

# St Cuthbert's Catholic Primary School

## **School Motto**

*In love with Christ: Be the best I can. Be kind to one another.*

*Amen*



## Mission Statement

*As missionaries of our faith, our school community strives to embody the Christian values of St Cuthbert sharing in humility, spirituality, tolerance and kindness.*

*Each individual is nurtured and celebrated within our inclusive and equitable setting; appreciating and embracing diversity within the world around them.*

## Educational Visits Policy

September 2024

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## **1. Aims**

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

Educational visits are a valuable way to supplement and enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences. Whilst residential experiences aim to teach life skills and promote independence, allowing our children to grow personally, socially and emotionally. All educational visits form an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods.

This includes (but is not limited to):

- Visits to places within the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

## **2. Legislation and guidance**

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education 2024
- Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

## **3. Roles and responsibilities**

### **3.1 Headteacher**

The headteacher is responsible for:

- Approving staff requests for all educational visits through EVOLVE, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing body to approve residential trips of more than 24 hours

### **3.2 The Educational Visits Co-ordinator (EVC)**

Lauren Murphy (St. Cuthbert's) is the appointed EVC at our school.

Their role is to:

- Oversee and guide other staff to arrange and organise educational visits in accordance with Local Authority guidance and training.
- Ensure all required documentation is attached to risk assessment through EVOLVE
- Process visits to the headteacher via EVOLVE when approving trips (governing body where applicable)

- Access the necessary training, advice and guidance
- Ensure EVOLVE is updated on an annual basis with children and staff details, adding volunteers as advised by staff when required

### **3.2 Trip lead**

Every educational visit will have 1 member of staff designated as the trip lead.

Using EVOLVE the trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles (volunteer names to be shared with EVC to be uploaded to EVOLVE)
- In cases where Learning Support Assistants are Trip Leaders, teaching staff should seek their permission to complete the EVOLVE process on their behalf and Event Specific Note (ESN) should be added to the form stating time and date conversation took place
- Upload accurate and up-to-date information about the trip destination, to be used in risk assessments
- Ensure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Disseminate information of medical needs (eg. prescribed medication/ allergies) and procedures to staff supporting on the visit
- Provide parents and carers with accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Ensure staff are capable and able to fulfil their roles at all times while responsible for pupils and others
- Evaluate visits once complete, from planning to the visit itself, and use this to improve future arrangements

### **3.3 Staff**

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the process to prepare for trips, as well as how to act while taking part.

Staff will:

- Seek and obtain approval for all educational visits from the EVC & Head Teacher through EVOLVE
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Be aware of medical needs (eg. prescribed medication/ allergies) and procedures to support children in their care
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

### **3.4 Parents and carers**

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner where requested
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

### **3.5 Volunteers**

Volunteers attending school trips, including parent volunteers, agree to:

- Adhere to our Code of Conduct (Appendix 7)
- Follow the directions of staff and act accordingly
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

### **3.6 Pupils**

Our school behaviour policy also applies to all educational visits.

This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor
- Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

## **4. Planning and preparation**

The decision on whether or not a visit will take place will be made by the Head Teacher and/or Senior Leadership Team and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value  
Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Any other factors deemed appropriate and relevant

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks
- Add any additional minimum standards, depending on the age of the children

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Headteacher / EVC will seek approval of the governing board. Once the risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

We will aim to evaluate each visit after its conclusion through the EVOLVE system, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

#### **4.1. Inclusion**

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

#### **5. Risk assessment**

Where possible we will submit a risk assessment at least 7 days before the start of all trips.

This will be completed using the Local Authority's EVOLVE system, school's risk assessment template [Appendix 1], transport risk assessment [Appendix 2] or those provided by the destination / provider itself might also be used to support this process. The risk assessment will include, specified activities to be carried out, as well as risks associated with transport to and from the destination. Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by both the EVC and Head Teacher.

Offsite visits deemed adventurous [see Appendix 4] must be submitted 28 days prior to the event as they require the approval of EVC, Head Teacher and Local Authority. In addition to this, when requested, an Emergency Plan [Appendix 6] should also be attached to this risk assessment for approval.

#### **5.1 Staff ratios and first aid**

Risk assessments for each visit will ascertain the safe level of supervision required through Local Authority guidance [Appendix 3].

On all educational visits, we will make sure:

- At least 1 supervising adult to be first aid trained or have a basic knowledge of first aid
- EYFS: At least 1 qualified paediatric first aider is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- Staff / group leaders will take regular headcounts and/or rollcalls throughout the trip

#### **5.2 Transport**

Transportation for trips will be organised by the school, in line with our safety procedures, we will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

#### **5.3 Use of external organisations**

As part of the risk assessment process, we will check that any external organisations providing an adventurous or residential activity have appropriate safety standards and liability insurance.

For adventurous and residential activities providers should hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on health and safety on educational visits to make sure it's an appropriate organisation to use.

We will use a Provider Form [Appendix 4] to ensure a written agreement is in place with each external organisation and upload this to EVOLVE.

#### **6. Volunteers**

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed in a timely manner ahead of the visit, and asked to confirm their attendance. Volunteers will be briefed from staff members on the day of the visit, prior to departure, including their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil unless it is their own child.

## **7. Communication and consent**

We will contact the parents and carers of pupils invited to take part in an educational visit prior to the proposed date of the trip. Communication will be via letter or class dojo and information provided will include the date, travel times, destination and purpose of the visit.

As most visits during the school day will be part of the curriculum, we will not always need written consent however, we will always inform parents/carers as above about any off-site visits via letter / class dojo. Consent for local area visits is provided at the beginning of the academic year via our Medical & Welfare Form. This covers venues close to school which carry little risk and are visited on a regular basis:

- Curriculum enrichment trips within city boundaries
- Sporting fixtures within city boundaries (eg. Cross Country, LSSP Events)
- St. Sebastian's & St. Oswald's Parish
- Newsham Park

Parental consent (written / online via Google Doc.) will be required for trips that take place outside of city boundaries or any adventurous activity / trip requiring a higher-than-normal level of risk assessment.

Parents will be informed of the following via letter / class dojo:

- Times and details of travel, including drop-off and pick-up times and location
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards
- Ensure school have current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached
- In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

## **8. Emergency procedures and incident reporting**

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

## **9. Charging and insurance**

We will follow our school's charging and remissions policy at all times (found on our website).

Parents/carers won't be asked to pay for any educational visit that takes place during school hours or any educational visit that takes place outside of school hours if it is part of the National Curriculum.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

## **10. Residential visits**

The headteacher, together with the governing body, will approve all residential trips longer than 24 hours, this will then be submitted for LA approval 28 days prior to the visit.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits.

In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained prior to the visit date
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- Address of the destination / accommodation
- Planned activities and options
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- The names of staff attending
- For visits abroad, we will make sure that any organisation providing activities hold the LOfC Quality badge or similar local accreditation.



- We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.

## **11. Review**

Policy Written: October 2024

Sent to the Governors: November 2024

Committee Responsible: Safeguarding

Next Review: October 2025

Staff Responsible: Lauren Murphy (EVC)

## **12. Links with other policies**

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- Schools with early years provision only: Early Years Foundation Stage (EYFS) policy

**Appendix 1: School Risk Assessment Template**

**Risk Assessment and Risk Management Record**

**School/Youth Group** St. Cuthbert's Catholic Primary School

**Learning activity** [Click here to enter text.](#)

**Group Leader**

**Other staff** [Click here to enter text.](#)

**Group size** [Click here to enter text.](#)

**Supervision ratio** [Click here to enter text.](#)



IDENTIFYING AND ASSESSING THE RISKS	RISK LEVEL			CONTROLS FOR MANAGING THE RISKS	REMAINING RISK
	High/Med/Low				
	Severity	Prob	Level (S x P)		
<b>Student Group - St. Cuthbert's</b>					
<ul style="list-style-type: none"> <li>Pupil behaviour</li> </ul>				<ul style="list-style-type: none"> <li>Pupils briefed before trip regarding School Behaviour Policy.</li> <li>Pupils aware of adults accompanying them, member of staff assigned to groups on larger (whole class) trips.</li> <li>School Behaviour Policy shared with families to ensure home/school expectations have been outlined before trip.</li> </ul>	
<ul style="list-style-type: none"> <li>Loss of a pupil</li> </ul>				<ul style="list-style-type: none"> <li>Pupils will be assigned a group leader.</li> <li>Regular headcounts to take place onto / off minibus and around activity venue.</li> <li>Staff to take children to / from toilet facilities.</li> <li>No children to be left unaccompanied (minibus / toilet / activity).</li> </ul>	

<ul style="list-style-type: none"> <li>Medical Needs / Mediation</li> </ul>		<ul style="list-style-type: none"> <li>Medical information collected from parents via Medical and Welfare forms.</li> <li>Medications to be given to group leader should they need to be administered (eg. inhalers).</li> <li>Medication administered to be logged in medical book.</li> <li>School First Aid Kit and inhaler to be taken.</li> </ul>	
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**Form Completion date:** Academic Year 2024

**Risk Assessment Matrix**

Points the Group Leader or team to be aware of	

		Severity 				
		1	2	3	4	5
Probability 	5	Med	Med	High	High	High
	4	Med	Med	Med	High	High
	3	Low	Med	Med	Med	High
	2	Low	Low	Med	Med	Med
	1	Low	Low	Low	Med	Med

**Appendix 2: Transport Risk Assessment Template**

<b>SCHOOL GROUP:</b>	ST. CUTHBERT'S PRIMARY SCHOOL	<b>LEARNING ACTIVITY:</b>	
<b>GROUP LEADER:</b>		<b>OTHER STAFF:</b>	
<b>GROUP SIZE:</b>		<b>SUPERVISION RATIO:</b>	

IDENTIFYING AND ASSESSING THE RISKS	RISK LEVEL	CONTROLS FOR MANAGING THE RISKS	REMAINING RISK
<b>TRANSPORT AND MOVEMENT – MINIBUS (ESTABLISHMENT)</b>			
<ul style="list-style-type: none"> <li>▪ Injury due to vehicle failure</li> </ul>	Low	<ul style="list-style-type: none"> <li>▪ Regular, scheduled maintenance checks.</li> <li>▪ Damage reporting system.</li> <li>▪ Driver to conduct a pre-trip vehicle check, mini bus checklist attached.</li> <li>▪ School office stores the relevant paperwork (insurance, driving licence, MOT certificate, vehicle tax).</li> </ul>	Low
<ul style="list-style-type: none"> <li>▪ Injury due to driver error</li> </ul>	Low	<ul style="list-style-type: none"> <li>▪ Valid licence and experience, familiar with minibus driving.</li> <li>▪ Pupils code of conduct, supervision by a second member of staff positioned in back of mini bus by side door.</li> </ul>	Low
<ul style="list-style-type: none"> <li>▪ Injury whilst embarking / disembarking</li> </ul>	Low	<ul style="list-style-type: none"> <li>▪ Count the pupils onto/ off minibus in an orderly manner, gather together safely before walking to venue.</li> <li>▪ Teacher positioned in the back of minibus next to side door, to support in embarking / disembarking.</li> <li>▪ Choose a safe embark / departure point.</li> </ul>	Low

<ul style="list-style-type: none"> <li>▪ Injury whilst travelling</li> </ul>	<p>Low</p>	<ul style="list-style-type: none"> <li>▪ Vehicle fitted with seat belts.</li> <li>▪ Seat belts checked by adults before travel.</li> <li>▪ Children seated with seat belts at all times while vehicle is in motion.</li> <li>▪ No movement on the minibus or kneeling on the seats.</li> <li>▪ Teacher sat by side door for safety, in the back of the mini bus with children</li> </ul>	<p>Low</p>
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<p>Form Completion Date:</p>		<p><b>Points the Group Leader or team to be aware of</b></p>	<ul style="list-style-type: none"> <li>▪ Staff to have mobile phone to summon help if required.</li> <li>▪ First Aid kit available at all times.</li> </ul>
<p>Head of Establishment / EVC:</p>			
<p>Group Leader (Signature):</p>			

## Suggested starting point for staffing ratios

School Improvement  
Liverpool

<b>LOCAL VISITS DAY VISITS</b>	Reception than 1:6	better
	Years 1-3	1:6
	Years 4-6	1:10-15
	Years 7-13	1:15
Minimum of 2 supervisors required	(one supervisor/activity)	
<b>RESIDENTIAL VISIT in UK or VISIT ABROAD</b>	Reception than 1:6	better
	Years 1-3	1:6
	Years 4-6	1:10
	Years 7-13	1:10
Minimum of 3 supervisors required	(one supervisor/activity in addition to any centre residential staff)	

# Adventurous Activities

Multi Activities – led by external provider such as Kingswood or PGL	Mountain Biking
Abseiling	Off road cycling
Air Activities (excluding commercial flights)	Open country activities and field studies
All activities in “open” country	Orienteering
All other forms of boating (excluding commercial transport)	Paintballing
Archery	Rafting or improvised rafting
Battle Ships	River/gorge walking or scrambling
<b>Bouncy Castles – Must be run and managed by the independent company not the school</b>	Rock climbing (including indoor climbing walls)
Camping	Rowing and Sculling
Canal boating	Sailing/Windsurfing/ Kite Surfing
Canoeing	Sea-Level traversing and coasteering
Caving/Potholing	Shooting and archery
Climbing	Skiing
Coasteering/ coastal scrambling/sea level traversing	Skiing – Indoor or dry slope
<b>Expeditions – including DofE and pre-expedition training</b>	Snorkel aqualung activities
Farm visits	Snowboarding
Forest School – sessions involving knives and / or campfires	Surfing
Fishing	Swimming (all forms, excluding UK public pools)
High Level ropes course	Theme Park Visits
Hill walking and Mountaineering	<b>Trampoline parks – visits to trampoline parks is not allowed and will not be approved</b>
Horse Riding	Underground exploration
Ice Skating	Use of powered safety / rescue craft
Kite flying/surfing	Walking near water (such as beach / canal)
Low and high rope courses	Water skiing
Moorland, fell and mountain activities	Extreme sports
Motor Sport – all forms	

## Appendix 5: Local Authority Provider Form



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

### PROVIDER STATEMENT

#### Notes for the Visit Leader

- You should complete Part 1 and then send the form to the provider for completion.
- You should not send this form to a provider that holds a valid Learning Outside the Classroom Quality Badge, unless you require confirmation of the questions in Section A. Details of the badge and its holders can be found at [lotcqualitybadge.org.uk](http://lotcqualitybadge.org.uk).
- If you need advice on the interpretation of information given by the provider on this form, you should contact your establishment's Educational Visits Coordinator (EVC).

#### Notes for the Provider

- Thank you for completing this form. It is designed to help the Visit Leader confirm that you meet required standards.
- Please complete Part 2 and return it to the Visit Leader at the establishment named below.
- You can find out about the guidance that establishments and Visit Leaders should follow at [oeapng.info](http://oeapng.info) – see especially document 4.4h "Using External Providers and Facilities".

### PART 1: To be completed by the Visit Leader



Name & address of establishment (school/service)	
Email	
Name of Visit Leader	
Name of provider	
Proposed date(s) of visit	





## PART 2: To be completed by the provider

Please consider the following questions and respond with YES, NO or N/A, or give the specific information required. If you wish to provide additional information, please add \* to your response, and give the information in the space provided at the foot of the form.

If you hold a valid Learning Outside the Classroom (LoTC) Quality Badge, you need complete only Section A and the Confirmation.

<b>SECTION A</b> To be completed for all types of visit	
<b>1. Learning Outside the Classroom Quality Badge</b>	
1.1	Do you hold a valid Learning Outside the Classroom Quality Badge? <input type="checkbox"/>
<b>2. Data Protection</b>	
2.1	Do you comply with the Data Protection Act 2018 and GDPR? <input type="checkbox"/>
2.2	Do you have a privacy policy that explains how any personal data the establishment shares with you will be shared, used, stored, secured and eventually deleted or returned? <input type="checkbox"/>
2.3	Do you undertake to ensure that no images of participants are taken or used for marketing purposes, or published in any way, without the specific written consent of the establishment and of the participants (or their parents if the participants are under 18)? <input type="checkbox"/>
<b>3. Waivers / Disclaimers</b>	
3.1	Do you guarantee that the establishment, the participants or their parents will not be required to agree any waiver or disclaimer which seeks to limit your liability for death or personal injury resulting from your negligence? <input type="checkbox"/>

<b>SECTION B</b> To be completed for all types of visit	
<b>4. Insurance</b>	
4.1	Do you hold public liability insurance which will be current during the proposed visit and which covers all directly provided and sub-contracted activity? <input type="checkbox"/>
4.2	If Yes, what is its indemnity limit? £ <input type="text"/> M
<b>5. Health, Safety and Emergency Policies</b>	
5.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments which are available for inspection? <input type="checkbox"/>
<b>6. Vehicles</b>	
6.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and regulations on passenger seats and seat restraints? <input type="checkbox"/>
<b>7. Staffing</b>	
7.1	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity? <input type="checkbox"/>
7.2	Are there regular opportunities for liaison between your staff and establishment staff? <input type="checkbox"/>
7.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff? <input type="checkbox"/>

8. Accommodation		
8.1	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	<input type="checkbox"/>
8.2	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available?	<input type="checkbox"/>
8.3	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	<input type="checkbox"/>
8.4	Are separate male and female sleeping accommodation and washing facilities provided?	<input type="checkbox"/>
8.5	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	<input type="checkbox"/>
9. Sub-contracting		
9.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	<input type="checkbox"/>
9.2	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	<input type="checkbox"/>
9.3	Do you have procedures for accidents & emergencies, and for reporting incidents and accidents?	<input type="checkbox"/>

SECTION C To be completed if the visit includes activities or field studies		
10. Adventure Activities Licensing Authority (AALA) Licence to be completed if any activities are within the scope of the licensing regulations		
10.1	AALA Reference number Date of expiry	<input type="checkbox"/>
10.2	Does the Licence held cover all planned activities, which are in the scope of AALA licensing?	<input type="checkbox"/>
11. Activity Management to be completed about all activities		
11.1	Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties?	<input type="checkbox"/>
11.2	Do you maintain a written code of practice for activities, which is consistent with any relevant National Governing Body (NGB) (or equivalent organisation) guidelines and, if overseas, the relevant regulations of the country concerned?	<input type="checkbox"/>
11.3	Do you confirm staff competence by appropriate AALA-recognised qualifications for any adventure activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	<input type="checkbox"/>
11.4	Where there is no NGB or equivalent organisation for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice?	<input type="checkbox"/>
11.5	Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?	<input type="checkbox"/>
11.6	Do you make clear your expectations of how responsibilities for the supervision and welfare of participants are shared between your staff and visiting staff?	<input type="checkbox"/>
11.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?	<input type="checkbox"/>

SECTION D To be completed by Tour Operators	
12. Tour Operators	
12.1	Do you comply with the Package Holidays and Package Tours Regulations 1992, the Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001 and the Package Travel and Linked Travel Arrangements Regulations 2018 including bonding to safeguard customers' monies?
12.2	Details of bonding (ATOL, ABTA, etc.)

SECTION E To be completed if the visit includes an overseas expedition as defined at <a href="http://oeapng.info/downloads/download-info/7q-overseas-expeditions">oeapng.info/downloads/download-info/7q-overseas-expeditions</a>	
13. Overseas Expeditions	
13.1	Do you comply with British Standard BS8848:2014?

SECTION F – ACCREDITATION	
14. Details of any accreditations held by the Provider	
<input type="text"/>	

PROVIDER CONFIRMATION			
I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might affect the safety and wellbeing of user groups.			
Signed	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>	Position	<input type="text"/>
Name of Provider	<input type="text"/>		
Address of Provider	<input type="text"/>		
Telephone	<input type="text"/>	Website	<input type="text"/>
Email	<input type="text"/>		
Additional information			
<input type="text"/>			

## Appendix 6: Emergency Plan



### Educational visits basic emergency plan



COLLABORATIVE  
WITH PURPOSE  
KNOWLEDGE  
INTEGRITY

Visit Lead	
Assistant Visit Lead	
Visit date	
Visit Location	
Adults attending	
Number of children attending	

School Emergency contact & Number	
Visit Lead number	
Assistant Visit lead number	
Niki Horton – SIL	07921284785

#### Staff responsibilities in an event of an emergency

First Aid	
Contact school	
Contact emergency services	
Supervise children	
Meeting point	

## Appendix 7: Code of Conduct



# Code of Conduct

## *Educational Visits*



In love with Christ: Be the Best I Can, Be Kind to One Another. Amen

In order to make our trips positive and safe for all participants, we ask you adhere to the following guidance:

### **General Expectations**

- Respect the caring ethos and values of our school
- Behave responsibly and show considerations for others, including fellow participants, staff and members of the public
- Comply with instructions from staff
- Language used when communicating with both adults and children should be child friendly
- Refrain from challenging the behaviour or actions of children other than your own
- Wear appropriate clothing suitable for the trip
- Look after your own possessions
- Liaise directly with the trip leader / class teacher to address any issues or resolve any concerns which may arise
- In the event of an emergency, follow emergency instructions
- Remain with your designated child / group

### **Travel Expectations**

- Remain in your seat, unless given permission to do otherwise
- Wear your seatbelt should one be provided
- Do not distract the driver
- When disembarking, be aware of traffic movement and direction

### **Smoking, Vaping & Alcohol**

- Smoking, vaping and the possession of alcohol is forbidden

### **Mobile Phone Use / Social Media**

- We ask that volunteers do not take any photographs to protect the safety all off children
- We would request that phone calls and messages are kept to a minimum

*Should you have any questions please speak with a member of St. Cuthbert's staff.*