



# PLYMSTOCK SCHOOL

## Educational Trips Policy

Governors' Committee: Curriculum  
Lead Officer: Mr K Dyke  
Date for Review: Autumn 2019

### Introduction

This policy covers all off-site visits and activities organised through the college and for which the Governing Body and Headteacher are responsible. The Governing Body endorses the Devon County Council /Torbay Council policy document "*Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2018*" (OEVOSA) as the basis for the school's policy for the management of visits and off-site activities. The purpose of this policy is to explain *how* the overall OEVOSA policy will be applied in practical terms at a local level, and in particular, the specific roles, responsibilities and arrangements that will apply at *Plymstock School*. This policy also complements and should be read in conjunction with the school's Health & Safety and Safeguarding Policies.

### Responsibilities of the Headteacher

*The Headteacher will:*

- ensure all visits and off-site activities have specific and appropriate educational objectives
- have overall responsibility for the approval of all visits and activities, based on compliance with the OEVOSA document and recognised good practice, even where this task may have been delegated to another named person
- ensure that all off-site visits, and especially residential visits, are carried out with reference to the Safeguarding Policy and Staff Code of Conduct
- ensure that there is a suitably experienced and competent Educational Visits Co-ordinator (EVC) to oversee adherence to the OEVOSA policy and that the tasks associated with this role are clearly outlined in this policy
- ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group
- provide relevant induction, training and other Continuous Professional Development opportunities for staff involved in the provision of visits and off-site activities
- ensure that for all off-site visits and activities risks have been assessed, the significant findings of these assessments recorded and any appropriate safety measures implemented accordingly

## **Responsibilities of the Educational Visits Co-ordinator**

Although holding the ultimate responsibility, the Headteacher has delegated specified tasks to a suitably experienced and competent EVC. The EVC is responsible for carrying out the following agreed tasks and attending the relevant training and update training provided by the Local Authority (LA).

**Name of EVC: Lisa Edwards**

*The functions delegated to the EVC are:*

- to be the Headteacher contact with the LA over planned visits
- to establish monitoring systems to ensure that educational visits are undertaken in accordance with OEVOSA and the college specific arrangements named in this policy
- to ensure that the management of visits and off-site activities is informed by an appropriate risk assessment
- to draw up the Standard Operating Procedures for 'routine and regular' visits and activities
- to manage and update the Evolve website, including updating staff lists and training records
- to ensure that approval and endorsement arrangements for all visits are in accordance with OEVOSA requirements
- to provide staff with support, advice and information that they need to comply with OEVOSA requirements
- to ensure that leaders and staff have any relevant qualifications and are competent to lead and support particular visits and activities as outlined in OEVOSA
- to ensure that procedures to inform parents and to obtain their consent where necessary are in place
- to ensure that appropriate emergency arrangements are in place for visits and off-site activities
- to review accident and incident reports relating to visits and off-site activities to ensure that any lessons are learnt
- to ensure that any third-party provider / contractor / coach has been vetted for competence in accordance with the requirements of OEVOSA.

## **Responsibilities of the Visit Leader**

*The Visit Leader will:*

- have overall responsibility for the supervision and conduct of the visit or activity
- obtain approval and, where appropriate, LA endorsement for the visit in line with OEVOSA and the specific arrangements of this policy prior to undertaking the activity
- assess the risks to staff, young people and members of the public presented by the visit or activity in order to identify and implement any safety measures. This process will be undertaken in line with the arrangements described in section 8 of this policy
- carry out specific activities in accordance with the detail of OEVOSA
- use the school planning checklist provided in OEVOSA to ensure all procedures have been followed

- vet any third party provider / contractor / coach for competence in accordance with the requirements of OEVOSA
- brief all supervising staff, volunteers and students in roles, responsibilities and expectations
- inform parents about the visit and gain their consent in accordance with arrangements described in OEVOSA
- establish appropriate emergency and contingency arrangements for the planned visit or activity which will include the identification of sufficient First Aid cover
- continually re-assess risks during the activity and make adjustments accordingly

## **Responsibilities of additional members of staff taking part in visits and off-site activities**

*Members of staff, volunteers and parent helpers should:*

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

## **Responsibilities of students**

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

*Young people should:*

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

## **Responsibilities of parents**

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child.

*Subject to their agreement to the activity parents should:*

- support the application of any agreed code of conduct
- inform the party leader about any medical, psychological or physical condition relevant to the visit
- provide an emergency contact number
- provide consent in accordance with the requirements of OEVOSA

## Risk Assessment

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

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

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

## Approval of off-site activities

The EVC will be responsible for approving all off-site activities subject to assurances that arrangements are in line with this policy and risks are adequately controlled. This includes approving the Visit Leader for each visit or off-site activity.

**There are 3 categories of visit:**

### **Category A:**

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

### **Category B:**

Adventurous visits where activities are *delivered* by school staff (i.e. Ten Tors, kayaking etc)  
Adventurous day visits led by external providers (i.e. visits to climbing centres, a pony trekking centre etc)

### **Category C:**

Visits of all types outside the UK

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

Adventurous residential visits to outdoor centres

Deadlines for submission on EVOLVE are:

- *Category A: 1 full working week before date of visit*
- *Category B: 3 full working weeks before date of visit*
- *Category C: 15 full working weeks before date of visit*

In-line with the requirements of OEVOSA, details of all Category B and C visits will be uploaded to the Evolve on-line system to facilitate the approval by the Headteacher/EVC ahead of final endorsement by the Local Authority Adviser for Outdoor Education. The policy of Plymstock School is that Category A visits will be uploaded to the Evolve system to allow Governors, the Headteacher and the EVC to monitor the management of off-site visits.

## **Safeguarding**

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

## **The provision of training and information**

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

The Headteacher will ensure that staff leading or participating in visits are competent for the activities involved. When required, specific training will be undertaken and competencies maintained in accordance with the requirements of OEVOSA. This process will be overseen by the EVC and records of qualifications will be uploaded to the Evolve system.

## **Action in the case of emergency**

The EVC will ensure that emergency arrangements are in place before approving visits. The Visit Leader will identify these arrangements via a process of risk assessment as described in section 8 above. Where necessary, this assessment must include the identification of contingency plans. It will also include the identification of sufficient First Aiders, as well as emergency contact details which must include a school contact for outside normal hours if necessary. Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the school health and safety policy. Accidents and incidents will subsequently be reviewed within the school to identify any learning points.

## **Monitoring and review**

The governing body will monitor the application of this policy in operational practice through the governors' Curriculum Committee.

*The Governors will review this policy:*

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

## **APPENDIX A – SECONDARY SCHOOL**

### **GUIDANCE - USING GENERIC STANDARD OPERATING PROCEDURES**

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

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

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

The final SOP document represents the control measures which should be applied by staff in work practices for all 'routine and regular' visits and should be included as an Appendix to the school's Outdoor Education, Visits and Off-Site Activities Policy document. Staff should be briefed in the content and purpose of these SOP.

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

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

APPENDIX B



***Plymstock School***

<b>Name of assessor / Visit Leader</b>	<b>Signature</b>	<b>Date:</b>
<b>Proposed Activity / Visit</b>		<b>Date/s of visit/activity:</b>
<p><b>Risk assessment declaration:</b> <i>the below Standard Operating Procedures are sufficient to control the risks presented by the above activity/visit.</i></p>		

<b>Identify the hazard</b>	<b>Identify who might be harmed</b>	<b>Standard Operating Procedures</b> <i>These control measures will apply to <u>all</u> routine and expected visits when they are relevant.</i>	<b>Enhanced Risk Assessment</b> <i>The Visit Leader should consider if the SOP are adequate for the proposed visit/activity. Where they are not, the additional control measures should be listed below.</i>
<b>Management Arrangements</b>			
Management	Pupils	All activities will be undertaken in accordance with general requirements of the <i>Outdoor Education, Visits and Off-Site</i>	

<p>arrangements for all visits</p> <p>Injuries or incident arising from lack of staff competence / inadequate supervision / inadequate management arrangements / incompetent external providers</p>	<p><i>Activities Health and Safety Policy 2016.</i> Planning Checklist used to check that all reasonable steps have been taken to manage the risks.</p>	
	<p>Visit Leader identified who will assess if these Standard Operating Procedures are adequate for the envisaged activity/visit. <b>If not, a specific, enhanced risk assessment will be undertaken and recorded.</b></p>	
	<p>Specify what information/instructions are provided to students (emergency actions cards etc)</p>	
	<p>Visit leader will be competent for the scope of the specific visit undertaken. Where visits require the Visit Leader to have additional specific competencies, this will be detailed in the activity specific enhanced risk assessment</p>	
	<p>Minimum staff/pupils ratios will be:</p>	
	<p>Where children of supervising staff participate in the visit, these will be the same age and ability as the remainder of the group and hence can participate as equals</p>	
	<p>Where visits require a higher level of supervision, this will be detailed in the activity specific enhanced risk assessment. Where visits involve any degree of 'remote supervision', this will be detailed in the activity specific enhanced risk assessment</p>	

Group control measures used to supervise pupils will be:

*...[state what standard practice for routine and expected visits is e.g. buddy systems, large groups split into small groups each with named leaders, coloured caps for identification]...*

Consent will be provided for each trip unless a series of trips have been licenced

Details of visits and off-site activities can be viewed for approval by loading details onto Evolve system

Appropriate arrangements for visits endorsed by Babcock LDP

Details of all visits will be uploaded on EVOLVE

Teachers should make sure that during water-based activities students should be asked to make them aware of any cuts and grazes and warn them of the possibility of contracting an infection and the importance of keeping the cut clean. Teachers need to make their own judgement as to whether it is suitable for the student to take part.

***If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an activity specific enhanced risk assessment.***

<p>Emergency arrangements</p> <p>Incidents of injuries being exacerbated by absence of First Aid and emergency arrangements</p>	<p>Pupils and staff</p>	<p>At least one member of staff will be a competent First Aider or access to a first aider at the venue is readily available.</p>	<p>PUT A NOTE HERE IF NOT AVAILABLE OR IF PREVIOUSLY HAD EXPERIENCE BUT CERTIFICATE HAS EXPIRED</p>
		<p>Sufficient staffing to allow for dealing with emergencies</p>	
		<p>Consent process includes specific medical/medicinal information. Any specific medical needs will be considered in an activity specific enhanced risk assessment</p>	<p>YOU MUST SPECIFY EACH STUDENT WITH ADDITIONAL MEDICAL NEEDS AND SUMMARISE ACTION TO BE TAKEN. ie. Charlie B carries an epipen and Mrs X will carry a spare, Joe D has controlled drugs and Mr B will be responsible for securing them and administering, Olivia A SEN 1:2:1 with Mrs Y etc (full education health plans can be referred to and do not need to be included in full here)</p>
		<p>First Aid kit and a school or personal mobile phone carried. Emergency procedure card carried with First Aid kit.</p>	

		Visit Leader has staff/pupil list plus parent/guardian contact details with them	
		Emergency contact available to assist both in and out of school hours and will include two out of hours emergency contact numbers for designated SLT. Visit timetable, location and staff/pupil list known to this emergency contact	
		Pupils briefed in what to do should they become separated from the group	
		<b><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an activity specific enhanced risk assessment.</i></b>	
Using external providers	Pupils	The Visit Leader will ensure that the proposed locations for the visit are suitable for the activity and manageable for the group. Wherever practicable, this will be achieved by undertaking a preliminary visit to the location. Where this is not possible, the method of assessing locations/venues will be detailed in the activity specific enhanced risk assessment	
incompetent external providers / failure to coordinate supervision with external provider		Where an external provider controls or determines activities, including accommodation, the SOE5 self-declaration questionnaire will be used to vet this provider unless this provider has the <i>LoTC</i> accreditation	

		<p>The visit leader must check that the answers are acceptable on the SOE5.</p>	
		<p>SOE5 or LoTC accreditation to verify that DBS checks undertaken for all external coaching or centre staff who have regular contact with children</p>	
		<p>SOE5 or LoTC accreditation to verify that £5million public liability in place and that coaching staff are suitably qualified.</p>	
		<p>Staff, including volunteers, will be briefed about their roles, responsibilities and any specific risks about which they should be aware. Emergency contact information shared.</p>	
		<p>External providers briefed in roles and responsibilities and handover procedures. Emergency contact information shared.</p>	

		Pupils briefed about appropriate conduct and specific risks about which they should be aware	
		<b><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an activity specific enhanced risk assessment.</i></b>	
Weather  Cold, wet, sun exposure.	Staff and pupils	Students are briefed on appropriate clothing to be taken along with all relevant kit.	
		Weather forecast checked ahead of visit and programme adjusted accordingly. Any specific controls for extreme weather will be considered in an activity specific enhanced risk assessment.	
		Dynamic risk assessment to review arrangements in light of weather changes during the visit.	
		Where over-exposure to the sun is possible, sun block carried (at least SPF 30). Access to drinking water ensured for all group. Loose fitting clothing with head covering worn. Suitable breaks out of the sun ensured in the timetable for the day.	
		<b><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an activity specific enhanced risk assessment.</i></b>	

**Travel Arrangements**

**IF TRAVEL ARRANGMENTS HAVE BEEN ARRANGED BY A TRAVEL COMPANY STATE HERE: Answer YES or NO**

Travel by coach  Road traffic collisions / injuries sustained by failure to wear seatbelt / pupils left behind  <b>Is this applicable?</b>  <b>Answer YES or NO</b>	Staff and pupils	Staff briefed on roles and responsibilities during journey and any stops made.	
		Pupils briefed in expectations	
		Head counts when getting on and off coach plus before departure from any stop or location. One staff member embarks first, with other staff ensuring order outside the coach; reverse process for disembarkation.	
		Suitable embarkation points are used such as coach park or area with wide pavement.	
		Visit Leader will determine staff seating arrangement to best manage supervision. Double decker buses will have staff on each deck. Staff/pupil supervision ratio will disregard driver.	
		Departure and return times made known to pupils, staff and parents	
		Visit Leader to liaise with driver to plan rest stops/breaks.	

		Arrangements for travel sickness , <i>bus boxes recommended for travel over 2 hours</i>	
		Contingency plans in place in the event of lateness or incident. Parents are informed via student and or party mobiles in case of lateness. In case of incident contact the emergency contact as soon as possible	
		Communications with transport provider available in case visit needs to be curtailed early.	
		Mobile phone communication available. Staff exchange mobile phone numbers	
		Coach is hired from reputable company	
		Coaches have seat belts - pupils instructed to wear seatbelts and staff checks to make sure that they do so.	
		<b><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></b>	
Travel by car / use	Staff and pupils	Copy of business insurance provided at least 24 hours before visit date	

<p>of private vehicles</p> <p>Road traffic collisions / injuries sustained by failure to wear seatbelt / safeguarding concerns</p> <p><b>Is this applicable?</b></p> <p><b>Answer YES or NO</b></p>	<p>/ members of the public</p>	<p>Driver ensures that pupils wear seatbelts.</p>	
		<p>Pupils briefed about behavioural expectations and not distracting the driver</p>	
		<p>Departure and return times made known to pupils, staff and parents</p>	
		<p>Contingency plans in place in the event of lateness or incident including allowing extra time for delays</p> <p><i>...[explain what these arrangements are]...</i></p>	
		<p>Parent/Carer driver confirms that they are insured for work related journeys via self-declaration (see EVC for self- declaration form)</p>	
		<p>Self-declaration obtained that vehicle is taxed and MOT is valid.</p>	
		<p>Volunteer drivers considered for the suitability by Visit Leader and Headteacher</p>	
		<p>Child protection issues are addressed by not having any pupil alone with driver other than their own child. If this is unavoidable, then the child must not ride in the front of the car.</p>	

		DBS checks undertaken for those who drive pupils regularly	
		<b><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></b>	
<p>Travel by minibus</p> <p>Road traffic collisions / lack of driver competence / injuries sustained by failure to wear seatbelt / driver fatigue</p> <p><b>Is this applicable?</b></p> <p><b>Answer YES or NO</b></p>	<p>Staff and pupils / members of the public</p>	Minibus driver(s) are competent to drive and have the correct licence for the minibus being used	
		<i>Rigorous minibus checks made by the premises team every Monday morning. If not signed off by the premises team drivers are not permitted to drive.</i>	
		Minibus is maintained in accordance with manufacturer's requirements and checked prior to each journey: lights/horn/seatbelts/windscreen/tyres/fuel.	
		First Aid kit and fire extinguisher carried.	
		Pupils instructed to wear seatbelts and staff checks to make sure that they do so.	
		Vehicle loading is within maximum permitted as described by manufacturer and aisles are not blocked.	

		Towing only undertaken when side emergency exit is available and D1 exemption not being used	
		Head counts when getting on and off minibus plus before departure from any stop or location.	
		Suitable embarkation points from nearside door are used such as car or coach park or area with wide pavement Staff/pupil supervision ratio will disregard driver unless activity specific enhanced risk assessment undertaken	
		Sufficient stops planned for longer journeys to avoid driving when tired. 3 hours maximum driving and 2 drivers recommended. Maximum number of driving hours in one day = 6. If leader is also the driver than a maximum of 3 hours	
		Luggage stored without obstructing aisles.	
		All exits unlocked when carrying passengers. Passenger movements around minibus limited.	
		<b><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></b>	
Service stations and	Pupils –	Brief pupils re purpose and timings of stop	

<p>other breaks in journey</p> <p>Injury through poor behaviour / pupils being separated or left behind / vehicle pedestrian conflict in car/lorry park</p> <p><b>Is this applicable?</b></p> <p><b>Answer YES or NO</b></p>	<p>especially young pupils</p>		
		Staff briefed on roles and responsibilities during stop	
		Clear expectations for behaviour established	
		Brief pupils how and where to contact staff – establish permanent meeting point in service area and ensure that it is manned until final departure	
		Brief pupils to remain in pairs or small groups	
		Remind pupils about moving traffic and other hazards and establish no go areas. These to be established via dynamic risk assessment by staff at the service area	
		Careful headcount before departure.	
		<b><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></b>	

<p>Road transport - breakdown or road traffic collision</p> <p>Secondary collision from passing vehicles / vehicle/pedestrian contact</p> <p><b>Indicate below travel method(s)</b></p>	<p>Staff and pupils</p>	<p><b>Coach:</b></p> <p>Liaise with coach driver on safest place for group; either to stay on the coach or evacuate to an area behind barriers and away from road. On motorway, the only reason for not evacuating the coach would be that the area beyond the crash barrier created a greater danger.</p> <p>Visit Leader has over-riding decision until arrival of emergency services when instruction will be taken from them.</p>	
		<p><b>Minibus:</b></p> <p>Visit Leader to judge safest place for group; either to stay on the minibus or evacuate to an area behind barriers and away from moving traffic. On motorway, the only reason for not evacuating would be that the area beyond the crash barrier created a greater danger.</p> <p>Visit Leader to take instruction from emergency services upon their arrival</p>	

***Car:***

Driver to judge safest place for group; either to stay in the vehicle or evacuate to an area behind barriers and away from moving traffic. On motorway, the only reason for not evacuating would be that the area beyond the crash barrier created a greater danger. Driver to take instruction from emergency services upon their arrival.

***All modes of transport:***

Contact the emergency contact at the school base with details of what has happened and what your plan is. Arrange regular updates. School to contact parents/carers to inform them of incident and of changes in expected timetable.

Make a careful check of all individuals in party. If you suspect that there may be shock or delayed shock seek the advice of emergency services present and if desirable take pupils to hospital for check up.

Ensure that a competent member of staff accompanies any injured pupils to hospital.

		Ascertain extent of injuries and of release times for the uninjured/lightly injured.	
		Ensure regular updates fed back to school and hence parents/carers.	
		<b><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></b>	
Travel by ferry	Staff and pupils	Staff/pupil supervision ratio is <i>1:10 minimum. 2 members of staff on visits abroad.</i> State ratio for this trip:	
Injury through poor behaviour / swept overboard / pupils being separated or left behind / vehicle/pedestrian conflict on vehicle deck		Staff briefed on roles and responsibilities during crossing. Rota to be established during night trips so that supervising adult is always available	<b>Specify supervision arrangements whilst on board:</b>
<b>Is this applicable?</b>		Close supervision on vehicle deck when embarking/disembarking vehicle. No pupil access to this area unsupervised	

**Answer YES or NO**

Clear expectations for behaviour established and on identification of any off-limits areas. Extent of these to be established via dynamic risk assessment by staff on the ferry.

Open deck areas to be off-limits unless accompanied by an adult.

Meeting point established which is staffed throughout the crossing and pupils briefed accordingly.

Pupils to remain in small groups no smaller than three

Careful head count before disembarkation

In emergency follow instructions from ship's crew.

Clarify procedures as far as possible with both staff and pupils before arrival at ferry.

***If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.***

<p>Travel by air</p> <p>Injury through poor behaviour / pupils being separated or left behind / vehicle pedestrian conflict in car parking areas</p> <p><b>Is this applicable?</b></p> <p><b>Answer YES or NO</b></p>	<p>Staff and pupils</p>	<p>Brief pupils re air safety and security requirements in airports and in flight</p>	<p><b>SPECIFY YOUR AIRLINES</b>  <b>MAXIMUM ADULT/CHILD</b>  <b>SUPERVISION RATIO:</b></p>
		<p>Staff briefed on roles and responsibilities during time in airports</p>	
		<p>Clear expectations for behaviour established</p>	
		<p>Meeting points established and staffed throughout time in the airport and pupils briefed accordingly.</p>	
		<p>Pupils to remain in small groups no smaller than three</p>	
		<p>Remind pupils about moving traffic and other hazards and establish no go areas.</p>	
		<p>Pupils briefed and monitored on need for adequate exercise and drink on longer flights</p>	
		<p>Headcounts at regular intervals.</p>	
		<p><b><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></b></p>	

<p>Travel on foot</p> <p>Vehicle pedestrian conflict / pupils separated and lost in crowds</p> <p><b>Is this applicable?</b></p> <p><b>Answer YES or NO</b></p>	<p>Staff supervising at front and rear / pupils – especially young pupils / staff leading on road walking routes</p>	<p>Pupils briefed on which side of the road vehicles drive on the country/ies visited.</p>	<p><b>SPECIFY WHICH SIDE OF THE ROAD VEHICLES DRIVE ON IN THE COUNTRY/IES VISITED</b></p>
		<p>Brief pupils in hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other pedestrians</p>	
		<p>Staff briefed on roles and responsibilities for walking route. All staff on trip have other staff members mobile phone numbers.</p>	
		<p>Emergency plan is in place for eventuality of separation of child from group</p>	
		<p>Route planned and walked ahead, avoid fast roads, blind spots and other hazards. Pavements used wherever possible</p>	<p><b>DETAIL ANY SPECIFIC PLANS</b></p>

		Designated crossing points used wherever possible	<b>DETAIL ANY SPECIFIC PLANS</b>
		When walking on road, group will walk on right or most appropriate side depending on conditions facing traffic	<b>DETAIL ANY SPECIFIC PLANS</b>
		Pupils walk in controlled groups with staff member at front of group with another at the rear who is looking out for stragglers. Other staff evenly spread throughout the group	
		Ongoing dynamic assessment by Visit Leader and/or staff at front of group controls varied accordingly	
		Means of identification used to identify members of group quickly in crowded environment .	
		Regular headcounts taken.	
		When walking in dark or semi-darkness, leaders at front and staff member at rear have torches. High visibility clothing will be worn.	

		<b><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></b>	
<p>Use of public transport, including trains and underground</p> <p>Injury through poor behaviour / pupils being separated or left behind / pupils lost in crowded environments</p> <p><b>Is this applicable?</b></p> <p><b>Answer YES or NO</b></p>	<p>Pupils – especially young pupils</p>	Route planned to identify potential for problems and to account for delays	
		Timetables considered ahead of time to ensure particular trains/connections will not be missed. Contingency plan for alternatives if train /connections missed.	<b>SPECIFY THE PROCEDURES IF THE GROUP IS ACCIDENTLY SEPERATED</b>
		Brief pupils in hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other public transport users and to be aware of dangers	
		Staff briefed on roles and responsibilities for travel route. Means of communication between staff – <i>all staff to exchange mobile phone numbers.</i>	
		Party to move through crowded areas with adult in lead and adult at back of the group.	
		Meeting points established and staffed throughout time in station concourse and pupils briefed accordingly.	

		Brief pupils to remain in small groups of at least 3	
		Means of identification used to identify members of group quickly in crowded environment.	
		Regular headcounts taken.	
		Large groups divided into small groups with adequate staffing for ease of management	
		Emergency plan is in place for eventuality of separation of child from group.	
		<b><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></b>	

**Accommodation Arrangements**

**IF ACCOMMODATION HAS BEEN ARRANGED BY A TRAVEL COMPANY STATE HERE: Answer YES or NO**

Hazards arising from accommodation	All participants and staff.	Accommodation provider to complete form "SOE5" as self-declaration statement to provide assurance that	<b>SPECIFY WHAT ACTION HAS BEEN TAKEN TO ENSURE SUITABILITY OF ACCOMODATION</b>
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<p>failing to meet statutory minimum standards</p> <p>Fire / building regulations / safer recruitment practices / welfare and security failings</p>	<p>accommodation meets required standards <i>OR</i> provider holds the LoTC Quality Badge. <b>STATE WHICH BELOW</b></p>	
	<p>Accommodation has tourist board rating or external validation of standards <b>STATE WHICH BELOW</b></p>	
	<p>Pre-visit check carried out to confirm standards are satisfactory where possible <b>STATE BELOW IF THIS HAS BEEN DONE</b></p>	
	<p>Upon arrival, and on-going throughout visit, visual inspection of windows, balconies, stairways, electrical fittings, hazards in grounds or in immediate surroundings, washing and toilet facilities, heating and catering facilities</p>	
	<p>Pupils briefed to report any faulty items found in rooms to staff</p>	
	<p>Shortcomings in provision will be discussed with accommodation manager</p>	
	<p>SOE3 parental consent information checked to ensure dietary requirements met.</p>	

		<b><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></b>	
Supervision and privacy Safeguarding concerns / incidents arising from lack of supervision	All participants and staff	Separate male and female sleeping accommodation is provided. Where possible separate male and female washing facilities are provided.	
Sexual assault / vexatious accusations of sexual assault / sexual grooming / violence/incident arising from failure to supervise		Separate staff accommodation is suitably located to ensure adequate supervision but also ability for pupils to raise concerns if needed	
		Mixed parties are accompanied by at least one adult of each sex	
		A bedroom plan detailing who is allocated to which room will be completed by the first day of the visit at the latest and shared with all staff at the earliest opportunity	
		Staff have access to pupil sleeping area at all times.	
		Dormitories are for the exclusive use of the group concerned where possible	
		<b><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></b>	
Fire in the building	All participants and	Accommodation provider to complete form "SOE5" as	

<p>Fire / explosion / inability to escape from fire due to blocked means of escape / inability to escape from fire due to unfamiliarity with building</p>	<p>staff.</p>	<p>self-declaration statement to provide assurance that accommodation meets required standards <b>OR</b> provider holds the LoTC Quality Badge <b>STATE WHICH BELOW</b></p>	
		<p>Identify requirements at time of booking and check on arrival</p>	
		<p>On arrival Visit Leader to check physical fire safety arrangements:</p> <ul style="list-style-type: none"> <li>○ walk escape routes to check that fire exits clearly marked and escape doors open easily</li> <li>○ fire alarm sounders on each floor and in public areas</li> <li>○ fire extinguishers available on each floor and in public areas</li> <li>○ emergency lighting provided and working</li> <li>○ Staircases and corridors protected by fire doors in good condition.</li> </ul>	
		<p>Briefing to all pupils about fire evacuation on arrival arrangements and expected standards of behaviour. Briefing to include a walk through fire practice which indicates location of assembly point and lay-out of escape routes</p>	

		<p>A group list is held by Visit Leader to ensure registration of whole party after an evacuation of the building. Arrangements shared with other staff.</p>	
		<p>Decide whether or not pupils' doors should be locked from the inside. Have a clear policy that both visit leaders and students are aware of regarding locking doors. <i>Fire exits should be openable from the inside whilst remaining secure from the outside.</i></p>	
		<p>Shortcomings in provision will be discussed with accommodation manager</p>	
		<p><b><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></b></p>	
<p>Attack or disturbance by intruder</p> <p>Sexual assault / abduction / violence / property theft</p>	<p>All participants and staff</p>	<p>Accommodation provider to complete form "SOE5" as self-declaration statement to provide assurance that accommodation meets required standards <i>OR</i> provider holds the LoTC Quality Badge <b>STATE WHICH BELOW</b></p>	
		<p>On arrival Visit Leader to check physical security arrangements to ensure that reasonable steps taken to prevent unauthorised persons entering the accommodation</p>	

		The accommodation is locked at night <i>OR</i> there is a night porter on duty <b>STATE WHICH BELOW</b>	
		Ensure that all windows and doors are secured from external entry without compromising means of fire escape	
		If windows lead onto balconies, only staff or reliable pupils occupy these rooms	
		If other guests share the accommodation, sole occupancy of the floor will be sought, and have designated staff rooms adjacent to pupils. <b>Detail below to reflect specific detail of provision or refer to separate sleeping plan]</b>	
		Roles and responsibilities for staff identified.	
		Pupils briefed to inform staff in the event of an emergency and where they can be found.	
		Staff to check pupils at “lights out”.	
		<b><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></b>	

**Additional information**