



# GRAVENEY SCHOOL SCHOOL JOURNEY POLICY AND PROCEDURES

## Off-Site Visits and Related Activities with National Guidance & EVOLVE



<http://www.graveneylotc.co.uk>

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# 1 GENERAL

Graveney School acknowledges the immense value of off-site visits to young people, and fully supports and encourages those that are well planned and managed. School visits and journeys form an important part of school life. They provide opportunities for personal development which may not be available within school. This Guidance Note is intended to help in the safe planning and execution of out of school activities whilst not putting undue constraints on these activities.

Copies of this document are made available to all members of staff and other adult helpers who are engaged in planning, preparing or participating in out of school activities.

This document is concerned with all occasions when pupils leave school premises on a visit or journey planned by the school as an integral part of the curriculum or as an extracurricular activity. This may be within or outside the normal school hours. This document does not cover work experience, which is dealt with in separate guidance available from Department of Education (see their website).

A wide variety of trips are put on each year, for students in all year groups from Year 7 to 13. Trips and visits can be entirely curriculum focussed, for example, a geography field trip or they can be of a more cultural/recreational nature such as the 2017 Year 12 trip to Washington. Arrangements for charging for school trips and journeys are laid out in the Graveney Trust Policy on Charging, which specifies amongst other things, that no child will be prevented from attending a trip that is required for the purposes of the curriculum they are studying. However, cultural/recreational trips are funded by parents, with school journey grants being available for students who attract Pupil Premium funding.

Trips are often heavily oversubscribed. The allocation of places is carefully managed and the following steps are taken before finalising the list of participants.

- a) The 'banned trips list' is checked and any applicant on that list will be refused a place on the trip. This list comprises pupils whose behaviour during previous trips has been unacceptable or who show persistently inappropriate behaviour in the school setting. The list is kept under review by the phase teams.
- b) Applicants who may need additional specific/specialist support in order to participate, either in terms of staffing or other resources, will be considered on a case by case basis with decisions made depending on the cost and availability of the additional support required and the impact that attendance or non-attendance on the trip could have on both the applicant themselves and other participants on the trip.

Where a trip is oversubscribed priority will be given to applicants who have not recently participated in a trip of similar duration/purpose/destination. Where this is the case, these applications are removed from the pool, unless

- the trip is for Year 12, in which case trips undertaken by students attending Graveney in Key Stage 3 and 4 will be disregarded.
- the trip they participated in was undersubscribed or
- their participation was related to a particular skill or attribute, for example, excellence in a sporting activity forming the focus of a trip; or

The names of the remaining applicants will be prioritised using a computerised random name generator.

Graveney School adopts the Outdoor Education Advisers' Panel 'National Guidance': [www.oeapng.info](http://www.oeapng.info). As this guidance is updated regularly it is not possible to reliably hyperlink to specific sections, - this document therefore hyperlinks to the main National Guidance site.

Graveney School uses the web-based system 'EVOLVE' to facilitate the efficient planning, management, approval, and evaluation of visits. All staff that lead or accompany visits can access their own EVOLVE account, which is set up by their establishment's Educational Visits Coordinator (EVC). As well as being an efficient tool for planning and approving visits, EVOLVE also contains a variety of features including: search and report facilities, downloadable resources, a link to the National Library [www.national-library.info](http://www.national-library.info), staff records and visit history, gateway access for parents, etc. EVOLVE: <http://www.graveneylotc.co.uk>

In order to be concise, hyperlinks are used throughout this document.

## 2 Role of the Educational Visits Coordinator

To help fulfil our health and safety obligations for visits, there is an Educational Visits Coordinator (EVC) who supports the Principal. The EVC will be specifically competent, ideally with practical experience in leading and managing a range of visits. Commonly, but not exclusively, such competence will be identified in a person on the senior leadership team.

The EVC must attend initial EVC training. The EVC will support the Principal in ensuring that competent staff are assigned to lead and accompany visits, see [Section 12](#), and with approval and other decisions.

For further details refer to relevant section/s of [National Guidance](#)

## 3. Checklists: guidance for staff

- a) Login to the EVOLVE site at [www.graveneylotc.co.uk](http://www.graveneylotc.co.uk)
- b) Visit the Resources section and click on the FORMS tab
- c) Familiarise yourself with the Offsite Visits Policy with particular reference to those sections applicable to your trip e.g Open Water and links you are directed to
- d) Calculate all costings and be mindful of the inclusion of FSM/Ever6 PPEF applications
- e) Begin a visit application for initial approval by clicking on the ADD VISIT tab
- f) Complete the main elements of the application such as proposed date, target group, purpose, duration and location and submit for initial approval
- g) Await initial approval from Leadership via email or, if a PE fixture, from the Head of PE
- h) Once initial approval is granted, continue with the application until it is complete
- i) Book transport in good time
- j) Liaise with SLT anchor re: contact arrangements - book school mobile phones or use personal phones where agreed
- k) If a residential trip, identify who your assigned Leadership Support Coordinator is and agree a date for the Parents Information Evening and book a venue for it to take place in, checking clashes with the calendar
- l) Ensure all staffing has been agreed with the EVC and that all the pupils entered accurately reflects the party composition. If the list changes on the day, the visit leader must inform the Attendance Office immediately and SIMS updated accordingly
- m) Meet with the staff participating in the visit and ensure that absence forms have been submitted and that they all understand any particular needs of the pupils attending the trip, their roles and responsibilities whilst on the visit and the key outcomes for the visit
- n) Attach any specific materials related to your trip. This may include:
  - i. External providers risk assessments
  - ii. External Provider Form
  - iii. Parent letter
  - iv. Itinerary
  - v. Parent/Guardian contact record
  - vi. Parent Information Evening FAQ sheet
  - vii. Powerpoint presentation
  - viii. Emergency Contact Form (Visit Leader/Home)
  - ix. Private Car Form
  - x. Costings sheet
  - xi. Scanned documents e.g passports
  - xii. Any other document you feel is pertinent

- o) Following the trip, return EVOLVE and complete the Evaluation form and all accounts within the specified 2 week deadline to

## 4 Approval of Visits

In approving visits the Principal and EVC will ensure that the visit leader has been appropriately inducted/trained, and is competent to lead the visit, see [Section 12](#)

All visits must be entered onto EVOLVE, in order to aid planning, ensure all the necessary steps have been taken to safeguard students and staff involved in a trip whilst reducing reliance on paper and streamlining the approvals process..

Based on the visit types, EVOLVE automatically directs the flow for approval.

All day visits are 'authorised' and 'approved' by the EVC other than the following trips that must be approved by the Chair of Governors:

- overseas
- residential
- involving an adventurous activity as defined in [Section 24](#)

## 5 Outcomes

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

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

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

Preparatory work should take place in advance of the visit where appropriate. This, in conjunction with activity that will take place during the visit, should feed into any follow up work.

Refer to relevant section/s of [National Guidance](#)

[High Quality Outdoor Education](#) can be used as a tool by visit leaders to assist in both identifying outcomes and in the evaluation of the learning taking place. It can also be helpful in assisting the leader in providing clarity to a provider, so that expectations from the visit are coherent with the design of the programme.

## 6 Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. We are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Disability Discrimination Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

Refer to relevant section/s of [National Guidance](#)

## 7 Responsibilities

The Health and Safety at Work etc Act 1974 places overall responsibility for health and safety on educational visits with the employer:

- For Graveney School the employer is the Board of Directors.

All persons involved in a visit have a specific responsibility, which they should be clear about prior to the visit taking place. The allocation of roles and an assessment of capacity to fulfil them must be outlined in the Safer Record.

Refer to relevant section/s of [National Guidance](#)

## 8 Planning

EVOLVE provides a means of recording planning during the planning phase, and enables the EVC and Headteacher/Manager to contribute, support, and monitor the activity.

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

- [Planning with EVOLVE](#) diagram.
- [RADAR](#) model: based on STAGED: Staffing, Timings, Activity, Group, Environment, Distance.

Risks are expected to be reduced to an *acceptable* or *tolerable* level, and not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity. See [Managing Risk in Play Provision](#)

Many aspects of planning for school trips will already be in place in the form of existing policies and guidance. These, in conjunction with the EVOLVE Visit Form may be sufficient for a particular visit, as it is not necessary to repeat generic policies on EVOLVE.

Owing to the complex nature of off-site visits, conventional 'risk assessment' as a stand-alone tool is not particularly useful and can on occasion be misleading. It is of greater benefit to consider the overall 'risk management' of visits by taking all aspects of visit planning and management into account. This can be achieved effectively through a combination of the EVOLVE Visit Form itself, and any appended notes and/or attachments.

Visit planning includes consideration of the question: *'What are the really important things that we need to do to keep us safe?'* It should focus on those issues that are individual to the specific event, taking into account the needs of the group (including special and medical needs), the experience and competency of the staff team, and the leader in the context of the event. Significant issues must be recorded on EVOLVE, either in Notes or as an attachment, and shared with all parties.

This planning process by the leader may be compared to the expectation of a teacher or youth worker to plan a lesson/session which is relevant to the needs of the group.

Planning that includes adventurous activity commonly involves delivery by an external provider (see [Section 31](#)) and the provider will have responsibility for managing the activity. As such, the provider's risk assessment should be sought, and approved by the visit leader and then uploaded to EVOLVE.

Alternative arrangements (Plan B) should be included within the planning process where appropriate, for example, where weather conditions or water levels might be critical, or where an overcrowded venue might necessitate an alternative option.

It is good practice to involve participants in the planning and organisation of visits, as in doing so they will make more informed decisions, and will become more 'risk aware' and hence at less risk. They will also have greater ownership of the event.

- this is endorsed by HSE in [Principles of Sensible Risk Management](#)

An example [Alcohol & Drugs](#) policy is in EVOLVE Resources; establishments may wish to adapt and/or adopt this if appropriate.

Refer to relevant section/s of [National Guidance](#)

## 9 Safety during the Visit & the Role of Leadership

Prior to the visit, staff must ensure that all participants understand what is expected of them. This includes any 'rules' that will be in place. These should be reemphasised as appropriate during the visit.

For all residential trips a Parents Information Evening must be held by the trip leader providing all relevant details related to the trip. Risks must be highlighted and safeguards explained. This event

must be attended by a member of the Leadership Team who has been assigned to this visit as the Leadership Support Co-ordinator.

The role of the assigned Leadership Support Co-ordinator is to oversee the visit from the moment it leaves school to its safe conclusion. A mobile number is provided and this is used as the main contact number for parents and staff involved with the trip. This number should be issued at the Parents Information Evening. Members of Leadership should receive a copy of the [Emergency Card – Home Contacts](#) sheet from the visit leader at least 24 hours in advance of the visit departing. The LSC should also refer to Section 27 relating to Emergency Procedures in the event of an incident.

Monitoring of the visit by the LSC and visit leader must be ongoing, and this contributes towards both enjoyment and safety.

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

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

Refer to relevant section/s of [National Guidance](#)

## 10 Parent / Carer Consent

Written consent from parents is required for pupils to take part in off-site activities organised by a school. Parents should be told where their child will be at all times and of any extra safety measures required.

Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form. For residential trips, this may involve a detailed consent being obtained AFTER the full itinerary has been agreed. The school must have a robust means of ensuring that changes to parent / carer contact details and child medical details are up-to-date.

Refer to relevant section/s of [National Guidance](#)

## 11 Competence to Lead

The competence of the visit leader is the single most important contributory factor in the safety of participants.

The EVC and the Principal must therefore consider the following when assessing the competence of a member of staff to lead a visit:

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

Refer to diagram: [Planning with EVOLVE](#)

Refer to relevant section/s of [National Guidance](#)

## 12 Staffing and Supervision

On all visits there must be an 'effective level of supervision' that has been approved by the EVC and the Principal.

For all visits the visit leader, EVC and the Principal must make a professional judgement regarding the number and suitability of staffing on an individual visit basis, after consideration of the following factors:

- the type, level, and duration of activity;
- the nature and requirements of individuals within the group, including those with additional needs;
- the experience and competence of staff and other adults;
- the venue, time of year and prevailing/predicted conditions;
- the contingency, or 'Plan B' options.

A visit must not go ahead where either the visit leader, EVC, or Principal/Headteacher is not satisfied that an appropriate level of supervision exists. Current policy is to provide a ratio of 1:8 for residential and overseas trips and up to 1:10 for some other trips.

Visit leaders, EVCs and Heads/Managers often find it helpful to have 'a starting point for consideration'. Where departure from the starting point results in fewer staff, the justification should be recorded as a note on EVOLVE.

Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio where the pupil is deemed to require 1:1 supervision. Their responsibility should not include the wider group.

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

Staff and volunteers who work *frequently* or *intensively* with, or have regular access to young people or vulnerable adults, must undergo an enhanced DBS check as part of their recruitment process. For the purpose of this guidance:

- '*frequently*' is defined as 'once a week or more'.
- '*intensively*' is defined as 'four or more days in a month, or overnight'.

Refer to relevant section/s of [National Guidance](#)

### Remote Supervision

Young people must be supervised throughout all visits. Where they are unaccompanied by a member of staff or other responsible adult, eg. D of E expeditions, 'down time' in a shopping mall, etc., this is known as 'remote' supervision.

'Remotely supervised' activities can bring purposeful educational benefits, and the progression from dependence to independence is to be encouraged. Such activities develop essential lifelong skills, including managing risk, self-sufficiency, interaction with the public and social skills, decision making, etc.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

The decision to allow remote supervision should be based on professional judgement taking into account such factors as:

- prior knowledge of the individuals (including their maturity and levels of responsibility);
- venue and conditions;
- the activity taking place;
- preparatory training;
- the competence of the supervising staff;
- the emergency systems in place.

When recording a remotely supervised visit on EVOLVE, there must still be a named visit leader. This will be the member of staff that has made a professional judgement regarding the level of responsibility and maturity of the participants, and decided that it is reasonable for them to be undertaking the specific activity unaccompanied by an adult. This should be recorded as a NOTE on EVOLVE.

Refer to relevant section/s of [National Guidance](#)

## 13 First Aid

**For all visits there should be a responsible adult with a good working knowledge of first aid appropriate to the environment (eg. urban, remote, water, etc).**

For day trips, it will usually be sufficient for one member of the staff team to have completed the equivalent of the 1 day First Aid course', although we are working towards an expectation that all staff taking children out of school will have a minimum level of first aid training. In some cases, the nature of the visit may indicate that a higher level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed. This will be considered by the EVC and trip leader during the approval process.

For residential trips, at least one member of the staff team must have completed the full 3 day first aid training and, as above, we will work towards all other members having a minimum level of training.

Based on the nature of the particular visit, the EVC (or visit leader) should make a professional judgement regarding the level of first aid required.

A first aid kit appropriate to the visit must be carried by the appropriately qualified accompanying member of staff.

Refer to relevant section/s of [National Guidance](#)

## 14 Insurance

Pupils and any teacher, governor, support staff and any accompanying adult of an insured school are covered under the policy. For visits abroad, cover is included within the policy but all participants and parents of participating pupils should seek additional insurance for personal items independently.

Visit leaders must source copies of the relevant cover from the School Premises Manager (D Parish) when planning a visit to ensure adequate cover is in place. Visit leaders should also seek all references and contact details so that they have them with them at all times and are able to supply these to parents on demand. For all journeys and visits it is the responsibility of the visit leader, EVC and Headteacher/Manager to carry out the necessary risk assessments.

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

## 15 Transport

Refer to relevant section/s of [National Guidance](#)

### PRIVATE CARS

Where a private (staff or parent) car is to be used to transport young people then this must be approved by the Principal or EVC, and a [PRIVATE CAR](#) Form must be completed and retained by the establishment on an annual basis.

### COACHES

Visit leaders are required to book their own transport. Some recommended providers include Anderson Travel, Redwing, Epsom Coaches and Mitcham Belle. Whilst UK legislation ensures that coach companies are fit for public use, the facilities available on coaches may vary. Visit leaders are advised to specify exact requirements on any booking form with particular reference dates, times and exact location for drop-offs and pick-ups.

### MINIBUSES

The school currently has 2 minibuses that may be used for the purposes of activities that serve the organisations purposes. Staff must possess a full UK License with a category D1 or equivalent (see below) that permits them to drive our buses. For further information, see also:

- Refer to OEAP document: [Transport in Minibuses](#)
- DVLA [www.dvla.gov.uk](http://www.dvla.gov.uk) Select 'Online leaflets', INF28 'Driving a minibus'
- ROSPA '[Minibus Safety: A Code of Practice](#)' 2008

Post 1997 licence holders may drive a minibus provided:

- They have been approved by the Principal
- Drivers are aged 21 years or over.
- They have held their category B driving licence for at least two years.
- Drivers are not being paid to drive the minibus, other than out-of-pocket expenses.
- The minibus does not exceed 3.5 tonnes (or 4.25 tonnes if specialised equipment for the carriage of disabled passengers is included) gross vehicle weight.
- No trailer is towed.

If all of the above provisions are not met, then a full D1 PCV is required.

All drivers must provide copies of both parts of their license to the Premises Manager and any points incurred at any time must be declared immediately as it may prohibit the use of the school's minibuses.

The school may add volunteers to our policy to assist with transportation. These individuals must comply with all of the above and have an updated DBS in place that has been carried out by the school.

#### **PUBLIC TRANSPORT**

For public transport within the Greater London area contact 'Transport for London', who offer free travel for establishment parties on London buses, Underground, Tramlink, and Docklands Light Railway, to cultural destinations. See [Transport for London](#) Tel. 020 7918 3954. We have an account and the details for booking can be found on the EVOLVE Resources section.

## **16 Farm Visits**

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Refer to EVOLVE National Library: '[Preventing or controlling ill health from animal contact at visitor attractions - Advice to Teachers](#)' and associated documents.

Refer to Farming & Countryside Education: [www.face-online.org.uk](http://www.face-online.org.uk)

Refer to relevant section/s of [National Guidance](#)

## **17 Water-Margin Activities**

This section applies to:

**Activities that take place near or in water – such as a walk along a riverbank or seashore, collecting samples from ponds and streams, or paddling or walking in gentle, shallow water\*. It does not apply to swimming and other activities that require water safety or rescue qualifications and equipment, or water-going craft.**

\* 'gentle' means hardly moving at all.

'shallow' typically means up to the knees of the participants.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

At the outset the leader must decide whether the activity:

- a) Falls **within** the definition in bold above - in which case the below guidance applies, **or**
- b) **Exceeds** the definition in bold above - in which case this is a water-based adventurous activity and [Section 24](#) applies.

All staff involved in water-margin activities should be conversant with the guidance contained within [Group Safety at Water Margins](#). This document must be made available to all supervising adults in advance of the visit.

As with all visits, where appropriate there should be an approved alternative 'Plan B' that could be used where conditions dictate, and for which parental consent has been obtained if necessary.

The leader must have previous relevant experience, and must have been assessed as competent to lead the activity by the EVC and/or Head of Establishment.

Refer to relevant section/s of [National Guidance](#)

## 18 Residential Visits

Graveney School acknowledges the immense educational benefits that residential visits can potentially bring to children and young people, and fully supports and encourages residential visits that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions and safeguarding.

Refer to relevant section/s of [National Guidance](#)

## 19 Overseas Visits

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions and safeguarding.

**For all visits** it is essential that consideration is given to the following:

- a) Culture: food and drink, local customs, religion, expected behaviour/dress, gender issues, sanitary arrangements, corruption, political stability, local financial information, alcohol & drugs.
- b) Accommodation: checked for suitability, security, safety precautions and emergency evacuation.
- c) Transport systems have been assessed as safe for use.

The Safer Record for all overseas visits must be discussed with the EVC prior to finalisation of this part of the process.

The visit leader should consider the relevant country information from the Foreign and Commonwealth Office website: [www.fco.gov.uk](http://www.fco.gov.uk) ('Home' page, 'Travel & Living Abroad', 'Travel Information by Country'). All relevant FCO information should be circulated amongst the staff team.

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

### For exchange visits:

- Graveney School has adopted the Outdoor Education Advisers' Panel guidance document: [Young People's Exchange Visits](#) Visit leaders are required to adhere to all relevant aspects of this guidance.
- Refer to the British Council (Learning) [www.britishcouncil.org](http://www.britishcouncil.org)

For Overseas Expeditions see [Section 20](#)

Refer to relevant section/s of [National Guidance](#)

## 20 Weather, Clothing & Survival

Where appropriate, the leader must obtain and act upon recent weather forecasts and local advice.

Participants should be adequately clothed appropriate to:

- The time of year, prevailing weather conditions, altitude and exposure to elements;
- Likely changes in weather;
- The experience and strength of the party;
- The nature of the visit and environment.

When venturing away from immediate help, leaders should consider the need for:

- Comfort, insulation and shelter for a casualty;
- Comfort, insulation and shelter for the whole group;
- Provision of emergency food and drink;
- Torch;

- Possible need of signalling equipment and/or mobile phone (NB. Mobile phones may not work in remote areas);

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

## 21 Swimming

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions

All swimming activities and venues must be included within the visit plan, and lifeguarding arrangements checked in advance. This is particularly important in respect of visits abroad, where for example, a hotel pool may be available.

**Young people must be supervised by a competent adult at all times whilst undertaking swimming activities. The following criteria apply:**

### Swimming pools (lifeguarded)

Approval is not required

- 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 that teaching and coaching activities are conducted safely.
- For publicly lifeguarded pools abroad, the establishment's staff must seek assurances that appropriate lifeguard cover is in place prior to participants entering the water.
- Unless suitably qualified, the establishment's 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.
- For swimming lessons, the establishment should ensure the swimming teacher in charge or other pool employees/responsible adults supervising the participants are qualified according to current guidelines.

### Hotel (and other) swimming pools

Establishments should check the lifeguarding position in advance.

Approval is not required for this activity if qualified lifeguarding is provided at the pool.

If lifeguarding arrangements are not provided at the pool then the visit leader will bear the full responsibility for ensuring swimming safety, and approval to lead the activity will be required via EVOLVE.

The following awards/qualifications apply:

#### For free swimming activity

- A valid RLSS UK National Pool Lifeguard Qualification (NPLQ), or equivalent in the country visited - see [www.lifesavers.org.uk](http://www.lifesavers.org.uk)

#### For structured or programmed activity

- A valid RLSS UK National Rescue Award for Swimming Teachers and Coaches (NRASTAC) or equivalent - see [www.lifesavers.org.uk](http://www.lifesavers.org.uk) **or**
- A valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement. (available from 2012) see [www.lifesavers.org.uk](http://www.lifesavers.org.uk)

The role of the lifeguard is:

- To directly supervise 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 (eg. no diving, running, etc.).
- To communicate effectively with pool users.
- To anticipate problems and prevent accidents.

- To intervene to prevent behaviour which is unsafe.
- To carry out a rescue from the water.
- To give immediate first aid to any casualty.

The above must be accomplished in the context of the normal operating procedures and the emergency plan for the pool, which should be considered before swimming takes place. Full familiarisation of the systems described should be walked through at the pool.

Staff must be aware of the procedures in the event of an emergency, and who at the venue will provide back up. Staff should also know if they have exclusive use of the pool, as other pool users may increase the supervision role of your lifeguard.

If a young person holds an appropriate qualification then their role should be emergency lifeguard action, and supervision should remain the responsibility of the LA establishment's staff.

**Open water swimming** (ie not in a swimming pool and not a 'water-margin' activity)

Approval is required via EVOLVE.

Particular consideration should be given to the following factors:

- Unknown locations and hazards, especially overseas.
- Changing environmental conditions.
- Supervisor complacency.
- Adherence to local advice.
- Preparation and knowledge of young people, ie. is it a planned activity?

The designated lifeguard must be dedicated exclusively to the group, and the location used must fall within the RNLI/RLSS definition of a 'safer bathing area'. Local advice must always be sought.

For free swimming activity

- A valid National Beach Lifeguard Qualification (NBLQ) or equivalent in the country visited, see [www.lifesavers.org.uk](http://www.lifesavers.org.uk) Note: this is for beach/sea only, not inland water. **or**

For structured or programmed activity

- A valid RLSS UK National Rescue Award for Swimming Teachers and Coaches (NRSTAC) or equivalent - see [www.lifesavers.org.uk](http://www.lifesavers.org.uk) **or**
- A valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement. (available from 2013) see [www.lifesavers.org.uk](http://www.lifesavers.org.uk)

Refer to relevant section/s of [National Guidance](#)

## **22 Definition of an 'adventurous activity'**

**The following activities are regarded as 'adventurous' and require approval from the Chair of Governors:**

- All activities in 'open country' (see below)
- Swimming (all forms, excluding publicly lifeguarded pools)
- Camping
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Carting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hill walking and Mountaineering
- Rock climbing (including indoor climbing walls)

- Abseiling
- River/gorge walking or scrambling
- Coaststeering/coastal scrambling/sea level traversing
- Underground exploration
- Shooting / archery / paintballing
- Snowsports (skiing, snowboarding, and related activities), including dry slope
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- Off road cycling
- ‘Extreme’ sports
- Other activities (eg. initiative exercises) involving skills inherent in any of the above

Where trips fall into any of these categories, in addition to requiring sign off from the Chair of Governors, the Safer Record must be compiled in conjunction with the EVC.

‘Open country’ is normally defined as land above 300m, or more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate. Please contact the local authority if you think this might apply. For level of competence required to lead in open country see [Section 26](#)

For the purposes of approval, the following activities are not regarded as adventurous and therefore may be approved by the EVC. However, these activities must be supervised by a member of staff who has previous relevant experience and who in the opinion of the EVC and Principal is competent to supervise the activity:

- Walking in parks or on non-remote country paths
- Field studies - unless in the environments stated in ‘open country’
- Swimming in publicly lifeguarded pools
- Theme parks
- Tourist attractions
- Pedal go-karts
- Ice skating (rink)
- Farm visits
- Local traffic survey
- Museum, library, etc.
- Physical Education and sports fixtures (other than the above)
- Water-margin activities as defined in [Section 18](#)

Please contact the EVC if there is uncertainty over whether a particular activity requires approval.

## **23 Adventurous Activities**

This section is applicable to all adventurous activities except the following, for which separate guidance applies:

[Water-based Activities](#) - Section 25

[Open-Country Activities](#) - Section 26

[Snowsports](#) - Section 27

[Overseas Expeditions](#) - Section 28

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

The responsibility for the safety of participants in an adventurous activity will rest with either:

- a) **An external provider** - see [Section 31](#)  
The provider must hold an [LOtC Quality Badge](#) or complete a [Provider Form](#)  
Note: If a Provider holds an [AALA licence](#) (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.  
Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care. **Or**
- b) **A member of your establishment's staff** - see [Section 28](#)  
This person must be specifically approved by the EVC to lead the activity, via EVOLVE.

## 24 Water-Based Activities

For clarification between water-margin and water-based activities see [Section 16](#)

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

The following are not regarded as adventurous activities for the purposes of LA approval:

- Swimming in publicly lifeguarded pools - see [Section 20](#)
- Water-margin activities as defined in [Section 16](#)
- Commercial craft, tourist boat trips, and similar activities for which young people would not normally wear personal buoyancy.

With the exception of the above, all other forms of water-based activities are regarded as adventurous activities, and as such require approval.

The responsibility for the safety of participants in an adventurous activity will rest with either:

- a) **An external provider** - see [Section 31](#)  
The provider must hold an [LOtC Quality Badge](#) or complete a [Provider Form](#)  
Note: If a Provider holds an [AALA licence](#) (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.  
Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care. **or**
- b) **A member of your establishment's staff** - see [Section 24](#)  
This person must be specifically approved by the EVC to lead the activity, via EVOLVE.

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 consideration of all factors, including the activity itself and supervision arrangements. The level of water confidence of all participants must be known by the activity leader prior to the commencement of water-based activities.

Leaders should have knowledge of the water conditions/hazards (and potential changes) that might be encountered, and prepare accordingly. Local advice must be sought where appropriate, eg coastguard, harbour master, other site users, etc.

Personal buoyancy conforming to the appropriate National Governing Body must be worn at all times by all participants in water based activities, except, at the discretion of the activity leader, where the activity:

- a) takes place in a swimming pool, **or**
- b) is 'swimming', **or**
- c) is an activity for which personal buoyancy would not normally be worn by young people.

## 25 Open-Country Activities

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

For the purposes of approval, 'open-country' is normally defined as land above 300m, or more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate. Please contact the EVC if you think this might apply.

Open-country activities are regarded as 'adventurous' and therefore these visits requires approval.

The responsibility for the safety of participants in an adventurous activity will rest with either:

- a) **An external provider** - see [Section 31](#)  
The provider must hold an [LOtC Quality Badge](#) or complete a [Provider Form](#)  
Note: If a Provider holds an [AALA licence](#) (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.  
Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care. **Or**
- b) **A member of your establishment's staff** - see below  
This person must be specifically approved by the EVC to lead the activity, via EVOLVE.

The following minimum levels of technical competence apply where a member of the establishment's own staff intends to lead an open-country activity:

- a) For leaders of walking groups outside the UK or Ireland, please contact the EVC for further guidance.
- b) For leaders of walking groups in mountainous terrain within the UK and Ireland
  - Mountain Leader Award (Summer or Winter as appropriate) [www.mltuk.org](http://www.mltuk.org) **or**
  - A written statement of competence by an appropriate technical adviser
- c) For leaders of walking groups in summer conditions in non-mountainous hilly terrain (Known variously as upland, moor, bog, hill, fell or down), with well defined obvious boundaries, such as roads and coastlines, and where any hazards within it are identifiable and avoidable, and where wild camping or movement on steep ground is not involved.
  - Walking Group Leader Award [www.mltuk.org](http://www.mltuk.org) **or**
  - A written statement of competence by an appropriate technical adviser
- d) For leaders of walking groups in terrain 'easier' than that defined in c)  
The leader must demonstrate an appropriate level of competence. This may include one or more of the following:
  - Countryside Leader Award. See [www.countrysideleaderaward.org](http://www.countrysideleaderaward.org)
  - Sports Leaders UK Level 2 Award in Basic Expedition Leadership (BEL). See [www.bst.org.uk](http://www.bst.org.uk)
  - Completion of a suitable 'Leader Training' Course.
  - A written statement of competence by an appropriate technical adviser
  - Evidence of recent, relevant experience, appropriately corroborated.
  - An assessment of competence (written or implied) by the Head of Establishment.

## 26 Snowsports

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Snowsports (eg skiing and snowboarding) are regarded as adventurous activities, and the visit therefore requires approval.

There are advantages to snowsports taking place during term time as opposed to during the establishment holiday period. These include: greater choice generally, less queueing 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.

A member of staff intending to organise a snowsport visit (but not instruct, lead or supervise on snow) must hold the Snowsport Course Organiser Award (SCO), administered by Snowsport England [www.snowsportengland.org.uk](http://www.snowsportengland.org.uk) and must have previously accompanied at least one educational snowsports visit.

Young people may only participate in snowsports when under the direction of an appropriately qualified and competent person. This would normally be an instructor employed by the local snowsports school. Establishments should therefore consider the merits of fully instructed lessons of 4/5 hours duration per day.

A member of staff intending to lead skiing or snowboarding (ie. not using a ski school instructor) must be qualified as below and have been approved by the EVC via EVOLVE-

**Skiing:** The minimum qualification to lead skiing on snow is:

- The Alpine Ski Course Leader Award (ASCL) [www.snowsportengland.org.uk](http://www.snowsportengland.org.uk) **or**
- The Alpine Ski Leader Award (ASL) [www.snowsportscotland.org](http://www.snowsportscotland.org) **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 [www.snowsportscotland.org](http://www.snowsportscotland.org) **or**
- A statement of competence by an appropriate 'technical adviser'

See EVOLVE for the current good practice guidance on helmets for snowsport activities.

Pupils may only take part in off-piste activities if:

- a) under the direction of a suitably qualified local instructor, AND
- b) they will remain within the designated controlled areas, AND
- c) off-piste activities are specifically included within the visit insurance policy, AND
- d) a NOTE is added to EVOLVE in advance of the visit, confirming that the above criteria are/will be complied with.

**Important:** Owing to unacceptable liability waiver requirements, currently Graveney School must not use the following resorts: Vail, Beaver Creek, Breckenridge, Keystone and Heavenly Lake Tahoe, until further notice. For other resorts in USA or Canada, the establishment must check the liability position prior to making a commitment.

Refer to relevant section/s of [National Guidance](#)

## 27 Overseas Expeditions

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Overseas Expeditions (for the purposes of this document) are defined as those which typically involve journeying in remote areas of the world and/or in developing countries.

There are stringent requirements on Overseas Expedition providers, and visit leaders may therefore need to allow up to 18 months for approval to be granted. A 'Note' (for the attention of the EVC) should be added to the EVOLVE Visit Form as soon as possible during the planning stages.

Overseas Expeditions will only be approved if the provider either:

- a) Holds an LOfC Quality Badge [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk) **or**
- b) Provides a statement of compliance with [Guidance for Overseas Expeditions, Edition 3](#)

For providers that do not hold an LOfC Quality Badge, 'Guidance for Overseas Expeditions, Edition 3' should be referred to when the proposal is initiated. This document contains information for both establishments and providers, and includes a checklist of vital aspects that **must** be considered prior to the establishment making a commitment with an external provider. Overseas expedition providers are required to comply with the minimum standards specified in this document.

When planning an expedition and selecting a provider, establishments should particularly consider the educational aims of the venture, that appropriate progression takes place, and that the requirements relating to 'Best Value' are met.

Visit leaders may find it beneficial to attend the one day course entitled 'Overseas Expeditions and Fieldwork: a Course for Teachers and Youth Leaders' organised by the Royal Geographical Society [www.rgs.org/eac](http://www.rgs.org/eac)

Refer to relevant section/s of [National Guidance](#)

## 28 Emergency Procedures

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

For visits that take place outside normal establishment hours:

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

In an emergency, if it is not possible to reach the designated establishment emergency contacts, the leader should use the Senior Leadership phone tree and/or EVC to act in this capacity.

Refer to relevant section/s of [National Guidance](#)

## 29 Approval of staff to lead an adventurous activity

### PROCEDURE FOR OBTAINING APPROVAL

Staff who wish to **lead** (ie. supervise or instruct) an adventurous activity, as defined in [Section 30](#), must first upload details and scanned copies of all relevant qualifications (eg instructor certificates, first aid, etc) to the 'My Details' section of their EVOLVE account.

The visit leader should complete the Visit Form on 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 (eg dates, venues, numbers, etc). The ALF will then be embedded within the Visit Form for that particular visit.

On receipt of a Visit Form (and embedded ALF), the EVC will view the proposed activity in the context of the leader's competencies and qualifications.

Where approval is not granted to lead the activity, the Visit Form will be returned to the visit leader via EVOLVE, with an attached note. Where this is the case the activity **must not** take place.

### CRITERIA FOR APPROVAL

Approval will normally be given 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' – see below.

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 relevant NGB.

In some cases approval **may** be granted where no qualification is held, but the person concerned is deemed by the EVC to have a sufficient level of competence in addition to recent relevant experience.

In cases where no National Governing Body exists, the EVC will make a decision based on factors which may include: technical advice, the leader's stated competence, observed competence, past experience, and attendance at training courses.

Approval will always be subject to a requirement that the leader must act at all times within the remit of his/her qualifications, 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 EVC on the Visit Form.

Where there is insufficient information for the EVC to make a decision regarding approval, then the applicant may be asked to provide further information (eg evidence of awards, experience, and log book details, etc). In some cases a meeting with the applicant may be requested by the EVC.

Approval to lead an adventurous activity is specific to the technical aspects of the 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 the Principal and/or EVC.

### 30 Using an External Provider

An 'External Provider' is defined as where there is an element of instruction, staffing, or guiding, for example:

- Activity Centre
- Ski Company
- Educational Tour Operator
- Overseas Expedition Provider
- Climbing Wall where instruction is provided by climbing wall staff
- Freelance instructor of adventurous activities
- Youth Hostel (where instruction is provided)
- Voluntary organisation (e.g. Scout Association), where instruction is provided

For the purposes of approval, an External Provider is NOT a:

- Youth Hostel (where accommodation only is used)
- Hotel, B&B, etc
- Campsite
- Museums, galleries, etc
- Tourist attractions
- Theme Parks
- Farms
- Coach, Train, or Airline company
- Swimming Pool
- Climbing Wall where instruction is provided by a member of your establishment's staff with an approved Activity Leader Form (ALF)
- 'Volunteer' instructor of adventurous activities (see below)

The decision about the use of an external provider is the responsibility of the visit leader, EVC, and Head of establishment. Visit leaders will find it useful to 'Search by External Provider' on EVOLVE, and liaise with other LA establishments that have used a particular provider.

The EVC and trip leader should consider the requirements under 'best value' when selecting an external provider.

To confirm that all aspects of the operation of the provider are satisfactory, the establishment must ensure that either:

- a) The Provider holds an LOtC Quality Badge [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk) **or**
- b) A 'Provider Form' has been satisfactorily completed by the provider  
Note: If a Provider holds an [AALA licence](#) (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.

**For Providers that hold an LOtC Quality Badge** [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)

No further action is necessary, other than to check the suitability of the provider/venue in relation to the intended aims or learning outcomes for the particular group.

**For Providers that do not hold an LOtC Quality Badge** [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)

#### PROCEDURE

- Download a [Provider Form](#) from EVOLVE.
- Complete the top section.
- Send Provider Form to the provider (email, fax, post).

- On its return check that it has been satisfactorily completed.
- Keep Provider Form on file together with all other relevant documentation.
- It is not necessary to attach the Provider Form to EVOLVE.

**Important:** If the Provider has made any alterations to the wording of the Provider Form or is unable to comply, then you must discuss this with the Provider.

The Provider Form should be sent to the provider at the time of making a provisional booking and no deposits should be committed prior to its satisfactory completion and return.

The satisfactory completion of a Provider Form does not necessarily signify that the service on offer will be appropriate for the young people from Graveney School. A pre-visit and recommendation from previous users will help you decide on its suitability.

In some instances, for example where a visit leader intends to use an 'external', **voluntary** individual for services, then this person may be regarded as a temporary member of staff and they will be required to complete DBS checks and be approved by the Head of Establishment.

The above procedure is **not** sufficient for Overseas Expeditions (ie. those which typically take place in remote areas of the world and/or in developing countries), for which separate arrangements are applicable and **must** be complied with, see [Section 28](#).

## 31 Finance Procedures & Guidance

All visits must be self-financing. When applying for approval the visit leader must request an account to be set by the Deputy Bursar and a ParentPay reference from the Registrar. Costing should be well planned in advance and VAT costs should not be passed on to the parent. For further support on this read below and make an appointment to see the Deputy Bursar.

Parents must receive an acceptable period of time to pay the cost of the trip. For example, any trip over £500 should ideally be offered at least 6 months in advance of the departure date. Visits less than £500 should ideally be offered at least 4 months in advance or no later than 1 month if under £50. Attention should also be paid when looking at instalment arrangements to situations that could cause parents other financial pressures, e.g. Christmas.

For pupils who are classified as FSM or Ever 6, they may apply for a **Pupil Premium Enrichment Fund** allowance of £150 once in KS3 and once in KS4 to put towards any enrichment trip offered. For further guidance on this and the application process, please refer to the Bursar.

For those who receive a FSM allowance, lunch must be ordered from the kitchens in advance by the visit leader and collected prior to departure.

Parents must be advised clearly on how to pay using the schools ParentPay scheme and an additional processing charge of 30p per payment must be factored in by the visits leader when calculating costs.

Further guidance is detailed below:

1. **EVERYTHING** you receive must be paid into the school journey bank account – no matter how small an amount or when it is received. **DO NOT "NET OFF"**.
2. Payments will be made using Parent Pay. Please liaise with the Finance Department and the Registrar as to how this will work and the cost implications for you to factor in
3. **EVERYTHING** you pay for will need to have either an invoice (for cheque payment) or a receipt to confirm payment has been made. You can draw cash from your school journey account or use your own cash and this will reimburse you on production of the receipt.

If you do not pay in and out through the school bank account you have no proof or safeguard of your handling of monies received/paid out. This leaves you open to criticism and, at the very worst, open to the suggestion of fraudulent activities.

4. Do not forget to include the following in your calculations when working out how much to charge – refreshments, medical supplies the school cannot provide, e.g. insect repellent, day trips or additional food you might need. Allow for the unexpected!
5. It is sensible to keep a list of everything you pay in or out as you go along. It need only be very basic – this will help you balance to my records of your journey and assist you to fill in the final balance sheet. An example is attached with a blank form for you to use if you wish.
6. You should work out when the contributions need to be paid in so that you have enough in your account to pay the invoices as they become due.
7. You should regularly check that pupils' contributions are being made on time and that all pupils have paid the full amount. Underpayment/overpayment will cause you problems in balancing your account and is morally unfair on those that have paid the correct amount.
8. If you require foreign currency, please let me know at least two weeks before you leave. The currency has to be ordered and collected from the bank and the school keeping staff only go to the bank once a week at certain times of the year.

## For completion by 'external providers' used by Graveney School

Providers that do not hold an LOfC Quality Badge and that are to be used by Graveney School, are required to complete and return this form in advance of the establishment making a commitment.

Establishment..... Staff member in charge .....

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 and 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 young people for relevant criminal history and suitability to work with 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.
6. The provider has never been dismissed from any employment or had a contract ended

#### Insurance

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

#### Accommodation (if provided)

8. 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.
9. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned.
10. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
11. 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

12. Adventure Activities Licensing Authority (AALA) Licence covering dates of visit  YES  OUT OF SCOPE
13. If YES, AALA Licence number R .....

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

**Activity management**

- 14. 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.
- 15. 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.
- 16. 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.
- 17. 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.
- 18. 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.
- 19. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
- 20. 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 eg. 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.

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

**SECTION D - OVERSEAS EXPEDITIONS**

- 25. 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, eg 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 ..... E.mail .....

# SAFER RECORD

What are the really important things we need to do to keep ourselves safe?

Visit details..... Carried out by ..... Date .....

ISSUE  Consider STAGED: Staff, Timings, Activity, Group, Environment, Safeguarding	HOW TO MANAGE IT	WHO TO BE INFORMED		
		PARENTS	STAFF	PARTICIPANTS

You must also ensure that appropriate persons are aware of any Generic procedures, but these do not need to be repeated here

## Use of a private car to transport young people

<b>1</b>	To: The Head of _____ Establishment
----------	-------------------------------------

I confirm that I am willing to use my own vehicle for transporting young people on educational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.

<b>2</b>	Signed: _____ Print name: _____
----------	------------------------------------

<b>3</b>	Address: _____ _____ _____ _____
----------	---

<b>4</b>	Date: _____
----------	-------------

The establishment reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence

	Insurance cover required
For teachers	<i>'Use by the Policyholder in connection with the business of the Policyholder'</i>
For parents and other volunteers	<i>'Use for social, domestic and pleasure purposes'</i>

# Emergency Card (Visit Leader)

**This 'card' must remain with the Visit Leader at all times on a visit**

**In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their assigned LSC.**

**In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:**

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.  
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LSC Number** to report the incident and request assistance.

## GRAVENEY SCHOOL Emergency Contact

Be prepared to give:    Your name and Establishment/Group  
                                  Phone number & back up phone numbers  
                                  Exact Location  
                                  Nature of Incident  
                                  Number in the Group

You will be called back as soon as possible so try not to make outgoing calls until contact is made. You will be given advice and asked what the LSC can do to support you.

Then:

- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the Response Team set up by the LSC and Principal and for continuing contact with the LSC during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

**It is the responsibility of the Visit Leader to contact the LSC. However circumstances may prevent this. If you are not 100% that the LSC has been contacted, please contact the Principal or the Head and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident. This contact will initiate a Response Team being formed.**

Name	Home	Mobile
Establishment		
London Borough of Wandsworth Emergency Contact		-

If the visit will be outside normal establishment hours:

Establishment 'Home' Contact		
Principal/ Chair of Governing Body (optional)		
Other/EVC		

## **Emergency Card (Home Contacts - LSC)**

**For visits that take place outside normal establishment hours.**

**This 'card' or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.**

**The schools designated Emergency Home Contact(s), or LSC as referred to in this policy, should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.**

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

**If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:**

- Provide the required assistance if possible;
- Seek further advice or pass on details to other school contacts who may be able to assist.

**If the incident does involve serious injury or fatality, and/or is likely to attract media attention:**

- Inform the Visit Leader that someone will phone him/her back as soon as possible;
- Their details will be taken and they will be phoned back as soon as possible;
- You should also contact the Principal (if this is not you);
- A Response Team will be brought into action to support the party and the parents.
- The Principal should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to.
- The Response Team, in partnership with the LA Press Office will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

Name	Home	Mobile
Head of Establishment		
Deputy Head of Establishment		
LA Emergency Contact		-

Chair of Governing Body (optional)		
Other/EVC		

# Contacts

<b>EVOLVE</b>	<a href="http://www.graveneylotc.co.uk">www.graveneylotc.co.uk</a>
<b>Head of Health &amp; Safety Manager</b>	
<b>Insurance</b>	
<b>LA Emergency Contact (24 hour)</b>	

**National Guidance**      [www.oeapng.info](http://www.oeapng.info)

**National Library**      [www.national-library.info](http://www.national-library.info)

**LOtC**      [www.lotc.org.uk](http://www.lotc.org.uk)

**LOtC Quality Badge**      [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)

**Outdoor Education  
Advisers' Panel**      [www.oeap.info](http://www.oeap.info)

SCHOOL JOURNEY TO: Italy

DATES: 10<sup>th</sup> March to 17<sup>th</sup> March 2016

IN			OUT		
Date	Amount	Notes	Date	Amount	Notes
1.7.16	1500.00	Pupils contributions	4.9.16	2300.00	Equity Ltd
22.7.16	800.00	Pupils contributions	15.11.16	3400.00	Equity Ltd
4.9.16	90.00	Grant – A N Other	21.12.16	1000.00	Sandown Ltd
4.9.16	1000.00	Pupils contributions	14.2.16	3200.00	Equity Ltd
3.10.16	400.00	Pupils contributions	28.2.16	42.00	Passport
4.11.16	2000.00	Pupils contributions	8.3.16	250.00	CASH
8.11.16	180.00	2 x grants Fred & Joe Bloggs	8.3.16	1200.00	EUROS
3.12.16	2500.00	Pupils contributions			
4.1.16	1000.00	Pupils contributions			
2.2.16	2000.00	Pupils contributions			
	<b>£11,470.00</b>			<b>£11,417.00</b>	
8.3.16	80.00	From School Fund	1.3.16	38.00	Key Rings Co.
19.3.16	25.00	Excess cash returned	21.3.16	75.00	PDC – photocopying
			21.3.16	20.00	Transfer to dept. account
	<b>£11,550.00</b>			<b>£11,550.00</b>	

You will, of course, have receipts for the £1,200.00 you had in Euros and the £275.00 cash you spent!



**VERIFIED BY DEPUTY BURSAR:**

\_\_\_\_\_

DATE: \_\_\_\_\_

**SIGNATURE OF PRINCIPAL/HEADTEACHER:**

\_\_\_\_\_

DATE: \_\_\_\_\_

**SIGNATURES OF HONORARY AUDITORS:**

(1) \_\_\_\_\_

(2) \_\_\_\_\_

DATE: \_\_\_\_\_

We have examined the records of all sums received including contributions and vouchers for payment made and certify that the above statement is correct and includes all receipts and payments relating to the journey. We have not been involved in the arrangements for the journey.

## SCHOOL JOURNEY BALANCE SHEET

### GRANTS

Name of Pupil	Grant
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
<b>TOTAL GRANTS</b>	<b>£</b>

### CERTIFICATION

I CERTIFY THAT \_\_\_\_\_ PUPILS TOOK PART IN A SCHOOL JOURNEY/FIELD COURSE TO \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_ AND THAT THEY WERE ACCOMPANIED BY \_\_\_\_\_ TEACHERS AND THAT ALL PUPILS FOR WHOM NECESSITOUS GRANTS WERE CLAIMED, TOOK PART.

SIGNED: \_\_\_\_\_

TEACHER IN CHARGE OF TRIP



**SCHOOL JOURNEY/FIELD COURSE ACCOUNT**

To be completed and certified within 2 weeks of trip return date and retained with collection records and vouchers for relevant audit retention period

JOURNEY/FIELD COURSE VISIT TO: \_\_\_\_\_ DATES: From \_\_\_\_\_ To \_\_\_\_\_

<b>RECEIPTS</b>		
	<b>GRANTS</b> <i>(Detailed overleaf)</i>	£ _____
<b>CONTRIBUTIONS</b>	Number    Charge	
From parents/guardians	_____ x _____	£ _____
From teachers	_____ x _____	£ _____
From other persons	_____ x _____	£ _____
From other sources	_____ x _____	£ _____
<b>POCKET MONEY</b>		
From pupils		£ _____
From teachers		£ _____
From other persons		£ _____
<b>OTHER RECEIPTS</b> <i>(Please specify)</i>		£ _____
<b>DEFICIT</b> (If any)		
To be met from _____		£ _____
<b>TOTAL:</b> £ _____		

<b>PAYMENTS</b>		
<b>TRAVEL EXPENSES/ ACCOMODATION</b>		
	Number	Charge
For pupils	_____ x _____	£ _____
For teachers	_____ x _____	£ _____
For other persons	_____ x _____	£ _____
<b>INSURANCE COSTS</b> (If applicable)		£ _____
<b>COLLECTIVE PASSPORTS</b>		£ _____
<b>EDUCATIONAL VISITS</b> <i>(Detailed statement attached)</i>		£ _____
<b>MISCELLANEOUS – IF ANY</b> <i>(Detailed statement attached)</i>		£ _____
<b>POCKET MONEY</b> (If applicable)		
Pupils		£ _____
Teachers		£ _____
Others		£ _____
Converted to sterling at £1 = _____		
<b>BANK CHARGES</b> (If applicable)		£ _____
<b>GRANTS REFUNDED</b>		£ _____
<b>BALANCE</b> (If applicable)		
Refunded to pupils		£ _____
Refunded to (please specify)		£ _____
Transferred to general a/c		£ _____
<b>TOTAL:</b> £ _____		

VAT (if applicable) £ \_\_\_\_\_

**TOTAL:** £ \_\_\_\_\_

