

North Norfolk Academy Trust

Educational Visits Policy



North
Norfolk
**Academy
Trust**



Preparation for life's journey

Approved: June 2020
Reviewed: Annually
Next review: June 2021
Owner: R Shepherd

Changes:

Preliminary Planning

An outline plan is presented to the Headteacher/ Head of School for approval prior to more detailed plans being made. This plan must include costings and allow for staff cover costs.

Parents and information

- At the start of each academic year parents are asked to sign a consent form for their child to participate in regular off-site activities such as visits to local sports amenities, churches and for sports fixtures against other schools. Such events do not then require further parental consent but are otherwise regulated by this policy. Schools are not required to obtain consent from parents for students to participate in off-site activities that take place during school hours and which are a normal part of a child's education, such as local studies and visits to a museum or library etc. (Education Act 2002 section 29). While parents do not have the option to withdraw their child from the school curriculum, it is good practice to inform parents that a visit or activity is to take place. Schools should be aware that asking for consent when it is not needed can lead to some parents assuming they can withhold consent and so withdraw their child from a curriculum visit when this is not the case. Consent is needed for all visits organised by establishments other than schools. Consent is needed by schools for visits taking place outside school hours and also for activity taking place both during and outside school hours where it is perceived to involve a higher level of risk, such as a visit involving a long journey or adventure activity.

Educational Visits Policy

This policy has paid due regard to the DfE Guidance, Health and Safety Advice on Legal Duties and Powers for Local Authorities, Headteachers, Staff and Governing Bodies. It also draws on the previous guidance Health and Safety of Students on Educational Visits (HASPEV) and from the Outdoor Education Advisory Panel National Guidance.

At NNAT schools, we believe that learning outside the classroom is an essential component of our curriculum. It gives our students unique opportunities to develop their resourcefulness and initiative and to spend time together in an informed environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team working. Others will extend their knowledge of the world.

The common factor is that they all make an essential contribution to our students' development and education.

Basic Principles

Responsibility

- The Headteacher/ Head of School bears ultimate responsibility in ensuring staff meet the arrangements and follow the guidelines in this policy. They will hold the role of nominated contact in the event of an emergency, the Deputy Headteacher/ Asst Headteacher, will be the second nominated contacts in the event of the Head being unavailable.
- The EVC is responsible for the review of this policy and ensuring that staff are aware of its contents.
- Teachers who plan a day or residential visit are designated as the group leader and, as such, have responsibility to make sure the visit is properly organised.
- The group leader is responsible for completing a full risk assessment of the trip. This must be approved by the Headteacher/ Head of School before the trip can go ahead.
- NNAT Schools' behaviour Policies apply to all students on off-site visits. The group leader is responsible for good behaviour on all visits.
- The group leader (designated by the Headteacher/ Head of School) will be responsible for co-ordinating and delegating tasks to all staff participating in the visit.
- Staff accompanying students on visits will have appropriately designated responsibilities and a clear itinerary of events.

- The group leader will complete a visit evaluation form after the visit, reporting back to the Head any problems/issues and particular successes.
- Where relevant, in seeking to maximise the safety of students and staff, the main point of reference for all educational visits and journeys is the guidance available through EVOLVE.
- If the visit is a Duke of Edinburgh expedition, the County Guidelines attached in Appendix 1 should be followed, in conjunction with this policy. Where Evolve is used, the additional information required must be uploaded accordingly.

Health and safety

- Safety is the prime consideration when planning or carrying out a school trip; all appropriate health and safety safeguarding procedures must be followed. Any concerns as such must be reported to the Safeguarding designated lead of the school.
- All risks will be assessed and reported prior to the event and any possible measures towards safety and welfare undertaken.
- Staffing will adhere to recommended supervision: student ratios (see Educational Visits Procedure Checklist for details). The group leader will consider whether the nature of the activities requires the normal ratios to be exceeded.
- The staffing of every off-site visit should include an adult who has an appropriate first aid qualification.
- Appropriate first aid provision will be available at all stages of the trip.
- Teachers, assistants and volunteers accompanying school trips will be enhanced DBS checked and appropriately trained in procedures.
- All transport arrangement and venues will be checked for suitability and safety beforehand.
- Risk assessments will be completed and approved for all aspects of the trip.

Educational Value

- For curricular visits, a clear aim and objective must be identified by the group leader and clearly communicated to the other accompanying adults.
- Visits are not taken in isolation. Students are well prepared for the visit and, subsequently, put the experience to good effect as a stimulus for work in class.

Terrorism

Following terrorist events across the world, there has been understandable concern from parents and schools regarding school visits to London and Europe in general, especially where there are large public events. The following procedures should be followed;

- Ensure that any released government advice is followed.

- For those travelling abroad, follow advice from the Foreign and Commonwealth Office.
- Be aware that insurance companies are treating cancellation as 'disinclination to travel'. Any withdrawal or cancellation would be the personal decision of the individual parent or school which may incur financial losses as travel insurance will only cover such costs where there is direct FCO advice against travel.
- Be aware that in both the UK and abroad, expect to find heavily increased levels of security in place in all public places, and consequent delays to transport and during entry to public venues.
- Ensure that all visits to city locations or large public events are fully recorded on the trip paperwork pack (itinerary), or Evolve, even if they are just 'day' visits, with all risk assessments, programmes, timetables, staff information, contact details etc. in place.
- Ensure that risk assessments, programmes and supervision strategies are reviewed and amended if appropriate. You should ensure that your pastoral risk assessment and supervision strategy is detailed and includes planning that is specific to the students you are taking, the actual place you are visiting and the activity you are undertaking. This should include all aspects of travel, as well as supervision throughout the visit, including accommodation, 'downtime', evenings/overnight periods. It is particularly important to minimise the amount of 'free' or downtime during visits, and to ensure that appropriate supervision is in place throughout the entirety of the visit.
- Ensure that all staff and students are inducted into and understand the management and communication strategies in place for the visit. This should involve all staff having each other's mobile numbers, and checks to ensure that phones are operative if abroad.
- Where a terror incident occurs shortly before your travel, communicate with parents at the earliest opportunity to explain what you intend to do, and the actions being taken. Be clear that it is unlikely that either school or school travel insurance would be able to refund any costs incurred by parents withdrawing their child from a visit where there is no FCO or Home Office advice against travel. Discuss options for postponement or transfer of dates with your travel provider as an alternative, if that is possible or desirable.

Terrorism; Group Management

- Consider how your leadership team would manage an enforced group split. Have you agreed rendezvous locations?
- Inform your students of government guidance if an attack occurs:
 1. Run - to a place of safety. If there is nowhere to go then...
 2. Hide - Turn your phone to silent and turn off vibrate. Barricade yourself in if you can

3. Tell - the police by calling 999 when it is safe to do so. (See also Appendix Two)
 - Consider possible alternative meeting points, safe areas or venues, near where you intend to be, that you could use as a meeting point or as an emergency shelter.
 - Consider how you would get out of the city/ venue in an emergency, bearing in mind that the direct route and planned transport might no longer be an option and consider also the possibility of an enforced overnight stay. Are you aware of alternatives and can you access emergency funds to pay for them? Is there a reserve of any critical medication?
 - Be vigilant and aware of your surroundings.
 - Avoid congregating too long inside entrances to major public sites – stations, museums, sports stadiums, etc.
 - At ports and airports don't linger unnecessarily on the public side of security screening.
 - Where you have a booking with an Educational Service at a large public facility (e.g. National gallery, British Museum), contact the service to discuss the option of bringing your group into the building via alternative entrances to those used by the general public, to minimise the time spent in public foyer areas where many people congregate.
 - You should have a 'school mobile', held by the visit leader, which you can give the number of to all students (rather than giving out a personal staff's mobile number).
 - Ensure that all students know what to do in the event of any incident, or if individuals become separated. A simple 'emergency card' in the language of the host country, with names and contact details of staff would be helpful, and a similar card for UK city visits would be sensible.
 - Contact your travel provider and discuss any specific advice, changes or actions they intend to implement or would recommend. If postponement to a later date is possible or appropriate, then it might be considered.
 - Maintain an overview of the FCO travel website.

Parents and information

- At the start of each academic year parents are asked to sign a consent form for their child to participate in regular off-site activities such as visits to local sports amenities, churches and for sports fixtures against other schools. Such events do not then require further parental consent but are otherwise regulated by this policy. Schools are not required to obtain consent from parents for students to participate in off-site activities that take place during school hours and which are a normal part of a child's education, such as local studies and visits to a museum or library etc. (Education Act 2002 section 29). While parents do not have the option to withdraw their child from the school curriculum, it is good practice to inform parents that a visit or activity is to take place. Schools should be aware that asking for consent when it is not needed

can lead to some parents assuming they can withhold consent and so withdraw their child from a curriculum visit when this is not the case. Consent is needed for all visits organised by establishments other than schools. Consent is needed by schools for visits taking place outside school hours and also for activity taking place both during and outside school hours where it is perceived to involve a higher level of risk, such as a visit involving a long journey or adventure activity.

- Parents will be notified of the details of all other school visits in advance and permission for any school trip must be received from parents/carers in writing prior to the visit date. In practice, written parental permission is not a legal requirement for trips which occur entirely within the school day and do not require a higher level of risk management. However, on all occasions, parents must be told where the children will be and of any extra safety measures required.
- Parents will be told specifically if a day visit involves a return to school after the end of the normal school day.
- Parents will be required to notify the trip leader of their child's special or medical needs and of any other considerations affecting the welfare and safety the child and of staff and other students.
- Parents are also asked to sign a consent form for emergency medical treatment.
- For residential visits and trips overseas the school will hold an information meeting for parents and students at the early stages of planning. An information meeting may be held for other visits as appropriate.
- Students' emergency contact details, medical information and any other relevant information will be collected prior to the visit. This information will be taken on the visit.
- Costs for visits will be calculated in advance, in line with the school's budget.
- Parents will be notified of the cost of the trip well in advance where this is not absorbed by the school. All trips must be paid for prior to departure. NNAT schools will not make profit on any curricular or extra-curricular based visits.

Procedures for Organising an Educational Visit

- The Trust categorises its visits in line with OEAPNG guidance i.e.:
 - **Level 3** = Overseas, Residential or Adventurous visits which, where relevant, must be approved via Evolve and the LA's on-line approval gained before Headteacher/ Head of School approval.
 - **Level 2** = Day visits not on the Level 1 visits list.
 - **Level 1** = Local & regular visits for which generic risk assessments & standard operating procedures are held. Where relevant, the Level 1 list is posted in the document library of Evolve

NB: All paperwork for Level 3 visits must be completed and with the LA at least one calendar month before departure.

- General Information Early planning is essential for any visit. Plans for residential visits and overseas trips are formulated well in advance. All off-site visits and activities must be approved by the Headteacher/ Head of School, who is kept fully informed throughout the planning stages.
- All trip leaders must complete the relevant paperwork held on the school's public folder, a copy of which must be held by the trip leader and by the EVC who, where relevant, will upload this to Evolve.

Preliminary Planning

- An outline plan is presented to the Headteacher/ Head of School for approval prior to more detailed plans being made. This plan must include costings and allow for staff cover costs. Once outline permission has been granted and any particular conditions set, one or more meetings of the proposed staff involved will be held to formalise the administration and organisation of the visit.
- Specific duties and the names of the students for whom each person is responsible, are identified if necessary. Discussions will take place with the Headteacher/ Head of School about any other school events or trips which may be occurring at a similar time in order to establish a balance.
- Once the trip is approved, parents will normally be informed and provided with as much information as is appropriate.
- Greater detail will be expected for trips overseas or involving overnight stays. Preparing for such trips will include an information meeting for parents.
- The provision of information to parents will normally include the following, as appropriate:
 - a. Information about accommodation
 - b. Itinerary
 - c. Emergency Contacts/Medical Forms
 - d. Staffing/Grouping Details
 - e. Personal Items/luggage requirements
 - f. Insurance Details
 - g. Finance Arrangements
 - h. Spending Money
 - i. Information about the coach company and any other transport arrangements.

Insurance

The Headteacher or Head of School, in liaison with the Chief Financial Officer, must ensure that suitable insurance cover for the trip is in place or is actively being organised. Additional insurance cover may be needed for residential visits, trips aboard and any activities of a potentially hazardous nature. Generally speaking, insurance cover for UK based trips is provided through the Trust's standard insurance. Blanket insurance for overseas trips is also available through the Chief Financial Officer. For residential and overseas trips that are being purchased through a tour company, it is often preferable to take up the insurance that they offer. This

makes it administratively easier if a claim is necessary and is usually reasonable value for money. It is vital to ensure that insurance costs are catered for when calculating the cost of the trip.

All parties are provided with a summary of the insurance cover arranged for the school, so that there is no doubt about its extent and, in particular, what eventualities fall outside of the cover. Travel policies are often 50 -100 pages long but a full copy can be made available to any parents that specifically request a copy.

Preliminary Visit

Except in the case of repeated visits, an exploratory visit by the group leader or another designated member of the accompanying staff is usually made. In the case of repeat visits, the group leader should contact the venue(s) to establish that there have been no significant changes to the premises or arrangements, which may affect the organisation of the visit.

A preliminary visit should establish at first hand:

- that the venue is suitable
- that the venue can cater for the needs of students and staff
- an assessment of potential areas and levels of risk, completing Risk Assessment with details being given to the Headteacher/ Head of School.

This will incorporate any risk assessment provided by the venue/tour operator

- a. familiarity with the area before taking the children;
- b. information concerning staff qualifications, if not already known;
- c. suitable checking of staff at the venue to ensure that they are suitable to work with children.

In certain circumstances, for example, when all the activities are run by the centre's own staff, to whom the risks and area are well known, a preliminary visit is not always necessary.

Nevertheless, a visit may be needed to establish such matters as a safe place for a picnic lunch, the safe use of toilet facilities, distances to walk from car parks etc. If it is not possible to make a preliminary visit, every effort must be made to acquire information about the accommodation and the area before the visit. If a preliminary visit has not taken place, as a matter of priority when the party arrives, a member of staff must inspect the facilities and accommodation and any areas where there might be dangers or potential hazards. Where necessary, risk assessments are then reassessed.

Staffing

- Student to staff ratios for school trips are not prescribed in law.
- Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the students.

- The group leader will liaise with the Headteacher/ Head of School to ensure adult:student ratios for the visit are appropriate.
- These will take account of:
 - a. Appropriate legislation
 - b. The ages of the children involved
 - c. Whether the nature of the activity and/or the students involved require the ratio to be exceeded (a common example is activities involving water)

Ratios will depend on the level of qualification of the staff involved, the activities being undertaken and the environment in which they are being carried out:

Trust High Schools adhere to the following ratios:

1. 1 adult to every 8-10 students
2. For trips abroad 1 adult for every 8 students in normal circumstances

All adults accompanying a visit will have enhanced DBS clearance. If an adult does not have such clearance, his or her participation must be approved by the Headteacher/ Head of School following a risk assessment. In such situations, the group leader must make necessary arrangements so that the adult does not have any unsupervised access to the students.

In all trips involving an overnight stay, all adults must have enhanced DBS clearance. For visits which involve children working with staff at another venue or organisation, the group leader must obtain written confirmation from the organisation that it has undertaken all appropriate checks on its staff and that they are appropriately qualified and suitable to work with students.

When planning an activity involving caving, climbing, trekking, skiing or water sports, the group leader must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales). Copies of certification must be included as part of the trip paperwork.

On trips involving both boys and girls, the staff must include both men and women. The Headteacher/Head of School has the discretion to waive this requirement depending on the nature of the trip.

Staffing must be appropriate in terms of ratios and qualifications to cope with any student on the trip with special or individual medical needs.

The group leader should liaise with the Headteacher/ Head of School to discuss cover arrangements back at school as necessary for all adults involved in the visit; classes to be covered in the absence of staff, work set, duties needing cover etc.

Financial Arrangements

- Records of all payments by individual students are kept by the leader and the school's financial assistant or equivalent. At the school's discretion, residential visit payments may be made in stages.
- All payments should be made through the school's online payment system or by cheque if this is not possible.
- Payment by the school in advance for trip costs must be authorised by the Headteacher/Head of School and will be processed by the Trust's Financial Officer.
- Similarly the group leader should liaise with the school's finance assistant or equivalent when foreign currency is required.
- The group leader must ensure maximum security for money, passports and other valuable documents before and throughout the visit.

Calculating Costs

Factors to be taken into account in calculating the cost of the trip include:

- Travel, transport and parking;
- Entrance fees for staff and students;
- Hire of equipment (for activities);
- Insurance;
- Extra staffing and supply cover at school;
- Meals;
- Materials;
- Rewards, incentives, prizes for students' work, conduct etc.
- Spending-money;
- Contingency fund.

It is imperative that parents are given full and complete written details regarding the organisation and administration of a visit.

This will normally include:

- Activities and venues;
- Specialist equipment and/or clothing necessary for activities;
- Packed meal requirements;
- Teachers/leaders, their experience and expertise when required;
- Total costs and methods for payment;
- Insurance cover, including medical cover and exemptions;
- Passport requirements, if any a signed parental consent form must be obtained for each participating student, agreeing to emergency treatment and medication to be given if needed and for staff to act in loco parentis.

Student Behaviour and Supervision

The group leader has responsibility for the good conduct of students on the trip. All accompanying adults have a duty of care.

- Teachers should be briefed that they are in loco parentis at all times on the visit and thus are legally responsible for the well-being and safety of the children and also for their behaviour, which should be impeccable at all times.
- Staff should support the group leader in remaining vigilant at all times in checking the safety of the vicinity. Children should never be on their own, but always remain in a group, and must be supervised by an adult at all times.
- Groups and their leaders should be decided in advance and well publicised. On residential visits, close supervision of the students in the hostel, centre or hotel during the night must be maintained. Adults' rooms must be located in close proximity to the children's rooms. Staff should be allocated "on call" responsibilities on a rota basis and those adults should refrain from the consumption of alcohol in order to be able to perform their duties properly in the case of an emergency.

Risk Assessments

The school's arrangements for risk assessments on off-site visits are as follows: For the peace of mind of all staff involved and that of the school management, trips and visits will only be approved after an assessment of the risks involved has been carried out. Where relevant, this will be made by the Headteacher/ Head of School only after all sections of Evolve are completed satisfactorily.

Risk assessment is the normal day to day activity which we undertake without conscious effort, such as crossing roads, driving etc. The risk assessment forms enable the group leader to apply the same thought processes to the trip being planned. What is required is an understanding of the potential risks involved and the actions required to minimise those risks.

Completing the forms will better enable the school to safeguard the children, thus giving the group leader peace of mind. The group leader will prepare new, or review previous, written risk assessments for individual visits and activities.

The given proformas and the bank of risk assessments for repeated activities (travelling by public transport, crossing the road, escorting children along a footpath at a roadside etc.) are available on the schools' public drive/trips folder.

Where Evolve is used, the school is supported in its arrangements for offsite visits by the LA. Where necessary the school will seek advice from the Adviser for Outdoor Learning. All Level 3 visits will be notified to the LA at least one month prior to departure. The LA will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken.

In order that the safety of students and staff can be as thorough as possible, the following time scales must be adhered to:

At least 3 weeks prior to the trip (one month for Level 3 trips):

Risk Assessments, including those from the place to be visited, should be handed to the EVC with a completed Off Site Visits Form, list of students involved, details of any particular requirements for students with special or medical needs, parental consent forms and all letters sent to parents.

In the event of consent forms not being returned by the specified time, the student will not be allowed to travel. At least 2 full days before the trip, the risk assessments and forms noted above, having been checked and signed by the Headteacher/ Head of School should be copied for the staff on the trip and the school office.

In the case of residential visits and trips taking place outside term time, these should also be copied to the nominated contact at school (if this is not the Headteacher/ Head of School). Staff on the trip (excluding the Leader who should be in possession of them all) need only the consent forms of the students in their care for the trip. It is the responsibility of the group leader to check that all the consent forms and medical details for each child have been successfully collected by the deadline.

It is the responsibility of the Headteacher/ Head of School to give final consent to the trip going ahead after reading the Risk Assessment(s).

Information and final arrangements:

Final details of the visit, including the final version of the risk assessment, must be submitted to the Headteacher/ Head of School for approval one week before the visit. This information will be retained for future reference. The group leader holds the same information for the duration of the visit and checks immediately prior to departure for any late changes, for example due to student illness or absence. Such changes are noted and an amended copy submitted to the Headteacher/ Head of School.

The information should include details of:

- Itinerary;
- Contact points;
- Students' and staff emergency contacts;
- Contact information for staff while on the trip;
- Copies of Parental Medical Consent Forms;
- Specific information about any children with individual special or medical needs, including their medical plans as appropriate;
- Copies of any insurance documents, contracts, etc.

- Emergency procedures;
- Risk assessments.

The group leader, or other adults with responsibility, should reassess risks while the visit is taking place. Ongoing risk assessments normally consist of judgements and decisions made as the need arises. They should be informed by the site-specific risk assessments and take account of local expertise on such things as tides, potential for flooding etc. They are not usually recorded until after the visit and should be reviewed to inform future planning.

Examples of the need for ongoing risk assessment:

Changing weather, tiredness or illness within the group, behaviour, issues with other groups at same venue etc. Control measures may include deciding to change to the pre-assessed plan B or swapping activities on the itinerary so that the activity can be carried out on a different day

Emergencies. Control measures would include establishing the nature and extent of the emergency as quickly as possible; ensuring that all the group are safe and looked after; establishing whether anyone has been hurt and getting immediate medical attention for them; ensuring that all group members who need to know are aware of the incident and that all group members are following the emergency procedures; ensuring that if a teacher accompanies casualties to hospital, the rest of the group are adequately supervised at all times and kept together; and informing the emergency contact in the school.

Group leaders are always in charge. They should trust their own knowledge of students and use their own professional judgement. This may include challenging an activity leader where the group leader's knowledge of the group is superior, or intervening to prompt a change of plan, including stopping an activity if it has become too hazardous.

On Departure and During the Visit Communication:

The group leader must take a working mobile phone (one can be provided by the school if notified in advance) and must ensure that the school has all the necessary contact information for each stage of the trip.

In advance of the trip, students should be given clear safety instructions based upon the nature of the activities and the associated risks.

First Aid

All accompanying adults must be familiar with the school's first aid and medication policy, a copy of which should be included in the group leader's information file.

- On departure the group leader must collect the First Aid kit for school visits from the school office. This must be returned after the visit together with details of any items used.
- The group leader must also ensure that any special medical equipment or medication to meet individual student needs, such as inhalers, Epi-pens, etc., are taken on the trip.
- The regulations for the reporting of accidents (RIDDOR) apply to educational visits and can be found in the school's Health and Safety Policy (Accident and Incident reporting procedure).
- When the trip involves the use of a venue which provides first aid facilities, the group leader must ensure that all adults are aware of the arrangements and the location of first aid points.

In the event of a minor incident;

- Organise first aid treatment so that a member of staff stays with the student;
- Call for help if necessary;
- See that the remainder of the group is safe;
- Telephone the nominated school contact number.

Transport

It is the school's policy that only coaches/ transport with seat belts are booked.

Vehicles used should comply with the current requirements on seat belts. All seats should be forward facing and seat restraints should comply with legal requirements.

Supervision on Transport

Use of Coaches/Minibus:

- At least two members of staff should supervise the students getting on and off the coach – one on the coach and one by the steps.
- A roll call must be taken at regular intervals, including each occasion when students embark and disembark.
- Students should not sit on the first two seats facing the front window or next to the emergency exit.
- Staff should sit at intervals spaced through the coach to ensure proper supervision.
- All students must be settled before setting off and must wear their seat belts throughout the journey, unless told to remove them in an emergency.
- The group leader should delegate an adult to check for lost property and litter when the group leaves the coach.
- At least one qualified teacher should be on each coach or minibus and have a mobile phone with them.

- Use of minibus – the NNAT mini bus policy should be followed.

Other Transport:

If school staff use their own cars to transport children they must have appropriate car insurance. Staff concerned must liaise with the school's business manager to establish whether such transportation is covered by the school. If they are not covered by the school insurance, they must have adequate car insurance in place to cover transporting students. Specific written permission must be obtained from parents. Other than in exceptional circumstances, a teacher should never use his or her own car to transport a single student.

- If parents agree to transport children for other parents, their cars should be fully insured; relevant legislation relating to students sitting in the front and the use of booster seats must be followed. Seatbelts must be worn.
- Parents should be fully informed of the time and place to collect the children.
- A staff mobile phone should be taken to the event in case of emergency.
- It is the responsibility of the group leader to look after students not collected after a visit. The students must not be left unsupervised and appropriate efforts should be made to contact parents if no information has been received about their late arrival. Reference should be made to the school's procedure for the failure of a parent to collect a child.
- For transport by other means (train, ferry, aeroplane etc.) detailed risk assessments must be included in the overall risk assessment for the trip.

Emergencies:

Despite the best planning and organisation, emergencies that require immediate response by the leaders sometimes occur. Whilst still controlling and supervising the rest of the group, leaders should contact the appropriate emergency/rescue service immediately. The Headteacher/ Head of School and EVC should be contacted as soon as possible.

Emergency Procedures – issued to Group Leader

If an accident or other emergency occurs, the group leader or supervisor should do the following:

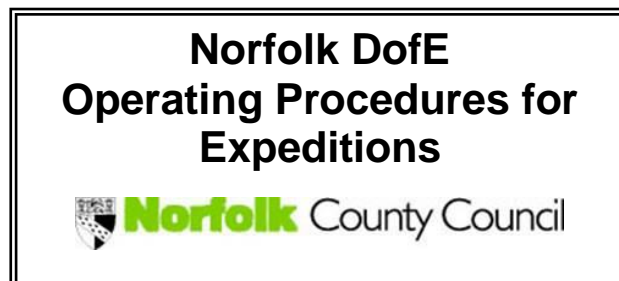
1. The Trust Business Continuity Plan should be followed.
2. Assess the situation.
3. Safeguard the uninjured members of the group.
4. If there are injuries, establish immediately the names of the injured people and the extent of their injuries.
5. Attend to the casualty/ies, liaising with the group's trained first aider.
6. Inform the emergency services and everyone who needs to know, about the accident.

7. Follow the school's first aid and medication policy as appropriate including, when possible, the procedures for recording the accident and contacting parents.
8. Notify the Police if necessary.
9. Share the problem; advise all other group staff that the accident/emergency procedure is in operation. Make sure every member of the group is accounted for.
10. Ensure that the injured are accompanied to hospital, preferably by an adult they know.
11. Ensure that the rest of the group understands what has happened, is adequately supervised and kept together. Where necessary, collect in all mobile phones etc. to assist in the appropriate management of information from the scene.
12. Inform Headteacher/ Head of School and EVC and pass on all the details, including names of casualties, their injuries, action taken and names of others involved. If abroad, contact the British Embassy/Consulate, if advisable.
13. Notify insurers, especially if medical assistance is required.
14. Notify tour operator.
15. Ascertain telephone number for future calls.
16. As soon as possible, write down accurately relevant facts and witness details.
17. Preserve any vital evidence.
18. Keep a written account of subsequent events, times and contacts after the incident.
19. Complete accident forms.
20. No-one in the group should speak to the media. All media enquiries should be politely referred to the Headteacher/ Head of School.
21. No-one in the group should discuss legal liabilities with other parties.
22. As soon as possible, liaise with the school's appointed lead first aider to fulfil the school's legal requirements in relation to reporting of accidents (RIDDOR).

Where relevant, the experience of the trip should be used to improve the school's bank of generic risk assessments. It is expected that the majority of trips are organised to stimulate and motivate students in aspects of the curriculum. Follow-up classwork should, therefore, be undertaken. It may also be appropriate to organise an assembly or a meeting for parents after the trip enabling the students to share their experiences and their follow-up work and for photography and video footage to be displayed.

APPENDIX ONE: NORFOLK DUKE OF EDINBURGH, OPERATING PROCEDURES FOR EXPEDITIONS

PUBLISHED SEPTEMBER 2015



Purpose

These Operating Procedures have been developed by Norfolk County Council, to ensure high standards, consistent practice across all centres in Norfolk and safe yet appropriately challenging expeditions which meet the standards required at Bronze, Silver and Gold levels. They apply under the safety management and support systems provided to Norfolk Schools either where these are part of NCC or where the school/academy purchases its services & advice, and have become DofE DLC's.

Considerations

In the ideal world, each expedition team would have the opportunity to choose the time, venue and purpose of their expeditions, whilst recognising that this is rarely possible, our aim is to get as close as possible to that ideal.

Each expedition group needs the support of a dedicated supervisor for their expedition, and this may be a limiting factor on the size of a cohort enrolled at a centre. To enable as many young people as possible to benefit from participation in D of E provide a range of training courses to support the development of new leaders (introduction and supervisors courses, training) We will continue to signpost suitable Expedition Leader courses..

Smaller groups have many positive outcomes. In a small group the young people have an increased sense of independence, and the impact on the environment is minimised. A smaller group is also much easier to organise. While planning to provide access to as many young people as possible, please bear in mind these advantages. If a centre plans to increase provision it is better to have a second cohort of 20, than a larger cohort of 40.

Supervisor Qualifications

Norfolk DofE believes that the best way of proving competence is by undertaking National Governing Body Qualifications (NGB) such as Basic Expedition Leader (BEL), Walking Group Leader (WGL) and Mountain Leader (ML). There are a range of other suitable qualifications for low level walking leadership, such as Countryside Leader awards but care needs to be taken to ensure these include camping and use of stoves etc.

This would provide evidence of assessment and then ongoing practice and CPD to ensure they have recent & relevant competence. – evidenced with an up to date log book

The Supervisors qualifications should be matched to the terrain in which the expedition teams will be working and for simplicity this terrain has been split into three distinct categories. **Supervisor competence & qualifications** are not only vital to the safe supervision of young people on Expeditions but are **vital to the quality of training** that is required for young people to develop the skills to become **independent expeditioners**.

Terrain Level	Description of Terrain	Min NGB Qualification	Supervision	First Aid required
Level 1	Terrain that is <600 metres in height, and not more than 30 minutes on foot from a public road or habitation where it would be reasonable to get help. Walking should be mainly on footpaths with clearly identifiable features and landmarks. Areas enclosed by well-defined geographical or manmade boundaries such as classified roads.	Basic Expedition Leader (BEL) or Higher	Locally – one BEL may oversee up to 4 groups. Elsewhere, all supervisors need BEL	8 hour first aid course
Level 2	Terrain that includes open, uncultivated, non-mountainous, high or remote country known variously as upland, moor, bog, fell, hill or down. Areas enclosed by well-defined geographical or manmade boundaries such as classified roads. (Areas that merge with mountain regions and do not have well defined boundaries are excluded.) Areas of remoteness that are easily exited in a few hours, returning to a refuge or an accessible road. Areas where movement on steep or rocky terrain is not required (in either a planned or unplanned situation)	Walking Group Leader (WGL) or Higher	Each group (of 4-7 candidates) needs a qualified Supervisor	16 hour first aid course or FAW
Level 3	Any terrain including that above where there are no clear boundaries and are classed as mountainous or where steep or rocky terrain may be encountered.	Mountain Leader	All groups need qualified supervisors	16 hour first aid course or FAW

		(ML) or Higher		
--	--	-------------------	--	--

Groups and Structure - Ratios of Adults to Young People.

Visit Leader- The person overseeing the whole event. Organising several expedition teams and the other staff.

Supervisor – Have attended DofE Supervisor Training. Safeguarding matters dealt with by centre. DBS + training

Leader –Experienced, helpful and competent, utilised by the supervisor within their competence. See below how this is further defined.**

Adult – may not have any expedition experience but can act as a responsible adult, would normally work alongside an experienced supervisor.

Assessor – Accredited DofE assessor.

[ASSESSOR requirements DLC's?]

“One leader per group, plus one other”.

There must be a minimum of 2 adults with any DofE Expedition that takes place, (where an ‘expedition’ is a number of groups form one centre) where there are both male and female participants then it is advisable to have a leader of each sex.

When supervising local BRONZE groups, a qualified Supervisor may - subject to assessment of the context (nature of groups & routes etc using SAGED- see appendix) lead up to four Expedition teams with the support of other Leaders providing they are within the same, contained geographical area, or in close proximity. - For example, on parallel routes close together, in close enough contact for the appropriately qualified Supervisor to be able to assist if necessary. If groups are more widely distributed additional qualified supervisors, should be available to support.

If there are sufficient Leaders, then the appropriately qualified Supervisor will be available to offer advice and support to the leaders.

Supervisors are reminded that they should only deploy Leaders to tasks for which they are competent.

Competence can be assessed in lots of ways, this extract is from the Health and Safety Executive (HSE) publication with guidance from the adventure activities licensing authority (AALA) <http://www.hse.gov.uk/pubns/books/l77.htm> (HSE refers to instructors, where we are talking about supervisors, and leaders)

Visit leaders must “ensure that instructors have the training, experience, personal qualities and communication skills appropriate for ensuring the safety of the participants according to their age and taking account of any special educational needs”. Visit leaders “may demonstrate the competence of their instructors by externally awarded qualification, local validations, in-house training, experience or any combination of these”.

BEL is the benchmark for level 1 terrain (consisting of expeditions, day walks, navigation competence – all assessed by an ML or WGL holder). If you can demonstrate that competence talk NCC at the earliest stage of planning the event.

For example:

Three Bronze groups undertaking expeditions in Norfolk Supervised by a BEL holder need 3 other staff. Two of whom should have other expedition experience (Leaders). This may be from assisting on previous expeditions or personal experience. The +1 need not have expedition experience but can be inducted through this process. Further supernumerary staff may also be inducted at the same time. (The plus 1 is the person you can send off to the hospital if you need to, that's why they don't necessarily need to be qualified/experienced).

All expeditions in areas other than local Bronze and Silver (local = Norfolk and Suffolk) require qualified staff for each group.

For Example:

Two silver groups going to the white peak need two BEL staff, +1. Here too the +1 need not be qualified. The +1 is the adult who stays with a sick candidate, or takes them to hospital, enabling the qualified leaders to continue the activity with the remainder.

If however you feel your group is unable to operate within this guidance, which will apply to all expeditions from March 2013, in the interim phase whilst getting additional people qualified, please include a fully SAGED risk assessment showing why these staff, group and area are suitably matched (see appendix) Such requests need to be clearly evidenced by adding a management plan to Evolve. Such requests should be submitted at the earliest opportunity as they require more complex consideration.

Maximum Numbers of Groups using any one site.

Bronze – maximum of 8 groups using a single site. (group = 4 to 7 young people)

Silver – maximum of 4 groups on the same site

Gold – maximum of 2 groups at the same site.

There may be occasions where you book a site and another centre has already booked some candidates on. This is not a problem as they are under a completely separate management plan, completely separate staff. Those other candidates are not of any concern of yours. However, it may be helpful for you to ask the site when booking if there are large numbers of other candidates booked in. Many sites try to avoid this kind of overlap because of the complications it introduces in terms of responsibility. (eg WHO left the showers dirty?)

These limitations are necessary to limit the environmental impact, and maximise the independence of groups. Groups should never be following another group on the same route.

Scope of Qualifications

The National Governing Body Qualifications for Terrain 1, 2 and 3 are listed in the matrix on page two. These are for operation in summer conditions only. Any DofE Leaders planning expedition training or expeditions outside of these conditions must receive approval from the Authority's Technical Expert. Leaders should be aware that in some parts of the UK winter conditions can be experienced in most months of the year. If winter conditions are forecast it may be necessary to postpone an expeditions. (Easter and October expeditions are particularly vulnerable)

AAPs

Any arrangement between a centre and an AAP used to deliver expeditions for a centre must be notified at the earliest discussions, BEFORE any contracts are signed. As defined in the SLA. AAPs are required to abide by all NCC and OEAP National guidance.

www.oeapng.info

If you are not providing expeditions but are sending your candidates to an AAP, the details must still get to Evolve - even if they attend open expeditions.

First Aid

All leaders with National Governing Body Qualifications (or with internally verified status) must have a valid first aid certificate of the appropriate duration at all times. 8 hour (for BEL) and 16 hour (WGL and ML)

First aid qualifications must include as a minimum CPR, Bleeding, Shock, Drowning, Hypo and Hyperthermia, Broken Bones and other minor injuries.

The same rationale applies as for supervising unqualified leaders, the qualified person must be able to 1) support new staff and 2) be able to deliver 1st aid in a reasonable amount of time. If groups are on very close routes this will be possible, if groups are more widely distributed, additional qualified people will be required.

Recruitment of Volunteers

A copy of all National Governing Body qualifications should be posted on the staff records within Evolve [These can then be externally audited] Supervisors & Assessors need to be DBS checked by the school.

Notification of intention to run DofE Expeditions or Training

All DofE Expeditions must be notified to NCC, using Evolve

In addition, any DofE expedition training that takes place away from the usual meeting place (e.g. orienteering at Bacton) must be notified using the same system.

Complete notifications must be sent in a minimum of 30 days prior to the activity taking place. Where an expedition is taking place in a Wild Country Area (as defined by DofE) then the notification must be received at least 8 weeks before. In addition, the appropriate Green form must be completed and sent to the Assessor Network with a copy being sent to Norfolk DofE – on Evolve.

Visit planning on Evolve can start as soon as provisional dates are being considered. Evolve was designed as a planning tool.

It would be good practice to have the seasons forms started with provisional dates by the start of each academic year- on the system in September for the trips the following season.

Training will be available on request for any volunteers and staff on this process.

Expeditions will be approved by Norfolk who will use the matrix of qualifications and terrain to decide on the appropriateness of the planned expedition. Any expeditions that do not fall within the matrix or where leader's qualifications do not match the requirements of the terrain may not be able to reviewed and approved by NCC.

Registration eDofE

It is a requirement of DofE that all young people on an expedition organised by a centre have signed up through eDofE as members of that group, this ensures that young people are registered with the Centre and are covered by the Centre's insurance (a completed paper form on the centre coordinators desk does not constitute enrolment!)

The Delivery of Expeditions and Training

DofE Leaders delivering Expeditions and Training must, at all times follow the appropriate policies of the Operating Authority and the Guidance as laid down in the Duke of Edinburgh's Award Handbook, Programmes Pack and Expedition Guide.

Evolve: www.norfolkvisits.org.uk and National Off-Site visits Guidance: www.oeapng.info

AALA Licence

Requirement for Adventure Activity Licence for each establishment if on Gold Expeditions in Terrain within scope of AALA you work with any under 18 who is not on role at your establishment or was within the last term. (See Appendix 1 section 13 <http://www.hse.gov.uk/pubns/priced/l77.pdf>) Unless such participation is provided completely free. For detail of how to apply for an Adventure Activity Licence <http://www.hse.gov.uk/aala/are-you-a.htm#schools>

Schools - A school or other educational establishment (college, university etc.) does not require a licence for provision to its own students or students. A licence is required for provision to students of another educational establishment or to other members of the public, when provided in return for payment. Young people who have left their school in the previous term and who wish to e.g. finish their participation in the Duke of Edinburgh's Award can be allowed to do so without the school needing a licence. If in doubt, contact the licensing service for advice.

If you do not provide licensable activities to young people in return for payment, then you do not need a licence

Safeguarding

All supervisors, leaders, and other adults present on an expedition are under the safeguarding management of the Centre. (DBS checks, training designated safeguarding officer)

Assessors- as they may not belong to a centre but are working on behalf of a DLC will require DBS, training.

Minibuses

There is NCC Minibus Guidance but with so many different structures since academies you will need to follow your own employer's guidance with due regard to ensure:

- Drivers have required D1 on Licence and have undertaken Minibus assessment.
- Ensure luggage does not block exits or access, does not go above max weight of minibus, Trailers over 750kg only if Driver has E1 and trailer does not obstruct access doors.
- Drivers hours are carefully planned with regard to total working hours & VOSA regulations.
- Check any details / limitations of your employer's insurance policy. (e.g. they may say no drivers with points on the licence)

NCC are working on an update for minibus regulations, we will let you know as soon as anything changes.

Check out the Minibus code of practice – document available through Evolve [Resources – Transport], most gold trips will require a second driver. Other Highlights include:

Drivers should **never** be expected to do a day's work (regardless of the type of work), or be awake for a day and then drive for several hours in the evening.

Drivers should not be required to supervise children during their break, as this would not be a rest for the driver. With each additional driving period, the break time should be extended. Second drivers should also have adequate rest breaks, without being required to supervise children

Appendix

DofE Expeditions must conform with

- the guidance provided via Evolve: www.norfolkvisits.org.uk and
- National Off Site visits Guidance: www.oeapng.info

As well as guidance on the DofE website, DofE Handbook & in the new Expedition Guide

SAGED <http://oeapng.info/wp-content/uploads/downloads/2012/04/5.2b-Planning-Basics-final-1.pdf>

- Staffing requirements – Trained? Experienced? Competent? Ratios?
- Activity characteristics – Specialist? Specific hazards to manage? Insurance issues? licensable?
- Group characteristics – Age? Prior experience? Ability? Behaviour? Special and medical needs?
- Environmental conditions – like last time? Road traffic? Crowded location? Impact of weather? Water levels?
- Distance from support mechanisms in place at the home base – transport? Residential?

Minibuses

Links to the original documents:

Lengthy advice can be found here.

From the outdoor education advisers panel: <http://oeapng.info/wp-content/uploads/downloads/2012/04/4.5b-Transport-minibuses-1.pdf>

And from VOSA

<http://www.dft.gov.uk/vosa/repository/Rules%20on%20Drivers%20Hours%20and%20Tacho%20graphs%20-%20Goods%20Vehicles%20in%20GB%20and%20Europe.pdf>

Mobile Phones

During a Duke of Edinburgh expedition, the use of mobile phones is always restricted. After referring to the expedition guide the Supervisor will issue clear guidelines to students beforehand, they can either, not allow any mobile phones, allow one mobile phone which is sealed and should only be used in an emergency, or allow mobile phones where the sim card has been removed so that only the camera feature can be used.

Route Planning

For practice and assessed expeditions submitted plans must include both maps and route cards for each team. Plans must be submitted in time for meaningful dialogue, and to allow adjustments to be made if required. (at least two weeks before departure)

These must provide evidence of -

- 1) Participants names
- 2) The planned route
- 3) Meeting the minimum time requirements of D of E
- 4) Candidates involvement in planning
- 5) A plan of the way the aim /purpose is to be met.
- 6) For assessment – the assessors details

For other training, e.g. day walks, team building or orienteering, no route cards are required as Participants will usually be accompanied.

Maps

Maps of routes must be added online. If it is necessary to reduce the size of the file it may be possible to save it in a different format.

From Word: File-Print-CutePDF-Properties-Advanced-PDFSettings-dropdown box-Screen-ok-ok-ok save as desktop folder. Then you can upload it from the desktop.

Other ways – Photos, or scans. eDofE maps, or memory maps (only send the overlay, not the whole programme!)

Maximum size, 2Mb

Stoves

Use of stoves of any kind requires specialist training. This is part of the BEL course. Qualified Supervisors should be used to deliver all training. There are recent guidelines on eDofE that all Supervisors should familiarise themselves with.

eDofE - Sign on - Home - Resources.

Safeguarding

CRB / DBS as from 1st Dec 2012 is covered by Disclosure & Barring Service
<http://oeapng.info/wp-content/uploads/downloads/2013/03/3-2g-Vetting-and-DBS-Checks-final-280213.pdf>

20 conditions for Expeditions

Don't forget that all your team must meet these conditions!

If any of your candidates has individual needs that mean one or more of the above conditions cannot be met, then you can apply for a variation to these conditions to enable them to participate in their DofE expedition.

* Variations to these four conditions must be submitted to the appropriate DofE Office and will only be considered in highly exceptional circumstances. To apply for a variation download the variation form from the DofE web site.

20 Conditions

- 1:** Your expedition must be by your own physical effort, without any motorised or outside assistance.*
- 2:** Your expedition must be unaccompanied and self-sufficient.
- 3:** Your expeditions must be supervised by an adult who is able to accept responsibility for the safety of you and your team.
- 4:** Your expedition must have an aim.
- 5:** You must be properly equipped for your expedition.
- 6:** You must have completed the required training and practice expeditions.
- 7:** You must undertake at least one practice expedition at each level of the programme. You should do this in the same mode of travel and in a similar environment to the qualifying expedition.
- 8:** You and your team must plan and organise your expedition.
- 9:** You must be assessed by an approved accredited Assessor to the DofE.
- 10:** There must be between four and seven people in your team (eight people may be in a team for modes of travel which are tandem).*
- 11:** You must be within the qualifying age of the DofE programme level.
- 12:** All the people in your team must be at the same level of assessment.*
- 13:** Your team must not include anyone who has completed the same or higher level DofE expedition.*
- 14:** Your overnight accommodation should be camping.
- 15:** Your expedition must be the minimum number of days required for your DofE level.
- 16:** Your expedition should normally take place between the end of March and the end of October.
- 17:** Your expedition should be in the recommended environment for your DofE level.
- 18:** You must do the minimum hours of planned daily activity for your DofE level.
- 19:** You should cook and eat a substantial meal each day.
- 20:** You must create and deliver a presentation after your expedition to complete the section.

FAQs

Q - I have a mixed group; does that mean I have to have male and female staff?

A – Ideally yes, refer to your centres policy.

Q – I have BEL, sufficient for white peak, can I take 3 silver groups with staff helping who don't have BEL?

A – No, BEL is the appropriate qualification for all the group supervisors.

Q – I have BEL, my two colleagues don't, but we only ever take on 3 groups locally, why should they get qualified- we don't need them to?

A – Good succession planning would get you to a position where if a key member of staff were absent the trip could still continue. Ideally, all staff should be qualified.

Q – I have a mixed group; can they share tents?

A - refer to your centres policy. DofE does not ban mixed tents but informed consent from parents would be sensible. Candidates over 18 can choose for themselves.

Q – When the groups are all in for the night is it ok for the staff to share a bottle of wine?

A – Staff are on duty, No. In any incident, you will need all your staff. eg one to drive to hospital, one to stay with the casualty, another to supervise those left on camp, one to communicate with parents / emergency contact, and school contacts. Everyone needs to be fit to step up if required.

Q – Where can I do local silver expeditions?

A – Thetford forest has enough open country, so does the Suffolk coast, the Sandlings.

Q – I'm starting DofE at my school for the first time, how many can I take on?

A – Start Small – each group of 7 needs a mentor, for the sections as well as the expedition. Assemble your staff team first, and then work on 7 per adult.

Q – I'm going to the peak district, why do I need two drivers?

A – check the VOSA guidance for working hours. If you have to supervise expeditions during the day you shouldn't drive that evening.

Q- Our Qualified supervisor for our Bronze expedition is on crutches, can they still come on the trip?

A-Yes, they can come on the trip, but since they will not be able to fulfil the role required a Qualified BEL holder must also be present. (It is better to plan with a spare!)

Q – So, are you saying that I have to cancel my gold expedition if one of the ML staff gets injured?

A- If you have more than one group you will have more than one ML, and for dealing with the immediate situation, that ML should be referred to until you are able to contact Graham. It may be possible to divert one group so that the routes are in close proximity to enable the expedition to continue with this compromised supervision while replacement staff are found. (AALA collective interpretation

<http://www.hse.gov.uk/pubns/priced/177.pdf> page 28

<http://www.hse.gov.uk/aala/guidance/513-supervision-doe-award.htm>)

Q- One of my candidates is a scout, and is going on an expedition with them; do I need to put all the information on Evolve?

A- No, this information will be assessed through the scout hierarchy. Just make sure they add the information on eDofE

Q – any other Qs? Call

Graham Lodge graham.lodge@norfolk.gov.uk

01603 307744 at the Professional Development Centre.