



Educational Visits Policy

Approval Date: Spring Term 2022

Review Date: Spring Term 2023

In Children & Young People's Services (CYPS) there are many opportunities for children & young people to experience challenging, rewarding and exciting visits and activities. The range of opportunities is increasing, with many new and exciting locations to visit and greater opportunities for learning outside the classroom.

Learning outdoors is an important part of every young person's development in the broadest sense. Children & young people may return stimulated, enthused and with much greater knowledge about themselves, their own physical skills and a deeper understanding of the environment they live in.

Large numbers of children & young people in County Durham enjoy a wide range of visits and off-site activities each year. Almost all take place without incident, and CYPS employees including school staff are encouraged to continue to organise visits and activities with the same high level of safety for children & young people in their care.

Since the introduction of the Durham County Council (DCC) policy "Educational Visits and Off-Site Activities" in 2003 there have been thousands of children & young people involved in off-site visits and activities organised by schools, youth workers and other CYPS staff. To date only a very small number of serious incidents or accidents have occurred on these visits, indicating all staff are adhering to the policy and taking all reasonable steps to ensure risks are minimised. With your cooperation and support the arrangements for educational visits and off-site activities have now become firmly established. I hope you feel reassured and will continue to enjoy working with children & young people in this context.

This document aims to provide clear and unambiguous guidance for organising educational visits and off-site activities. It contains advice and guidance for CYPS establishments, and links with The Department for Children, Schools and Families (DCSF) publications. Rather than repeating much of the DCSF documents, cross-references are made throughout this publication.

It is not intended that this updated policy will reduce the number or range of educational visits and off-site activities but encourage safe practice for, and by, all involved.

Contents

	Page
A	Background & Legal Information..... 3
B	Roles & Responsibilities..... 4
C	Approval of Visits..... 5
D	Competence to Lead..... 8
E	Supervision and Staffing Ratios..... 9
F	Information for Parents, Guardians & Carers..... 10
G	Child Protection / CRB checks..... 11
H	Disability Discrimination Act and Medical Needs..... 11
I	First Aid..... 12
J	Insurance..... 13
K	Travel and Transport Arrangements..... 14
L	Use of External Providers..... 16
M	Risk Assessment..... 17
N	Learning Outside the Classroom Quality Badge..... 17
O	Adventurous Activities..... 18
P	The Duke of Edinburgh’s Award..... 20
Q	Residential Visits 20
R	Visits Abroad..... 21
S	Snowsports..... 22
T	Overseas Expeditions..... 23
U	Exchange Visits..... 23
V	Water Margin Activities..... 23
W	Water Based Activities..... 24
X	Beach Safety..... 24
Y	Swimming..... 25
Z	Farm Visits..... 27
A2	Emergency Procedures..... 28

Forms

EV1	Online through EVOLVE.....	online only
EV2	Risk assessment form.....	29
EV3	Visit Planning checklist.....	30
EV4	Parental consent form.....	32
EV5	Parent and volunteer driver agreement form.....	33
EV6	External Provider form.....	34
EV7	EMERGENCY CARD (GROUP LEADER).....	36
EV8	EMERGENCY CARD (EMERGENCY CONTACTS)...	37
ALF	Activity Leader Form (only online through EVOLVE)..	online only

<u>Contacts</u>	38
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A Background and Legal Information

- A.1 DCC acknowledges the immense value of educational visits to children & young people, and fully supports and encourages all off-site activities that are correctly planned, managed and conducted. We believe that all establishments should strive for 'High Quality Educational Visits', in order to maximize the educational benefits to the children & young people taking part.
- A.2 DCC endorses and adopts the following DCSF guidance, which should be considered, where appropriate, alongside the guidelines contained in this document:
- 'Health & Safety of Pupils on Educational Visits' 1998 (HASPEV)
 - 'Part 1 supplement: Standards for LEA's in Overseeing Educational Visits' July 2002
 - 'Part 2 supplement : Standards for Adventure' July 2002
 - 'Part 3 supplement : A handbook for group leaders' July 2002
 - 'Group Safety at water margins' (DCSF/CCPR) Ref 0270/2003
- A.3 This guidance has been produced to make visits enjoyable, rewarding and as safe as possible. It summarises the procedures which should be followed by all DCC employees in the management of visits and similar off-site activities. Information contained in this guidance document applies to all staff and volunteers working in DCC establishments including:
- Nursery schools, Infant, Junior and Primary schools, Secondary schools and Special schools
 - School Sport Partnerships
 - Education in the Community groups and youth groups
 - Duke of Edinburgh's Award groups in County Durham
 - all Extended School Provision
 - all CYPs services
- A.4 Schools are reminded (in accordance with DFES statutory guidance 'Health & Safety: Responsibilities and Powers' 2001), that whilst certain tasks may be delegated to schools, the employer, retains the ultimate responsibility for visits no matter who carries out the tasks. We are required to take action where the required standards are not reached, or where it believes that the health & safety of anybody engaged in off-site activities is at risk.

The Legal Framework

- A.5 **The 1974 Health and Safety at Work Act** requires employers to do all that is reasonably practicable to ensure health, safety and welfare at work of employees and non-employees who are affected by their undertaking. This includes off-site activities. Under the 1974 Act, The Management of Health and Safety at Work Regulations 1999 require that employers:
- Produce a health and safety policy linked to risk assessment
 - Have in place systems for reporting accidents and incidents
 - Produce and implement risk assessments
 - Develop measures to control those risks including training and the provision of information
 - Appoint people competent to carry out specific tasks
 - Develop emergency procedures
 - Monitor and review procedures and practice.
- A.6 The DFES statutory guidance '**Health & Safety: Responsibilities and Powers**' 2001, states that:
- For community schools, community special schools, voluntary controlled schools, maintained nursery schools, pupil referral units, statutory youth groups etc the employer is DCC. These establishments **MUST** adhere to the requirements contained in this document.
 - For foundation schools, foundation special schools, voluntary aided schools and independent schools, the employer is usually the governing body or proprietor. These establishments are welcome to use this guidance, but are not obliged to do so. If not using the guidance, they should ensure that the systems in place are equally as robust.
- A.7 **The Management of Health and Safety at Work Regulations 1999** places a duty on the organiser to carry out a suitable and sufficient *Risk Assessment* of the various activities undertaken, and to ensure that if other persons (eg instructors) take charge of activities, then those persons should provide a suitable and sufficient *Risk Assessment* for those activities.

- A.8 **Common law** expects people acting “in loco parentis” to take the same care as would a reasonable and careful parent. This duty applies to all educational visits and off-site activities and cannot be delegated. The principle applies to all young people in school and youth group settings.
- A.9 In addition, there is a higher duty of care on teachers and other professional staff as a consequence of greater knowledge they are assumed to have of children and of specialised activities. The level of judgement expected of staff is related to that individuals knowledge, experience and training.
- A.10 In the event of an accident, the Health & Safety Executive will assess the evidence to establish if the organisation did or did not take reasonable care. If the conclusion is that the organisation did not take reasonable care, the group leader, Head Teacher and/or DCC could be prosecuted. A key part of any investigation would be whether the employers health & safety policy and procedures are adequate and had been followed by its employees.

B Roles and Responsibilities

- B.1 Extensive guidance on roles and responsibilities on educational visits can be found in the DfES publication ‘Health & Safety of Pupils on Educational Visits’. The following is a summary of the main features relating to the roles with key health & safety responsibilities.

Durham County Council (CYPS)

- B.2 The CYPS Health & Safety Team will:

- Make this document available to all schools and CYPS areas via the Extranet and Intranet,
- Provide training, support and advice related to the management of visits,
- Give approval (or refuse approval) for proposed educational visits where the final approval has not been delegated to Head Teachers/ Service Managers.
- Operate a clear procedure for action in the event of an emergency
- Establish procedures to monitor and review safety on visits.

The Governing Body (Schools)

- B.3 Governing Bodies will ensure that:

- Where DCC is the employer the school adheres to the requirements contained in this guidance document.
- Where the Governing Body is the employer it must ensure that the CYPS guidance is adopted or a policy at least as robust is developed that meets the requirements detailed in the DCSF guidance.
- All Governing Bodies should have a clear policy regarding where approval from Governors is required and where approval has been delegated to the Head Teacher.

Head Teachers / Service Managers

- B.4 The Head Teachers and Service Managers will:

- Ensure the CYPS policy and school policy are adhered to at all times,
- Ensure that staff leading and accompanying visits have the required training, competence and experience.

Educational Visits Coordinators (EVC)

- B.5 All schools and CYPS Services should nominate an Educational Visits Coordinator (EVC).

- The EVC will be appointed by, and will act on behalf of the Head Teacher/ Service Manager.
- The EVC should be specifically competent, having practical experience in leading and managing a range of visits similar to those typically run by the establishment. Commonly, but not exclusively, such competence will be identified in a person on the senior management team of the school/service.
- The EVC will be the principal contact with the Health & Safety Team over visits planned by the school/service.
- The EVC will be involved in the planning and management of visits including adventurous activities led by the staff of the school/service.
- The EVC will be required to attend training, and refresher training where appropriate.

- The EVC should ensure that DCSF guidance, CYPS guidance, the Schools/Services own policy, and/or any other relevant documentation is readily available for access by staff.
- The EVC is required to keep appropriate records of visits, and make these available to CYPS where requested, as part of our statutory monitoring role as an employer.
- The EVC should seek advice from the CYPS Health & Safety Team, Physical Education Advisor, Outdoor Learning Adviser or other personnel, where necessary.

The Group Leader

B.6 The group leader has overall responsibility for the supervision, conduct and safety of young people on the visit. They will:

- Gain approval from the Head Teacher/EVC/Service Manager as required,
- Inform parents of the nature of the visit and gain their consent and details of medical requirements,
- Undertake a risk assessment identifying the main risks and how these will be controlled. Where necessary this will require a pre-visit,
- Continually risk assess during the visit and encourage young people to take an active role in this process.

C Approval of Visits

C.1 All CYPS staff and schools undertaking educational visits **must** follow the system of approval outlined in this policy:

- All visits should be recorded on EVOLVE. This includes where approval is only required from the Head Teacher / Service Manager.
- Details of all educational visits that require our approval must be submitted **AT LEAST 3 WEEKS BEFORE THE VISIT.**
- **If the approval procedures outlined are not followed insurance cover may be compromised.**
- **Failure to follow the health & safety policy and procedures of an employer is a breach of the health & safety at work Act 1974 and a criminal offence.** Following a serious incident or tragedy a civil case for negligence against an employee is likely to use failure to follow an employers' policy and guidelines as evidence of a breach of the duty of care towards the injured party.
- For Duke of Edinburgh's Award expeditions in wild country there is an additional system of approval, coordinated by the D of E Awards officer. A copy of the Wild Country Notification (Green Form) must be submitted with the EV1 form six weeks prior to the start of the expedition (see section P)

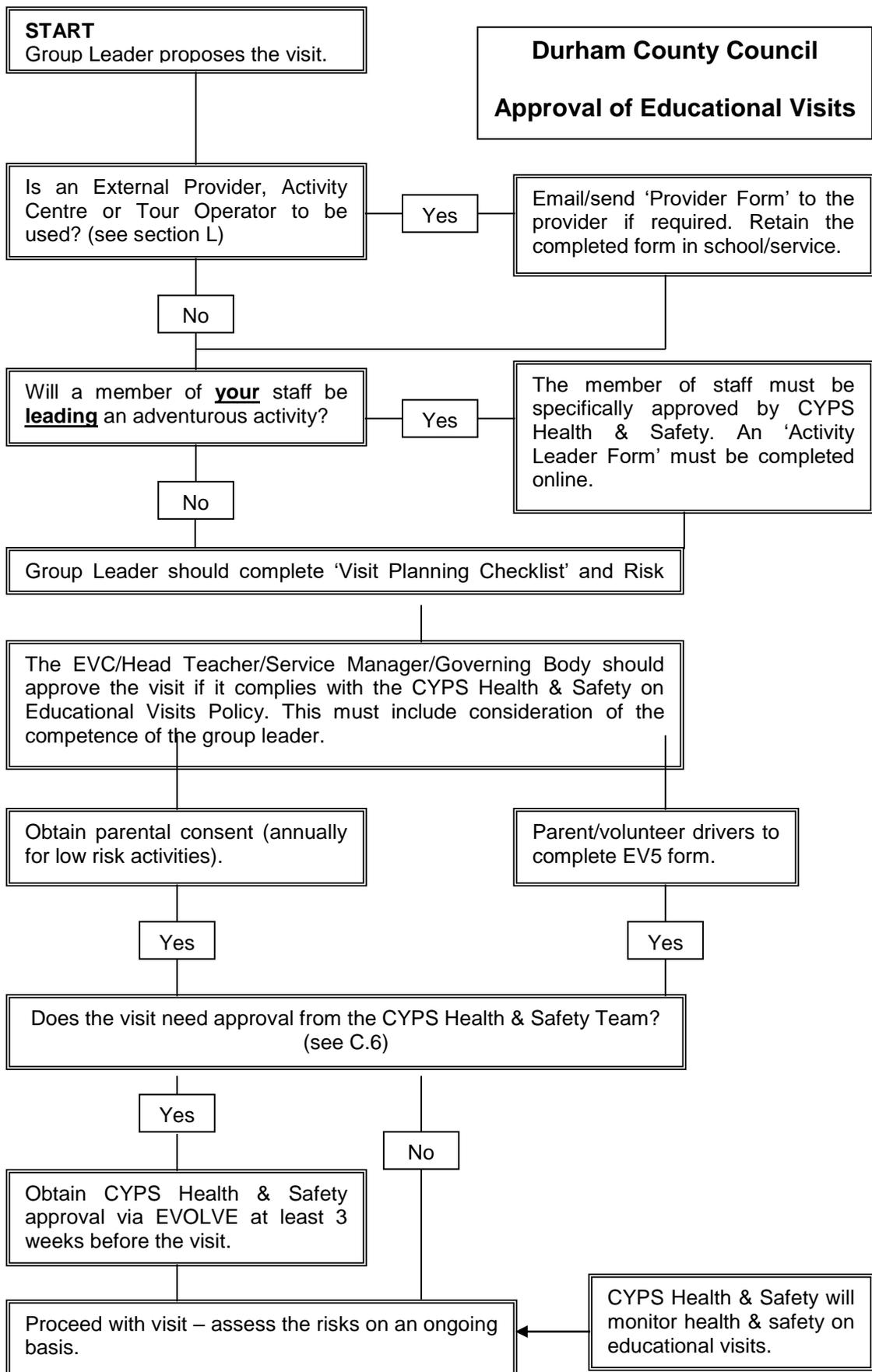
C.2 All visits should be approved by the EVC. The EVC will obtain approval from the Head Teacher or CYPS Service Manager. Approval may also be required from the School Governing Body if this is specified in the School Policy for educational visits. The EVC, Service Manager and where applicable Governing Body should ensure that the Visit H&S Checklist has been satisfactorily completed, and that the Visit Leader has been appropriately inducted and trained. The CYPS Health & Safety Team expect the EVC, Head Teacher and Governing Body (where applicable) to exercise appropriate professional judgement when approving visits, and expect advice to be sought from ourselves where necessary.

C.3 CYPS delegates all aspects of the approval to the Head Teacher or Service Manager for all visits not listed below as requiring CYPS Health & Safety Team approval.

This delegation is conditional upon compliance with this policy, including the Visits Health & Safety Checklist, appropriate training, and assessment of the Visit Leader's competence.

C.4 The EVC must keep a record of these visits, details of which may be requested by the CYPS Health & Safety Team as part of our statutory supporting and monitoring role.

C.5 The process to be followed for all visits is detailed in the following diagram.



C.6 Specific approval from the CYPS Health & Safety Team is required for the following activities:

- Residential Visits
- Overseas visits (including expeditions)
- Adventurous activities (see definition below)
- Duke of Edinburgh's Award expeditions
- World Challenge expeditions
- Ski trips
- Other visits where the level of risk is similar to the visits listed above.

C.7 Definition of adventurous –

The following activities are regarded as 'adventurous' and require CYPS Health & Safety Team approval:

- All activities in 'open country' – any activity on moorland (open uncultivated land) at any height or mountainous ground over 600 metres above sea level when it would take 30 minutes to reach an accessible road or refuge.
Please contact the CYPS H&S Team if you are unsure if this definition applies as this can often be an arbitrary boundary that can be difficult to define.
- Swimming (all forms except publicly life guarded pools)
- Camping (including Duke of Edinburgh's Award Expeditions)
- Canoeing / kayaking / rafting / improvised rafting
- Sailing / windsurfing / kite surfing
- Use of powered safety / rescue craft
- All other forms of boating (except commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hill walking and mountaineering
- Rock Climbing (indoors and outdoors) and abseiling
- River/gorge walking or scrambling
- Coastering/coastal scrambling/sea level traversing
- Underground exploration
- Off site mountain biking
- Skiing, snowboarding, and related activities (including dry slope)
- Air activities (excluding commercial flights)
- Horse riding
- Motor sports – all forms including go-carting and quad bikes
- High level ropes courses
- 'Extreme' sports
- Water based activities
- Adventurous activities with the armed services
- Any other activities involving skills inherent in any of the above or that may contain a similar level of risk to participants or staff.

Approval for the above will only be given online via EVOLVE.

C.8 The following visits are not regarded as adventurous and therefore do not require CYPS Health & Safety Team approval. These activities must however be supervised by a member of staff who has previous relevant experience and who has been assessed by the EVC or Head Teacher/ Service Manager as competent to supervise the activity –

- Walking in parks or non-remote country paths
- Field studies (unless in the environments defined as adventurous)
- Swimming in publicly life guarded pools
- Theme parks
- Tourist attractions
- Pedal go-carts
- Archery clubs
- Ice rink skating

- Farm visits
- Local traffic surveys
- Museums, libraries etc
- Physical Education and sports fixtures
- Water margin activities – such as walking along a riverbank or stream, collecting samples from streams & ponds, or paddling in gentle shallow (up to the knees) water. If the activity exceeds this definition the activity is water based and therefore adventurous.

Note staff involved in water margin activities should be conversant with, and adhere to, the guidance contained in the DfES publication 'Group Safety at the Water Margin'.

Non-school parts of CYPS

- C.9 This policy applies to all non-school parts of CYPS that undertake activities similar in nature to educational visits.
- C.10 Each service will be required to identify suitably competent and qualified staff to undertake the role of the EVC and designate the Service Manager that will approve educational visits on behalf of the service. This person will usually be a senior member of staff within the service.
- C.11 Where the policy requires the approval of the CYPS Health & Safety Team this will be achieved using the EVOLVE system. Where required, especially for adventurous activities, the CYPS Health & Safety Team will seek further advice from technical advisors or other experts.
- C.12 Given the differing management structures within CYPS, each service will have a specific approval system agreed with the CYPS Health & Safety Team. This procedure will be formalised as a procedure within the CYPS Health & Safety Manual on the intranet.
- C.13 It is recognised that some parts of CYPS have high levels of competence in leading visits and this will be reflected in each services approval system and in some cases the level of delegation to services will be increased (via the EVOLVE system) to reflect this additional competence. The CYPS Health & Safety Team will keep records of staff competence to lead high risk and adventurous visits across CYPS.

D Competence to lead

- D.1 The single most important factor in ensuring the safety of participants involved in an Educational Visit or activity is the competence of the group leader.
- D.2 The EVC and Head Teacher / Service manager should therefore consider the following when assessing the competence of a member of staff to lead a visit:
- What is the leader's reason for undertaking the visit?
 - Is the leader an employee?
 - Has the leader a real sense of responsibility, extending beyond the teaching of the subject to concern for the participants well-being?
 - Does the leader possess the necessary organising ability?
 - Is the leader competent in risk assessment and risk management?
 - What experience has the leader of the participants he/she intends to lead?
 - What experience has the leader in leading, or assisting in the leading of similar visits or activities?
 - What experience has the leader of the environment and geographical area chosen?
 - Does the leader possess appropriate qualifications?
 - If appropriate, what is the leader's personal level of skill in the activity, and fitness level?
 - If leading adventurous activities, has the leader been approved by the CYPS Health & Safety Team?
 - Is the leader aware of, and able to comply with all relevant guidelines?
- D.3 The establishment should contact the CYPS Health & Safety Team if there is doubt regarding the competence of a member of staff to lead an Educational Visit. CYPS has access to advice from advisors and an independent technical expert to assist in making decisions on competence to lead, especially for adventurous activities.

Adventurous Activities for Which There Are No Specific National Qualifications.

D.4 In the absence of formal, recognised qualifications for some adventurous activities, it is good practice for group leaders to hold qualifications in closely-related activities. The level of the qualification required needs to be matched to the levels of hazard and risk. Group leaders wishing to lead such activities must seek full approval from their Head Teacher/EVC, and the CYPS Health & Safety Team.

E Supervision & Staffing Ratios

E.1 Young people on visits must be adequately supported and supervised at all times.

E.2 The level of supervision should be based on risk assessment for the specific visits, and will be determined by such factors as:

- The type, risk and duration of activity
- The nature and requirements of individuals within the group, including consideration of special and additional needs
- The experience and competence of staff and other adults
- The venue, time of year and prevailing / predicted environmental conditions
- The contingency or plan B options.

E.3 We expect the group leader, EVC and Head Teacher / Service Manager to make a professional judgement regarding the appropriate level and suitability of staffing for every visit. A visit must not go ahead where any of the above persons are not satisfied that an appropriate level of supervision exists.

E.4 The following ratios are therefore **only a guide** and do not overrule or replace the professional judgement of the group leader, EVC and Head Teacher / Service Manager.

Lower Risk Activities (where the risk is similar to everyday life)

- Nursery and Foundation Stage pupils - 1 adult to every 4 - 6 pupils
- Key Stage 1 pupils – 1 adult to every 4 - 6 pupils
- Key Stage 2 pupils - 1 adult to every 10 - 15 pupils
- Key Stage 3, 4 & 5 pupils - 1 adult to every 15 - 20 pupils
(HASPEV* 1999)

Chapter 2 Higher risk / Adventurous / Residential Visits

- Key Stage 1 pupils – 1 adult to every 2 pupils
- Key Stage 2 pupils - 1 adult to every 6 - 10 pupils
- Key Stage 3,4 & 5 pupils - 1 adult to every 10 - 15 pupils
(adapted from HASPEV* 1999)
(*subject to DCSF review)

Remember - The group leader is responsible for the group at all times.

E.5 It is good practice for each supervisory adult to:

- Have a clear plan of the activity to be undertaken and its educational objectives.
- Have a reasonable prior knowledge of the young people involved, including any special educational needs, medical needs or disabilities.
- Have prior knowledge of the venue.
- Carry a list/register of all group members and know who they are responsible for.
- Regularly check that the group is present.
- Have the means to contact the group leader if help is required.

- Continually monitor the appropriateness of the activity, the physical and mental condition and abilities of the group and the suitability of the prevailing conditions.
- Clearly understand the emergency procedures and have access to a first aid kit.
- Group leaders should provide a full briefing to accompanying adults prior to the visit.

Down Time

- E.6 Group Leaders should ensure that children and young people continue to be properly supervised during “down time” – before, between and after activities, including lunch periods and the evenings on residential visits.

Remote Supervision

- E.7 If the aim of visits for young people is to encourage independence and investigative skills, some of the time on visits may be supervised from a distance. The group leader must establish during the planning stage whether young people are competent in remote supervision and must ensure parents have agreed to this part of the visit. The group leader must ensure:

- Children & young people are made aware of ground rules and are adequately equipped to be on their own or in a small group.
- Children & young people have telephone numbers or other suitable means of contacting the group leader if lost, either by mobile or identified local telephones.
- They have maps, plans and other suitable information for them to act effectively and know how to summon help.
- In enclosed areas, such as theme parks, children & young people know where and when to meet supervising adults, at key locations at set times.

Remote Supervision during Adventurous Activities

- E.8 The training given to young people must be sound and thorough. The instructor should have appropriate qualifications and experience to provide clear guidance for each activity. The group leader should be satisfied that young people have acquired the necessary skills and have the necessary experience, confidence, physical ability and judgement to be left without direct supervision. Guidance in this document must be followed for all Duke of Edinburgh’s Award Expeditions.

NB For all educational visits and off-site activities the group leader remains fully responsible for all children & young people, even when not in direct contact with them.

Teachers and other employees’ children accompanying visits

- E.9 It is acknowledged that some employees and volunteers could not help in educational visits unless their own children accompany them. However, group leaders and helpers who bring additional children will have potential conflicts of responsibility, which could have consequences for supervision levels and group safety. It is therefore essential that EVC’s and Service Managers consider the implications of such requests and those arrangements do not compromise the safety of other group members. Where agreements are made to allow staff to bring their own children on a visit, this arrangement should be communicated to the parents of the other young people and identified within the risk assessment.

Information for Parents, Guardians and Carers

- F.1 Parents and those with parental responsibility should be made fully aware of the likely risks and how these are to be managed, so that informed consent or refusal can be given on a **fully informed** basis.
- F.2 The parental consent form (EV4) should be completed either listing the activities to be undertaken or refer to the information letter which contains this information.
- F.3 Consent for low risk / local activities such as sport fixtures, museums, churches etc could be obtained, using form EV4, on an annual basis. In such circumstances exact dates may not be known but must be forwarded to parents before the visit takes place. A letter to parents with the EV4 form outlining the annual programme (include all activities) will suffice.

F.4 Information to parents should include:

1. Dates.
2. Objectives of visit or activity.
3. Times of departure and return, including location for meeting parents.
4. Method of travel including name of any travel company.
5. Accommodation with address and telephone number, including details of host families for exchange visits.
6. Emergency contact arrangements at home and away, if all young people are not at one centre. Consider the value of a 'telephone tree' to make easy and rapid contact with a large group of parents, e.g. regarding changed transport arrangements.
7. Names of group leader and accompanying staff.
8. Names and status (e.g. parent) of other accompanying adults who will exercise some responsibility during the visit.
9. Details of activities planned. Any activity involving special hazards must be clearly specified.
10. Charges or voluntary contributions; what they cover and do not cover.
11. Methods of payment and cancellation arrangements.
12. Insurance effected for the group members in respect of baggage, personal accident, cancellation and medical cover. Send a photocopy of the insurance schedule to all parents or state that a copy of schedule may be obtained from the group leader.
13. Clothing/footwear and other items to be taken. Prohibited items.
14. Money to be taken.
15. Code of conduct; details relating to the standard of behaviour expected from the group during the visit; including for example, rules on general group discipline, smoking, sexual behaviour, illegal substances and alcoholic drinks.
16. Parents should have sufficient information to give informed consent and give written consent for emergency medical treatment.

F.5 Group leaders should appreciate the benefits of inviting parents to a planning meeting, particularly where a residential experience is involved, visits abroad or where the activity constitutes a 'new direction' for the group members or the establishment. There is then the opportunity for all involved to be fully informed and to raise issues which may be difficult to put down in writing.

G Child Protection / CRB checks

G.1 All DCC employees and volunteers over the age of 16 involved in educational visits with young people will require DCC, Criminal Records Bureau (CRB) clearance. Copies of Disclosure Application Forms provided by the CRB and associated advice for applicants may be obtained from the CYPS CRB Vetting / Barring Team, County Hall, Durham DH1 5UJ Telephone 0191 383 3146.

H Disability Discrimination Act and Medical Needs

H.1 Following a 2002 amendment to the Disability Discrimination Act by the Special educational Need Act 2001, it is unlawful for any establishment to discriminate against disabled participants (current and prospective) because of their disability, without justification – which must be both material and substantial to the particular case. You are required to make reasonable adjustments to avoid disabled participants being placed at a substantial disadvantage. However, the Disability Discrimination Act does not require responsible bodies to place employees or participants at risk in order to make reasonable adjustments. In all cases compliance with the Disability Discrimination Act must not be achieved by breaching the Health & Safety at Work Act 1974 i.e. reasonable adjustments must not place employees or others at unacceptable risk of injury or ill-health.

H.2 Group leaders and other adults should be aware of all the children and young peoples' medical needs and any medical emergency procedures. If required, a member of staff should be trained in administering medication and to take responsibility in a medical emergency. If the young

person's safety cannot be guaranteed, it may be appropriate to ask the parent or care assistant to accompany a particular young person.

- H.3 Enquiries should be made at an early stage about access and facilities for securing wheelchairs on transport and at residential centres. We have an all-terrain wheelchair for use on educational visits in open countryside and similar environments. Please contact David Etheridge at the EWE Centre Tel 0191 3739799 for more information.
- H.4 The group leader should also assess whether client manual handling skills will be needed, and if so, whether training should be sought. Group leaders concerned about whether they can provide for a pupil's safety or the safety of others on a visit because of a medical condition of a pupil can seek further advice from DfES guidance: Supporting Pupils with Medical Needs: A Good Practice Guide (www.dcf.gov.uk).
- H.5 The group leader should check that any additional insurance policy taken out covers staff and pupils with pre-existing medical needs. All medical conditions should be declared to the insurance company regardless of whether they have been specifically requested. Failure to declare a medical condition will often invalidate medical/travel insurance.

I First Aid

- I.1 The group leader should make a professional judgement as to the level of first aid required for a particular visit. This decision could be influenced by factors such as the environment and proximity to emergency services or professional care. However, as a minimum, we recommend that for all visits there should be a responsible adult with a good working knowledge of first aid appropriate to the environment.
- I.2 The Appointed Person First Aid certificate is a basic qualification which may be suitable for routine urban visits, however risk assessment may indicate that a higher level qualification is appropriate in circumstances where it is likely that access by emergency services may be delayed.
- I.3 A First Aid Kit appropriate to the visit should be carried.

Accidents on educational visits

Accidents to be reported without delay to CYPS Health & Safety.	
<p>Employees Type of accident – Death or major injuries including –</p> <ul style="list-style-type: none"> • Fractures (not fingers & toes) • Amputations • Dislocations of shoulder, knee, hip or spine • Loss of sight (temp or permanent) • Chemical/ hot metal burn to eye or other penetrating injury to the eye • Electric shock or burn leading to unconsciousness, resuscitation or hospital admittance for over 24hrs • Hypothermia or heat induced illness • Other injuries leading to unconsciousness, resuscitation or admittance to hospital for over 24hrs 	<p>Non-employees including –</p> <ul style="list-style-type: none"> • Children and Young People • Clients • Volunteers <p>Type of accident –</p> <p>If the person in our care is killed or taken to hospital during the visit, regardless of how they were transported to hospital.</p>
<p>Report without delay to CYPS H&S Team Tel 0191 383 6513</p>	

- I.4 Accidents on educational visits are less common than most people think and there has been no evidence that accidents are more common on visits than they are in everyday school life or elsewhere in CYPS activities.
- I.5 Both the School and CYPS Health & Safety Policy and Procedures Manuals already contain procedures regarding the reporting of accidents. These policies continue to apply when the school or CYPS group undertakes off-site activities.

- I.6 All accidents should be recorded on a Corporate Accident / Incident III Health Reporting Form and a copy forwarded to CYPS Health & Safety, Room 3/30, County Hall.
- I.7 Should an accident occur that would be reportable to the Health & Safety Executive (see table above), the CYPS Health & Safety Team should be notified without delay i.e. by telephone.

J Insurance

- J.1 The group leader in conjunction with the EVC, Head Teacher / Service Manager, must be fully satisfied that adequate insurance cover has been obtained before approving any visit.

Employers' Liability & Public Liability insurance

- J.2 DCC Employers' Liability and Public Liability insurance applies to the activities of the County Council when away from the school site, home base or when employees are working in the community.

Personal Accident / Travel Insurance

- J.3 Young people and staff **are not** insured for personal accident benefits while on education premises or during educational visits. Similarly there is no automatic insurance cover for the loss of personal property or belongings.
- J.4 Group leaders may feel it appropriate to arrange this type of insurance cover for young people as well as accompanying staff and adult volunteers.
- J.5 Group leaders and individuals who feel that the cover from DCC insurers may be inadequate to meet their needs are advised to obtain, at their own expense, a Personal Accident/ Travel Insurance Policy.
- J.6 Some National Governing Bodies of sport offer personal accident insurance for groups participating in certain sports.
- J.7 If the educational visit has been arranged via a travel company this cover can often be negotiated at reasonable additional cost as part of the travel package. If so, care should be taken to check the terms and conditions of the insurance and the activities that are covered or excluded.
- J.8 For overseas visits the DCC International Office can arrange Travel Insurance at a reasonable cost. This insurance has 3 levels as detailed below. The group leader should check that all activities are covered.

International office overseas insurance categories (Feb 2009)		
Non-hazardous	Hazardous	Winter sports
Athletics, football, orienteering, paint ball, rowing, rugby, sailing, swimming, tennis.	Abseiling, American football, caving, go carting, horse riding, ice skating, martial arts, mountaineering, potholing, quad biking, rock climbing, sub aqua activities requiring the use of artificial breathing apparatus, trekking in the Himalayas, white water activities	Means any sport on snow or ice (other than skating) Excludes ski jumping, heliskiing, bobsleigh, ice hockey, off-piste skiing.

- J.9 Further details on the International Office overseas insurance can be obtained from the International Office Tel: 0191 383 3631.
- J.10 Further details on general DCC insurance policies can be obtained from Peter Keable, County Treasurers, County Hall, Durham, DH1 5UJ. Tel: 0191 383 4268.

K Transport and Travel Arrangements

K.1 Parents and carers must be aware of the intended form of transport in order to give fully informed consent.

Guidance for Hiring Coaches and Minibuses Local Journeys

K.2 The following are a number of simple checks that can be carried out which will assist in deciding whether an operator is suitable to carry out your trip.

1. Ask the transport operator if they currently work for DCC on home to school transport. All operators engaged in this work have to regularly provide details of operator's licence and current insurance documentation to the Transport Monitoring Officer. If not ask for copies of both. This will ensure that the operator is licensed and falls within the checks provided by Vehicle and Service Operators Agency, who regulate standards of maintenance and drivers hours compliance.
2. Ask the operator if the driver of your trip has been checked by our Criminal Records Bureau. All drivers engaged on home to school transport for DCC should have been checked through the DCC in house system. An operator engaged on home to school transport will have suitably checked drivers working for them, although this does mean that you will get one for your trip. If in doubt ask!
3. Does the operator check the driving licence of their drivers at least annually?
4. Does the operator have a procedure that will provide a contingency plan should the coach break down during the trip? Ask for details if in doubt.

Long Distance and Continental Journeys by Coach

K.3 The following are a number of simple checks that can be carried out on long distance and continental journeys.

1. If booking through a tour company, ask who the coach operator will be. Tour companies do not operate their own coaches but use sub- contracted coach operators.
2. Does the tour company carry out 'Quality Audits' on the coach operator they have booked for your trip? Ask for a copy. If not, then ask a few simple questions.
3. Obtain a copy of the operator's licence and insurance details. For continental trips, operators must have an international operators' licence – Do they have one?
4. Does the operator check drivers' licence at least annually?
5. Will the driver(s) of your tour be Criminal Records Bureau checked?
6. Does the operator have a procedure that will provide a contingency plan should the coach break down during the trip, particularly on the continent? Ask for details if in doubt.
7. On a long distance journey, will the driver comply within EEC drivers' hours regulations? For long journeys, operators may use a feeder driver for the first part of the journey. Will the main driver(s) have had the statutory hours of rest before driving the main section of your trip?
8. On continental journeys, if you are unsure of the capability of the operator ask for some examples of previous trips operated.

K.4 These simple checks will give you an indication of the standard of the company which you are going to use for your trip. They will also enable you to satisfy yourself as to whether your driver is qualified, insured and will be sufficiently rested before carrying out your journey. Further information on reputable companies can be obtained from the Integrated Transport Unit on 0191 372 5373.

School/Centre Mini Buses

K.5 DCC Mini buses can be used by staff if the following conditions are met:

- Mini buses are fully insured under the DCC insurance policy or have similar independent insurance cover (fully comprehensive, to include passenger liability with unlimited liability cover in relation to property or death and bodily injury)
- Mini buses are serviced in accordance with the manufacturer's recommendations or at least every 6000 miles or 6 months whichever is the sooner, and regular safety inspections are carried out.
- Drivers possess a clean, full driving licence appropriate for the vehicle (category B + D1 – mini buses over 8 passenger seats)
- Drivers are trained under the DCC Minibus Driver's Awareness Scheme (MIDAS) and possess a certificate of competence issued by the MIDAS assessor. This should be renewed every 4 years
- The vehicle is checked prior to all journeys and details logged in a book carried on the vehicle
- Schools have a named driver training assessor to provide driver training (including an internal driving test) to new teachers wanting to drive (the driver training assessor should attend a refresher course every 2 years)
- Drivers are over 21 years of age and have been driving for longer than 2 years
- Drivers are volunteers and no profit is made
- Seat belts are fitted to all forward facing seats
- A first aid box and fire extinguisher are carried on the vehicle
- A risk assessment is carried out prior to all journeys.

K.6 Further advice regarding use of mini buses is available from: Chris Prince, County Transport , Fleet Office, Service Direct, St Johns Road, Meadowfield, Co Durham. Tel 0191 372 5169.

Parents' and Volunteers' Cars

K.7 Where parents and/or volunteers cars are to be used to transport children & young people on a visit, form EV5 should be completed and retained by the school/service. This could be done on an annual basis.

K.8 The risk assessment for the visit should consider the suitability of the supervision arrangements in private vehicles and the need for CRB disclosures.

Car seats

K.9 When using staff or parents' cars, the law regarding car seats will apply.

	Front seat	Rear seat	Who is responsible
Child up to 3 years*	Correct child restraint must be used	Correct child restraint must be used	Driver
Child from 3 rd birthday up to 135cms in height (approx 4'5") (or 12 th birthday whichever they reach first)	Correct child restraint must be used	Where seat belts are fitted, correct child restraint must be used. An adult belt must be used if the correct child restraint is not available for a short distance for reasons of unexpected necessity or two occupied child restraints prevent the fitment of a third.	Driver
Child over 135cms in height (approx 4'5" in height) or 12 or 13 years	Seat belt must be worn if available	Seat belt must be worn if available	Driver
Adult passengers – 14 years and older	Seat belt must be worn if available	Seat belt must be worn if available	Passenger

* children under 3 years must use the child restraint appropriate for their weight in all cars, vans and other goods vehicles. They cannot travel if a vehicle does not have seat belts installed.

If no seat belts are fitted in the front, then children under 135cms in height (who are also under 12 years of age) cannot travel in the front.

“Child restraints” is a collective term in the seat belt wearing legislation for baby seats, child seats, booster seats and booster cushions.

The type of child restraint to be used is determined by the weight of the child.

- Group 0 and Group 0+. These are baby seats – rear facing for child up to 10kg and up to 13kg respectively. (approx age birth to 9 – 12 months)
- Group I. Child seats – forward facing for children 9kg to 18kg (approx 9 months to 4 years)
- Group II. Booster seats – for children from 15kg to 25kg (approx 4 to 6 years), or 15kg to 36kg
- Group III. Booster cushions – for children from 22kg and up to 36kg (from approx 6 years)

L Use of External Providers

L.1 Schools and CYPS Services will regularly employ other organisations to provide an element of instruction, staffing and guiding on educational visits. In such cases an External Provider Form (EV6) must be completed unless they hold a LOtC Quality Badge. This will include -

- activity centres
- ski companies
- educational tour operators
- overseas expedition providers
- climbing walls where instruction is provided by climbing wall staff
- freelance instructors of adventurous activities
- youth hostels where instruction is provided
- voluntary organisations e.g. scouts where instruction is provided.

L.2 An External Provider Form (EV6) is **not** required for –

- establishments/venues which hold a Learning Outside the Classroom (LOtC) Quality Badge
- youth hostels where accommodation only is used
- hotel, B&B accommodation etc
- camp sites
- museums, galleries etc
- tourist attractions
- theme parks
- farms
- coach train or airplane complies
- swimming pools
- climbing walls where instruction is provided by a member of your own staff
- volunteer instructors of adventurous activities.

L.3 Where an External Provider Form is required this should be sent to the External Provider well in advance of the proposed visit and before any contractual agreement is signed or financial commitment is made.

L.4 The decision to select an external provider is the responsibility of the EVC and Head Teacher / Service Manager. Completion of the External Provider Form does not necessarily signify that the venue meets the needs of your group. A pre-visit and further information, such as references, should also be used to judge a providers suitability. Reference to the LOtC quality badge scheme can be found on the Intranet and Extranet, as well as from www.lotcqualitybadge.org.uk

L.5 If the External Provider makes any alterations to the wording of the form or is unwilling to comply, then you must discuss this with the provider and if necessary the CYPS Health & Safety Team. The form does not need to be forwarded to the CYPS Health & Safety Team unless specifically requested.

M Risk Assessment

M.1 Risk assessment is nothing more than a careful examination of what could cause harm to people, together with an identification of the control measures necessary in order to reduce the risks to a level which, in the professional judgement of the person carrying out the risk assessment, is deemed to be acceptable. The process is applicable to all visits.

M.2 There are three 'levels' of risk assessment. These are summarised below, and further detailed in the DfES Part 1 supplement: 'Standards for LEAs in Overseeing Educational Visits' Para 17–36.

a) Generic and Venue – (normally already in place)

M.3 These will apply to all visits of a particular type as the nature of the visit remains constant and the same general controls will apply each time. Typically schools/services and venues will have generic risk assessments for routine visits to avoid unnecessary repetition when organising visits and to ensure that there is a consistent approach to managing risk.

M.4 The CYPS Health & Safety Team have produced a series of generic risk assessments. These are available on the extranet or by contacting the CYPS Health & Safety Team.

M.5 When using generic risk assessments the group leader must ensure that the risk assessment is relevant to the proposed visit. The group leader should ensure that the controls in the generic risk assessment are in place and evaluate if this is suitable and sufficient, or if further action is necessary. This should then be signed and dated by the group leader.

b) Event Specific Risk Assessment – (carried out before the visit takes place)

M.6 This considers any **significant hazards** or risks relating to a visit that are not covered within the Generic Risk Assessment, and should take into account the venue, activities, group, transport, plan B, etc. 'Significant' implies those hazards that could result in serious harm or affect several people. The process should identify the hazards, who might be affected by them, and the measures in place to control the risks.

M.7 The Risk Assessment must be recorded (normally by the Group Leader), using the Risk Assessment Form EV2 (or alternative) and approved by the EVC before the visit takes place.

c) On-going – (carried out continuously throughout the visit)

M.8 The on-going monitoring of all aspects of the visit by the Group Leader and other staff is the single most important aspect of risk management of visits, and hence safety. Risks should be monitored throughout the visit, and where appropriate activities must be modified or curtailed (e.g. Plan B) to suit changed or changing circumstances. **This is the responsibility of all involved in the visit, not just the Visit Leader.**

M.9 It is not necessary to record on-going risk assessments during the visit, although notes of significant events or decisions can assist the post-visit review following an incident or accident.

M.10 An activity should only take place / continue if, in the professional judgement of the Group Leader and/or supervising members of staff, the residual risk following implementation of any control measures is deemed to be acceptable.

M.11 Relevant aspects of the risk assessment process should be shared with staff and helpers involved in the visit, as well as participants and where appropriate parents.

M.12 Participants who are involved in a visit's planning and organisation, and who are well prepared, will make more informed decisions and will be less at risk. It is therefore good practice to involve participants in the risk assessment process.

N The 'Learning Outside the Classroom' Quality Badge

N.1 The DCSF has worked in partnership with the Learning Outside the Classroom National Advisory Group to develop a learning outside the classroom quality badge for provider organisations.

N.2 A Quality Badge will be awarded to a LOtC provider who –

- Has pledged to engage in an on-going process to sustain high quality learning outside the classroom.
- Has a process in place to assist users in planning the learning experience effectively.
- Provides accurate information about it's offer.
- Offers activities, experiences and resources which meet learners needs.
- Reviews the experience with you and acts on feedback.
- Manages risk effectively.

N.3 Further information on the Quality Badge scheme can be found on the educational visits pages of the Intranet and Extranet, as well as from www.lotcqualitybadge.org.uk

O Adventurous Activities

O.1 The Activity Centres (Young Person's Safety) Act 1995 and the Associated Adventure Activities Licensing Regulations 2004 are in place to ensure the safety of young people involved in adventure in hazardous environments. Schools and youth groups planning to visit an adventure centre in the UK should check on the licence status of the provider to ensure the centre is licensed to deliver adventurous activities with young people (www.aals.org.uk).

O.2 Many of the activities children and young people take part in do not require a licence and will be covered within existing health and safety legislation. However, the following activities (where undertaken by young people under 18 years of age and over 18's in full time education in Durham Schools and unaccompanied by a parent), need an Adventure Activities Licence (AALS):

Climbing – climbing, sea-level traversing, abseiling or scrambling over natural terrain or certain man-made structures requiring the use of special rock-climbing or ice-climbing equipment or expertise, gorge walking and ghyll scrambling.

Trekking – going on foot, horse, pony, pedal cycle, skis (not piste), skates or sledges over moorland (open uncultivated land) at any height, or on ground over 600 metres above sea level when it would take 30 minutes to reach an accessible road or refuge. Off-piste skiing also requires a licence.

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

Watersports – sailing, canoeing, kayaking, rafting and windsurfing, on the sea, tidal waters including estuaries, the tidal reaches of rivers, sea lochs and harbours, inland waters at a location where any part of those waters is more than 50 metres from the nearest land, and turbulent inland waters such as weirs, rapids, waterfalls and fast flowing currents. Rowing is exempt.

O.3 **Children & Young People's Services holds a licence in the climbing, water sports and trekking activity categories.**

The specific activities covered are -

- Abseiling - (*Single pitch crags*)
- Gorge Scrambling
- Hill Walking & Mountaineering
- Improvised Rafting - (*Sheltered inland waters*)
- Kayaking - (*Sheltered inland water, and rivers up to Grade 2.*)
- Open Canoeing - (*Sheltered inland water, and rivers up to Grade 2.*)
- Off-Road Cycling
- Rock Climbing - (*Single pitch crags*)

O.4 **Single-school groups consisting of children and young people under 18 years of age and over 18's in full time education are exempt from licensing regulations and therefore do not require an AALS licence. However, such groups should still follow the AALS criteria for managing safety during adventurous activities. Group Leaders of single school groups are required to complete an Activity Leader Form (ALF) via the EVOLVE system to gain CYPS Health & Safety Team approval.**

- O.5 **Groups of young people from different schools, or with other group members under 18 years of age are not exempt from licensing regulations and must conform with AALS requirements, including holding a licence.**
- O.6 **The armed forces who offer adventure activities are not licensed by the Adventure Activities Licensing Scheme. Schools and youth groups planning such a visit should ensure adequate safety standards are observed in all activities and public liability insurance is in place.**
- O.7 **ALL AALS LICENSE VISITS REQUIRE APPROVAL VIA THE CYPS HEALTH & SAFETY TEAM REGARDLESS OF WHETHER THE GROUP WILL BE LED BY A SCHOOL, SERVICE OR ANOTHER LICENSED ACTIVITY PROVIDER.**
- O.8 **Approval for CYPS staff to lead an adventurous activity (using the online Activity Leader Form)**

PROCEDURE FOR OBTAINING APPROVAL

- O.9 Staff who wish to lead (i.e. supervise or instruct) an adventurous activity must obtain prior approval from the CYPS Health & Safety Team before the activity may take place.
- O.10 The proposed leader must have their own 'Account' on EVOLVE (obtainable via their EVC). In the 'My Details' section of their account the leader must enter details of any adventure activity awards held, including dates, and upload copies of these awards.
- O.11 The EVC (or Group Leader) should request approval for the visit via EVOLVE as usual. During this process EVOLVE will ask for an Activity Leader Form (ALF) to be completed, which will request further details regarding the proposed venture (e.g. dates, venues, numbers, etc). The ALF will then be embedded within the approval request for that particular visit.
- O.12 On receipt of an approval request (and embedded ALF), the CYPS Health & Safety Team will consider the proposed activity relative to the leader's stated competencies and qualifications.
- O.13 Where approval is granted for the member of staff to lead the activity, the visit will be approved by the CYPS Health & Safety Team via EVOLVE.
- O.14 Where approval is not granted, the approval request will be returned to the EVC with an attached note. Where this is the case the member of staff concerned must not lead the activity.

CRITERIA FOR APPROVAL

- O.15 Approval will normally be granted where the leader of the activity has recent relevant experience, and:
 - is appropriately qualified through the relevant National Governing Body, *or*
 - has a 'Statement of Competence' from an appropriate 'technical adviser'. For most activities the competence required of a technical adviser is stipulated by the activity's National Governing Body. For further clarification regarding a technical adviser 'Statement of Competence' please contact the CYPS Health & Safety Team.
- O.16 In some cases approval may be granted where no qualification is held, but the person concerned is deemed by the CYPS Health & Safety Team to have a sufficient level of competence in addition to recent relevant experience.
- O.17 In cases where no National Governing Body exists, we will make a decision based on factors which may include: technical advice, the leader's stated competence, observed competence, past experience, attendance at training courses, etc.
- O.18 Approval will always be subject to a requirement that the leader must operate at all times within the remit of his/her qualifications and competence, and in accordance with National Governing Body Guidelines where these exist. Approval may also be subject to other conditions which will be specified by the local authority specific to the visit.
- O.19 Where there is insufficient information for us to make a decision regarding approval, then the applicant may be asked to provide further information (e.g. evidence of awards, experience, log

book details, etc). In some cases a meeting with the applicant may be requested by the CYPS Health & Safety Team.

O.20 The approval granted is solely in respect of a member of staff's authorisation to lead the technical aspects of the specific adventurous activity detailed. It is not an indication in respect of other aspects of the visit such as general management and supervision skills, the assessment of which may be the responsibility of Head Teacher / Service Manager and/or EVC.

P The Duke of Edinburgh's Award

DCC is the Operating Authority for The Duke of Edinburgh's Award. The guidelines in this document must be used when managing expeditions and other activities relating to The Duke of Edinburgh's Award.

Responsibility for Safety

The Head Teacher/ Service Manager is responsible for ensuring that teachers/youth workers are fully qualified and experienced and hold the relevant National Governing Body Qualification for work in the outdoors.

The qualified and experienced leader has full responsibility for the safety of the young people whilst out on expedition. Suitably experienced and competent assistant leaders and other adults should work under the direction of the group leader and must be competent in the task they are asked to undertake.

Notification/Approval Procedures for Expeditions

All Duke of Edinburgh's Award expeditions are regarded as 'adventurous' and require our approval:

In addition, if groups venture into Duke of Edinburgh's Wild Country Areas then the appropriate expedition co-ordinator must be notified in line with the following guidance:

- Ventures that are fully accompanied do not need to notify the Wild Country Panel Expedition Co-ordinator.
- Ventures that are unaccompanied for part of the venture or wholly unaccompanied, (practice or qualifying) do need to notify the Wild Country Panel Expedition Co-ordinator.
- Notification needs to be received **6 weeks** prior to the venture if assessment is required or **4 weeks** if assessment is not required. Route cards and route tracings must accompany the Green Notification forms.
- A local pre check of the group is required approximately 2 weeks before qualifying ventures to confirm the competence of the group. The High Pennines and Durham Dales Wild Country Assessor Network will carry this out.
- A copy of the Green Expedition Notification form (green form) must be sent online through EVOLVE.

Those organising expeditions need to be aware of the conditions and guidance in the Duke of Edinburgh Handbook, Programmes File and Expedition Guide.

Details of the Wild Country Expedition Areas appear on the Duke of Edinburgh website www.dofe.org and up to date list of expedition co-ordinators also appear on the website. Further D of E advice can be obtained from Sue Turnbull on 0191 3839178.

Q Residential Visits

Q.1 All residential visits must be submitted for CYPS Health & Safety approval, using EVOLVE, at least 3 weeks before the visit is due to take place.

Q.2 The 'External Provider Form' must be completed if there is an element of instruction, staffing or guiding as part of the agreement with the accommodation provider (see section L).

Q.3 Mixed groups should be accompanied by at least 1 male and 1 female member of staff. If a responsible adult is used such as a partner, parent or student, the relevant criminal records bureau checks must be obtained. For primary aged children it may be acceptable for female teachers only to accompany mixed groups, provided the EVC, Head Teacher, parents and staff involved are fully satisfied with this arrangement.

Q.4 If the residential accommodation has not been used before, a preliminary visit is strongly recommended. If this is not practical, for example due to distance, the group leader should make sufficient enquires with the accommodation to be satisfied that it will be suitable for the group involved.

- Q.5 On arrival it is advised that staff check out the accommodation, rooms, campsites etc and report any damage to the head of centre/manager before pupils access the rooms.
- Q.6 Teachers should be accommodated on every floor where there are children or young people.
- Q.7 In the absence of 24 hour staffing of hotel/hostel reception areas, external doors and windows should be made secure to prevent unauthorised visitors or intruders.
- Q.8 All staff and young people should be aware of the emergency procedures and escape routes in the event of fire.

R Visits Abroad

- R.1 Visits abroad provide valuable and rewarding educational experiences. Such visits require detailed planning and preparation. Group leaders should seek to ensure they use the services of a reputable tour operator experienced in group travel. Air travel organisers may be licensed through ATOL (Air Travel Organisers License) for all or part of a package. This licence is a legal requirement and provides security against a licence holder going out of business. It is recommended that establishments use tour companies which are members of a Department of Trade approved bonding body; such as ABTA (Association of British Travel Agents) or AITO (Association of Independent Tour Operators). Ensure you have ready access to your insurance company telephone number. The Package Travel Regulations 1992 may apply. Where schools independently provide a package they should ensure they act within the regulations.
- R.2 In addition to the Planning Checklist group leaders should:
- Ensure the 'External Provider Form' is completed if there is an element of instruction, staffing or guiding as part of the agreement with the tour operator.
 - Identify whether there are medical requirements imposed by the country to be visited.
 - Ensure a European Health Insurance Card is obtained for all visits to member countries of the European Union, available from Post Offices or freephone 0800 555777.
 - Ensure the group has comprehensive travel insurance covering all proposed activities.
 - Enquire about insurance cover should a parent need to travel out to the resort as a result of an accident/incident involving their child. Some policies provide cover for only 1 parent to travel whilst others will pay for both parents. These details must be shared with parents prior to the departure of the group.
 - Ensure all children and young people, teachers and accompanying adults' passports are current and suitable to enter the destination country.
 - The group leader knows the international dialling code in the event of a serious accident or the emergency contact needs to be informed.
 - The group leader should make regular contact with the school throughout the visit to keep contacts informed of significant events.
 - Identify an emergency contact at home/back at base who holds a valid passport and could travel out to the area to support the group leader in the event of an emergency.
 - Brief children and young people about any local hazards and emergency procedures, including the use of telephones.
 - Risk assess all activities planned for the visit, particularly hotel swimming pools and all adventurous activities.
 - Discuss any local customs and cultural issues.
 - Agree codes of conduct with children and young people.
 - Check visa and passport requirements including those children and young people classed as non-UK residents. Ensure all members of the party carry the address and telephone number of the hotel or hostel in case of separation.
 - It is good practice for each child or young person to carry a card with a contact telephone number of the group leader or residential base, to call if he/she becomes lost. Children and young people should be instructed to go to a local shop or approach a police official and show the card if he/she becomes separated from the group.
 - Consider language ability as part of their risk assessment.
 - Photocopies of passports and other essential documentation may prove useful. Copies should also be held by the emergency contacts in the UK.

- Seek advice from the Foreign and Commonwealth Travel Advice Unit or the Suzy Lamplugh Trust for visits to Third World or sensitive countries. (See Appendix - contacts and publications).
 - Register with the Foreign Office LOCATE service. (online at fco.gov.uk)
- R.3 Approval should be sought from the CYPS Health & Safety Team via EVOLVE at least 3 weeks in advance or at the planning stage, whichever is the earlier. Group leaders are encouraged to have a 'plan B', making alternative arrangements so they are prepared should the need arise to change the itinerary due to unforeseen circumstances.
- R.4 In normal circumstances each party should be accompanied by two adults, at least one of whom should be a member of staff. Further advice can be provided by CYPS Health & Safety Team on 0191 383 6513.

S Snowsports

- S.1 Snowsports (skiing and snowboarding) are regarded as adventurous activities, and the visit must therefore be approved by the CYPS Health & Safety Team.
- S.2 Group Leaders are particularly encouraged to consider the benefits of snowsports visits taking place during term time as opposed to during the holiday periods. These benefits include: greater choice generally, less queuing for lifts, less crowded slopes therefore less chance of collisions occurring, less crowded resort, higher possibility of 'sole use' of accommodation, lessons more likely to be conducted by permanent snowsport establishment instructors (as opposed to 'casual' instructors), greater likelihood of English speaking instructors, considerable cost savings through avoiding high season (possibly allowing more young people to participate), etc.
- S.3 A member of staff intending to organise a snowsport visit (but not instruct, lead or supervise on snow) is strongly recommended to hold the Ski Course Organiser Award (SCO), administered by Snowsport England. Tel. 0121 501 2314 www.snowsportengland.org.uk and must have previously accompanied at least one educational snowsports visit.
- S.4 Young people may only ski or snowboard when under the direction of an appropriately qualified and competent person. This would normally be an instructor employed by the local snowsports establishment. Visit organisers should therefore consider the merits of fully instructed lessons of 4/5 hours duration per day.
- S.5 Where a travel company or ski tour operator is providing an element of instruction, staffing or guiding, the 'External Provider' form should be completed.
- S.6 A member of staff intending to lead skiing or snowboarding (i.e. not using a ski school instructor) must:
- a) be qualified as below, *and*
 - b) have been approved by the CYPS Health & Safety Team, *and*
 - c) operate at all times within the remit of their qualifications and competence.
- Skiing:** The minimum qualification to lead skiing on snow is:
- The Alpine Ski Course Leader Award (ASCL) of Snowsport England
Tel. 0121 501 2314 www.snowsportengland.org.uk *or*
 - The Alpine Ski Leader Award (ASL) of Snowsport Scotland
Tel. 0131 445 4151 www.snowsportscotland.org.uk *or*
 - A statement of competence by an appropriate 'technical adviser'.
- Snowboarding:** The minimum qualification to lead snowboarding on snow is:
- The Snowboard Leader Award (SBL) administered by Snowsport Scotland
Tel. 0131 445 4151 www.snowsportscotland.org.uk *or*
 - A statement of competence by an appropriate 'technical adviser' (see Z.7).
- S.7 Suitable helmets must be worn by participants at all times when:
- a) aged under 8 *or*
 - b) racing *or*
 - c) aged under 14 in Italy.
- S.8 Young people must not participate in off-piste activities.

T Overseas Expeditions

- T.1 Overseas expeditions can potentially bring immense educational benefits to children and young people, and CYPS fully supports and encourages overseas expeditions that are correctly planned, managed, and conducted.
- T.2 Overseas Expeditions (for the purposes of this document) are defined as those which typically take place in remote areas of the world and/or in developing countries.
- T.3 DCC places stringent requirements on Overseas Expedition providers, and establishments may therefore need to allow up to 12 months for CYPS Health & Safety Team approval to be granted.
- T.4 External providers should complete the 'External Provider' form if they are supplying an element of instruction, staffing or guidance.
- T.5 Further guidance is contained within 'Guidance for Overseas Expeditions, Edition 3' (download via EVOLVE). This should be referred to when the proposal is initiated (normally 18-24 months before the venture). This document includes a checklist of vital aspects that **must** be considered prior to the establishment making a commitment with an external provider. In particular, establishments should consider the educational aims of the visit, that appropriate progression takes place, and that the requirements relating to 'Best Value' are met. Overseas expedition providers are required to comply with the minimum standards specified in this document.
- T.6 The CYPS Health & Safety Team strongly recommend that the Group Leader attends the one day 'Overseas Expeditions and Fieldwork: a Course for Teachers and Youth Leaders' course organised by the Royal Geographical Society and endorsed by the national Outdoor Education Advisers' Panel.
- T.7 Further details are available at: www.rgs.org/eac email: eac@rgs.org or contact CYPS Health & Safety.

U Exchange Visits

- U.1 The success of a foreign exchange is largely dependent on good relationships, planning and communication with staff in the host school. In particular group leaders should ensure:
- All group members have easy and accessible contact in the host country, preferably by telephone with a member of their own staff.
 - Children and young people are aware of the ground rules agreed between the party leader and the host family.
 - Appropriate pairing arrangements are made.
 - Host families are aware of any medical or dietary needs.
 - There are clear arrangements for collecting and returning children and young people.
 - The school retains a list of all children and young people involved (including host children) and their family names and addresses.
 - Children and young people living with host families should have easy access by telephone to their teachers.
 - Children and young people are briefed regarding emergency arrangements and encourage contact with their staff in the case of anxiety or concern.
 - UK host families should have DCC CRB clearance.
- U.2 Host families will not be subject to UK law. Group leaders should seek reassurances from the host school regarding procedures for vetting the suitability of host families. The host school or placing agency should have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of exchange children and young people. If these are not in place the group leader should seek further assurances and/or reconsider whether the visit should take place.

V Water Margin Activities

- V.1 Further information can be found in the publication "Group Safety at Water Margins". (DfES)

- V.2 Water margin activities are defined as learning activities that take place near or in water – such as a walk along a riverbank or sea shore, collecting from ponds and streams, or paddling / walking in gentle, shallow water. It does not apply to swimming and other activities that require water safety qualifications and equipment, or water-going craft. Note that ‘shallow’ generally means up to the knees.
- V.3 As with all activities the group leader’s judgment will be paramount. The activity or journey should be matched to the party in terms of aims, terrain, distance, equipment available, clothing worn, weather conditions (both current and forecast), degree of supervision and time available.
- V.4 Specific approval from CYPS Health & Safety Team is not required for water margin activities.
- V.5 Water margin activities should be approved by the Head Teacher / Service Manager and recorded on EVOLVE.
- V.6 If the planned activity exceeds the above definition, the visit is ‘water based’ and will therefore require approval from the CYPS Health & Safety Team.

W Water Based Activities

- W.1 ‘Water based’ activities are regarded as adventurous and therefore require approval from the CYPS Health & Safety Team via the EVOLVE website.
- W.2 The responsibility for safety will therefore rest with either:
- a) **an external provider** – in which case the ‘External Provider Form’ should be completed, or
 - b) **A member of school / service staff** – in which case the ‘Activity Leader Form’ must be completed via EVOLVE and the persons qualifications approved by the CYPS Health & Safety Team.
- W.3 In order to participate in ‘water based’ activities, participants should normally be water confident. Participants who lack water confidence may still be able to take part subject to risk assessment, and taking into account factors such as the activity taking place, staff competence and supervision arrangements. Reference to National Guidelines may help in this process. The level of water confidence of all participants must be known by the activity leader prior to the commencement of ‘water based’ activities.
- W.4 Leaders should have a knowledge of the water conditions/ hazards (and potential changes) that might be encountered, and prepare accordingly. Local advice must be sought where appropriate in unfamiliar locations.
- W.5 Personal buoyancy conforming to the appropriate National Governing Body standard must be worn at all times by all participants in water based activities (except at the discretion of the leader in swimming activities).
- W.6 Further advice is available in DfES supplements, ‘Standards for adventure’ and ‘Handbook for group leaders’.

X Beach Safety

- X.1 The beaches and coastal areas of Durham offer a wide range of opportunities for both study based and activity based use. However, whilst presenting many challenges and interest, areas where the land meets the sea present their own inherent hazards. A high level of vigilance and supervision is needed when close to any stretch of water, even shallow water. The sea needs extra care and attention. Group leaders planning activities in coastal areas should consider the following points:
- Tides, swell, wind, currents, sandbanks and cliffs can present difficulties. Exit routes must be checked well in advance and at all times during the visit or activity.
 - The group leader should be aware of the prevailing local conditions: surf and tide, currents, wind, cold water, weeds, polluted water and stability of the sea or river bed may all affect safety. Gain access to local information where possible.
 - Swimming is inadvisable no matter how inviting the sea may seem and should never be allowed as an impromptu activity. Group leaders who decide to allow swimming should

ensure this is part of a carefully supervised activity conducted by suitably qualified leaders, with adequate lifeguard provision and experienced adults in the group who are qualified to enter the water to rescue a swimmer in difficulty. The group leader must be fully confident of undertaking a rescue of any member of the group and remain in control of the whole group, including those in and out of the water. See section Y for further information on swimming qualifications.

- Paddling in very shallow water needs to be strictly supervised, especially on coasts with sudden drops, submerged rocks, sandbanks or large waves. Again, the group leader must be able to remain in full control of all pupils, including those in and out of the water.
- Risk assessments for outdoor water-based activities should take account of the possibility of children who suddenly panic in cold water.
- Beaches present their own problems, particularly when large numbers of the general public are present. Establish a 'base' to which members of the group must return if separated from the rest. Look out for warning notices and flags.
- Be aware of the possible presence of dangerous debris such as glass, syringes, sewage, jelly fish, barbed wire or marker flares.
- Digging in the sand, particularly in cliffs or dunes could cause cave-ins.
- Climbing on rocky beaches and cliffs should be discouraged. Do not work or base groups under such sites or allow young people to knock down or throw stones.
- Weed covered rocks may make surfaces very slippery.
- Children, young people and staff on beach related visits should be made aware of the risk of sunburn and heat stroke. This should be considered as part of the risk assessment.
- On cliff tops remain on the path. The group leader should be at the front and a responsible adult at the back. Accompanying adults should act as a 'buffer zone' between pupils and the edge of the cliff. Cliff tops are exposed areas and may experience rapid changes in weather conditions. Clothing, route choice and group management should reflect this on very exposed paths. Be prepared to seek advice from the Coastguard, Lifeguards, the District Council, the Met Office or the CYPS Health & Safety Team. Only undertake those activities and projects which you have the necessary experience and competence to undertake.

Y Swimming

Y.1 Children and young people must be supervised by a competent adult at all times whilst undertaking swimming activities. The following criteria apply:

Open water swimming

Y.2 Note: CYPS Health & Safety Team approval is required for this activity.

For free swimming activity

a) a valid National Beach Lifeguard Qualification administered RLSS UK (or equivalent in the country visited) see www.lifesavers.org.uk

For structured or programmed activity

- b) a valid RLSS UK Emergency Response (Activity Supervisor) Award **or**
- c) a written statement of competence by an appropriate technical adviser.

Y.3 In addition, the designated lifeguard must be dedicated exclusively to the group, and the location used must fall within the RLSS definition of a 'safer bathing area'. (A site evaluation form is available from RLSS UK on receipt of a large SAE.)

Swimming pools (lifeguarded)

Y.4 Note: CYPS Health & Safety Team approval is **not** required for this activity.

Y.5 UK Swimming Pool safety is guided by various Health and Safety at Work Acts and Regulations. Pool operators have a duty to take all reasonable and practicable measures to ensure teaching and coaching activities are conducted safely.

- Y.6 For publicly lifeguarded pools abroad, the group leader's must seek assurances that appropriate lifeguard cover is in place prior to participants entering the water.
- Y.7 Unless suitably qualified, CYPS / School staff should not have responsibility for lifeguarding. However, they do retain a pastoral role for participants at all times either through direct or 'remote' supervision.
- Y.8 For swimming lessons, the group leader should ensure the swimming teacher in charge or other pool employees/responsible adults supervising the participants are qualified according to the guidelines given in the Hotel (and other) swimming pools section below.
- Y.9 Staff leading structured swimming lessons should hold an ASA level 2 Swimming Teaching qualification or higher. The current DCC teacher:pupil ratio for learner pools is 1:24 and the ASA ratio for swimming lessons is 1:20.

Hotel (and other) swimming pools

- Y.10 Note: CYPS Health & Safety Team approval is required for this activity if lifeguarding arrangements are not provided at the venue.
- Y.11 If lifeguarding arrangements are not provided at the venue then the Group Leader will bear the full responsibility for ensuring swimming safety.
- Y.12 The Group Leader must ensure that there is a qualified (see below) lifeguard in attendance. This could be a member of staff, or a senior student.
- Y.13 The role of the lifeguard is to:
- Keep a close watch over the pool and the pool users, exercising appropriate levels of control (Note: the lifeguard should remain on the poolside at all times except in the case of an emergency)
 - If necessary, brief pool users in advance regarding 'rules' (e.g. no diving, running, etc.)
 - Communicate effectively with pool users
 - Anticipate problems and prevent accidents
 - Intervene to prevent behaviour which is unsafe
 - Carry out a rescue from the water
 - Give immediate first aid to any casualty
- Y.14 The above must be accomplished in the context of the normal operating procedures for the pool and the emergency plan, which should be considered before swimming takes place. Full familiarisation of the systems described should be walked through at the pool, and staff should be aware of the procedures in the event of an emergency, and who at the venue will provide back up for the lifeguard during an emergency.
- Y.15 Staff will also need to ascertain whether they have exclusive use of the pool or whether other persons (e.g. guests) are able to swim at the same time. Other pool users may increase the supervision role of your lifeguard.
- Y.16 If a senior student holds an appropriate qualification then their role should be emergency lifeguard action, and supervision should remain the responsibility of the School/ Services staff.
- Y.17 The following awards/qualifications apply:

For free swimming activity

- a) A valid National Pool Lifeguard Qualification administered by RLSS UK (or equivalent in the country visited) see www.lifesavers.org.uk

For structured or programmed activity

- b) A valid RLSS UK National Rescue Award for Swimming Teachers and Coaches (or equivalent) - see www.lifesavers.org.uk **or**

- c) A valid RLSS UK Emergency Response (Activity Supervisor) Award **or**
 d) A written statement of competence by an appropriate technical adviser.

Z Farm Visits

Z.1 Visits to private working farms, agricultural college farms, 'model' farms and rural studies centres are a regular feature of education for children and young people from both rural and urban environments. Such visits are usually highly beneficial to children in helping them to appreciate aspects of rural life. Children and young people are often invited to touch livestock, help bottle-feed calves and lambs, and taste things such as animal feedstuff and raw milk.

The Risks

Z.2 Experience over recent years shows that visits can carry a small risk for the children and young people of acquiring infection, particularly gastroenteritis. Several micro-organisms are commonly present in livestock animals and may cause gastroenteritis in humans. They may be found in faecal droppings and elsewhere in the farm environment. Farm visits may result in a risk of transmitting infection directly because the substance eaten is infected or contaminated. In addition, fingers may become contaminated with animal faeces which is then transferred to their mouths when eating or simply sucking their fingers or thumbs.

Health Precautions

Z.3 Farmers and visit organisers need to be aware that visitors may be more susceptible to infection from the farm environment and its products than those who live in that environment. Therefore prevention depends primarily on simple hygiene measures. Parents, teachers and children should be made aware of these measures and they should be re-emphasised before and during the visit. To this end the following advice is given:

Z.4 *For the Farmer:*

- The hazards that farms can pose to personal safety should be stressed to children and young people and teachers on their arrival.
- A high standard of physical and general cleanliness is required in all areas to be visited by children and young people.
- Plenty of fresh bedding should be provided for stock to minimise the risk of contact with dung. Areas should be hosed where appropriate.
- Sick animals –must be isolated well away from visitors.
- Adequate hand washing facilities must be provided for visitors, i.e. soap, running water and disposable hand towels (not roller towels). Toilet facilities should also be available.
- A separate clean area must be set aside for eating purposes if refreshments are taken on site.
- Children and young people must not be encouraged to taste animal feed or raw milk.

Z.5 *For Group Leaders/Teachers/Parents/Volunteers:*

- Carry out a pre-visit to identify specific hazards.
- Ask children and young people with cuts or abrasions to cover them with a suitable dressing.
- There should be a briefing for children and young people at the farm at which the points in these guidelines should be covered.
- Keep their fingers out of their mouths and do not eat their sandwiches etc, until they have washed their hands.
- Do not sample, taste or take away any animal feed stuff, raw milk etc.
- Do not drink from farm taps.
- Children and young people should be closely supervised if direct contact with animals is likely. If this happens they should be made to wash their hands afterwards.
- Never let children or young people place their faces against the animals.
- Consider the risks of allowing children or young people to ride on tractors or other farm machines.

- Do not let children or young people play in the farm area (grain storage tanks, slurry pits) other than designated play/rest areas.

Other Hazards

Z.6 Modern farms can present hazards to children, young people and adults. Group leaders need to be aware of:

- At harvest time some children and young people with asthma or hay fever may experience difficulty.
- The dangers of moving machinery and mechanised tools such as chain saws etc.
- Some farms hold stocks of highly toxic chemicals, used in spraying etc, contact with which present a clear hazard.
- The possible risk of diseases being transmitted to pregnant women during lambing time.

Z.7 Although the above guidelines have been written with farms in mind, the general principles should be followed when visiting other similar establishments (zoos, wildlife reserves, etc).

Z.8 Further information can be found in DCSF 'A handbook for Group Leaders'.

A2 Emergency Procedures

All schools and services should consider the need for robust emergency arrangements as part of visit planning and risk assessment process.

All staff involved in a visit should be aware of the action to be taken in the event of an emergency. Information contained within the DfES Part 3 supplement: 'A Handbook for Group Leaders' is particularly appropriate, and all staff should be aware of the guidance contained therein, in addition to any school / service specific procedures.

It is vital that **all staff** understand the first aid and emergency procedures, not just the visit leader. Particular consideration should be given to participants that have Special Educational Needs or medical conditions.

For all visits -

A completed: '**Emergency Card – Group Leader**' (EV7) form must be with the Group Leader at all times.

Where the emergency contacts will not be at their workplace during the visit–

A completed '**Emergency Card – Emergency Contacts**' (EV8) form must be with the Emergency Contact(s) at all times.

CYPS uses the Emergency Planning Team at Fire Service HQ for out-of-office-hours emergency support for serious incidents where the scale / seriousness of the event is beyond the capacity of the visit leader and school/ service emergency contacts.

RISK ASSESSMENT

School / Service _____

Group Leader _____

Activity / Visit _____

Date _____

Educational / Visit Objectives:-

-
-

1. HAZARD <i>List the hazards which could cause harm</i>	2. RISK <i>List who might be harmed and how</i>	3. CONTROLLING RISK <i>List existing precautions and whether more should be done</i>	4. RECORD YOUR FINDINGS <i>List what actions you've taken</i>	5. REVIEW AND REVISE <i>Is any further action required before, during and after the visit</i>

Signature..... Date.....
 (Group Leader)

Signature..... Date.....
 (EVC)

Visit Planning Checklist

This checklist should be completed by the Group Leader or EVC for **all** visits. This is only a guide and not an exhaustive list of requirements. The visit should only go ahead if the answer to all applicable questions is YES.

			Yes / No
1.	Purpose	Is there a clear educational purpose of the visit matched to the age & ability of the group?	
2.	Group Leader	Is the group leader sufficiently experienced and competent to manage the proposed visit?	
3.	Supervising adults	Are all supervising adults CRB checked and competent to supervise children and young people on the visit?	
		Have all supervising adults been briefed on the details of the visit, the risk assessment and the specific needs of individual children or young people on the visit?	
		Is the level of supervision suitable for the location, activities and needs of the group?	
		Have staff leading adventurous activities been approved by CYPS H&S Team (via online Activity Leader Form)	
	Approval	Will the visit be approved by the Head Teacher / Line Manager / EVC / Governors before it takes place?	
4.		For residential, overseas and adventurous activities, will approval be obtained from the CYPS Health & Safety Team at least 3 weeks before the visit takes place?	
5.	Risk Assessment	Are all the significant risks identified in the risk assessment (EV2), along with suitable measures to control this risk to adults and young people?	
6.	Location	Is the location suitable for the activities planned and the ability of the group?	
		Has a pre-visit been undertaken (recommended practice). If not has sufficient information been obtained about the location or venue?	
6.	External Providers	Have external providers of staffing, guiding or instruction completed an External Provider Form or do they hold an LOtC Quality Badge?	
7.	Transport	Are transport arrangements suitable and satisfactory?	
8.	Finance	Has finance been agreed to cover the cost of the visit and arrangements made to collect parental contributions?	
9.	Insurance	Has insurance been arranged that is sufficient for the activities planned?	
10.	First aid	Is the level of first aid appropriate to the activities planned?	
11.	Medical	If participants have medical needs, have these been addressed and staff suitably informed/trained?	
12.	Parents	Has fully informed parental consent been obtained?	
		For residential/overseas visits, have parents been offered a parents meeting to detail the visit arrangements?	
13.	Briefing participants	Have the participants been fully briefed including – <ul style="list-style-type: none"> • Purpose of visit • Clothing, footwear and equipment • Jewellery / mobile phones / personal electronic 	

		equipment <ul style="list-style-type: none"> • Travel arrangements • Groupings for study and activities • Behaviour and code of conduct Safe practice and results of risk assessment.	
14.	Emergency Procedures	Have the emergency procedures been shared with all the adults involved and the emergency contacts?	
15.	Plan B	Has an alternative programme been considered should the activities be affected by poor weather or adverse circumstances?	
		Are there arrangements in place to inform parents in case of a delay in the return time?	
16.	End of visit	Are there arrangements for evaluation of the visit and learning lessons for future visits of this type?	
17.	Overall	Does the visit comply with the CYPS Health & Safety policy for Educational Visits.	

Completed by

Date/...../.....

PARENTAL CONSENT / MEDICAL FORM

School/Group			
Visit to / Venue			
Activities			
Pupils Name		Date of birth	

Date of Departure		Time	
Date of Return		Time	

1. General consent and indemnity (please tick)

I have received and read information the school/CYPS has provided for me outlining the type of visit and I understand the purpose and nature of the activities. I understand that during the visit the group will be under the supervision of a suitably qualified and experienced member of staff.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
I hereby undertake to indemnify Durham County Council and the staff in charge of the group against any claims, damages, costs and expenses reasonably incurred by them on behalf of my child during the visit. This indemnity will not extend to any claims, damages, costs or expenses against the risk of which Durham County Council or member of staff in charge are entitled to be indemnified under any policy of insurance.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

2. Medical Information about your child (please tick)

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
I will inform the group leader as soon as possible of any changes in the medical or other circumstances between now and the date of the visit.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Please list any medical conditions or prescribed medication you want the group leader to be aware of. (In special circumstances, you may wish to talk to the group leader prior to departure).

List all medical needs -

--

3. Signature of parent / guardian.

I am therefore willing to allow my child to take part in the proposed visit(s) activities.

Name (capitals)		Relationship to young person	
Signature		Date	
Emergency contact number –			

PARENTS' AND VOLUNTEER DRIVER'S AGREEMENT

To the Head Teacher / Service Manager

I confirm that I am willing to use my own vehicle for transporting children and young people on educational and off site visits. I accept responsibility for maintaining appropriate insurance cover. My insurance company has confirmed that my existing motor cover is acceptable under this arrangement. I have a current valid driving licence and will ensure that my vehicle is roadworthy in all respects. I am willing, to complete a Criminal Records Bureau (CRB) disclosure form to ensure child safety.

Signed _____

Address: _____

Date _____

EV6 – External Provider Form

**For completion by ‘external providers’
who do not hold an LOtC Quality Badge**

When considering using a provider or tour operator for an Educational Visit, schools and CYPS services must seek written assurances that the provision complies with DCC policy.

School/Service..... Group Leader.....

Date(s) of visit..... Name of provider.....

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

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

SECTION A - ALL VISITS

Health, Safety, and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health & Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection.

2. Accident and emergency procedures are maintained and records are available for inspection.

Vehicles

3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

Staffing

4. All reasonable steps are taken to check staff who have access to children and young people for relevant criminal history and suitability to work with children and young people.

5. There are adequate and regular opportunities for liaison between establishment staff and the provider’s staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to establishment staff.

Insurance

6. The provider has public liability insurance for at least £5 million with a clause giving ‘indemnity to principal’.

Accommodation (if provided)

7. UK accommodation is covered by a current fire certificate or advice has been sought from a fire officer and implemented, and a fire risk assessment has been completed.

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

9. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.

10. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants’ accommodation.

SECTION B - ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

11. Adventure Activities Licensing Scheme (AALS) Licence covering dates of visit

YES OUT OF SCOPE

12. If YES, AALS Licence number R L.....

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

Activity management

13. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.

- 14. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.
- 15. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser.
- 16. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is in line with current good practice within the UK, and this includes appropriate instructor competencies.
- 17. Participants will at all times have access to a person with an appropriate First Aid qualification. Staff are practiced and competent in accident and emergency procedures.
- 18. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
- 19. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.

SECTION C - TOUR OPERATORS

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

- 20. Sections A and B of this form, as appropriate, have been completed to show that checks have been made. Records are available for inspection.
- 21. The Tour Operator complies with the package travel regulations, including bonding to safeguard customers' monies.
- 22. ATOL, ABTA or other bonding body name and numbers.....

SECTION D - OVERSEAS EXPEDITIONS

- 23. The provider complies with 'Guidance for Overseas Expeditions, Edition 3' (GOE3).

If any of the above specifications cannot be met or are not applicable, please give details:
Details of any other accreditation, e.g. with National Governing Bodies, tourist boards, etc.

DECLARATION

I hereby certify that I am an authorised signatory to enter into this Agreement and to bind the said company, firm, person or corporation to the terms and conditions herein.

Signed..... Date.....

Name (print)..... Position in organisation.....

Full name and address of company, firm, person or corporation-

Tel..... Fax..... Email.....

EMERGENCY CARD – GROUP LEADER

THIS CARD SHOULD BE HELD BY GROUP LEADER AND KEPT IN THEIR POSSESSION THROUGHOUT THE VISIT.

IN THE EVENT OF A **SERIOUS ACCIDENT**, SUCH AS A FATALITY, MULTIPLE INJURY, MENINGITIS, ABDUCTION OR NATURAL/MAN-MADE DISASTER THE FOLLOWING PROCEDURES MUST BE FOLLOWED:

1. Assess the situation and safeguard the uninjured members of the group.
2. Attend to any casualties.
3. Call the emergency services, if appropriate.
(999 in UK, 112 in Europe, 911 in North America)
4. Contact your **Emergency Contacts** at your School/Service.
5. If you are unable to get in touch with your emergency contacts, notify the **Emergency Planning Team** by calling **0191 384 3381**. During office hours (9.00am – 5.00pm) ask for fire control. After office hours the call will be immediately transferred to fire control. When contact is established with fire control, ask for the Duty Emergency Planning Officer who will call you back and ask for full details of the incident.
7. Inform CYPS Health & Safety on **0191 383 6513**.
6. Stay in contact with your Emergency Contacts until the accident/incident is fully under control.
7. **DO NOT** contact individual parents or adults associated with the visit, this will be done by the Emergency Contacts/ Emergency Planning Team/ CYPS Health & Safety Team.
8. **DO NOT** speak to the press or media, refer them to Durham County Council’s Press and Publicity Officer on 0191 383 3373.
9. Keep a written account of all events/times/contacts/decisions as they happen. This will help you recall events afterwards.
10. Keep all receipts for any expenses. Insurers will ask for these after the event should you wish to claim them back.
11. If abroad, ring the British Consulate or Embassy.

My emergency contacts are –	
1. Name -	2. Name -
Tel Number –	Tel Number -

EMERGENCY CARD – EMERGENCY CONTACTS

THIS CARD SHOULD BE HELD BY BOTH EMERGENCY CONTACTS AND KEPT IN THEIR POSSESSION THROUGHOUT THE VISIT.

IN THE EVENT OF A **SERIOUS ACCIDENT**, SUCH AS A FATALITY, MULTIPLE INJURY, MENINGITIS, ABDUCTION OR NATURAL/MAN-MADE DISASTER THE FOLLOWING PROCEDURES MUST BE FOLLOWED:

1. If contacted by the group leader, ask for and write down all the information required including -
 - The telephone number of the group leader making the call
 - Time of call, time of incident
 - Nature of incident, including names of pupils and staff involved, type of injuries, location of incident
 - Ask have emergency services (999) been called/at the scene
2. Locate your copy of all the information about the visit.
3. Notify the Emergency Planning Team by calling 0191 384 3381 during office hours (9.00am – 5.00pm) and ask for fire control. After office hours the call will be immediately transferred to fire control. When contact is established with fire control, ask for the Duty Emergency Planning Officer who will call you back and ask for full details of the incident.
4. Notify the CYPS Health & Safety Team Tel **0191 383 6513**.
5. Be prepared to go to an emergency centre with all the visit information.
6. Stay in contact with the group leader until the accident/incident is fully under control.
7. **DO NOT** contact individual parents or adults associated with the visit, this will be done by the Emergency Planning Unit.
8. **DO NOT** speak to the press or media, refer them to Durham County Council's Press and Publicity Officer on 0191 383 3373.
9. Keep a written account of all events/times/contacts following notification of the serious accident/incident.
10. Remain on call so the group leader can relay further information to you.

KEY CONTACT NAMES AND CONTACT DETAILS

Jacqui Toase	CYPS Health & Safety	Tel 0191 383 6513
Phil Radcliffe	CYPS Health & Safety	Fax 0191 383 5623
David Gray	CYPS Health & Safety	Email - educationalvisits@durham.gov.uk
Steve Bell	CYPS Health & Safety	
Sue Turnbull	Duke of Edinburgh Award	0191 383 9178
Geoff Sheldon	Physical Education Inspector	0191 383 3270
International Office	International Relations	0191 383 3631
DCC Insurance Officer	County Treasurer	0191 383 4268
David Etheridge	Head of Outdoor Learning	0191 373 9799