



Liverpool College

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LEARNING OUTSIDE THE CLASSROOM (LOtC) AND EDUCATIONAL VISITS (EV) POLICY

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1.0 INTRODUCTION

1.1 Liverpool College recognizes that the learning that takes place out of the classroom is a valuable tool in everyone of its students' education if conducted within to a safe and healthy environment.

1.2 Liverpool College believes that all students should be able to experience the world beyond the classroom safely, whatever their age, ability, aptitude and circumstances.

1.3 This policy is informed by the government guidance on *Health and Safety of Learners outside the Classroom (HASLOC)*.

2.0 STATEMENT OF INTENT

2.1 It is the intention of the governing body of Liverpool College that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment on school visits.

2.2 The overall high quality of planning and leadership on school off-site activities will be evident from the contribution these activities will make to the all round ethos of the school and the interaction between students and staff.

2.3 The governing body will ensure that all members of staff and volunteers who participate in learning outside the classroom activities have the training, skills and or experience to organize and manage these activities safely.

2.4 The governing body will also ensure that all members of staff know that they have a duty to take reasonable care to avoid injury to themselves and others and to co-operate with the management and with each other to ensure statutory duties and obligations are fulfilled.

2.5 The College's LOtC Policy can only be successfully implemented with the full co-operation of everyone concerned.

2.6 At Liverpool College we provide education and child care for children aged 3-18. We believe that Every Child Matters and we strive to keep all of our children safe from harm.

Under the Every Child Matters Framework Liverpool College strives to ensure that all children attending the school are (i) healthy; (ii) stay safe; (iii) enjoy and achieve; (iv) make a positive contribution; and (v) achieve economic well-being.

2.7 This Policy is focussed on ensuring that children "stay safe" in accordance with obligations under the Every Children Matters Framework and sets out the procedures which Liverpool College, including reception and nursery, need to be aware of in order to minimise the risks present on educational visits. Our primary duty is to safeguard and promote the welfare of children and well-being of all children and give them further opportunities to enjoy learning and achieve challenging national educational standards.

2.8 This applies to all staff, governors and volunteers working at Liverpool College and is available to all parents in school and on our website.

This policy is a whole school policy and applies to EYFS, Pre Prep, Prep School, Upper School and Boarding Halls. It also applies to the After School Club and Young Explorers Holiday Club.

3.0 AIMS OF THE POLICY

This policy aims to:

- Set out the governing body's requirements for managing and running LOTC activities;
- Make clear the aims and objectives that underpin educational visits and off-site activities;
- Give guidance on the procedures for ensuring suitable and sufficient risk assessment;
- Indicate who is responsible for what; and give examples of the documents that can be used in planning and running LOTC activities.

4.0 OBJECTIVES FOR LOTC & EV ACTIVITIES

4.1 Every LOTC & EV activity must have clear aims and objectives. The College's general aims and objectives for learning outside the classroom and for educational visits and activities are to:

- Support the school's curriculum;
- Enhance teaching and learning;
- Provide experiences outside the scope of the normal curriculum;
- Enable students to learn a variety of new skills;
- Develop self-confidence, self-reliance, maturity, awareness and a sense of responsibility;
- Encourage students to work cooperatively with others;
- Promote the achievement of short-term goals;
- Reinforce the development of social and personal skills in new situations and encourage self-assessment.

4.2 In addition, a residential experience may also provide the opportunity to:

- Encourage corporate spirit;
- Promote and improve personal physical ability;
- Visit a foreign country and encourage students to use a foreign language and experience foreign culture.

4.3 For each activity and visit the specific aims and objectives should be set out in the relevant proposal form.

5.0 SCOPE OF LOTC

5.1 Learning outside the classroom includes:

- School grounds (though not when used for PE and games, which have their own policy);
- The local environment;
- Places further afield and residential venues.

5.2 This policy does not relate to:

- Work experience;
- Sporting activities or physical education (PE);
- Playtime at breaks and lunch.

6.0 RESPONSIBILITIES

6.1 The governing body

The governing body will ensure that:

- Within the HASLOC guidelines an approved structure and plan for the management of LOtC and EV are in place, and are regularly reviewed;
- Support and guidance are given to staff so that they feel able and are willing to undertake LOtC and EV activities;
- Effective guidelines and risk management are in place to enable LOtC and EV activities to occur ensuring the safety of both students and staff;
- Safe and healthy working practices are in place that take account of appropriate statutory requirements, code of practice and guidance;
- Supervision, training and instruction are provided so that all staff and students can undertake school-related activities and visits in a healthy and safe manner and guidance is available on adequate provision of safety and

protective activity equipment and clothing, with associated guidance, instruction and supervision.

- Procedures are in place to vet the quality, relevance and safety of each proposed off-site visit;
- Procedures are in place to vet proposed contractors (e.g. tour operators);
- The College can be run efficiently in the absence of staff engaged in the activity or visit;
- The charging and remissions policy and appropriate procedures for the financial management of visits having regard to college policy;
- Educational objectives are required for each visit and they agree which types of visit they wish to be informed about.

6.1.2 The governing body must approve the higher and medium risk activities under arrangements made by the Principal in consultation with the governing body.

6.1.3 Advice on good practice for governing bodies is in **Appendix A**.

6.2 The Principal

6.2.1 The Principal has responsibility for the day-to-day development and implementation of LOtC & EV procedures and conditions for all staff and students. This responsibility may be delegated to HOS for lower risk non residential visits.

6.2.2 The Principal will:

- Ensure that a structure and procedures are in place to manage LOtC & EV, and that a review mechanism is in place;
- Appoint a suitable senior person to be the LOtC & EV Coordinator, to act on behalf of the Principal in ensuring the quality and safety of all the College's EVs, and ensure that all EVs follow the agreed procedures.
- Ensure that the LOtC & EV Coordinator is appropriately trained;
- Personally approve all low and medium risk LOtC activities (May be delegated to HOS), and vet high risk visits before passing them to the governing body (SMT) for approval.
- Determine which low risk visits to approve personally and which to delegate;

6.2.3 Guidance on good practice is contained in **Appendix B**.

6.3 The LOtC COORDINATOR (LOtCC) & EV COORDINATOR (EVC)

6.3.1 The College recognizes that the LOtCC and the EVC may be two different persons. The job description that follows has been modified by the College to suit its organizational structure and the relevant skills of the staff involved.

- The LOtC function covers mainly the curriculum management.
- The EVC function is to ensure the planning and risk management of each activity/visit.

6.3.2 The functions of the LOTCC & EVC will be determined by the principal and will include a requirement to:

- Plan and organize learning outside the classroom as a curricular activity;
- Ensure EVs meet governing body requirements;
- Advise the Principal and governing body on any issues concerning the approval of low risk, medium and high risk visits;
- Advise the Principal on the relevance of the educational objectives of the visit;
- Ensure that pre-visits have taken place wherever feasible, and to advise the Principal in cases where a pre-visit may not be feasible;
- Assess the competence of prospective leaders and staff in terms of qualifications and experience;
- Ensure risk assessments meet College requirements;
- Make decisions about the balance of benefits and risks of any LOtC activity;
- Organise appropriate training and induction;
- Ensure that Criminal Records Bureau disclosures are in place as necessary;
- Adequate provision of safety and protective activity equipment and clothing, with associated guidance, instruction and supervision;
- Ensure parents and relevant staff are fully informed on the arrangements for all visits;
- Ensure that for medium and high risk visits a parents' and students' meeting is arranged prior to the visit taking place. At this meeting at

least one parent or guardian and the student should be expected to attend as a prerequisite to the student being allowed on the trip.

- Ensure parents are informed and give consent;
- Ensure that emergency arrangements are in place for each visit and that there is a nominated person acting as the Emergency Home Contact. This will be the Establishment Contact and will normally be the EVC.
- Keep records of visits, incidents and near-accidents:
- Review systems and monitor practice; and report as required to the Principal.

6.4 Group Leaders

6.5.1 The leader in charge of any school LOtC & EV activity must be an employee of the College. He/she is responsible for planning and preparing for the activity, and to prepare any emergency and contingency plans.

The college has delegated the following responsibilities to group leaders:

- a. To assess the risks of activities and record any significant risks on appropriate forms;
- b. To make measures to control those risks to an acceptable level;
- c. To inform all involved about the risks and safety controls.

6.4.2 All group leaders:

- Will make themselves familiar with the requirements of health and safety legislation and codes of practice, and financial regulations that are relevant to educational visits;
- Will exercise the reasonable duty of care that a careful parent would exercise in the same circumstances;
- Will ensure that appropriate assessments of the benefits and risks of any visit or activity are made in good time;
- Will be fully conversant with the College's LOtC & EVs procedures and in ensuring that staff, students and others comply with its requirements.

6.4.3 Guidance on good practice for group leaders is contained in **Appendix C**.

6.4.4 A checklist for group leaders is in **Appendix D**.

6.5 Other supervisors

6.5.1 All other group supervisors will:

- Do what is reasonably practicable to ensure the health and safety of everyone in the group;
- Make themselves familiar with the requirements of the College's health and safety and EVs policies;
- Be clear about the objectives of the visit;
- Attend briefings and meetings in regard to the trip;
- Understand the safety management procedures for the visit;
- Undertake any organisational tasks assigned to them that are within their competency;

6.5.2 All school staff participating in group activities must:

- Look after their own and other's health and safety;
- Cooperate with the school management over safety matters;
- Carry out activities in accordance with training and instruction from the school management, and inform the management of any serious and immediate risks or systemic faults in risk management.

6.5.3 These duties apply to the employee and employer:

- When the work is during the working day and when an employee has agreed to do something for the employer;
- Earlier or later than the normal working day;
- Take place outside the term dates (during half term or other holidays)

6.5.4 The duties apply for learning in the grounds or off-site in the UK. On visits outside the UK leaders will be subject to foreign law, but as the overseas visits are planned and prepared in the UK the risk assessments will be subject to UK domestic law.

6.5.5 All members of staff should be concerned about any serious and immediate risk, and also about any systemic shortcomings. If the concerns cannot be settled within the staff leading the activity, all staff will be expected to stop the activity and refer the matter to the LOtCC & EVC or Principal.

6.5.6 The College recognises the right of members of staff to refuse to participate in an activity which they consider unsafe. In such cases a plan B should operate.

6.6 Volunteers

6.6.1 Any adults on the visit/activity not employed by the College must be clear about their roles and responsibilities during the visit or activity.

They must be CRB cleared.

6.6.2 Adults not employed in the school (e.g. volunteer helpers) acting as supervisors must:

- Do what is reasonably practicable to ensure the health and safety of everyone in the group;
- Be clear about the objectives of the visit or activity;
- Attend briefings and meetings in regard to the trip;
- Never be left in sole charge of students except where it has been previously agreed as part of the risk assessment;
- Follow the instructions of the group leader and College-employed staff, and help with the control and discipline of the group;
- Speak to the group leader or College-employed staff if concerned about the health or safety of students at any time during the visit or activity;
- Never supervise a party of more than 10 of any age;
- Never be in sole charge of the students for more than six hours at a time and never be in a situation remote from the support of the leaders or other appropriate members of staff.

6.6.3 The school recognises the right of volunteers to refuse to participate in an activity which they consider unsafe. In such cases a plan B should operate.

6.7. Early Years Foundation Stage -Legal Obligations

6.7.1 Children must be kept safe whilst on outings.

For each type of outing, providers must carry out a full risk assessment, which includes an assessment of required adult : child ratios. This assessment must take account of the nature of the outing, and consider whether it is appropriate to exceed the normal ratio requirements (as set out in the Early Years Foundation Stage Statutory Framework), in accordance with the providers' procedures for supervision of children on outings.

6.7.2 Statutory guidance to which providers should have regard:

- Providers should obtain written parental permission for children to take part in outings
- Providers should take essential records and equipment on outings, for example, contact telephone numbers for the parents of children on the outing, first aid, a mobile phone.

- Records should be kept about vehicles in which children are transported, including insurance details and a list of named drivers. Drivers using their own transport should have adequate insurance cover.

The assessment must be reviewed before embarking on each specific outing.

7.0 MANAGEMENT AND PROCEDURES

7.1 It is the responsibility of the Principal to draw up a management plan for LOtC & EV based on the provisions and guidance in this policy and appendices. It is the responsibility of the governing body to consider, approve and review the management plan.

7.1.1 All trip leaders are to have read the policy and have signed to say that they are familiar with the contents of that policy. (Template certificate at Annex AB)

7.2 Exploratory visits: An exploratory or reconnaissance visit must be made by any member of staff who is to lead a group abroad, or on a residential visit or in a location that is not familiar to them. The College accepts that for remote expeditions a prior visit may not be possible. The Principal will determine in consultation with the LOtCC or EVC whether the risk assessment and proposed risk controls are acceptable.

Further details about Exploratory Visits are in Appendix S.

7.3 Roll lists

A list of names, addresses, ages and brief medical history should always be carried by the leader. It is also advisable for all other adults to have copies of this information, within the considerations of some information being of a confidential nature. This maybe in the form of an electronic document carried in a media form.

7.4 Supervision

7.4.1 Duty of care

All adults connected with a visit or activity owe a duty of care to the students they accompany in common law.

The duty of care expected is that of a reasonable, prudent and careful parent applying his or her mind to the situation. The duty is continuous during the whole period of the visit and cannot be delegated to anyone else.

7.4.2 Delegating responsibility

The group leader is responsible overall for the group at all times. He or she may, however, delegate supervisory roles to other adults in the group. When delegating supervisory roles to other adults the group leader should:

- Allocate supervisory responsibility to each adult for named students and ensure that all adults understand that they are responsible to the leader for the supervision of the students assigned to them;
- Ensure that each adult knows which students they are responsible for and any medical, dietary or behavioural conditions they may have.
- Ensure that each student knows which adult is responsible for them;
- Ensure that each adult has the means to contact the group leader and or other supervisors;
- Ensure that each adult has knowledge of and clearly understands the school emergency procedures policy.

7.4.3 Supervision can be close or remote but is always 24 hours, including home-stay visits, but supervisors are not expected to stay awake for 24 hours each day! In order that each adult supervisor gets quality rest and recuperation a duty roster should be arranged. It is essential that everyone involved in the visit understands the supervision arrangements and expectations. For residential visits this maybe in a written order format.

7.4.4 Close supervision

Close supervision occurs when the group remain within sight and contact of the supervisor. Close supervision normally means that all supervisors:

- Have prior knowledge of the students including any special educational needs, medical needs and disabilities;
- Carry a register of all group members;
- Regularly check that the entire group is present;
- Have appropriate access to first aid and ensure that each student knows what to do if they become separated from the group.

7.4.5 Remote supervision

Remote supervision occurs when, as part of planned activities:

- A group of students work away from the supervisor (e.g. on a Duke of Edinburgh Expedition) but is subject to stated controls as recorded in the risk assessment;
- The supervisor is present but not necessarily near or in sight;
- The group leader still remains responsible for students during this time even though they are not in direct contact with them.

When supervision is remote:

- Groups must be sufficiently trained and competent for the level of activity to be undertaken, including how to deal with emergencies;
- Students should understand and accept the expected standards of behaviour, this can be by means of a contract.
- Students will be familiar with the environment or similar environments and have details of rendezvous points and times;
- Clear and understandable boundaries must be set;
- There must be clear lines of communication between the students, the supervisor/Leader and the college;
- The students should know the whereabouts of the leader/supervisor and should have a means of contacting them;
- A student should never be on his/her own. It is advisable that they be in a minimum group of at least four students;
- The supervisor should monitor the group's progress at appropriate intervals;
- The supervisor will be in the activity area and able to reach the group reasonably quickly should the group need support in an emergency;
- There should be a recognisable point at which the remote supervision is completed.

Remote supervision will also apply to the times during home-stay visits when students are with their host families.

7.4.6 Night time

In residential situations, during night time the security of the group is of paramount importance. The leader should ensure that, as far as is reasonably practicable:

- Staff (of both genders where appropriate) have sleeping accommodation on the same floor and as near as possible to the students' accommodation;
- Child protection arrangements are in place (following appropriate risk assessment) to protect both students and staff;
- Where hotel/hostel reception is not manned 24 hours a day, security arrangements are in force to stop unauthorised visitors;

- In the absence of 24 hour staffing of reception, external doors should be made secure against intrusion and windows closed as necessary to prevent intrusion;
- Where possible, internal doors should be lockable but staff should have reasonable access to student accommodation at all times but this must not interfere with fire regulation and escape routes.
- All staff and students should know the emergency procedures and escape routes in the event of a fire or emergency evacuation.

7.5 Establishment contact.

7.5.1 Group leaders are to have a establishment contact nominated. This will normally be the EVC and details of the requirements are covered in paragraph 22 and Appendix X.

8.0 VISITS ABROAD

The school encourages visits abroad. Guidance on how these should be managed is in Appendix O.

9.0 EXTERNAL PROVIDERS

9.1 Wherever practicable the school will use reputable external providers to run appropriate LOtC & EV activities, and especially visits abroad.

9.2 The providers should be holders of the 'Quality Badge' obtained through the LOtC Council's accreditation scheme for providers.

9.3 The Badge gives assurances of good and safe learning, and the College's group leaders do not need to do any assessment other than checking that the provider or venue is suitable for the group's requirements.

9.4 However, the College's group leaders are free to use un-badged providers. In this case the leader in liaison with the LOtCC or EVC must undertake appropriate risk assessment, and will check what other accreditation the providers hold.

9.5 In all cases the group leader must assess any likely risks posed by the members of the group. External providers cannot do this.

9.6 Group leaders should check the website of the Council for LOtC for details of the Badge scheme- <http://www.lotc.org.uk/>.

10.0 ADVENTUROUS ACTIVITIES:

The College's policy is that activities of a more adventurous kind should be arranged wherever practicable through a specialist provider.

Occasionally a member of staff may have the qualifications and experience to lead a self-organised visit, but approval will only be given by the governing body after the Principal has given his approval following consultation with the LOtCC/EVC and group leader.

Guidance to group leaders on what are licensable activities is contained in Appendix Q.

11.0 INVOLVING STUDENTS IN THE ORGANISATION OF LOTC & EV ACTIVITIES:

11.1 It is the College's view that students are likely to manage risks better if involved rather than if they are just told what to do.

11.2 As far as is reasonably practicable students will be involved in the organization of LOtC or EV activities.

11.3 See Appendix J for further advice.

12.0 CODES OF CONDUCT

12.1 Student code of conduct

A student *Code of Conduct for all out of School Activities* has been formally adopted by the College.

Parents and students must complete the Code of Conduct form accordingly.

12.2 Staff Code of Conduct

The College has formally adopted the following *Staff Code of Conduct for Educational Visits*:

"The College expects that all adults acting *in loco parentis* on any school trip will be mindful of responsible and proper behaviour, so that they are able to exercise their professional judgement at all times".

Further details are in Appendix E.

13.0 RISK MANAGEMENT

13.1 College staff are expected to follow the guidance for risk assessment on LOtC or EV activities.

13.2 Risk assessments should be done but done sensibly.

13.3 A simple '*Risks Assessed. None significant*' can be recorded.

13.5 More complex activities may have significant hazards, which staff will have to avoid or overcome with proportionate risk management.

13.6 Types of risk assessment

13.6.1 There are three types of risk assessment:

1. **Generic:** This will usually be prepared by the LOtC or EV and with the approval of the Principal. This covers activities or venues which the College frequently does/uses. (Some generic material is available on the LOtC website www.lotc.org.uk) Generic risk assessment will always be written and recorded in the College management system. (Intranet/LOtC/Risk assessments)
2. **Group-specific:** These assessments address the needs of your particular group. They might show how an activity can be modified to suit, for example, a disabled student. These will normally be written and will be recorded in the College management system.
3. **Ongoing or Dynamic:** These assessments will be done during the visit/activity. They will take account of changing environment/conditions/group. An ongoing assessment may lead you to turn to a plan B. These risk assessments will not usually be written at the time, but what was done should be recorded later in the management system (Post exercise/activity report) for the benefit of future activities.

13.7 Benefit - risk assessment

While assessing the risk the relevant College staff should also be assessing the *benefits of the activity*. These must then be balanced these against the risks.

Group leaders who are in doubt about the balance of benefit and risk should consult the LOtCC or EVC. The LOtCC or EVC is empowered to make decisions on the balance of benefit and risk. Where the LOtCC/EVC is unsure he/she must consult the College's health and safety manager (HSM), who has the delegated power to make such a decision.

More advice on how to balance benefits and risks is contained in Appendix G.

14.0 ADULT TO STUDENT RATIOS

14.1 The correct ratio for any activity will arise from the risk assessment. There is no specified government ratio (although some suggestions are made in the LOtC guidance. See 14.3 below).

The ratio should help leaders achieve the objectives of the visit.

14.2 The decision should take into account:

- The gender, age, ability, competence and behaviour of the members of the group;
- General and specific competencies of the supervisors;
- First aid requirements and knowledge of the supervisors;
- Special educational needs and disabilities;

- Duration and nature of the activity, including any journey;
- Accommodation and requirements of the venue.

14.3 However, the government in its guidance has given some indicative advice on ratios, as follows:

For activities at local venues a minimum ratio could be:

- one responsible adult for up to 3 children in nursery ;
- one responsible adult for up to 4 children in reception ;
- one responsible adult for up to six children in school year 1 to year 3;
- one responsible adult for up to 15 children in school year 4 to year 6;
- one responsible adult for up to 20 students in school years 7 onwards.

The ratio will be agreed with the LOtCC/EVC after the risk assessment has been submitted and before the final planning takes place.

14.4 No visit or activity must take place without the risk assessment being signed off by the LOtCC or EVC.

14.5 The Principal has the power to change the ratio after discussion with the LOtCC/EVC and group leader, and may seek advice from the governing body.

15.0 **OBTAINING PARENTAL CONSENT**

15.1 The law does not require general parental consent to be obtained for any LOtC but it is good practice to obtain consent in some circumstances.

15.2 The College will inform parents of the general arrangements for LOtC or Visits in writing.

15.3 It is the College's policy that parents should be informed of ALL LOtC & EV activities (including sports fixtures and local visits as part of the curriculum), and that consent must be obtained for:

- Any activity or educational visit which the school has assessed as carrying a significant risk. (usually medium and high risk categories);
- Off-site activities extending beyond the normal start or finish of the school day;
- All activities that will be during any holiday or closure period;
- All activities requiring remote supervision;
- Any activity where the college's duty of care will be exercised by contractor's staff on behalf of the College.

15.4 If agreement cannot be reached with any parent who refuses consent the student should be omitted from the activity and a different way found for the learning to be delivered for that student.

15.5 Parents who object to their child participating in a low risk activity must be referred to the Principal.

15.6 Consent for medical treatment. It is school policy that no student will be allowed to participate in a LOtC/EV activity without having parental consent for medical treatment where such treatment is necessary.

15.7 Further advice on obtaining consent is contained in **Appendix L**.

16.0 FIRST AID

16.1 The College has a first aid policy; Group leaders must have regard to the policy when determining the first aid arrangements for a LOtC/EV activity.

16.2 The determination of the first aid provision will be based on a consideration of the following:

- The numbers in the group and the nature of the activity;
- The risk and type of injury that might be incurred and how effective first aid would be in those circumstances;
- The availability of an ambulance service, and the distance to a hospital with accident and emergency facilities.

16.3 Further guidance is in **Appendix N**.

17.0 SAFEGUARDING REQUIREMENTS

17.1 These must be considered at an early stage of the planning. All supervisory staff or adult who are employed to instruct students whether paid or voluntary must be CRB checked before being allowed to supervise a group.

17.2 Guidance can be found in *the Safeguarding Children and Safer Recruitment in Education* guidance or the ISA guidance available at: <http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00175/>

18.0 USE OF PRIVATE VEHICLES

The College's policy on staff using their private vehicles is contained in the College's policy on Minibuses and the Use of Personal Vehicles and the College H&S Policy. Annex X contains advice for group leaders for use of private vehicles whilst on a LOtC activity.

NB A certificate is to be signed by those using a private vehicle on College Business.

19.0 TRAINING

19.1 The school will ensure that:

- The LOTCC/EVC keeps him/herself up-to-date in order to help colleagues to manage risks;
- Group leaders and any other accompanying adults are appropriately trained in health and safety measures.

19.2 The school will ensure that support staff and non-school employed supervisors are trained appropriately in risk assessment and safety management, and are competent to carry out the supervisory duties.

19.3 Support staff who have the higher level teaching assistant (HLTA) status may lead classes to learn outside the classroom, but will be under the direction and supervision of a teacher.

19.4 A teacher may not always be present during the activity but the HLTA is allowed to supervise learning outside the classroom not only in the grounds and nearby, but not further afield. HLTAs can also supervise groups on distant activities, or more complex activities, where the school has determined that this is necessary.

19.5 The College is expected to monitor the supervisory competence of all staff including teachers, support staff, trainees and volunteers. The College will arrange through the LOtCC & EVC a training plan to be agreed with the Principal.

20.0 FINANCE

The LOTCC/EVC or group leader will liaise with the bursar/finance director over the budgeting/estimates/and costing, and the financial arrangements for the activity.

20.1 Costing of activities/visits

The member of staff in charge of a visit/off-site activity is responsible for ensuring that the full costs involved are covered either by parental contribution or by pre-arranged subvention from the College. The following main costs need to be considered but others will apply depending on the nature of the journey:

- Any cost of cover for absent staff
- Accommodation
- Food
- Travel/transfers
- Trips
- Administration costs in organising the LOtC activity
- Insurance
- Contingencies.

20.2 Accounts

- A record of receipts and payments should be kept and supported wherever possible by documentary evidence.
- The records should be available at any time for examination by the Principal or the bursar/finance director and will be reviewed annually by the College's auditors. They should be retained at the school for a minimum period of six years.
- For all practical purposes the school Finance Office will act as the bank for all visits and activities. All income relating to the journey should be passed to the Finance Office and all payments should be requested from them except in circumstances where imprest accounts have been authorised for the trip by the Bursar/ finance director.
- In no circumstances should the personal accounts of members of staff be used for any College activity.
- Where a student withdraws from a trip, or is banned from a trip because of bad behaviour, after arrangements have been made, sufficient funds should be withheld from the contributions already made by that student's parents in order to cover any irrecoverable costs incurred on the student's behalf.
- On return from a journey, surplus funds should be repaid to parents where the sums are significant (minimum £50 per child depending on the original cost). Any remaining surplus should be held over as contingency for succeeding trips.

Parents will be informed in the documents for the visit of the relevant visit budget, the finance procedures and rules.

20.3 Insurance issues

The College will ensure that appropriate insurance is in place to cover employees (Employer Liability Insurance) and the College's liability to the public (Public Liability Insurance). The College will determine whether insurance needs to be taken out by parents for their children and to inform the parents of this necessity and how it is to be arranged. Further details in Appendix M.

21.0 Equal opportunities:

21.1 In implementing this policy all relevant staff must take into account the College's equal opportunities policies. Organisers and leaders of LOtC/EV activities must make reasonable adjustments to include would-be participants who have a disability.

21.2 The College will ensure that practical measures are in place to include students with special educational needs or medical conditions where that is possible. They should have, where possible, the same learning opportunities as the others in the group.

21.3 Further advice on inclusion is in Appendix P.

22.0 Establishment Contact.

22.1 The establishment contact will in most cases be the LOtC/EVC however there may be cases where another suitably qualified individual can be nominated. If this is the case the Principal will be notified. Instructions for establishment contact are at Annex X

23 Monitoring and review

The LOtC/EVC will report to the Principal annually or as necessary on the working of the policy and the efficiency of the management of LOtC/EV activities.

The Principal will report to the governing body annually or as directed.

Signed: _____
Principal Liverpool College

Date: _____

I have read the policy and understand my role in ensuring the safe and efficient management of LOtC/EV activities in the school.



Signed: _____
LOtCC

Date: 1st September 2011



Signed: _____
EVC

Date: 1st September 2011

APPENDICES

Appendix A

GOOD PRACTICE FOR GOVERNING BODIES

It is good practice for the governing body to:

- Ensure that the visit has a specific and stated objective;
- Ensure through the management procedures that the Principal/group leader shows how their plans comply with regulations and guidelines, including the school health and safety policy documents;
- Ensure that reports of each visit are made and recorded;
- Advise on the timescale for the organizing of visits;
- Ensure that information and guidance provided by the HASLOC informs the college's policy, practices and procedures relating to the quality and health and safety of the staff and young people on educational visits. (these should include measures to obtain parental consent on a basis of full information, to investigate parental complaints, and to discuss and review procedures including incident and emergency management systems.)
- Ensure that the Principal and the LOTCC/EVC are supported in matters relating to educational visits and off-site activities and that they have the appropriate time, and expertise to fulfil their responsibilities;
- Ensure that the LOTCC/EVC and group organisers and supervisors are appropriately trained;
- Ask questions about a visit's educational objectives and how they will be met;
- Ensure that high risk visits are necessary and have been thoroughly risk assessed before bookings are confirmed.
- Ensure that the college's arrangements ensure that bookings are not completed until external providers have met all the necessary assurances;
- Ensure that the Principal and the LOTCC/EVC have taken all reasonable and practicable measures to include young people with special educational needs or medical needs on a visit.

Appendix B

GUIDANCE ON GOOD PRACTICE FOR THE PRINCIPAL

The Principal should arrange that procedures are in place which ensures that:

- Visits comply with regulations and guidelines provided by the HASLOC, Governing Body and the College's own health and safety and LOTC & EV policies;
- Activities/visits are planned safely with a suitable contractor (e.g. Tour operator) where appropriate;
- An appropriate senior member of staff is appointed as the LOTCC AND EVC (or two separate persons if appropriate);
- The group leader is competent to monitor the risks throughout the visit;
- Adequate safeguarding student procedures are in place;
- All necessary actions have been completed before the visit begins;
- Risk assessment has been completed and appropriate safety measures are in place;
- Training needs have been assessed by a competent person and the needs of the staff and students have been considered;
- The group leader has experience in supervising the age groups going on the activity/visit and will organise the group effectively;
- The group leader or another supervisor is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place;
- Group leaders are allowed sufficient time to organise the visit/activity properly;
- Volunteer staff on the visit are appropriate people to supervise children, and are trained in their duties, and have been checked;
- The ratio of young people to supervisors is appropriate;
- Parents have signed consent forms;
- At least one parent has attended a pre-visit meeting where this is required, or alternative arrangements for informing parents who cannot attend a due meeting;
- Arrangements have been made for the medical, disability and special educational needs of the students;
- Adequate first-aid provision will be available;
- The mode of travel is appropriate;

- Travel times out and back are known including pick-up and drop-off points;
- There is adequate and relevant insurance cover;
- The contact details of the visit's venue(s) are recorded in the College's health and safety management system;
- A scheme for contacting students' homes and parents is in place;
- The group leader, group supervisors and LOtC/EVC have copies of agreed emergency procedures;
- The group leader, group supervisors and LOtCC/EVC have the names of all adults and young people travelling in the group, and the contact details of parents and the teachers' and other supervisors' next of kin;
- There is a contingency plan for any delays including a late return home.

In addition the Principal should:

- Agree the procedure for the approval of a visit/activity at school level and for submitting it to the governing body where relevant;
- Ensure that arrangements are in place for the governing body to be made aware of relevant visits/activities so that questions can be asked as necessary;
- Ensure that arrangements are in place for the educational objectives of a visit/activity to be inclusive, to be stated in the pre-visit documentation, and to be made known to all relevant parties;
- Be aware of the need to obtain best value;
- Ensure that appropriate financial management procedures are in place in line with the College and governing body's requirements;
- Ensure that there is an acceptable procedure for choosing appropriate contractors (eg tour operators) and should ensure wherever possible that the contractor has a LOtC Quality badge;
- Ensure that issues identified by exploratory visits have been satisfactorily resolved within the risk assessment;
- Ensure that the accreditation or verification of providers has been checked (e.g. By checking that the contractor has a LOtC Quality badge);
- Ensure that visits are evaluated to inform both the operation of future visits and to inform training needs. Further staff training should be made available where a need is identified.

- Ensure that there is a contingency plan (plan B), covering, for example, the implications of staff illness and the need to change routes or activities during the visit;
- Ensure that serious incidents, accidents and near-accidents are investigated, recorded and reported to the governing body; (Accident and incident records should be reviewed regularly, and this information used to inform future visits);
- Ensure that the school has emergency procedures in place in case of a major incident on visits/activities. These should be discussed and reviewed by staff. Ensure that young people, parents, group supervisors and others are given written details of these procedures;
- Ensure that the LOtCC/EVC has the authority to make significant decisions. He or she should be contactable and available for the full duration of the visit 24 hours a day. He or she should be able to respond immediately at the establishment base to the demands of an emergency and should have a back-up person or number;
- Establish a procedure to ensure that parents are informed quickly about incident details through the home-based contact, rather than through the media or pupils;
- Recognise that special arrangements must be in place for dealing with media enquiries when there is an emergency;
- Check that contractors (e.g. Tour operators) have adequate emergency support procedures, and that these will link to the College emergency procedures;
- Ensure that the College's equal opportunity policies are taken into account, particularly the requirement not to discriminate on the grounds of disability.

In relation to the LOTCC/EVC the Principal should:

- Delegate appropriate tasks to the LOtCC/EVC, having regard to the duties of the LOtCC/EVC;
- Ensure that the LOtCC /EVC informs the Principal of the progress of any visit;
- Make time available for the LOtCC /EVC to arrange for the induction and training of staff and volunteers and ensure that staff receive the induction and training that they need before the visit;
- Ensure that the LOtCC /EVC briefs the leader and supervisors about the emergency procedures as part of the risk assessment briefing and that the leader and supervisors have ready access to them during the visit;
- Ensure that the LOtCC /EVC has a procedure for impressing upon parents the importance of understanding the arrangements and providing their emergency contact numbers.

(The above responsibilities can be fulfilled through the College's health and safety management system and regular liaison with the LOtCC /EVC.)

Appendix C

GUIDANCE ON GOOD PRACTICE FOR GROUP LEADERS

The leader, and all other responsible adults, should be familiar with all the advice contained in government and any local guidance.

Leaders have the responsibility to oversee the preparation and execution of the visit and to ensure that safety is the prime concern. They must also ensure that the visit is a quality experience for the students that meets the stated objectives.

The leader is also responsible for briefing all accompanying staff, supervisors, parents and helpers.

The group leader has overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The group leader must be approved by the EVC or for high risk ventures the Principal of Liverpool College.

With specific reference to health and safety the group leader will:

- Be able to control and lead students of the relevant age range;
- Be suitably competent to instruct students in an activity and be familiar with the location/centre where the activity will take place;
- Obtain the LOtCC / EVC's prior agreement before any off-site visit/activity takes place;
- Follow the College's safety policies, guidance and procedures;
- Appoint a deputy in line with guidelines issued;
- Conduct where possible an exploratory pre-visit in order to undertake a proper risk assessment in accordance with the College policy;
- Clearly define each group supervisor's role during the visit/activity, and ensure all tasks have been assigned;
- Ensure that everyone is aware of and accepts the nature of the particular responsibilities and roles they will assume and that they are advised of their position with regard to personal responsibility;
- Ensure that adequate first-aid provision will be available;
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents;

- Ensure that briefing meetings are held as appropriate for the group leaders, and for students and parents;
- Undertake and complete a comprehensive risk assessment for aspects of the visit/activity for which they have responsibility and ensure all accompanying adults have copies of relevant risk assessments;
- Review the records of previous visits and activities and advise the EVC where adjustments may be necessary;
- Ensure that school staff and other supervisors are fully aware of what the proposed visit/activity involves.
- Have enough information on the students proposed for the visit/activity to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- Ensure the ratio of supervisors to students is appropriate for the needs of the group and in line with the College policy;
- Consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality;
- Ensure that group supervisors have details of the LOtCC & EVC;
- Ensure that group supervisors and the LOtCC & EVC have a copy of the emergency procedures;
- Ensure that the group's staff and other supervisors have the details of young peoples' special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- Ensure that wherever possible on a visit or activity, rendezvous arrangements with an appropriate place and time are agreed if the party should become separated. These would be best made on arrival at particular locations where possible so that suitable locations can be identified;
- Ensure that every member of the group knows in advance the course of action to follow if they get lost;
- Brief all the students about their tasks, arrangements, organisation, and the behaviour that is expected of them during the time of the visit/activity;
- Ensure that all accompanying adults are familiar with the college's *safeguarding students (child protection) policy and procedures*;
- After the visit/activity review and record the details of the visit as required in the College's LOtCC & EV policy.

During a visit/activity the group leader is recommended to:

- Hold a brief daily staff meeting at the start of the activity or start of the day;

- Have a 'plan b' fully risk assessed and organised as a backup;
- Establish clear procedures for safe practice during the visit/activity;
- Communicate information to all interested parties both on, during and after the visit/activity;
- Ensure that other supervisors, assistants and adults carry out their duties and responsibilities safely and responsibly.

Whenever a party is to be subdivided, or the leader is to be absent for any reason, the party leader must make a clear delegation of responsibility to another adult. This may well require the Principal's approval and in all cases should be discussed with the EVC.

If a party leader delegates responsibility for the supervision of some, or all of the young persons, at various times to other members of the staff team, the leader must satisfy him/herself that this individual to whom they are delegating responsibility:

- Is competent to take charge of the group of young persons undertaking the particular activity in this locality;
- Has been fully and properly briefed as to their role and responsibilities;
- Is aware of the next meeting place and time and is fully conversant with the procedure to adopt in the event of an accident, or emergency arising within the party.

The party leader must ensure that at all times during the visit or activity, each member of staff knows exactly for which students they have a responsibility and where those students are at all times and that each student knows who is the leader of their particular group.

Appendix D

GROUP LEADER'S CHECK LIST – Off-site visits

Organising a school LOtC/EV activity is a time-consuming business.

This checklist is to help overcome some of the organisational pitfalls and omissions.

A) Before deciding to do a LOtC activity

1. Read the LOtC/EV policy;
2. Read the College Procedures on charging for LOtC/EV activities;
3. Check proposed dates against calendar;
4. If minibus required, check availability and make provisional booking.

B) On deciding to do an activity

1. See the LOtCC/EVC (with proposed itinerary and financial details) to obtain initial approval to proceed;
2. See the LOtCC/EVC to check regulations and requirements;
3. Submit appropriate form; (College Trips form 1)
4. Ensure that there are sufficient and suitable supervisors available;
5. Indicate to the LOtCC/EVC whether insurance is required or submit details of independent insurance for approval.

C) On receiving approval

Circulate initial letter to target year/subject group(s) and collect deposits. (Ensure all relevant information is included. i.e. dates, cost, payment schedule, insurance details, any penalty clauses for withdrawal, selection criteria, mechanism for dealing with over-subscription, details of parents evening, if passport required, etc.)

Set deadline for applications to be returned.

See finance department and open an activity/educational visit account.

D) After applications have been received

Confirm with Principal of Guidance regarding the suitability of those applying. If oversubscribed form a reserve list and keep all interested parties informed.

Inform pupils and parents of their status. i.e., included on activity, reserve for activity, not included on the activity.

Circulate date of parents and students pre-meeting (if not included in initial letter).

E) Normally at least 3 months before activity

1. Do risk assessments (generic ones are available) and submit to LOtCC/EVC.
2. Submit provisional list of staff to LOtCC/EVC.

F) At least 1 month before activity

1. Hold activity staff meeting to decide on activity/visit rules (N.B. must comply with policy) and arrange roles. i.e. first aider (currently qualified), duty rota (if required), etc.
2. Arrange a risk review meeting with LOtCC/EVC.
3. Hold parents' and students' meeting. (Include details of accommodation, transport, emergency contact details, staffing, standards of expected behaviour, school policy on alcohol and drugs etc. Also include the provisional itinerary.)
4. Issue and collect in parental permission, health and alcohol forms.
5. Get list of students' addresses, home phone numbers and parental contact numbers during the activity. (Ensure parents who are members of staff do not give the school number for daytime contact during the holiday period.)

G) At least 2 weeks before activity

1. Give final list to finance dept for insurance (if required).
2. Give final names, addresses and contact numbers for students, and staff, to office along with accommodation, transport and itinerary details. Copy complete folder to designated member of staff and LOtCC/EVC.
3. Arrange 'cascade' contact system – essential on overseas visits.
4. Arrange to withdraw a travel first aid kit and school mobile phone.
5. Check transport and accommodation details (with tour operator if necessary).
6. Issue memo to parents confirming arrangements. (departure letter)

H) The week before the start of the activity

1. Collect first aid kit.
2. Collect emergency contact cards from finance dept. (Insurance)
3. Give any revisions of party composition to office.
4. Collect petty cash (if required).
5. Collect school mobile phone. (?)

I) After the trip

1. Write short report on the activity/visit. Include details of problems, difficult students, efficiency of tour company, etc. for help to future leaders. Give to LOtCC/EVC.

2. Finalise accounts (with receipts and invoices where possible). Give to finance dept.
3. Discuss the disposal of any surplus monies with the finance dept.
4. Keep permission and health forms for up to one year in case of problems or claims.
5. Write any thank you letters required.

J) After the dust has settled

If considering another LOtC/EV activity, consider how well you think your team performed. If satisfied, return to top of page 1 and start organising your next activity!!

GROUP LEADER'S CHECK LIST – Evening/day visits

Organising a day visit or even an evening outing is a time consuming task.

This checklist is to help overcome some of the organisational pitfalls and omissions.

A) Before deciding to do a LOtC activity

1. Read the LOtC/EV policy;
2. Read school procedures on charging for LOtC/EV activities;
3. Check proposed dates against s calendar;
4. If minibus required, check availability and make provisional booking and sign eyes on the road declaration at annex X.

B) On deciding to do an activity

1. See LOtCC/EVC (with proposed itinerary and financial details) to obtain initial approval to proceed;
2. See the LOtCC/EVC to check regulations and requirements;
3. Submit appropriate form; (College Trips form 1)
4. Ensure that there are sufficient and suitable supervisors available;
5. Indicate to the LOtCC/EVC whether insurance is required or submit details of independent insurance for approval.

C) On receiving approval

Circulate initial letter to target year/subject group(s) and collect deposits. (Ensure all relevant information is included. i.e. dates, cost, payment schedule, insurance details, any penalty clauses for withdrawal, selection criteria, mechanism for dealing with over-subscription, any provision for families on benefits, details of parents evening, if passport required, etc.)

Set deadline for applications to be returned.

See finance dept and open trip cost centre account.

D) After applications have been received

Confirm with Principal of Guidance regarding the suitability of those applying. If oversubscribed form a reserve list and keep all interested parties informed.

Inform pupils and parents of their status. i.e., included on activity, reserve for activity, not included on the activity

E) The week before the trip leaves

1. Give final list to finance dept for insurance (if required).
2. Give final names, addresses and contact numbers for pupils, and staff, to the school office along with trip accommodation, transport and itinerary details. Copy complete folder to designated member of Staff & EVC
3. Collect emergency contact cards from finance dept

F) After the trip

1. Write short report on the visit/activity. Include details of problems, difficult students, efficiency of tour company, etc. for help to future trip leaders. Give to LOtCC/EVC.
2. Finalise accounts (with receipts and invoices where possible). Give to finance dept.
3. Discuss the disposal of any surplus monies with the finance dept.
4. Keep permission and health forms for up to one year in case of problems or claims.
5. Write any thank you letters required.

G) After the dust has settled

If considering another trip, consider how well you think your team performed. If satisfied, return to top of page 1 and start organising your next activity!

Appendix E

CODES OF CONDUCT

STAFF- Code of Conduct on LOtC/EV Activities.

Liverpool College has formally adopted the following *Staff Code of Conduct for Residential Visits*:

“The College expects that all adults acting *in loco parentis* on any LOtC activity will be mindful of responsible and proper behaviour, so that they are able to exercise their professional judgement at all times”.

The College accepts that members of staff may wish to consume alcohol during an off-site visit provided so long as this is within reason. Excessive drinking at any time is unacceptable and may lead to disciplinary proceedings. However, at least one member of staff should not be drinking alcohol at any one time.

Although responsibility for student welfare on a residential visit is a 24-hour responsibility, it is self-evident that supervisors cannot be on duty for 24 hours. The group leader will publish a daily duty roster, ensuring that all staff have sufficient rest periods.

All staff must ensure that they are on duty at the times set down, and have the necessary information about the group and the events at that time.

Template letters are at Annex Y

Appendix F ALCOHOL, TOBACCO AND OTHER DRUGS ON SCHOOL TRIPS

ALCOHOL

The College's policy is that pupils in years 12 and 13 should not consume any alcohol on LOtC/EV activities except where parents' permission to allow moderate and supervised drinking of beer or wine has been given, and the group leader is prepared to accept it.

The parental consent must be in writing and the parent and student must give their written acceptance of the guidelines applying to the activity.

The guidelines are as follows:

1. Students must not purchase, have in their possession, or consume, any form of spirits.
2. The consumption of beer and wines with or after meals, in moderation, and only under the direct supervision of staff is permitted, subject to parental consent and the law of the country being visited.
3. All students must, without question, accept and obey any instruction given to them by a member of staff, not to drink or to cease drinking alcohol, regardless of any consent given by parents.
4. On exchanges, or on other activities where students are staying in a family and are not always under the supervision of staff, students must follow guidance given by their parents and, **if this is more restrictive**, by their host 'parents'.

TOBACCO

Acknowledging the absence of legal constraints on smoking by 16-year-olds and over, the College nonetheless will **not** condone smoking by any student on a school activity. Smoking is banned for those under 16 and very strongly discouraged for older students.

It is the College's policy that normally all smoking is banned on school activities, unless the group leader allows it to take place, and it is legal. Should smoking be allowed by the group leader, students must only do so at times and in areas agreed in advance with the leader.

OTHER DRUGS

The possession or use of any drug, other than legal over-the-counter medicines or medically prescribed drugs (pre-advice of which should be given to the staff in charge of the activity), is totally banned and the school will take a most severe attitude to any departure from this rule.

SANCTIONS

Any breach of the above guidelines relating to alcohol, tobacco and other drugs will be treated with the utmost seriousness and may result in any or all of the following sanctions:

- The student being sent home immediately at their parent's expense
- The student being banned from all future school LOtC activities.
- Possible exclusion from the school.

Appendix G

ASSESSING RISKS

All staff who work in schools do risk assessment for much of their time. They are good risk assessors.

The College endorses the Health and Safety Executive's (HSE's) view that risk assessment should be 'sensible' and not taken to extremes. On the other hand no member of the College staff must neglect the duty to assess significant risks.

The law requires employees to take reasonable steps to deal with reasonably foreseeable risks, not to do everything possible to deal with every eventuality.

Simple assessments:

These will normally be sufficient for activities in the school grounds or nearby. The assessment will often reveal nothing of significance and therefore there would be no need to record them.

A simple '**Risks assessed; none significant**' recorded in a lesson plan would be sufficient.

More complex risk assessment:

Where there are significant risks the College expects the LOtCC/EVC and group leaders to follow the Health and Safety Executive (HSE) guidance. This is contained in the HSE leaflet **5 Steps to Risk Assessment**.

The guidance makes the point that you may not be able to eliminate all risks but the law requires everyone to protect people as far as is reasonably practicable.

The 5 steps are:

1. Find out what the hazards are.
2. Assess who might be harmed and how.
3. Evaluate the risks and decide on precautions.

There is no need to carry out complicated calculations that are suggested in the guidance. In many cases the broad decision of 'ACCEPTABLE' or 'NOT ACCEPTABLE' will suffice. If the latter, you should do something to make the activity acceptable. If you cannot then you must **NOT** do the activity.

4. Record your findings and (most important) put them into practice.
5. Review your assessment every year or every time the activity is planned. You might have to review your assessment during the activity if the conditions have changed significantly.

Risk assessment for (Special Educational Needs) SEN students, and disabled members of the group, and those with medical needs

The Disability Discrimination legislation and regulation place duties on the College not to discriminate against students for reasons relating to disabilities. Therefore, refusal to take a disabled student on an off-site visit must be justified otherwise it would be unlawful. The cost of making additional provision for the inclusion of a disabled student can be included in the overall cost of any visit. In certain circumstances, charity funding may be available for students with physical disabilities. Where students are identified as having particular special needs this must be reflected in a higher staffing ratio, which must not be less than that which applies on-site, and in most cases will need to be higher. Staff would need to take into account the terms of the SEN and Disability Discrimination Act. **All reasonable steps must be taken to include young people covered by the act.**

The risk assessment must explicitly cover how special educational needs and medical needs are to be addressed. It should include details of any special aids and equipment that the student may need and, in particular, details of any such items to be brought from home or obtained prior to the visit. At this point a decision should be made as to whether the measures required to include the student are reasonable or not.

Where students have statements of special educational needs which provide support in school for access to the curriculum, and where the visit or activity takes place during term time, the level of ancillary support may be used at the same level as provided by the statement.

For students with mobility difficulties who hold a "Blue Badge" for parking concessions, it may be beneficial for the Blue Badge to be displayed in the windscreen of the coach. Mention of this at the arrival of a venue may result in priority parking as close as possible to the venue entrance. Similarly, mention of a Blue Badge at a ferry port would usually result in priority loading such that the coach is parked close to the lifts on the vehicle decks. It may also be of significant benefit for a disabled student to carry some proof of their disability. Word of mouth is often not sufficient proof of their disability.

Checklist: Assessing benefit and risk

Much of what is done outside the classroom needs no greater level of care than the care taken inside the classroom.

More complex activities may need staff to answer the following questions:

- What are the main objectives of the LOtC activity?
- What are the main benefits? What will the group learn?
- What would be Plan B if the main objectives cannot be achieved?
- What could go wrong?
- Do parents need to be informed? What do they need to be told before the activity?
- What consents need to be sought and obtained?
- How and when can parents ask questions?
- What do the students need to be told?
- What assurances can the organiser/leader give about their competence as the group's leader?

- What assurances can be given about the competence of the other adults supervising the group?
- Can the leader be reasonably satisfied that the group members will keep to the code of conduct?
- How will contact be maintained with the school during the activity?

Appendix H

MANAGEMENT PROCEDURES USED BY THE SCHOOL

Staff intending to organise a LOtC/ EV activity will use the College Trip form on the College management system accessed through the intranet. The forms can be completed electronically but a hard copy of each form will be required.

Wherever possible little or no disruption to teaching time should be planned. It is highly unlikely that approval will be given if the visit impinges on teacher pupil contact time.

All forms are to be passed to the EVC for processing in an appropriate time scale..

College LOtC/EV Forms

1. LOtC/EV Form 1 . Assessment / Initial approval

This is the initial approval to plan form.

The organisers will outline the scope of the trip indicating the aim, educational advantages, outline itinerary and the benefits to pupils. It also contains supplementary information that might not be available at time of application (This detail can be added later). For residential or higher risk trips this form will be more detailed and will be approved by the SMT. Organisers may if they wish represent their application in person at the appropriate SMT meeting. No advertisements or deposits are to be offered or taken until this approval has been granted. Low risk day visits may be approved by Head of the Upper School. In any case if approved the trip will be issued with a reference number.

2. LOtC/EV Form 2. Parent Information Form

On this form organisers will tell parents what they need to know, and to request information from parents, including parental consent (Form 3), if necessary.

Template letter is at Appendix 1 to Annex U

The remainder of the college forms for EV & trips are under review until new format agreed college staff will continue to use trip forms from the staff area of the intranet.

Appendix J

INVOLVING STUDENTS IN ORGANISING A LOTC/EV ACTIVITY

It is the College's view that students are likely to manage risks better if involved than if they are just told what to do. The government issued *Safety Education* in 2001. This provides advice on making students risk aware rather than risk averse. *Safety Education* recognises adventurous visits as a useful way of doing this. But any learning outside the classroom can include learning about risk.

Learning to manage risk is part of PSHE education, and is also contained in the programmes of study of other subjects e.g. PE and games, design technology, and science.

For example, in the PSHE Programme of Study at key stage 3, risk is a key concept:

- Understanding risk in both positive and negative terms and understanding that individuals need to manage risk to themselves and others in a range of situations.
- Appreciating that pressure can be used positively or negatively to influence others in situations involving risk.
- Developing the confidence to try new ideas and face challenges safely

LOtC supervisors could get some of the group to assess the risks before the activity or visit begins. Students could also help to assess and manage the risks once the activity has started. But the responsibility still lies with the group leader or supervisor, to ensure the safety of the group when in the field.

Group leaders/supervisors should be aware that for some participants a residential visit will be their first time away from their families and in close company with their peers.

For more on involving young people, please go to www.lotc.org.uk

Appendix K

DEALING WITH STUDENTS WHO MISBEHAVE

Leaders/supervisors need not put up with misbehaviour. Supervisors can and should withdraw anyone in the group who risks anyone's safety or health. Group leaders on a residential visit can send an unruly student home early.

This sanction, and others, will form part of the briefing of the group and parents beforehand.

The briefing will include details of the College's method of dealing with such eventualities and who will meet the costs. These issues are also covered in the code of conduct agreements.

Appendix L

GOOD PRACTICE IN OBTAINING PARENTAL CONSENT WHERE CONSENT IS ADVISABLE

The government advises that if consent is advised the school should seek it from **both** parents – even if the parents are separated.

If the school cannot obtain a response from one of the parents the government advice is that the school can treat the other parent's consent as enough.

If any one parent refuses consent the school should discuss the reasons. It may be possible to modify the activity for a particular child. But in the face of a confirmed refusal the school should omit the child from the activity.

Does the school need to get separate consent for medical treatment?

The government advice is 'No'. Medical consent should be part of overall consent for an off-site visit.

The school should use the information form to tell parents about the arrangements for emergency treatment. The school should also add that group participants will receive emergency treatment, including anaesthesia or blood transfusion, as considered necessary by the medical authorities.

Some parents may refuse to sign an overall consent form because they cannot agree to medical treatment, as stated above, on religious or other grounds. The Principal will inform these parents that their child will not take part in the visit, because school staff should not be expected to take on the responsibility for a child's health and safety under such circumstances.

Doctors can be expected to carry out necessary emergency treatment without parental consent. But a surgeon in another country may be reluctant to operate on one of the participants if the group leader does not have documented consent. This is another reason why it is College policy that students without an overall consent form cannot be included on the visit/activity

A translation in the relevant foreign language of the relevant part of the consent form could be useful. This is a matter for the group leader to determine.

Appendix M

APPROPRIATE INSURANCE

See *Insurance: a Guide for Schools* (Department for Education and Skills 2003) at Teachernet, www.teachernet.gov.uk/management. This sets out the types of insurance available for a range of purposes. It's also appropriate to other children's services but is not specific to learning outside the classroom.

The College holds *employer's* liability insurance against the risk of injury to their employees, and *Public* liability insurance, against the risk of injury to others. Details of pupils insurance whilst on a school activity can be sought from the Bursar.

For a regular activity in the grounds of the school or nearby the school should consider whether to give insurance details in the information for parents. This could be in the school prospectus.

For more complex LOtC activities the school should tell the parents what insurance arrangements are in place? This is the responsibility of the activity leader and not the College.

The activity leader should ask parents to accept the insurance arrangements through the consent form which details them. Additional cover may be necessary for some participants or for some types of activity such as skiing or adventure based activities.

Some parents may cancel their child's place in an extra-curricular activity (one that takes place outside the school day or term). If the place cannot be refilled the school should forward the cancellation to the insurer and operator as soon as possible. This may help to avoid cancellation charges. Charges and refunds will be arranged as per the policy and trip administrative arrangements.

Group Insurance.

Leaders are advised to pay an extra premium and opt for the no excess policy. This may save time and effort on returning to school and the claim process begins.

There needs to be a mechanism in place to pay for medical treatment and possible repatriation in the event of serious illness/accident. Especially in non EU countries where medical bills may have to be paid for and claimed back retrospectively.

Appendix N

WHAT FIRST AID IS NECESSARY?

The government in its guidance says that this will vary. Leaders should decide levels and types of first aid as part of the risk assessment.

The leader must bear in mind the College's First Aid Policy including those for minimum provision. The leader should have a good, working knowledge of first aid.

For more complex activities such as residential visits and visits abroad or adventurous activities it's essential for at least one of the group's supervisors to be a suitably trained first aider.

Minimum first-aid provision should comprise a suitably stocked first-aid box appropriate to numbers attending and a person appointed to be in charge of first-aid arrangements. Leaders must follow the College's First Aid policy.

Further information: Guidance on First Aid for Schools (1998) at <http://www.teachernet.gov.uk/wholeschool/healthandsafety/firstaid/>

Appendix O

VISITS ABROAD

Visits abroad should include as far as possible at least one adult with the ability to speak and read the language of the visited country. This may be the tour guide from the tour operator.

Passports

It is the College policy that all students and staff on a school visit must hold a valid individual passport. It must, however, be noted that some countries may not allow in a traveller whose passport will expire within a few months of entry. (Normally 6 months)

The leader should check the passport details of all adults and students to obviate the risk of anyone being refused entry. A copy of the picture page of the passport of all those attending is to be taken on the trip by the leader. This will help enormously if an individual loses their passport and an emergency one is required.

Details for individual countries can be obtained by contacting the UK embassy or consulate of the relevant country or the UK Passport Agency.

The LOtCC/EVC will be able to give further advice.

Visa exemption

Students who are not nationals of an EU country will need to travel using their own passport and will normally require a visa to travel to another EU country. However, a school can apply for visa exemption on behalf of the students. Details of visa exemption can be obtained from the Home Office or British Council. Should colleagues need assistance in this matter please see the LOTCC/EVC.

NB The visa waiver scheme to the USA has changed and there is a requirement to complete an online form (ESTA) prior to travelling.

European Health Insurance Cards (EHIC)

In order that members of the party are covered for medical treatment under EU reciprocal agreements, it is advised that the leader obtains a European Health Insurance Card (EHIC) for each participant. The Card has now replaced Form E111 which is no longer valid. The Card is not valid indefinitely. Leaders should, therefore, check the expiry date on the Card.

Please note – The Card is not available from a Post Office, as was the Form E111, but must be applied for. The quickest way to obtain the Card is on-line at <http://www.nhs.uk/nhsengland/Healthcareabroad/pages/Healthcareabroad.aspx> when delivery is guaranteed within 7 days.

Customs allowances and prohibited items

A leaflet A Customs Guide for Travellers entering the UK (Notice1), gives advice about customs allowances when travelling both within and outside the EU. It also details prohibited and restricted goods. The leaflet is available in unlimited quantities via HM Customs and Excise National Advice Service, telephone 0845 010 9000.

Travel advice

Travel advice about the safety in specific countries is available from the Foreign and Commonwealth Office on their website, <http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/>. Once again, it must be remembered that there are often exceptions in insurance policies for claims under refusal to travel unless there is specific advice from the Foreign and Commonwealth Office not to travel.

Exchange visits

The College encourages student exchanges and tries to ensure that rigorous checks about the receiving school are made as far as is reasonably practicable.

Detailed guidance is available in a document by The Outdoor Education Advisers' Panel entitled Young People's Exchange Visits. This document includes detailed advice and procedures including the need for Criminal Records Bureau (CRB) Disclosures and reciprocal checks. Relevant checks need to be carried out on the families hosting the home stay. This means:

- CRB checks for British families. If there is a cost implication, since the measure is to protect British students, it is not unreasonable to pass the cost of such a check to parents as part of their contribution to the cost of the visit.
- A relevant check for reciprocating families in the country to be visited. Where equivalent checks do not exist, in general the Principal of the receiving establishment will be requested to verify that to the best of their knowledge hosts are suitable. The Principal must be informed if this is the case.
- If satisfactory evidence cannot be ascertained or if hosts refuse to supply the information the Principal must be informed and alternative plan may be required.

What safeguarding checks must I do for exchange visits?

Guidance on the new legal requirements to safeguard vulnerable people can be found at <http://www.isa-gov.org.uk/> Guidance on how this affects exchange visits is at: www.globalgateway.org/visits

Hiring coaches

The government guidance says that tour operators or coach companies holding a Quality Badge will have been checked under the relevant accreditation arrangements.

The group leader can reasonably presume adequate safety management.

The group leader should, however, as part of their risk assessment, check that coaches and buses are being hired from a reputable company.

- Professional operators of buses and coaches must hold a public service vehicle (PSV) operators' licence. The leader should check for this when hiring a coach;
- The leader should ensure the coach has seat belts. (Buses (without seatbelts) aren't normally safe enough for long journeys or local visits on fast roads);
- If any of your group uses a wheelchair, the leader should ensure the transport has access and securing facilities. Portable ramps may be appropriate.

Driving abroad

The government guidance advises that leaders should not normally expect UK-based coach drivers to drive, for example, a French coach in France. In the event of an English coach breaking down abroad, a driver should not drive a left-hand drive coach without relevant experience. Alternative means of transport – such as a train or locally-hired coach (with seatbelts) and driver – should be used.

The College's policy is that the Plan B will include such contingencies.

Appendix 1 to this annex is a suggested template for a final departures letter and at appendix 2 a Frequently Asked Questions template for parental information.

TRIP LEADERS
CONTACT DETAILS



Liverpool College

Suggested Final departure letter

Date

Dear Parents

Trip Details

As we are now only **a week away** from our departure date, we thought we would take this opportunity to go through the final arrangements for the trip. Please check the information carefully and if there is any point you are unsure of you should contact us immediately.

- We will depart from the Upper School car park early on **????????????????????**
All pupils should meet at ??? in the car park. We would ask that parents park in the car park itself as the coach will require plenty of space on the road.
- All pupils should have their passport with them on the coach and not packed in their main suitcase. We will not depart until we have seen a passport in the hand of every passenger.
- Luggage labels are enclosed in this letter. Please fill them in for your son/daughter. **We are departing from ????? Terminal ? on Flight ??? to????? and returning on Flight ???? on ??????????**. There is no need to provide the address of our hotel on the luggage label. Each pupil's luggage should be clearly and distinctively labelled to prevent confusion at baggage reclaim.
- Each pupil should have **one** piece of luggage to be checked-in and **one** piece of hand luggage. Please check the weight of these items as pupils will be liable for any excess weight charges. You should also be aware of the restrictions for carrying liquids in hand luggage and each pupil should have a zip-loc plastic bag to carry small amounts of liquids in their hand luggage. Further information on these restrictions can be found **at ????????** or in the

administration brochure handed out last month. All pupils should be able to carry their own bags unaided.

- Pupils should pack their hand luggage with the long flight in **mind ???**. They should bring a small amount of sterling to spend in the service stations and departure airport. They should also bring material to keep themselves entertained on the flight such as a book. They may bring personal games consoles and MP3 players but they may not bring speaker systems. Any items they bring will be at their own risk. We would also ask that pupils do not bring large amounts of food and drink in their hand luggage. **All food and drink on the flight is free of charge** and they will have the opportunity to purchase snacks at the airport. It is also advisable to have small denominations of US dollars to hand for use in the arrival airport.
- Please check that your son or daughter has packed sensible, **warm clothing for the duration of the trip. We do not anticipate temperatures rising much above freezing for the duration of our stay and pupils will be expected to dress appropriately.**
- Details of our accommodation addresses and telephone numbers can be found in the administration brochure. If you need a new document, please ask your son or daughter to collect one **from ???????. Our emergency home contact is ??????? and he can be contacted on . Please remember this number is only to be used in a genuine emergency.**
- Pupils should have their spending money secure and safe about their person and not secreted in their main luggage.
- **A few pupils have not handed in their medical consent forms or spare passport photos. Please do this as a matter of urgency.**
- If any pupil has medication which needs to be administered by the trip doctor, please ensure this is **passed to ?????? by Friday ??????with written instructions.**

I hope this information is useful to you and that it answers any questions you may have had about the trip.

We look forward to seeing **you next ????????????????**

Yours sincerely



Suggested FAQ NOTICE

Liverpool College ???????? Trip

Frequently Asked Questions

We have produced this information sheet in the hope that any questions you have regarding the trip can be answered quickly. However if you have any further queries about the trip please do not hesitate to **contact???????????????** at the email addresses below or by telephoning the College.

1. How can I find out if you have all arrived safely?
2. How will my child's passport be kept safe?
3. How will my child's money be kept safe?
4. How much money will my child need for the trip?
5. How can I contact my child during the trip?
6. What will happen if my child's bags are too heavy?
7. What will the weather conditions likely to be?
8. What happens if the resort is closed because of poor weather conditions?
9. What will happen if my child feels ill or is injured on the trip?
10. What should my child do if they are not happy or need help on the trip?
11. How can I ensure my child is eating properly?
12. What will happen if my child misbehaves on the trip?
13. When will you arrive back in Liverpool?
14. My child has hired/borrowed equipment – what do I do with it when they return?
15. Does my child have to wear any protective clothing or equipment?
16. Will I be able to see the trip Risk Assessments for activities?
17. Is the Tour/Coach Company competent and have their credentials been checked?

Appendix P

SUPPORTING INCLUSION (DISABILITIES, SPECIAL EDUCATIONAL NEEDS, MEDICAL CONDITIONS)

Organisers and leaders of LOtC/EV activities must make reasonable adjustments to include would-be participants who have a disability.

The College must ensure that practical measures are in place to include students with special educational needs or medical conditions where that is possible. They should have, where possible, the same learning opportunities as the others in the group.

Wherever reasonably practicable the activity can be adjusted for individual participants' needs. The risk assessment can show such enabling measures. For guidance on inclusion, see the LOtC Out and About website at www.lotc.org.uk.

The College should also ensure that foster carers are aware of this so that they take the necessary action. If any participant is a ward of court, the school should have local procedures for seeking advice from the court in relation to trips and activities abroad well in advance.

Government guidance on special education needs and ratios

One to one supervision may suffice in the classroom or during less complex activities outside the classroom. But this may not be enough during more complex activities.

Two-to-one supervision may be advisable when, for example, a participant has a history of wandering or otherwise leaving the area of supervision. An adult assigned to the supervision or care of one particular participant should not be included in the ratio for the group as a whole.

The SENCO should determine what ratio of supervision the student will need for learning outside the classroom and liaise with the LOtCC/EVC.

Appendix Q

ADVICE TO GROUP LEADERS ON ADVENTUROUS ACTIVITIES

Unless you're well-qualified and experienced you should make use of the specialists. There are a lot of them. The Adventure Activities Licensing Service inspects and licenses well over 1,000 of them for the government.

If you're a group leader, you should check – at www.aals.org.uk – if the provider is required to have a licence and, if so, that they have one.

What is licensable?

See the website as above but, in brief:

- Caving (including mines, potholes)
- Climbing (including traversing, scrambling, some abseiling),
- Trekking (including some pony trekking and some mountain biking)
- Watersports (including canoeing, rafting, or sailing on sea or tidal or larger non-placid waters).

What adventure doesn't have to be licensed?

Adventure activities abroad; and the wide range of adventure, such as nearby trekking or abseiling on a purpose-built indoor wall. The provision of non-licensable adventure activities is covered by less specific health and safety legislation. It may also be covered under non-statutory schemes managed by, for example, the Wales Tourist Board, certain National Governing Bodies (NGBs), or trade associations such as the British Activity Holiday Association (BAHA). We encourage providers to obtain overarching accreditation under the government-sponsored LOtC Quality Badges scheme.

Catering, transport and accommodation as offered by the provider are not covered by the licensing scheme. As group leader, you should check these out – unless the provider is also accredited by the LOtC Quality Badge scheme.

Who must hold a licence?

Anyone who trades in activities to groups of under 18s. This includes local authority centres when they make provision to pupils in educational establishments, for a fee or for free.

Who doesn't have to hold a licence?

Licences aren't required of:

- Educational establishments providing to their own pupils.

- Voluntary organisations providing to members.

The relevant legislation is the Activity Centres (Young Persons' Safety) Act 1995 and the associated Adventure Activities Licensing Regulations 2004.
<http://www.opsi.gov.uk/si/si2004/20041309.htm> These have force in England, Scotland and Wales.

Visits to farms

The Chief Medical Officer suggests ratios as follows:

- One-to-one supervision for every child younger than 12 months;
- One adult for two children between the ages of 1 and 2;
- Gradually increasing ratios up to one adult for eight children between ages 5 and 8.

There should be adequate, trained adult supervision in order to ensure that children behave appropriately and wash their hands after touching an animal.

Go to <http://www.lotc.org.uk/> and click on 'farming and countryside' for more detailed advice. The Health and Safety Executive has refreshed its health advice to farmers whose premises are visited by children at:

<http://www.hse.gov.uk/agriculture/articles/health-alert-ecoli.htm>

Establishment-led adventure activities

Colleagues may approach you, as an EVC/LOtCC, about self-led adventure. They may wish to instruct or lead a group from your establishment on such activities. A licence would not be required. But you should take into account that such staff, though well-intentioned, are unlikely to have the experience of licensed providers. They may also lack a comparable level of skill. You must be satisfied as to safety management. For that reason it's likely you'll decide to use a licensed provider.

See the overseas expeditions pages of the LOtC Council at <http://www.lotc.org.uk/> and the website of the Adventure Activities Licensing Service at www.aals.org.uk

Activity in natural waters – don't be afraid to say no

The government guidance advises group leaders to be aware of water's potential hazards.

Leaders should very carefully assess the benefits of activity in water against the significant risks. Strong swimmers can get into difficulties. Immersion in cold water can be lethal.

Leaders should never allow impromptu bathing. Any water activity must be carefully prepared and carefully managed.

Leaders should also take particular care in preparing for any activity:

- near natural waters such as river, lake or sea, where any accidental entry into the water may require an understanding of rescue techniques;
- in winter conditions;

- on or near cliffs or steep terrain;
- in an area subject to extremes of weather or environmental change (for example, variations in water flow or level).

All complex activities should be subject to the most careful risk management. They are listed at <http://www.lotcqualitybadge.org.uk/howtoapply/route2awardingbodies>

Appendix R

REPORTING AN INJURY

Any serious work-related injury to a child or young person during learning outside the classroom in the UK must, by law, be reported to the Health and Safety Executive and be recorded. This should be done through the Bursars office.

Dangerous occurrences, sometimes known as near misses or near accidents, must also be reported. What and how and where to report is explained at <http://www.hse.gov.uk/riddor/index.htm>. This also includes a report form. The relevant law is the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations* (RIDDOR).

A reportable injury to a child or young person who is not an employee is one which causes death or results in the injured person being taken to hospital – whether by staff, parent, or medical staff – from the place of injury. Further details are available on the HSE RIDDOR website as above.

What else to do after an incident; the advice to group leaders is:

No-one in your group should give their version of events to the media. The names of those involved in the incident should not be revealed unless to the HSE or the police or medical professionals. Media enquiries should be referred to the Principal or Bursar back at College. If impracticable then to your nominated establishment contact. No-one in the group should discuss legal liability with other parties. No-one should sign anything relating to accident liability without clear advice from the College SMT.

What if the police approach me?

You cannot refuse to engage with the police. You may however seek legal advice, including from your union or professional association, before making a statement. If the police wish to interview you immediately, you also have the right to a duty solicitor. You must also contact the College at the earliest opportunity.

What can I expect from an investigation into a serious incident?

The government advises that when a serious incident has taken place during a LOtC activity in the UK or abroad, you should expect your employer to conduct an investigation. In fact, the HSE recommends that employers investigate serious accidents in order to learn any lessons and prevent a repeat. The HSE's *Investigating accidents and incidents – a workbook for employers, union, safety representatives and safety professionals* (2004) sets out straightforward ways in which this can be done.

It is good practice to identify an official who will act as the key point of contact for parents. This official should be sensitive to the family's needs and should preferably have some counselling competence. He or she should inform the family of the progress of the investigation. He or she should answer their questions as helpfully as possible, and provide them with the facts.

Appendix S

EXPLORATORY/RECONNAISSANCE PRE-VISITS

An exploratory/reconnaissance visit must be made by any member of staff who is to lead a group abroad, or on a residential visit or in a location that is not familiar to them.

For remote expeditions a prior visit may not be possible. The Principal will determine whether the risk assessment and proposed risk controls are acceptable. This will enable leaders to gain first-hand knowledge of the area and facilities. This knowledge will then inform the risk assessment and pre-planning.

Any costs incurred whilst making an exploratory visit will be included in the total cost of the visit.

Some contractors (providers), e.g. school-travel specialist companies, may offer a pre-visit for the group leader free of charge. This can enable the leader to gain a direct experience of the venue and environment and assist their appraisal of the contractor's risk assessment.

If it is not possible for the leader to visit the site/area beforehand, the leader must make every effort to collect all appropriate information.

He/she must be able to satisfy both the LOtCC/EVC (and where relevant the Principal) that these alternative arrangements are sufficient for a risk assessment to be made. If it is not possible for the leader to make an exploratory visit, a reconnaissance should be made immediately on arrival at the venue whilst the rest of the group remain in a secure place or are supervised by other staff in an activity for which a risk assessment has been made.

If using the facilities of a contractor, e.g. school-travel specialist company, the leader should also arrange a meeting with the local representative or manager in order that both parties can be kept fully informed and any concerns can be raised. Any points discussed should be noted in writing.

Appendix T

TELEPHONE TREE

In the event of any problems arising during the visit, such as an earlier or later return to the school later than published, it is imperative that leaders construct and circulate a “telephone tree” in order that information can be relayed to all concerned in the minimum amount of time and at a minimum cost to any individual.

The “telephone tree” should begin with a local number that parents can ring, day or night, for information in the event of an incident during the visit or advice about the time of return.

The school telephone number can be used between 0830 and 1600 hours Monday to Friday in term time but an alternative number should be given for use out of school hours. This should be covered in the advice given to parents.

Some parents may wish to choose not to be included on a “telephone tree”. However, should this be the case, it is for the parents concerned to inform the leader of their wish. In order to prevent unnecessary personal expense, the onus should then be for them to contact you in order to check upon details of the visit.

An alternative to this could be a trip blog, or College internet message/update page. If this option is to be used confirmation of internet accessibility for parents is to be sought.

Appendix U

GUIDELINES FOR PRE-VISIT MEETINGS

Rationale

The College's policy is that all overnight visits must be preceded by a meeting for at least one parent/carer and the student, and that attendance at this meeting is a condition of the student's participation on the visit.

The reason for this is to explain in detail what arrangements will be in place for the supervision of students at all times during the trip and what expectations there will be of students with regard to general co-operation and with regard to specific matters such as smoking and drinking and use of rooms.

It is important that parents are in no doubt at all about what will happen and what rules will apply, that they have the opportunity to question staff and that they have an opportunity to object (and therefore not participate) in advance of the visit.

Pre-visit meetings also have the advantage that they enable all the paper-work and much of the administration to be completed in one go.

The LOtCC/EVC or another senior member of staff may attend pre-visit meetings.

Guidelines for invitations

Circulate letter with date of the meeting and time, as soon as you know the names of participants. At least three weeks' notice of the meeting should be given, more if possible. The more advance notice is given the less will be the difficulty with parents who wish not to attend. Include a 'return' slip with the letter so that you can make alternative arrangements to see parents who are unable to attend. Parents may well find it difficult to attend an early meeting. See appendix 1 to this Annex for a letter template.

The letter should include the following wording:

'The College's Educational Visits policy requires us to hold an evening meeting for students accompanied by at least one parent.

The attendance at the meeting of both the student and a parent is compulsory if the student is to be accepted as a participant on the trip.

The meeting will be on(day and date) at (time) in the..... (venue).

Please bring any outstanding forms and requested information to this meeting. We expect the meeting to last approximately ??????. Any questions you have regarding the trip can be answered at this meeting. Please confirm, by returning the attached slip that you intend to attend the meeting.

Arrangements for the meeting

Book a large enough area well in advance and inform the Bursar about the meeting. Check with the Estates Manager the day before the meeting. Arrive early and lay out all the paperwork.

This may include:

- Medical information and consent form;
- Dietary information sheet;
- The College alcohol, tobacco and drugs on trips policy; - Annex F
- Appropriate code of conduct; - Annex E
- Packing list;
- Information regarding pocket money, gifts;
- Emergency contact details.

Welcome parents as they arrive. Give them a pack of papers to be getting on with while others arrive. (If you give the papers out to students in advance of the meeting, parents will be more likely to try to avoid attendance). Collect passports, photocopy of EHC (European Health Insurance Card), photocopy of passport, 2 passport size photographs (for trips abroad).

Check all have arrived by taking a register of students and parents.

Content of the meeting

- Introduce other accompanying staff;
- You may wish to give information about itinerary and activities if this has not been done in advance;
- Deal with medical information: parents should let the staff responsible for the visit know of all medication being taken and of potential problems - even if this information has been previously given to the school. In the case of exchanges, this information will need to be passed to host families. Ask for questions;
- Deal with the question of supervision. Tell the parents how the students will be supervised at all times, including free time and meal times. Ask for any questions; This might be done by way of a written supervision plan.
- Deal with alcohol, smoking and drugs policy. If senior pupils are to be allowed to drink alcohol, specify what you consider to be acceptable; what arrangements you have in place for those whose parents do not want their children to drink - remembering that there may be religious considerations involved and that parents may regard this with extreme seriousness. Ask for any questions.
- Deal with discipline, responsibility and trust. Co-operation is expected and failure to co-operate will be regarded as a serious breach of trust with serious

consequences (being sent back home, banning from further trips). Staff will be offended by comments from students that they are on a free holiday. You may wish to address this point in advance by thanking the staff for giving up their time to accompany a trip. Ask for any questions.

- For exchanges, deal with the question of parties - parents will value guidance on this as they often feel quite at sea and under pressure from their children. Talk about how not to be a mutant teenager in someone else's house and about how to participate in a civilised way in someone else's family. Remind students about the reasons they are doing the exchange (e.g. Language skills, international friendship, rather than an extended social life). Ask for any questions.
- Explain what the school has done about safeguarding students at the host venue, and explain that all British host families may be subject to a CRB check.

SPECIMEN INVITATION LETTER

TRIP LEADERS
CONTACT DETAILS



Liverpool College

TRIP TITLE.....

Date

Dear Parents

The College's Educational Visits policy requires us to hold an evening meeting for pupils accompanied by at least one parent. The attendance at the meeting of both the pupil and a parent is compulsory if the pupil is to be accepted as a participant on the trip.

The meeting will be on(day and date) at (time) in the..... (venue).

Please bring any outstanding forms and requested information to this meeting.

Passports, photocopy of EHIC (European Health Insurance Card), photocopy of passport, 2 passport size photographs (for trips abroad) etc.

We expect the meeting to last approximately ??????. Any questions you have regarding the trip can be answered at this meeting.

Please confirm, by returning the attached slip that you intend to attend the meeting.

Yours faithfully

----- ✂ ----- ✂ -----

I confirm my attendance at the information evening for the ?????? Trip 20??

_____ I will be accompanied by
(Name of Parent)

Name of pupil attending trip: _____

Please reserve ____ places. (Insert total number of people attending).

Appendix V

MOBILE PHONES

At the discretion of the group leader, it is College policy that students are allowed to take mobile phones on educational visits. However, as in the school, students will be responsible for their own belongings.

Owing to child protection issues mobile phones should not be used for taking photographs of other persons unless permission has been obtained from the person to be photographed.

For personal safety reasons, students should be advised not to carry mobile phones in a prominent and vulnerable position. On visits abroad, the cost implications of making calls from abroad should also be pointed out to students.

Mobile phones, however, can be a vital lifeline on exchange visits.

Staff should make arrangements whereby they can be contacted at all times when the group is not under close supervision. Each student should have the contact telephone number and should know an emergency code, e.g. a word or a phrase, to be used to indicate that there is a serious problem and help is needed.

Appendix W

EMERGENCY PROCEDURES FOR OFF-SITE ACTIVITIES

In spite of good planning and organisation, there may be accidents and emergencies that require an on-the-spot response.

In the first instance the Principal should be contacted by telephone during school hours and at home out of hours. If not available, the Head of Upper School should be contacted.

If neither the Principal nor Head of Upper School is available, the LOtCC/EVC should be contacted. The Establishment Contact should be kept informed.

Details of the College's agreed emergency procedures, including key telephone numbers, are available from the LOtCC/EVC.

Crisis Line

Should a major accident, emergency or tragic event occur during an educational visit, (for example the coach being involved in a crash) the school will establish a Crisis Line where 24-hour support will be available.

A designated member of the Senior Management Team will take responsibility for helping you manage the crisis and its aftermath, including dealing with the press and media.

They will know whom to involve in order to meet the group's specific needs. They will help with the many problems that will arise from such an event. Ringing one number will immediately put this support into action.

A credit card size card, with brief 'aide memoire' and telephone numbers, is available from the LOtCC/EVC.

"Your contact number" is that of school Reception and the "Out-of-Office hours" is that of the Principal (or delegated representative, normally the establishment contact)

Details of Crisis Line are also included on the emergency procedure pocket-sized laminated card. It is hoped that this service will never need to be used by this school but it is best to be prepared.

Appendix X

EYES ON THE ROAD

One Year from the implementation of sections 20 and 21 of the Road Safety Act 2006, and occupational road safety remains a significant cause for concern for employers.

The Act introduced two new offences of causing death by careless driving and causing death whilst unlicensed, disqualified or uninsured, with offenders finding themselves facing up to five years' imprisonment for what could be a momentary lapse of concentration.

These new sections came into force on 18 August 2008, and sit alongside existing offences of causing death by dangerous driving, and causing death by careless driving when under the influence of drink or drugs (sections 1 and 3A of the RTA 1988).

Whilst the Road Safety Act introduces new offences for the driver of the vehicle, employers should be alerted to the risks of on-the-road work activities.

Whenever there is a fatality on the road, the police now investigate the fatal accident with a view to placing responsibility on either the driver or a company which may be considered partially responsible for the accident.

Employers will need to warn drivers against such distractions, and policies will need to deal with the use of mobile phones, eating and drinking whilst driving, the use of satellite navigation systems and driving whilst applying makeup. All these activities are likely to be considered by the prosecuting authority as avoidable distractions.

When determining the level of seriousness of the offence, the culpability of the offender is paramount. Sentencing guidelines state that driving whilst using a handheld mobile phone is considered seriously culpable behaviour of the offender. Furthermore, driving whilst the driver's attention is avoidably distracted, for example by reading or adjusting the controls of electronic equipment such as a radio, hands-free mobile phone or satellite navigation equipment, is also considered as seriously culpable behaviour of the offender.

The Sentencing Guidelines Council has made a distinction between ordinary avoidable distractions and gross avoidable distractions which divert the attention of the driver for a longer period of time.

Using a handheld mobile phone when driving is, in itself, an unlawful act. The fact that an offender was avoidably distracted by using a handheld mobile phone when causing a death by driving offence will always make the offence more serious. Reading or composing text messages over a period of time will be a gross avoidable distraction and is likely to result in an offence of causing death by dangerous driving being at the highest level of seriousness.

Driving when knowingly deprived of adequate sleep or rest, especially where commercial concerns had a bearing on the commission of the offence are also taken into account when considering the seriousness of the culpability of the offender.

LIVERPOOL COLLEGE CAR AUTHORITY FORM 2010/11

To: Liverpool College, North Mossley Hill Road, Liverpool, L18 8BG

From _____

I confirm that when claiming mileage allowance or business use, the car that I am using is properly licensed, business insured and (if applicable) has a current MOT certificate. I also confirm that I have read and understood the 'Eyes on the Road' article.

Signed.....

Date.....

ANNEX Y

The establishment contact will need to have the following trip documentation/information available throughout the duration of the trip:

- A list of all those attending.
- Next of Kin details of all adults.
- Pupil data sheets, with medical and contact details
- Copy of parents medical and consent forms
- Tour operator support contact details (Normally help desk)
- Coach company contact details and emergency contact numbers.
- A comprehensive trip itinerary.
- Contact details of all accommodation.
- Satellite phone number if applicable
- Insurance details for the trip
- Copy of Risk assessments

The establishment contact will in most cases be the LOtC/EVC however there may be cases where another suitably qualified individual can be nominated or for longer trips the role can be split between two people. If this is the case the Principal will be notified.

The establishment contact will need to have the following trip documentation/information available throughout the duration of the trip:

- A list of all those attending.
- Contact numbers for Trip Leader
- Next of Kin details of all adults.
- Pupil data sheets, with medical and contact details
- Copy of parents medical and consent forms
- Tour operator support contact details (Normally help desk)
- Coach company contact details and emergency contact numbers.
- A comprehensive trip itinerary.
- Contact details of all accommodation.
- Satellite phone number if applicable
- Insurance details for the trip
- Copy of Risk assessments

These documents should be made into a pack/folder and issued to the establishment contact at least a week prior to departure. (Must be hard copy)

The trip leader is to inform the establishment contact if:

- There is a minor incident or accident. (Major incidents reported directly to the Principal). A log is to be started and record all significant detail.
- Any changes to the group (arrivals or departures). If this involves staff then the EVC is to be informed.

- Any changes to the Itinerary including new contact numbers.
- Delays to schedules that may affect others.

The establishment contact is required to know the College emergency procedures, including key telephone numbers in the event of a serious incident.

The establishment contact is required to know the procedures put in place to action the Crisis Line and which member of the SMT is to be contacted. More information can be found at Annex W

The establishment contact is to make arrangements with the College administration team as to contact information throughout the visits duration. This is so that if the College need to contact staff or pupils on the trip this can be actioned as quickly as possible. The establishment contact will be required to be on call 24 hours a day and must remain in reasonable commuting distance to the College. For residential trips a second copy of the documentation pack should be made and this is to be handed over to the school administration team. There should be a formal handover of the documentation pack and a signature taken to confirm receipt of the pack by the appropriate person.

APPENDIX 1 to
ANNEX Y



TRIP DOCUMENTATION PACK FOR

From _____ To _____

The documentation pack the above trip contains the following documents:

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- A List of all those attending
- Contact numbers for Trip Leader
- Next of Kin details of all adults
- Pupil data sheets, with medical and contact details
- Copy of parents medical and consent forms
- Tour operator support contact details (Normally help desk)
- Coach company contact details and emergency contact numbers.
- A comprehensive trip itinerary.
- Contact details of all accommodation.
- Satellite phone number if applicable
- Insurance details for the trip
- Copy of Risk assessments

(Tick as appropriate)

Trip Leaders name _____

Establishment contact _____

College administrative team _____
Print name

College administrative team _____
Signature

Date _____

ANNEX Z

CODE OF CONDUCT: Pupils on activities/visits

The objective of school activities/educational visits is for students and accompanying staff to have experiences over and above those available in the classroom, in a safe, enjoyable and disciplined manner. Pupils are expected to think of the well-being of others whilst on off-site activities and behave in a sensible manner so that the safety and enjoyment of the many is not compromised by the thoughtless actions of the few.



The completion of the declaration below is required before acceptance on a LOtC/EVC activity.

Please read the statements carefully and, if in agreement with the content, sign and return to the trip leader.

Declaration by student and parent/guardian/carer

I undertake:

1. To observe all applicable school rules.
2. To cooperate fully and promptly with all group leaders and staff at all times.
3. To behave in a manner which is sensible and considerate towards others?
4. To ensure my conduct has the safety of myself and others in mind and reflects credit on myself, the party and the school.
5. To adhere to the smoking, drinking and drugs policy relevant to the activity as laid down by the group leader and the school. **The drinking of alcohol and the possession/use of any drug not prescribed to them is NOT permitted under ANY circumstances.**
6. To give permission for my possessions to be searched by staff if they have cause for concern.
7. To ask staff for clarification if I am unclear on any instructions or detail.

I further accept that a full written report of any misconduct will be given to the Principal of the College and my parents. I understand I will be expected to serve any punishment imposed on me for misconduct, both on the activity and on return. I also understand and agree that I may be sent home or collected from the activity, at my parents' expense, if required by the group leader. I further understand that, should I break the law of the country I am visiting; the local police may become involved.

Name of student (please print)

Signed **(Student)**

Witnessed **(Parent/guardian/carer)**

Date

CODE OF CONDUCT: Pupils on school field trips

The objective of school activities/educational visits is for students and accompanying staff to have experiences over and above those available in the classroom, in a safe, enjoyable and disciplined manner.



Students are expected to think of the well-being of others whilst on off-site activities and behave in a sensible manner so that the safety and enjoyment of the many is not compromised by the thoughtless actions of the few.

The completion of the declaration below is required before acceptance on an off-site activity. Please read the statements carefully and, if in agreement with the content, sign and return to the group leader.

Declaration by student and parent/guardian/carer

I undertake:

1. To observe all applicable school rules and the law of the country being visited.
2. To cooperate fully and promptly with all group leaders and staff at all times.
3. To behave in a manner which is sensible and considerate towards others.
4. To ensure my conduct has the safety of myself and others in mind and reflects credit on myself, the party and the school.
5. To adhere to the smoking, drinking and drugs policy relevant to the trip as laid down by the group leader and the school.
6. To give permission for my possessions to be searched by staff if they have cause for concern
7. To ask staff for clarification if I am unclear on any instructions or detail.

I further accept that a full written report of any misconduct will be given to the Principal of the school and my parents. I understand I will be expected to serve any punishment imposed on me for misconduct, both on the activity and on return. I also understand and agree that I may be sent home or collected from the activity, at my parents' expense, if required by the leader. I further understand that, should I break the law of the country I am visiting, the local police may become involved.

Name of student (please print)

Tutor group/form.....

Signed **(Student)**

Witnessed **(Parent/guardian/carer)**

Date

ANNEX AA

Model form - Parental consent for a school or similar trip

(To be distributed with the Parental Information sheet giving full details of the trip) Establishment/group:

1. Details of trip to:

From: Date/Time:_____ To:_____ Date/Time:_____

I agree to _____ (name)

Taking part in this trip and have read the information sheet. I agree to

_____’s participation in the activities described. I acknowledge the need for him/her to behave responsibly. **The College reserves the right to allow your child to attend the trip if their general school behavioural standards fall below an acceptable level. This may have a financial implication as monies paid in deposits may well be lost.**

I give my permission for him/her to go swimming as part of the organised trip itinerary.

I give my permission for photographs and other forms of media to be used in College post trip reports, school website and other presentations.

2. Medical information about your child

a) Any conditions requiring medical treatment, including medication? YES/NO

If YES, please give brief details:

b) Please outline any special dietary requirements of your child and the type of pain/flu relief medication your child may be given if necessary:

For residential visits and exchanges only

c) To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? YES/NO

If YES, please give brief details:

d) Is your son/daughter allergic to any medication? YES/NO

If YES, please specify:

e) When did your son/daughter last have a tetanus injection?

f) I will inform the group leader as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

3. Declaration

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

(There is no legal necessity for obtaining parental consent for medical treatment so long as the emergency arrangements are specified in the Information to Parents, including the advice that group participants will receive emergency treatment, including anaesthesia or blood transfusion, as considered necessary by the medical authorities.)

I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers during the activity/visit:

Work:

Home:

Home address:

Alternative emergency contact:

Name: _____

Telephone number:

Home address:

Name of family doctor:

Telephone number:

Address: _____

Signed: _____ Date:

Full name
(capitals): _____

Second parent (if possible)

Signed: _____ Date:

Full name (capitals): _____

This form or a copy must be taken by the group leader on the trip. A copy should be retained by the establishment contact in the documentation folder. The Liverpool College Consent form is available on the Staff area of the Intranet – LotC – Trip-Forms.

ANNEX AB



Liverpool College

LIVERPOOL COLLEGE
TRIP LEADER CERTIFICATE
CONFIRMATION OF COMPLIANCE AND UNDERSTANDING

To: Principal, Liverpool College, North Mossley Hill Road, Liverpool, L18 8BG

From _____

I confirm that I have read and understood the Liverpool College Learning Outside the Classroom and Educational Visits Policy.

I hereby agree to comply fully with the guidance laid out within that policy.

Signed.....

Date.....