beyond the City of County e.g. Visits to the seaside, major visitor attractions, UK cities.	Includes all <b>residential visits, visits abroad</b> and activities in <b>hazardous environments</b> or involving <b>'adventurous' activities</b> .
Risk Management	If not covered by School/Establishment/Centre Policy, risk assessment and planning completed.  Enter on <b>EVOLVE</b> system or use <b>OV1</b> form, or similar.	Consider Generic Risk Assessments for: <ul style="list-style-type: none"> <li>• All Visits</li> <li>• Travel</li> <li>• Specific Activity being led or location working in.</li> <li>• Enter on <b>EVOLVE</b> system</li> </ul>	Consider Generic Risk Assessments for: <ul style="list-style-type: none"> <li>• All Visits</li> <li>• Travel</li> <li>• Accommodation</li> <li>• Specific Activity being led or location working in.</li> <li>• Check providers through <b>OV2</b> or LOTC Quality Badge</li> <li>• Enter on <b>EVOLVE</b> system</li> </ul>
Consent	Covered by annual consent/notification to parents, is clarified in School/Centre Policy and is part of the curriculum/offer.	Consent required when parents are informed by letter of the trip OV4	Specific consent from parents/carers – <b>OV4</b>

## ACTIVITY AND LEVELS OF APPROVAL (NCC)

CATEGORY	LEVEL OF APPROVAL	ACTIVITY	ENVIRONMENT / LOCATION
A	OVC and HEAD OF ESTABLISHMENT MUST be entered onto Evolve with the exception of swimming and football	<ul style="list-style-type: none"> <li>• Sports fixtures, within the county</li> <li>• School Swimming – formal teaching in life-guarded pools</li> <li>• Regular visits to libraries, places of worship, study support centres, local parks and open spaces, local shops etc.</li> <li>• Fieldwork in environments with no technical hazards. (e.g Wollaton Park, Bestwood Country Park, Nottingham City Centre etc.)</li> <li>• Visits to local/city museums</li> </ul>	<ul style="list-style-type: none"> <li>• Local parks, residential areas and shopping areas.</li> </ul>
B	OVC and HEAD OF ESTABLISHMENT MUST be entered on EVOLVE	<ul style="list-style-type: none"> <li>• Full Day Visits to museums, attractions and parks some distance from the City. (Conkers, Alton Towers, Farm Visits etc.)</li> <li>• Theme Parks and other tourist attractions</li> <li>• Seaside resorts</li> <li>• Zoos</li> <li>• Ice skating</li> <li>• Swimming in public, lifeguarded, pools</li> <li>• Walking in 'normal' country</li> <li>• London</li> </ul>	<ul style="list-style-type: none"> <li>• Walks in '<b>non-remote</b>' country <b>Non-remote Country</b> – enclosed farmland, fields, low land forest – not moorland, mountain (above 600m) and/or where it is possible to be more than 30mins from a road or refuge.</li> <li>• 'Water Margin' activity</li> </ul>
C	OVC, HEAD OF ESTABLISHMENT AND NCC MUST be entered on EVOLVE	<ul style="list-style-type: none"> <li>• Any visit/activity involving a Residential (overnight stay) element including Camping and 'school sleep overs'.</li> <li>• Any visit abroad</li> <li>• Any visit involving 'adventurous activities', led either by a Centre, an outside provider or staff member (See Figure 2)</li> </ul>	<ul style="list-style-type: none"> <li>• Visits to hazardous environments</li> <li>• Overseas Expeditions</li> <li>• Any water-base activity</li> <li>• Any activity in Winter mountain conditions</li> <li>• Open Country/Remote terrain more than 30mins from a road (above 600m)</li> <li>• Near cliffs or steep terrain</li> <li>• Areas subject to extremes of weather or environmental change</li> <li>• Swimming in non-lifeguarded pools or open water</li> </ul>

**DEFINITION OF ADVENTUROUS ACTIVITIES – ALL REQUIRE NCC APPROVAL ON EVOLVE**

**ADVENTUROUS ACTIVITIES REQUIRING AN AALA LICENSE**

Rock Climbing Abseiling Ice Climbing Gorge Walking Ghyll Scrambling Sea Level Traversing (Coasteering)	Canoeing Kayaking Dragon Boating Wave Skiing White-water Rafting Improvised Rafting Sailing Windsurfing Kite surfing Use of powered craft All the above in 'specified' waters.	Hillwalking Mountaineering Fell Running Off Road Cycling Off-piste Skiing Pony Trekking – remote country Orienteering – remote country	Pot-holing Mine Exploration Caving
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## NON-LICENSABLE ADVENTUROUS ACTIVITIES

<u>Motorsports:</u> Quadbiking Go-Karts etc  Airsports  Horse Riding	Archery Rifle Shooting Fencing Martial Arts	<u>Remote areas:</u> Expeditions Fieldwork in 'remote country' and in water Open water swimming	Climbing Walls High Level Ropes Courses Snowsports Dry Slope Skiing Grass Skiing Water Skiing Snorkeling - Scuba Diving
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These are not exhaustive lists. If you are in doubt about the level of activity you are undertaking contact the Sport, Outdoor Learning and Adventure Services Manager (SOLASM) , Martin Smith, 0115 947 6202 for further advice. ([www.martin.smith@collegest.org.uk](mailto:www.martin.smith@collegest.org.uk))  
 If you are planning to undertake any of the activities outlined below, please contact the SOLASM before making any bookings.

- **Paint Balling**
- **Air Sports – paragliding, parascending, gliding, parachuting**

**Inform the SOLASM if you are planning to undertake activities using high ropes**

### Appendix 3

