

Policy: Management of Outdoor Education, Visits and Off-Site Activities



1. Introduction

This policy covers all off-site visits and activities organised through the college and for which the Governing Body and Principal are responsible.

The Governing Body endorses the Devon County Council / Torbay Council policy document “Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2017” as the basis for the college’s health and safety policy for the management of visits and off-site activities.

The purpose of this Policy is to explain how the overall OEVOSA policy will be applied in practical terms at a local level, and in particular the specific roles, responsibilities and arrangements that will apply at Sidmouth College. This policy also complements and should be read in conjunction with the college’s Health & Safety and Safeguarding Policies.

The Governing Body seeks to ensure that every pupil has access to a wide range of educational experiences as an entitlement. As part of this entitlement the Governing Body recognises the significant educational value of visits and activities which take place away from the immediate college environment.

The Governing Body aims to enable this college to become an educational environment in which all members of the college community can thrive, regardless of race, religion, culture, gender or individual need. We intend to apply this aim to the planning and management of all visits and off-site activities.

Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage co-operation, team work and the application of problem solving skills and develop independence and self-confidence.

Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

The management of visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Governing Body, Principal, the party leader, members of staff and volunteers, pupils and parents. The college also has responsibilities to other members of the public and to third parties. This policy on visits and off-site activities therefore complements the wider college health and safety policy.

It is a priority of this college that all visits and off-site activities are safe, well-managed and educationally beneficial.

2. Responsibilities of the Principal

The Principal will:

- ensure all visits and off-site activities have specific and appropriate educational objectives

- have overall responsibility for the approval of all visits and activities, based on compliance with the OEVOSA document, council and college health and safety policy, relevant Devon County Council guidance and recognised good practice, even where this task may have been delegated to another named person;
- ensure that all off-site visits and especially residential visits, are carried out with reference to the Safeguarding Policy and Staff Code of Conduct;
- ensure that there is a suitably experienced and competent Educational Visits Co-ordinator (EVC) to oversee adherence to the OEVOSA policy and that the tasks associated with this role are clearly outlined in this policy;
- ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group;
- provide relevant induction, training and other Continuous Professional Development opportunities for staff involved in the provision of visits and off-site activities;
- check that the staffing ratio is suitable for each visit;
- ensure party leaders have access to a planning checklist, based on the Devon / Torbay policy, and adapted as necessary to meet the particular needs of the college;
- ensure that for all off-site visits and activities risks have been assessed, the significant findings of these assessments recorded and any appropriate safety measures implemented accordingly;
- be the principal contact with the LA over planned visits;
- ensure that approval and endorsement arrangements for all visits are in accordance with OEVOSA requirements;
- provide staff with support, advice and information that they need to comply with OEVOSA requirements;
- ensure that leaders and staff have any relevant qualifications and are competent to lead and support particular visits and activities as outlined in OEVOSA;
- ensure that procedures to inform parents and to obtain their consent where necessary are in place;
- ensure that appropriate emergency arrangements are in place for visits and off-site activities;
- review with the EVC all accident and incident reports relating to visits and off-site activities to ensure that any lessons are learnt;
- ensure that any third party provider / contractor / coach has been vetted for competence in accordance with the requirements of OEVOSA.

3. Responsibilities of the Educational Visits Co-ordinator

In order to carry out the above responsibilities effectively the Principal may delegate specified tasks to a suitably experienced and competent Educational Visits Co-ordinator (EVC). The Principal will be considered to be the EVC where tasks are not delegated to a named member of staff. The EVC will be responsible for carrying out the following agreed tasks and attending the relevant training and update training provided by the Local Authority (LA).

Name of EVC: Ms E Harris.

As the current EVC does not have practical experience in leading and managing the range of visits typically run by a school (i.e. is an administrator) the Principal is required to limit the extent to which the function of the EVC is delegated. Therefore, the functions delegated to the EVC are administrative tasks only as follows:

- To establish monitoring systems to ensure that educational visits are undertaken in accordance with OEVOSA and the college specific arrangements named in this policy;

- To ensure that the management of visits and off-site activities is informed by an appropriate risk assessment;
- To draw up the Standard Operating Procedures for 'routine and regular' visits and activities;
- To manage and update the Evolve website, including updating staff lists and training records;
- To review with the Principal all accident and incident reports relating to visits and off-site activities

4. Responsibilities of the party / Visit Leader

The party / Visit Leader will:

- have overall responsibility for the supervision and conduct of the visit or activity;
- obtain the Principal's/SLT's approval before any off-site visit or activity is planned;
- obtain approval and, where appropriate, LA endorsement for the visit in line with OEVOSA and the specific arrangements of this policy prior to undertaking the activity;
- follow policy and procedures of the Council and the college;
- assess the risks to staff, young people and members of the public presented by the visit or activity in order to identify and implement any safety measures. This process will be undertaken in line with the arrangements described in section 8 of this policy;
- carry out specific activities in accordance with the detail of OEVOSA;
- use the school planning checklist provided in OEVOSA or the college specific version of this checklist to ensure all procedures have been followed;
- vet any third party provider / contractor / coach for competence in accordance with the requirements of OEVOSA;
- ensure form SOE5 from OEVOSA is completed (or a previously completed form for the current year is on Evolve) where commercial, charitable or private (non-DCC) facilities are being used for adventurous or residential activities;
- brief all supervising staff, volunteers and pupils in roles, responsibilities and expectations;
- inform parents fully about the visit and gain their consent in accordance with arrangements described in OEVOSA;
- establish appropriate emergency and contingency arrangements for the planned visit or activity which will include the identification of sufficient First Aid cover;
- continually re-assess risks during the visit or activity and make adjustments accordingly;

5. Responsibilities of additional members of staff taking part in visits and off-site activities

Members of staff, volunteers and parent helpers should:

- Assist the party / Visit Leader to ensure the health, safety and welfare of others including the young people on the visit;
- Take time to understand their roles and responsibilities whilst taking part in a visit or activity.

6. Responsibilities of pupils

Whilst taking part in off-site activities pupils also have responsibilities about which they should be made aware by the party / Visit leader or other members of staff, for their own health and safety and that of the group. Young people should:

- Avoid unnecessary risks;
- Follow instructions of the party leader and other members of staff;
- Behave sensibly, keeping to any agreed code of conduct;
- Inform a member of staff of safety concerns.

7. Responsibilities of parents

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity parents should:

- support the application of any agreed code of conduct;
- inform the party leader about any medical, psychological or physical condition relevant to the visit;
- provide an emergency contact number;
- provide consent in accordance with the requirements of OEVOSA;
- ensure that the signed consent form has been received by the college in advance of the start of the visit or activity and by the date specified.

8. Risk Assessment

The college is committed to a wide variety of outdoor activities, many of which will be repeated over each academic year where the risks will be very similar or the same. Therefore, when visits are 'routine and regular' in that they occur repeatedly each academic year, the measures taken to control these risks are listed in the Standard Operating Procedures (SOP) derived from those shown in Appendix A. These are the control measures that will apply to all such visits and off-site activities and have been drawn up by the EVC and will be brought to the attention of anyone undertaking the role of Visit Leader.

In assessing the risks presented by a planned visit or activity, the Visit Leader must judge if the SOP are adequate for controlling the risks. For each visit/activity, the SOP document will be generated electronically from those held as models on the shared Resources drive and the Visit Leader will *either* confirm these as adequate for the proposed visit/activity *or* the additional control measures needed will be listed in the final enhanced risk assessment column.

Any ad hoc visit which is not repeated regularly, plus any activities delivered by school staff falling within the definition of Category B, will have a separate stand-alone risk assessment, as will any overseas Category C visit. This process will be undertaken by the Visit Leader who, whilst being supported by the EVC, will be competent and equipped to complete the task. To meet statutory requirements and to ensure sufficient communication with other staff involved, this risk assessment will be recorded using the risk assessment format in Appendix B.

9. Approval of off-site activities

The Principal and the Senior Leadership Team (SLT) will be responsible for approving all off-site activities subject to assurances that arrangements are in line with this policy and risks are adequately controlled. This includes approving the party / Visit leader for each visit or off-site activity.

Approval of visits through the Evolve system is the responsibility of the Principal.

There are 3 categories of visit:

Category A:

Non-adventurous visits i.e. visits to local places of worship, farms, public places etc.

Non-adventurous residential visits i.e. cultural visits to towns/cities etc.

Category B:

Adventurous visits where activities are *delivered* by school staff (i.e. Ten Tors, kayaking etc.)

Adventurous day visits led by external providers (i.e. visits to climbing centres, a pony trekking centre etc)

Adventurous residential visits to outdoor centres.

Category C:

Visits of all types outside the UK.

In line with the requirements of OEVOSA, details of Category B and C visits will be uploaded to the Evolve on-line system to facilitate the approval by the Principal ahead of final endorsement by the Local Authority Adviser for Outdoor Education.

The policy of Sidmouth College is that Category A visits, with the exception of the agreed programme of PE fixtures and locally held lessons (e.g. swimming), will also be uploaded to the Evolve system to allow Governors, the Principal and the EVC to monitor the management of off-site visits. Appropriate risk assessments will still be required to be created for those visits not uploaded to Evolve.

10. Safeguarding

The safety and welfare of children is paramount. In the event of a safeguarding issue or concern being identified during the off-site visit or activity, the party / visit leader should follow the college's child protection/safeguarding policy and procedures. All staff and volunteers on the trip should be made aware of these before the visit or activity takes place. Arrangements should be in place to enable contact with the college's Designated Safeguarding Officer outside normal college hours if necessary. Contact details should be communicated to all staff/volunteers on the visit or activity (as well as the party / visit leader) in case the safeguarding concern is about the party / visit leader.

11. The provision of training and information

A copy of this policy, along with the overall OEVOSA document, and associated college procedures will be made available to all staff within the college who may be responsible for participating in off-site visits and activities and to any parent requesting a copy. Access will also be made available to the overarching OEVOSA policy, and additional guidance information, via the Babcock LDP website: www.babcock-education.co.uk/ldp

The Principal will ensure that staff leading or participating in visits are competent for the activities involved. When required, specific training will be undertaken and competencies maintained in accordance with the requirements of OEVOSA. This process will be overseen by the Principal and records of qualifications will be uploaded to the Evolve system by the EVC. Training will be made available to leaders and other adults taking part in off-site activities in order to reflect identified college health and safety, and educational priorities. The record of the qualifications held by staff and volunteers involved in outdoor activities will include first aid, life-saving, mini-bus driving and specific hazardous activities.

12. Action in the case of emergency

The Principal will ensure that emergency arrangements are in place before approving visits. These arrangements must be made known to staff and in line with Council policy, to cover the range of activities undertaken from the college and the times at which they take place. The party / Visit Leader will identify these arrangements via a process of risk assessment as described in section 8 above. Where necessary, this assessment must include the identification of contingency plans. It will also include the identification of sufficient First

Aiders, as well as emergency contact details which must include a minimum of two emergency contact numbers for designated senior members of staff or the governing body for outside normal hours, if necessary, and the designated Safeguarding Lead.

13. Accidents and incidents

Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the college health and safety policy. Devon County Council will be informed of notifiable accidents and incidents which occur in DCC maintained colleges. Accidents and incidents will subsequently be reviewed within the college to identify any learning points.

14. Management of specific provision

The following arrangements apply to the management of specific provision for off-site visits and activities:

- Category A visits should ideally be treated in the same way as all other visits and off-site activities and an Evolve form completed. However, the Principal or SLT may permit specific local arrangements for certain Departments and types of activities e.g. PE Department sports fixtures to continue without the use of Evolve in order to reduce the administration work-load. These off-site activities must still be planned and risk-assessed in the appropriate manner, participants and their parents/kept informed of arrangements, and lists of participants supplied to Reception/out-of-hours contacts as for all other visits.
- Use of the College mini-bus must be arranged in advance by booking in the diary held by the EVC and availability of mini-bus and drivers(s) checked before the visit is approved by the Principal/SLT. The mini-bus may only be used for college visits and must only be driven by qualified and authorised staff. The party/visit leader is responsible for ensuring that the agreed conditions of use are adhered to, all problems and defects are reported to the EVC as soon as possible, and that the minibus is left clean and rubbish-free inside after use. The driver(s) of the mini-bus have the standard responsibilities described to them during their training and must ensure that these are carried out in the manner specified.

Outdoor Education, Visits and Off-site Activities for Students

PURPOSES

- To take advantage of learning opportunities which would not be possible within the classroom.
- To develop personal and social skills, such as self-reliance and co-operation.
- To encourage understanding of different environments.
- To promote active learning.
- To offer stimulating and enjoyable learning experiences.

GUIDELINES

- Students will be encouraged to participate in at least one trip or visit during each academic year.

- All students will be encouraged to participate in at least one residential visit during Years 7-11.
- Students will not normally take part in any activity which would lead them to miss classes during the terms immediately prior to and including public examinations, unless the activity forms part of an examination course.
- The benefits of each off-site activity will be weighed against the disruption caused to normal lessons. The amount of absence by any student or member of staff should not be excessive. College staff not involved in the activity, who may be indirectly affected by it or who may wish to comment on the proposed visit in general, will have an opportunity to express their views before the trip receives final approval.
- Approval must be obtained from the Senior Leadership Team, and, where appropriate, Governors and LA, before an activity takes place.
- Approval for the staffing of the trip must be obtained from the Leadership Group. In principle, where possible the request for staffing should be supported, but in some cases it may not be possible to supply the extra staff or the particular staff requested. The Business Manager and relevant Head of Department concerned must give approval before members of the nonteaching staff may take part in trips and visits.
- The arrangements for trips and visits will conform to the requirements of the OEVOSA and the College's Charging Policy. The Trips and Visits Coordinator is available for the provision of advice and information. Insurance will be affected as appropriate and risk assessments undertaken for all activities.
- Students missing lessons should receive permission from the staff affected by the trip or visit. Staff have a right to appeal for certain students to remain in school for reasons such as behaviour, missed work etc.
- The Director of SEND and Inclusion Manager must be consulted when students with physical or learning disabilities are included in a trip or visit.
- Parents will be fully informed of the details of a trip or visit,
- A specific programme of events occurring over a period of time, such as a term or academic year, may only require one consent form in line with current guidelines. However, parents will need to be kept informed of other specific arrangements for each part of the programme.
- All events will be approved by the Principal and normal safety procedures will be followed.
- The activity will be evaluated by the organiser after consultation with participants.
- Students will be involved as fully as possible in the planning, budgeting, organisation and evaluation of the activity.

CONCLUSION

- All students will have the opportunity to participate in off-site activities.

15. Monitoring and review policy and practice

The SLT will review this policy:

- Every two years
- After any significant changes to the management of outdoor education locally
- After any significant changes to the OEVOSA document

- After an incident
- Should significant issues be brought to the attention of the Governors through the report of the Principal.

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Chair for the Governing Body

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Date

.....
Principal

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Date

APPENDIX A – SECONDARY SCHOOL GUIDANCE - USING GENERIC STANDARD OPERATING PROCEDURES

The following Standard Operating Procedures (SOP) are designed to make the risk assessment process more straightforward for visits which are 'routine and regular'. The generic document below has been pre-populated with typical hazards and their associated control measures which would apply in routine visits and off-site activities undertaken in the primary phase.

The Educational Visit Coordinator should review these generic controls against the specific needs and circumstances of the schools 'routine and regular' visits and activities and amend/edit them accordingly. Specifically:

- delete anything that does not apply
- add anything local that you have in place but is not listed
- amend each bullet point so that it describes exactly your situation

The final SOP document or documents represent the control measures which should be applied by staff in work practices for all 'routine and regular' visits and should be available to all staff members. Staff should be briefed in the content and purpose of these SOP.

Copies of the SOP should be made available to Visit Leaders to review and possibly amend ahead of any planned visit/activity. In assessing the risks of any upcoming 'routine and regular' visit/activity, the Visit Leader needs to judge if the SOP adequately control the risks. For example, this could be individual medical issues relating to a pupil or a concern about the behaviour of a specific class. If the SOP are judged sufficient, then no further actions are required beyond confirming the statement at the top of the document. The visit/activity should then proceed in accordance with the SOP. On the other hand, if the SOP are deemed inadequate, then the right hand 'enhanced risk assessment' column must be completed with any additional control measures required.

For further advice and support contact the Devon Health & Safety Service on 01392 382027.

 		
Name of Visit Leader	Signature	Date:
Proposed Activity / Visit		Date/s of visit/activity:
<p>Risk assessment declaration: <i>(delete as appropriate) the below Standard Operating Procedures are sufficient / insufficient to control the risks presented by the above activity/visit. If additional control measures are needed these have been put in the column headed 'Enhanced Risk Assessment'</i></p>		

Identify the hazard	Identify who might be harmed	Standard Operating Procedures <i>These control measures will apply to <u>all</u> routine and expected visits when they are relevant.</i>	Enhanced Risk Assessment <i>The Visit Leader should consider if the SOP are adequate for the proposed visit/activity. Where they are not, the additional control measures should be listed below.</i>
Management Arrangements			
<p>Management arrangements for all visits</p> <p>Injuries or incident arising from lack of staff competence / inadequate supervision / inadequate management arrangements / incompetent external providers</p>	Pupils	<ul style="list-style-type: none"> All activities will be undertaken in accordance with general requirements of the <i>Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2016</i>. Planning Checklist used to check that all reasonable steps have been taken to manage the risks. Visit Leader identified who will assess if these Standard Operating Procedures are adequate for the envisaged activity/visit. If not, a specific, enhanced risk assessment will be undertaken and recorded. For Category C visits, an enhanced risk assessment will always be undertaken and recorded. Visit leader will be competent for the scope of the specific visit undertaken. Where visits require the Visit Leader to have additional specific competencies, this will be detailed in the activity specific enhanced risk assessment Minimum staff/pupils ratios will be ...[in accordance with Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2016, state minimum ratios for: <ul style="list-style-type: none"> Category A Visits Category A Visits post-16 	

		<ul style="list-style-type: none"> ○ <i>Category B and/or residential]...</i> • Where children of supervising staff participate in the visit, these will be the same age and ability as the remainder of the group and hence can participate as equals • Where visits require a higher level of supervision, this will be detailed in the activity specific enhanced risk assessment. Where visits involve any degree of 'remote supervision', this will be detailed in the activity specific enhanced risk assessment • Group control measures used to supervise pupils will be <i>...[state what standard practice for routine and expected visits is e.g. buddy systems, large groups split into small groups each with named leaders, coloured caps for identification]...</i> • Annual parental consent is obtained for all visits that require transport out of the locality of the school and/or occur out of school hours • One off specific parental consent is obtained for all residential visits and all Category B activities • Arrangements overseen by Educational Visits Coordinator <i>...[state who]...</i> who attended training <i>...[state when]...</i> • All visits approved by the Headteacher <i>...[amend if the task of approval has been delegated to another member of SLT]...</i> • Details of visits and off-site activities can be viewed for approval by <i>...[state how e.g. loading details onto Evolve system]...</i> • Arrangements for Category B and C Visits endorsed by Babcock LDP <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Emergency arrangements</p> <p>Incidents of injuries being exacerbated by absence of First Aid and emergency arrangements</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> • At least one member of staff will be a competent First Aider • Sufficient staffing to allow for dealing with emergencies • Consent process includes specific medical/medicinal information. Any specific medical needs will be considered in an activity specific enhanced risk assessment • First Aid kit and mobile phone carried. Emergency procedure card carried with First Aid kit. • Visit Leader has staff/pupil list plus parent/guardian contact details with them 	

		<ul style="list-style-type: none"> • Emergency contact available to assist both in and out of school hours and will include two out of hours emergency contact numbers for designated SLT. Visit timetable, location and staff/pupil list known to this emergency contact • Visit Leader has staff/pupil list plus parent/guardian contact details with them • Pupils briefed in what to do should they become separated from the group. <p>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</p>	
Using external providers incompetent external providers / failure to coordinate supervision with external provider	Pupils	<ul style="list-style-type: none"> • The Visit Leader will ensure that the proposed locations for the visit are suitable for the activity and manageable for the group. Wherever practicable, this will be achieved by undertaking a preliminary visit to the location. Where this is not possible, the method of assessing locations/venues will be detailed in the activity specific enhanced risk assessment • Where an external provider controls or determines activities, including accommodation, the Provider Questionnaire will be used to vet this provider unless this provider has the LoTC accreditation • Provider Questionnaire or LoTC accreditation to verify that DBS checks undertaken for all external coaching or centre staff who have regular contact with children • Provider Questionnaire or LoTC accreditation to verify that £5million public liability in place and that coaching staff are suitably qualified. • Staff, including volunteers, will be briefed about their roles, responsibilities and any specific risks about which they should be aware. Emergency contact information shared. • External providers briefed in roles and responsibilities and handover procedures. Emergency contact information shared. • Pupils briefed about appropriate conduct and specific risks about which they should be aware <p>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</p>	

<p>Weather</p> <p>Cold, wet, sun exposure.</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> • Spare clothing for pupils who may not come prepared for with suitable clothing • Weather forecast checked ahead of visit and programme adjusted accordingly. Any specific controls for extreme weather will be considered in an activity specific enhanced risk assessment. • Dynamic risk assessment to review arrangements in light of weather changes during the visit. • Where over-exposure to the sun is possible, sun block carried (at least SPF 30). Access to drinking water ensured for all group. Loose fitting clothing with head covering worn. Suitable breaks out of the sun ensured in the timetable for the day. <p>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</p>	
Travel Arrangements			
<p>Travel by coach</p> <p>Road traffic collisions / injuries sustained by failure to wear seatbelt / pupils left behind</p> <p>...[Delete entire row if N/A]...</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> ▪ Staff briefed on roles and responsibilities during journey and any stops made. ▪ Pupils briefed in expectations of their behaviour ▪ Head counts when getting on and off coach plus before departure from any stop or location. One staff member embarks first, with other staff ensuring order outside the coach; reverse process for disembarkation. ▪ Suitable embarkation points are used such as coach park or area with wide pavement. ▪ Visit Leader will determine staff seating arrangement to best manage supervision. Double decker buses will have staff on each deck. Staff/pupil supervision ratio will disregard driver. ▪ Departure and return times made known to pupils, staff and parents ▪ Visit Leader to liaise with driver to plan rest stops/breaks. ▪ Arrangements for travel sickness ...[state what]... ▪ Contingency plans in place in the event of lateness or incident ...[explain what these arrangements are]... Communications with transport provider available in case visit needs to be curtailed early. ▪ Mobile phone communication available ▪ Coach is hired from reputable company ...[expand on checks made]... ▪ Coaches have seat belts - pupils instructed to wear seatbelts and staff checks to make sure that they do so. <p>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</p>	

<p>Travel by car / use of private vehicles</p> <p>Road traffic collisions / injuries sustained by failure to wear seatbelt / safeguarding concerns</p> <p>...[Delete entire row if N/A]...</p>	<p>Staff and pupils / members of the public</p>	<ul style="list-style-type: none"> ▪ Driver ensures that pupils wear seatbelts. ▪ Pupils briefed about behavioural expectations and not distracting the driver ▪ Departure and return times made known to pupils, staff and parents ▪ Route planned and agreed with all parties. Expected travel times known to all parties. Drivers will not diverge without good reason and without communicating change ▪ Contingency plans in place in the event of lateness or incident including allowing extra time for delays...[explain what these arrangements are]... ▪ Where multiple vehicles used, a lead vehicle will be identified and vehicles will not overtake. ▪ Each car to carry: emergency contact details, charged mobile phone, sick bag. First Aid kit to be available in any convoy. ▪ Driver confirms that they are insured for work related journeys via self-declaration ▪ Self-declaration obtained that vehicle is taxed and MOT is valid. ▪ Standard letter and self-declaration sent out and returned for volunteer drivers ▪ Volunteer drivers considered for the suitability by Visit Leader and Headteacher ▪ Child protection issues are addressed by not having any pupil alone with driver other than their own child ...[add any other details here].... If this is unavoidable, then the child must not ride in the front of the car. ▪ DBS checks undertaken for those who drive pupils ...[amend according to reflect local assessment. DBS checks must be undertaken for those who regularly transport children. DCC/Torbay recommends that DBS checks undertaken for all drivers].... <p>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</p>	
<p>Travel by minibus</p> <p>Road traffic collisions / lack of driver competence / injuries sustained by failure to wear seatbelt / driver fatigue</p> <p>...[Delete entire row if N/A]...</p>	<p>Staff and pupils / members of the public</p>	<ul style="list-style-type: none"> ▪ Minibus driver(s) are competent to drive and have the correct licence for the minibus being used ...[state if D1 exemption being used]... and has passed DCC test ...[delete if not DCC-maintained school]... ▪ Minibus is maintained in accordance with manufacturer's requirements and checked prior to each journey: lights/horn/seatbelts/windscreen/tyres/spare tyre/jack/fuel. ▪ First Aid kit and fire extinguisher carried. ▪ Pupils instructed to wear seatbelts and staff checks to make sure that they do so. ▪ Vehicle loading is within maximum permitted as described by manufacturer ...[state what this is]... and aisles are not blocked. ▪ Towing only undertaken when side emergency exit is available and D1 exemption 	

		<p>not being used ...[delete in N/A]...</p> <ul style="list-style-type: none"> ▪ Head counts when getting on and off minibus plus before departure from any stop or location. ▪ Suitable embarkation points from nearside door are used such as car or coach park or area with wide pavement Staff/pupil supervision ratio will disregard driver unless activity specific enhanced risk assessment undertaken ▪ Sufficient stops planned for longer journeys to avoid driving when tired ...[max 4.5 hours without 45 minute break or 3 x 15 minute break. Maximum of 9 hours in one day]... ▪ Arrangements for travel sickness ...[state what]... ▪ Luggage stored without obstructing aisles. ▪ All exits unlocked when carrying passengers. Passenger movements around minibus limited. <p>Additional controls for driving minibus abroad:</p> <ul style="list-style-type: none"> ▪ Minibus driver(s) are competent to drive abroad in that they have full D or D1 entitlement ...[state which]... ▪ Minibus has calibrated tachograph ▪ The following documentation is available in the vehicle: comprehensive insurance certificate; waybill; a Model Control Document; Own Account Certificate; evidence of 5 star breakdown cover; driver/s licences; V5; tachograph calibration certificate. ▪ The following safety measures are physically available: fire extinguisher; first aid kit; warning triangle; spare set of bulbs; high visibility jacket for the driver. <p>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</p>	
<p>Service stations and other breaks in journey</p> <p>Injury through poor behaviour / pupils being separated or left behind / vehicle pedestrian conflict in car/lorry park</p> <p>...[Delete entire row if N/A]...</p>	<p>Pupils – especially young pupils</p>	<ul style="list-style-type: none"> ▪ Brief pupils re purpose and timings of stop ▪ Staff briefed on roles and responsibilities during stop ▪ Clear expectations for behaviour established ▪ Brief pupils how and where to contact staff – establish permanent meeting point in service area and ensure that it is manned until final departure ▪ Brief pupils to remain in pairs or small groups ▪ Remind pupils about moving traffic and other hazards and establish no go areas. These to be established via dynamic risk assessment by staff at the service area. ▪ Staff/pupil supervision ratio is ...[state what]... ▪ Careful headcount before departure. <p>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</p>	

<p>Road transport - breakdown or road traffic collision</p> <p>Secondary collision from passing vehicles / vehicle/pedestrian contact</p> <p>...[Delete sections as appropriate]...</p>	<p>Staff and pupils</p>	<p>Coach:</p> <ul style="list-style-type: none"> ▪ Liaise with coach driver on safest place for group; either to stay on the coach or evacuate to an area behind barriers and away from road. On motorway, the only reason for not evacuating the coach would be that the area beyond the crash barrier created a greater danger. ▪ Visit Leader has over-riding decision until arrival of emergency services when instruction will be take from them. <p>Minibus:</p> <ul style="list-style-type: none"> ▪ Visit Leader to judge safest place for group; either to stay on the minibus or evacuate to an area behind barriers and away from moving traffic. On motorway, the only reason for not evacuating would be that the area beyond the crash barrier created a greater danger. ▪ Visit Leader to take instruction from emergency services upon their arrival <p>Car:</p> <ul style="list-style-type: none"> ▪ Driver to judge safest place for group; either to stay in the vehicle or evacuate to an area behind barriers and away from moving traffic. On motorway, the only reason for not evacuating would be that the area beyond the crash barrier created a greater danger. ▪ Driver to take instruction from emergency services upon their arrival. ▪ If travelling in convoy, the Visit Leader to be notified at earliest opportunity. ▪ Contact the emergency contact at the school base with details of what has happened and what your plan. Arrange regular updates. School to contact parents/guardians to inform them of incident and of changes in expected timetable. ▪ Make a careful check of all individuals in party. If you suspect that there may be shock or delayed shock seek the advice of emergency services present and if desirable take pupils to hospital for check up. ▪ Ensure that a competent member of staff accompanies any injured pupils to hospital ▪ Ascertain extent of injuries and of release times for the uninjured/lightly injured. ▪ Ensure regular updates fed back to school and hence parents/guardians. <p>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</p>	
<p>Travel by ferry</p> <p>Injury through poor behaviour / swept overboard /</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> ▪ Staff/pupil supervision ratio is ...[state what]... ▪ Staff briefed on roles and responsibilities during crossing. Rota to be established during night trips so that supervising adult is always awake 	

<p>pupils being separated or left behind / vehicle/pedestrian conflict on vehicle deck</p> <p>...[Delete entire row if N/A]...</p>		<ul style="list-style-type: none"> ▪ Close supervision on vehicle deck when embarking/disembarking vehicle. No pupil access to this area unsupervised ▪ Clear expectations for behaviour established and on identification of any off-limits areas. Extent of these to be established via dynamic risk assessment by staff on the ferry. ▪ Open deck areas to be off-limits unless accompanied by an adult. ▪ Meeting point established which is staffed throughout the crossing and pupils briefed accordingly. ▪ Pupils to remain in pairs or small groups ▪ Careful head count before disembarkation ▪ In emergency follow instructions from ship's crew. ▪ Clarify procedures as far as possible with both staff and pupils before arrival at ferry. <p>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</p>	
<p>Travel by air</p> <p>Injury through poor behaviour / pupils being separated or left behind / vehicle pedestrian conflict in car parking areas</p> <p>...[Delete entire row if N/A]...</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> ▪ Brief pupils re air safety and security requirements in airports and in flight ▪ Staff briefed on roles and responsibilities during time in airports ▪ Clear expectations for behaviour established ▪ Meeting points established and staffed throughout time in the airport and pupils briefed accordingly. ▪ Brief pupils to remain in pairs or small groups ▪ Remind pupils about moving traffic and other hazards and establish no go areas. ▪ Staff/pupil supervision ratio is ...[state what]... ▪ Headcounts at regular intervals. ▪ Pupils briefed and monitored on need for adequate exercise and drink on longer flights ...[delete in N/A]... <p>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</p>	
<p>Travel on foot</p> <p>Vehicle pedestrian conflict / pupils separated and lost in crowds</p> <p>...[Delete entire row if N/A]...</p>	<p>Staff supervising at front and rear / pupils – especially young pupils / staff leading on road walking routes</p>	<ul style="list-style-type: none"> ▪ Brief pupils in hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other pedestrians ▪ Staff briefed on roles and responsibilities for walking route. Means of communication between staff ...[state what]... ▪ Staff/pupil supervision ratio is ...[state what]... ▪ Emergency plan is in place for eventuality of separation of child from group ▪ Coach/minibus disembarkation point chosen to avoid busy traffic routes ...[delete if N/A]... ▪ Route planned and walked ahead avoid fast roads, blind spots and other hazards. Pavements used wherever possible ...[adjust to reflect the specific route taken]... 	

		<ul style="list-style-type: none"> ▪ Designated crossing points used wherever possible ...[adjust to reflect the specific route taken]... ▪ When walking on road, group will walk on right facing traffic ...[adjust to reflect the specific route taken or delete if N/A]... ▪ Pupils walk in controlled groups with staff member at front of group with another at the rear who is looking out for stragglers. Other staff evenly spread throughout the group ▪ Ongoing dynamic assessment by Visit Leader and/or staff at front of group controls varied accordingly ▪ Means of identification used to identify members of group quickly in crowded environment ...[state what – high vis vests, coloured caps etc]... ▪ Regular headcounts taken ...[state when/where]... ▪ When walking in dark or semi-darkness, leaders at front and staff member at rear have torches. High visibility clothing will be worn ...[delete if N/A]... <p>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</p>	
<p>Use of public transport, including trains and underground</p> <p>Injury through poor behaviour / pupils being separated or left behind / pupils lost in crowded environments</p> <p>...[Delete entire row if N/A]...</p>	<p>Pupils – especially young pupils</p>	<ul style="list-style-type: none"> ▪ Route planned to identify potential for problems and to account for delays ▪ Timetables considered ahead of time to ensure particular trains/connections will not be missed. Contingency plan for alternatives if train /connections missed. ▪ Brief pupils in hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other public transport users and to be aware of dangers ▪ Staff briefed on roles and responsibilities for travel route. Means of communication between staff ...[state what]... ▪ Staff/pupil supervision ratio is ...[state what].... Party to move through crowded areas with adult in lead and adult at back of the group. ▪ Meeting points established and staffed throughout time in station concourse and pupils briefed accordingly. ▪ Brief pupils to remain in pairs or small groups ▪ Means of identification used to identify members of group quickly in crowded environment ...[state what – high vis vests, coloured caps etc]... ▪ Regular headcounts taken ...[state when/where]... ▪ Large groups divided into small groups with adequate staffing for ease of management ...[delete in N/A]... ▪ Emergency plan is in place for eventuality of separation of child from group. 	

		If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.	
Accommodation Arrangements			
Hazards arising from accommodation failing to meet statutory minimum standards Fire / building regulations / safer recruitment practices / welfare and security failings	All participants and staff.	<ul style="list-style-type: none"> ▪ Accommodation provider to complete the Provider Questionnaire to provide assurance that accommodation meets required standards ...[OR]... provider holds the LoTC Quality Badge ...[state which and delete accordingly]... ▪ Accommodation has tourist board rating or external validation of standards ...[amend or delete as appropriate]... ▪ Pre-visit check carried out to confirm standards are satisfactory. ▪ Upon arrival, and ongoing throughout visit, visual inspection of windows, balconies, stairways, electrical fittings, hazards in grounds or in immediate surroundings, washing and toilet facilities, heating and catering facilities ▪ Pupils briefed to report any faulty items found in rooms to staff ▪ Shortcomings in provision will be discussed with accommodation manager ▪ Parental consent information checked to ensure dietary requirements met. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
Supervision and privacy Safeguarding concerns / incidents arising from lack of supervision Sexual assault / vexatious accusations of sexual assault / sexual grooming / violence/incident arising from failure to supervise	All participants and staff	<ul style="list-style-type: none"> ▪ Separate male and female sleeping accommodation and washing facilities are provided. ▪ Separate staff accommodation is suitably located to ensure adequate supervision but also ability for pupils to raise concerns if needed ▪ Mixed parties are accompanied by at least one adult of each sex ▪ A bedroom plan detailing who is allocated to which room will be completed by the first day of the visit <i>at the latest</i> and shared with all staff at the earliest opportunity ▪ Staff have access to pupil sleeping areas at all times ▪ Staff/pupil ratios are ...[state what and explain division of staff between sexes]... ▪ Dormitories are for the exclusive use of the group concerned ...[amend and adjust accordingly]... <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
Fire in the building	All participants	<ul style="list-style-type: none"> ▪ Accommodation provider to complete the Provider Questionnaire to provide assurance 	

<p>Fire / explosion / inability to escape from fire due to blocked means of escape / inability to escape from fire due to unfamiliarity with building</p>	<p>and staff.</p>	<p>that accommodation meets required standards ...[OR]... provider holds the LoTC Quality Badge ...[state which and delete accordingly]...</p> <ul style="list-style-type: none"> ▪ Identify requirements at time of booking and check during pre visit and on arrival ▪ On arrival Visit Leader to check physical fire safety arrangements: <ul style="list-style-type: none"> ○ walk escape routes to check that fire exits clearly marked and escape doors open easily ○ fire alarm sounders on each floor and in public areas ○ fire extinguishers available on each floor and in public areas ○ emergency lighting provided and working ○ Staircases and corridors protected by fire doors in good condition. ▪ Briefing to all pupils about fire evacuation on arrival arrangements and expected standards of behaviour. Briefing to include a walk through fire practice which indicates location of assembly point and lay-out of escape routes ▪ A group list is held by Visit Leader to ensure registration of whole party after an evacuation of the building. Arrangements shared with other staff. ▪ Decide whether or not pupils' doors should be locked from the inside ...[state outcome of this and amend accordingly. Fire exits should be openable from the inside whilst remaining secure from the outside]... ▪ Shortcomings in provision will be discussed with accommodation manager <p>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</p>	
<p>Attack or disturbance by intruder</p> <p>Sexual assault / abduction / violence / property theft</p>	<p>All participants and staff</p>	<ul style="list-style-type: none"> ▪ Accommodation provider to complete the Provider Questionnaire to provide assurance that accommodation meets required standards ...[OR]... provider holds the LoTC Quality Badge ...[state which and delete accordingly]... ▪ On arrival Visit Leader to check physical security arrangements to ensure that reasonable steps taken to prevent unauthorised persons entering the accommodation ▪ The accommodation is locked at night ...[and/or]... there is a night porter on duty ...[state what and amend accordingly]... ▪ Ensure that all windows and doors are secured from external entry without compromising means of fire escape ▪ If windows lead onto balconies, only staff or reliable pupils occupy these rooms ...[amend/delete if not applicable]... 	

		<ul style="list-style-type: none"> ▪ If other guests share the accommodation, sole occupancy of the floor will be sought, and have designated staff rooms adjacent to pupils ...[amend to reflect specific detail of provision or refer to separate sleeping plan]... ▪ Decide whether or not pupils' doors should be locked from the inside ...[state outcome of this and amend accordingly. Fire exits should be openable from the inside whilst remaining secure from the outside]... ▪ Roles and responsibilities for staff identified. ▪ Pupils briefed to inform staff in the event of an emergency and where they can be found. ▪ Staff to check pupils at "lights out". <p>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</p>	
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Name of Principal:	Signature:	Date SOP finalised:
Name of Designated Safeguarding Lead:	Signature:	Date:

APPENDIX B – SECONDARY SCHOOL GUIDANCE – RISK ASSESSMENT FOR CATEGORY B VISITS (where adventurous activities are led by school staff) and ALL CATEGORY C VISITS

The risk assessment of off-site visits and activities is simply the careful identification of what could go wrong or cause harm during the visit. The Visit Leader has to make a judgement to see whether the planned precautions reduce the risks to an acceptable level or whether other actions may be needed.

Every educational visit must be subjected to a risk assessment process. Given the greater levels of risk involved, Category B activities led by the school staff themselves, as well as all Category C visits, will need its own specific recorded risk assessment, signed and dated by the Visit Leader. If there is a residential element to the activity, the Designated Safeguarding Lead will also need to sign the document. Whilst sources of support can be called upon, the Visit Leader must be competent to undertake this task. This same document should also be used for Ad hoc and other visits where the SOP is not applicable or not deemed sufficient to cover all the risks identified.

The risk assessment form consists of a table with 3 columns. The left hand column should be used to list significant hazards presented by the activity and what consequences could arise from these hazards. The next column should be used to identify who might be harmed and if any specific group or individual is especially vulnerable. The final column headed 'Control Measures in Place' is where the Visit Leader should identify the controls needed to bring the risk down to an acceptable level. These control measures must be completed before the planned visit / activity goes ahead.

This risk assessment should be completed with reference to the OEVOSA.

For further advice and support contact the Devon Health & Safety Service on 01392 382027.

	Establishment:  <i>Sidmouth College</i>	Risk Assessment
Date of Assessment		
Name of assessor / Visit Leader		
Proposed Activity / Visit		Evolve reference

Identify the hazard <i>List significant hazards which could result in serious harm</i>	Identify who might be harmed <i>List groups of people who are especially at risk</i>	Control Measures in Place <i>List existing controls or note where the information may be found (such as information, instruction training, systems or procedures).</i>

Signed: Visit Leader: **Date:**

Signed: Designated Safeguarding Lead: **Date:**