

## Policy for Off-Site Visits and Related Activities

**Primary person responsible for this policy:** Chris Randell

**Job Title:** Principal

**Last review date:** July 2020

**New review date:** July 2021

**Relevant ISI coding (if applicable)**

**Circulation:** This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

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## Applicable to ALL off-site activities Coronavirus / Covid-19

Since the start of the pandemic, the guidance issued by government and other sources has changed frequently.

It is likely that guidance will continue to change for the foreseeable future, and it is therefore not appropriate to include specific statements regarding Covid-19 within this document.

[National Guidance](#) (issued by the Outdoor Education Advisers Panel) collates information from all relevant sources, and is updated on a regular basis. The below link will always direct you to the most recent update of this document:

[National Guidance 4.4k - Coronavirus](#)

**This National Guidance is applicable to all off-site activities and should be followed at all times.**

## 1 General

This policy is based on the Outdoor Education Advisers' Panel 'National Guidance': [www.oeapng.info](http://www.oeapng.info)  
Reference is made to National Guidance throughout this document.

All APG schools use EVOLVE [www.evolve.online](http://www.evolve.online) for planning, managing, approving and evaluating off-site visits and activities. This guidance document and all supporting documents can be downloaded from EVOLVE Resources.

## 2 Responsibilities

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

For APG schools the employer is APG.

All persons involved in a visit have a specific responsibility which they should be clear about prior to the visit taking place.

Refer to: '[Checklists](#)' in National Guidance [www.oeapng.info](http://www.oeapng.info)

## 3 Role of the Educational Visits Coordinator

To help fulfil its health and safety obligations for visits, Abbey College Manchester will appoint an Educational Visits Coordinator (EVC) who will support the Principal.

The EVC should be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the school. The EVC should support the Principal in ensuring that competent staff are assigned to lead and accompany visits, see [Section 10](#), and with approval and other decisions.

The EVC must ensure that a policy is implemented for educational and off-site visits, and that it is updated as necessary.

Refer to: '[Educational Visits Coordinator](#)' in National Guidance [www.oeapng.info](http://www.oeapng.info)

## 4 Approval of Visits

Approval for all off-site visits is delegated to the Principal. In approving visits the Principal and EVC should ensure that the visit leader is competent to lead the visit, see [Section 10](#).

All visits and off-site activities should be entered on EVOLVE, with the exception of activities in the 'School Learning Area' (see [Section 7](#)), for which this is optional.

## 5 Outcomes

Clarity regarding the intended outcomes of the visit will help to ensure that the potential benefits can be achieved.

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

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

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

Evaluation, via EVOLVE, should take place as soon as possible after the visit.

Refer to: '[Evaluation](#)' in National Guidance [www.oeapng.info](http://www.oeapng.info)

## 6 Inclusion

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

Refer to: '[Inclusion](#)' in National Guidance [www.oeapng.info](http://www.oeapng.info)

## 7 Planning

The extent of planning required is related to the complexity of the visit. Risks are expected to be reduced to an *acceptable* or *tolerable* level, and not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity.

Due to the complex nature of off-site visits, conventional 'risk assessment' as a stand-alone tool is not particularly useful and can on occasion be misleading. It is of greater benefit to consider the overall 'risk management' of visits by taking all aspects of visit planning and management into account.

Visit planning includes consideration of the question: '*What are the really important things that we need to do to keep us safe?*' It should focus on those issues that are individual to the specific event, taking into account the needs of the group (including special and medical needs), the experience and competency of the staff team, and the leader in the context of the event. Significant issues should be recorded and shared with all relevant parties, either using the [Events Specific Notes](#) template (Appendix 2) and in EVOLVE Resources, or the online version embedded within EVOLVE Visit Forms.

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

Planning that includes adventurous activity commonly involves delivery by an external provider (see [Section 29](#)) and the provider will have responsibility for managing the activity.

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

**School Learning Area** (refer to 'School Learning Area' template in EVOLVE Resources)

A 'School Learning Area' has been identified for activities that:

- a) are to local venues, and
- b) involve easily managed activities, and
- c) happen on a regular basis, and
- d) can be completed within normal school hours.

These activities could include public and other means of transport.

The School Learning Area has been identified as within the Manchester City Centre, to locations of educational or enrichment significance, to take place during College hours. Please see **Appendix 4** for more information.

When students join the school, parents are informed about the range of activities that are part of the programme or curriculum. Parents are advised that they will be informed about the general plans for activities in the School Learning Area, but that they will not necessarily be told every time their child goes off-site.

If a visit requires any specific arrangements, then parents are directly informed of these.

#### **Risk Assessment for the School Learning Area**

Activities in the School Learning Area are by their nature low risk activities and should be quick and easy to risk assess adopting a common-sense approach. Visits as described in Appendix 4 may be subject to a dynamic risk assessment as the circumstances dictate.

Where activities include venues such as museums and swimming pools, such external providers are required to carry out their own risk assessment of their premises and activities. The providers must then implement appropriate measures to ensure that their activities are safe. There is no need for Visit Leaders to request copies of risk assessments from external providers or venues.

Refer to: ['Responsibilities of the Visit Leader'](#) in National Guidance [www.oeapng.info](http://www.oeapng.info)

## **8 Safety During the Visit**

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

Monitoring of the visit must be ongoing; this contributes towards enjoyment, safety, and learning.

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

Following the visit, the visit leader should record any significant issues for both reference, and to inform future visits.

Refer to: ['Responsibilities of the Visit Leader'](#) in National Guidance [www.oeapng.info](http://www.oeapng.info)

## 9 Parent / Carer Consent

Written consent from parents is not required for students to take part in the majority of off-site activities organised by the College as most of these activities take place during College hours and are a normal part of a child's education at school. However, it is good practice to inform parents of where their child will be at all times and of any extra safety measures required.

Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside College hours. Parents must be informed of these activities in advance, and given the opportunity to withdraw their child from any particular visit or activity covered by the form.

Refer to: '[Parental Consent](#)' in National Guidance [www.oeapng.info](http://www.oeapng.info)

## 10 Competence to Lead

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

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

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

Refer to: '[Assessment of Competence](#)' in National Guidance [www.oeapng.info](http://www.oeapng.info)

## 11 Staffing and Supervision

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

See '[Ratios and Effective Supervision](#)' in National Guidance [www.oeapng.info](http://www.oeapng.info)

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

- the type, level, and duration of activity;
- the nature and requirements of individuals within the group, including those with additional needs;

- the experience and competence of staff and other adults;
- the venue, time of year and prevailing/predicted conditions, if applicable;
- the contingency, or 'Plan B' options.

A visit must not go ahead where either the visit leader or EVC, is not satisfied that an appropriate level of supervision exists.

Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

### **Direct, Indirect and Remote Supervision**

Young people must be supervised throughout all visits, even though they may be unaccompanied at times.

**Direct supervision** is where a member of staff is with a student / group.

**Indirect supervision** is where a student is unaccompanied by a member of staff, but where there is a member of staff in the vicinity, for example as might occur in a museum or shopping centre, or 'down-time' at an activity centre.

**Remote supervision** is where a student is unaccompanied by a member of staff, and the supervising member of staff is not necessarily in the immediate vicinity, for example as might occur during D of E expeditions, or a 6<sup>th</sup> Form unaccompanied visit to university open day.

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

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

- prior knowledge of the individuals (including their maturity and levels of responsibility);
- venue and conditions;
- the activity taking place;
- preparatory training;
- the competence of the supervising staff;
- the emergency systems in place.
- Students having the contact details of supervising staff members (trip phone/duty phone)

When recording a **remotely** supervised visit there must still be a named 'visit leader'. This will be the member of staff that has made a professional judgement regarding the level of responsibility and maturity of the participants, and decided that in their opinion it is reasonable for them to be undertaking the specific activity unaccompanied by an adult. Where this applies, a 'Note' should be added to EVOLVE stating that remote supervision applies.

Refer to the following documents in National Guidance [www.oeapng.info](http://www.oeapng.info)

['Ratios and Effective Supervision'](#)

['Group Management and Supervision'](#)

['Vetting and DBS Checks'](#)

### **Vetting and Disclosure and Barring (DBS) Checks**

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

Refer to: '[Vetting and DBS Checks](http://www.oeapng.info)' in National Guidance [www.oeapng.info](http://www.oeapng.info)

## **12 First Aid**

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

General 'life experience', or a 3 hour non-assessed 'Basic Skills' course is suitable for routine urban visits. However, the nature of the visit may indicate that a higher level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed.

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

A first aid kit appropriate to the visit should be carried.

Refer to: '[First Aid](http://www.oeapng.info)' in National Guidance [www.oeapng.info](http://www.oeapng.info)

## **13 Insurance**

The APG insurance policy provides cover for all schools and colleges.

For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all participants must hold a valid EHIC (European Health Insurance Card).

## **14 Transport**

### **PRIVATE CARS**

Where a private (staff or parent) car is to be used to transport young people then this must be approved by the Principal, and a [PRIVATE CAR](#) Form (Appendix 3) must be completed and retained by the school on an annual basis.

### **COACHES**

Whilst UK legislation ensures that coach companies are fit for public use, the facilities available on coaches may vary. Liaising with other establishments that have used a particular company will help to determine the level of service that may be provided.

## 15 Farm Visits

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

'[Farm Visits](#)' in National Guidance [www.oeapng.info](http://www.oeapng.info)

## 16 Water-Margin Activities

This section applies to:

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

\* 'gentle' means hardly moving at all.

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

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

At the outset the leader must decide whether the activity:

- a) Falls **within** the definition in bold above - in which case the below guidance applies,  
*or*
- b) **Exceeds** the definition in bold above - in which case this is a water-based adventurous activity and [Section 23](#) applies.

All staff involved in water-margin activities should be conversant with the guidance contained within [Group Safety at Water Margins](#) (in EVOLVE Resources). This document must be made available to all supervising adults in advance of the visit. The leader must have previous relevant experience, and must have been assessed as competent to lead the activity by the EVC and/or Principal.

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

## 17 Residential Visits

Refer to: '[Residential Visits](#)' in National Guidance [www.oeapng.info](http://www.oeapng.info)

[A Guide to High Quality Outdoor Learning and Residential Experiences](#) (in EVOLVE Resources) is a useful tool that can be used in both the planning and evaluation of residential experiences.

## 18 Overseas Visits

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

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

The visit leader will consider the relevant country information from the Foreign and Commonwealth Office website: [www.fco.gov.uk](http://www.fco.gov.uk) (from the home page select 'Travel Advice'). All relevant FCO information should be circulated amongst the staff team.

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

For Overseas Expeditions see [Section 26](#)

Refer to: 'Overseas Visits' in National Guidance [www.oeapng.info](http://www.oeapng.info)

## 19 Weather, Clothing & Survival

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

Participants should be adequately clothed appropriate to:

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

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

- Comfort, insulation and shelter for a casualty;
- Comfort, insulation and shelter for the whole group;
- Provision of emergency food and drink;
- Torch;
- Possible need of signalling equipment and/or mobile phone (NB. Mobile phones may not work in remote areas).

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

## 20 Swimming

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

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

### Swimming pools (lifeguarded)

- UK Swimming Pool safety is guided by various Health and Safety at Work Acts and Regulations. Pool operators have a duty to take all reasonable and practicable measures to ensure that teaching and coaching activities are conducted safely.

- For publicly lifeguarded pools abroad, the College’s staff must seek assurances that appropriate lifeguard cover is in place prior to participants entering the water.
- Unless suitably qualified, the school’s staff should not have responsibility for lifeguarding. However, they do retain a pastoral role for participants at all times either through direct or ‘remote’ supervision.
- For swimming lessons, the school should ensure the swimming teacher in charge or other pool employees/responsible adults supervising the participants are qualified according to current guidelines.

Refer to: [‘Swimming in a Swimming Pool’](#) in National Guidance [www.oeapng.info](http://www.oeapng.info)

### **Hotel (and other) swimming pools**

Schools should check the lifeguarding position in advance.

If lifeguarding arrangements are not provided at the pool then the visit leader will bear the full responsibility for ensuring swimming safety.

The following awards/qualifications apply:

#### For free swimming activity

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

#### For structured or programmed activity

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

The role of the lifeguard is:

- To directly supervise the pool and the pool users, exercising appropriate levels of control. (Note: the lifeguard should remain on the poolside at all times except in the case of an emergency)
- If necessary, brief pool users in advance regarding rules (eg. no diving, running, etc.).
- To communicate effectively with pool users.
- To anticipate problems and prevent accidents.
- To intervene to prevent behaviour which is unsafe.
- To carry out a rescue from the water.
- To give immediate first aid to any casualty.

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

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

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

**Open water swimming** (ie. not in a swimming pool and not a ‘water-margin’ activity)

Open water swimming is regarded as an adventurous activity.

Particular consideration should be given to the following factors:

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

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

For free swimming activity

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

For structured or programmed activity

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

Refer to ‘[Natural Water Bathing](#)’ in National Guidance [www.oeapng.info](http://www.oeapng.info)

## 21 Definition of an ‘adventurous activity’

The following activities are regarded as ‘adventurous’:

- All activities in ‘open country’ (see below)
- Swimming (all forms, excluding publicly lifeguarded pools)
- Trampoline Parks
- Camping
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hill walking and Mountaineering
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coasteering/coastal scrambling/sea level traversing

**Commented [EE1]:** Removed reference to Head Office approval

- Underground exploration
- Shooting / archery / paintballing
- Snowsports (skiing, snowboarding, and related activities), including dry slope or indoor
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- Off road cycling
- ‘Extreme’ sports

**Commented [EE2]:** Removed reference to Head Office approval

‘Open country’ is normally defined as land above 300m, or more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate.

The following activities are not regarded as adventurous, but must be supervised by a member of staff who has previous relevant experience and who in the opinion of the EVC and/or Principal is competent to supervise the activity:

- Physical Education and sports activities (other than the above)
- Walking in parks or on non-remote country paths
- Field studies - unless in the environments stated in ‘open country’
- Swimming in publicly lifeguarded pools
- Theme parks
- Tourist attractions
- Pedal go-karts
- Ice skating (rink)
- Farm visits
- Local traffic survey
- Museum, library, etc.
- Water-margin activities as defined in [Section 16](#)

## 22 Adventurous Activities

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

[Water-based activities](#) - Section 23

[Open country activities](#) - Section 24

[Snowsports](#) - Section 25

[Overseas expeditions](#) - Section 26

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

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

a) **An external provider** - see [Section 29](#)

The provider must hold an [LOtC Quality Badge](#) or complete a [Provider Form](#) (Appendix 1)

Note: If a Provider holds an [AALA licence](#) (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.

Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

*or*

- b) **A member of Abbey College Manchester staff** - see [Section 28](#)

## 23 Water-Based Activities

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

The following are not regarded as adventurous activities:

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

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

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

- a) **An external provider** - see [Section 29](#)

The provider must hold a [LOtC Quality Badge](#) or complete a [Provider Form](#)

Note: If a Provider holds an [AALA licence](#) (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.

Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

*or*

- b) **A member of Abbey College Manchester staff** - see [Section 28](#)

In order to participate in water-based activities, participants should normally be water confident. Participants who lack water confidence may still be able to take part subject to consideration of all factors, including the activity itself and supervision arrangements. The level of water confidence of all participants must be known by the activity leader prior to the commencement of water-based activities.

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

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

- a) takes place in a swimming pool, *or*

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b) is 'swimming', *or*

c) is an activity for which personal buoyancy would not normally be worn by young people.

## 24 Open-country activities

'Open-country' is normally defined as land above 300m, or more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate.

Open-country activities are regarded as 'adventurous'.

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

a) **An external provider** - see [Section 29](#)

The provider must hold an [LOtC Quality Badge](#) or complete a [Provider Form](#)

Note: If a Provider holds an [AALA licence](#) (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.

Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

*or*

b) **A member of Abbey College Manchester staff** - see below

This person must be specifically approved by the EVC to lead the activity.

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

a) For leaders of walking groups in mountainous terrain within the UK and Ireland

- Mountain Leader Award (Summer or Winter as appropriate) [www.mltuk.org](http://www.mltuk.org) *or*

- A written statement of competence by an appropriate technical adviser - see [Section 28](#)

b) For leaders of walking groups in summer conditions in non-mountainous hilly terrain

(Known variously as upland, moor, bog, hill, fell or down), with well-defined obvious boundaries, such as roads and coastlines, and where any hazards within it are identifiable and avoidable, and where wild camping or movement on steep ground is not involved.

- Hill and Moorland Leader Award [www.mltuk.org](http://www.mltuk.org) *or*

- A written statement of competence by an appropriate technical adviser - see [Section 28](#)

c) For leaders of walking groups in terrain 'easier' than that defined in b)

The leader must demonstrate an appropriate level of competence. This may include one or more of the following:

- Countryside Leader Award. See [www.countrysideleaderaward.org](http://www.countrysideleaderaward.org)

- Sports Leaders UK Level 3 Award in Basic Expedition Leadership (BEL).

See [www.bst.org.uk](http://www.bst.org.uk)

- Completion of a suitable 'Leader Training' Course.

- A written statement of competence by an appropriate technical adviser see [Section 28](#)

- Evidence of recent, relevant experience, appropriately corroborated.

- An assessment of competence (written or implied) by the Principal.

**Commented [EE4]:** Removed reference to Head Office approval

## 25 Snowsports

Abbey College Manchester does not provide opportunities to undertake Snowsport activities.

## 26 Overseas Expeditions

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

There are stringent requirements on Overseas Expedition providers; for example, the provider should hold an LOtC Quality Badge [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk).

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

Refer to: '[Overseas Expeditions](#)' in National Guidance [www.oepng.info](http://www.oepng.info)

Commented [EE5]: Removed reference to Head Office approval

## 27 Emergency Procedures

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

## 28 Using an External Provider or Tour Operator

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

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

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

- a) The Provider holds an LOtC Quality Badge [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk) or [www.kaddi.com](http://www.kaddi.com) Note: EVOLVE automatically checks this.

**or**

- b) A '[Provider Form](#)' has been satisfactorily completed by the provider (Appendix 1).

Note: If a Provider holds an AALA licence (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.

### For Providers that hold an LOtC Quality Badge

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

### For Providers that do not hold an LOtC Quality Badge

Procedure:

- Complete the top section of the [Provider Form](#) (download from EVOLVE Resources).
- Email the Provider Form to the provider.
- On its return check that it has been satisfactorily completed.
- Upload the completed Provider Form and any other relevant documentation to EVOLVE.

**Important:**

- If the Provider has made any alterations to the wording of the Provider Form or is unable to comply, then this must be discussed with the Provider, and if necessary seek advice from head office prior to making a commitment with the Provider.
- The Provider Form should be sent to the provider at the time of making a provisional booking and no deposits should be committed prior to its satisfactory completion and return.
- The satisfactory completion of a Provider Form does not necessarily signify that the service on offer will be appropriate for the young people from your school. A pre-visit and recommendation from previous users will help you decide on its suitability.
- In some instances, for example where the College intends to use an 'external', voluntary individual for services, then this person may be regarded as a temporary member of staff and the procedure outlined in Section 28 may be appropriate.

## PROVIDER FORM

### For completion by 'external providers' used by APG schools (Appendix 1)

Providers that do not hold an LOTC Quality Badge and that are to be used by APG schools are required to complete and return this form in advance of the school making a commitment.

School..... Staff member in charge .....

Date(s) of visit ..... Name of provider.....

The provider or tour operator providing services to the school named above is asked to give careful consideration to the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications which do not apply to your provision.

Section A should be completed for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.

#### SECTION A - ALL VISITS

##### Health, Safety, and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection.
2. Accident and emergency procedures are maintained and records are available for inspection.

##### Vehicles

3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

##### Staffing

4. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability to work with young people.
5. There are adequate and regular opportunities for liaison between school staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to academy staff.
6. The provider has never been dismissed from any employment or had a contract ended

##### Insurance

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

##### Accommodation (if provided)

8. UK accommodation has a current Fire Risk Assessment and is safe from the hazards of fire.
9. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned.
10. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
11. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants' accommodation.

#### SECTION B - ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

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

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

**Activity management**

- 14. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.
- 15. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.
- 16. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser.
- 17. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is in line with current good practice within the UK, and this includes appropriate instructor competencies.
- 18. Participants will at all times have access to a person with an appropriate First Aid qualification. Staff are practiced and competent in accident and emergency procedures.
- 19. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
- 20. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.

**SECTION C - TOUR OPERATORS**

Where a tour operator delivers services to academies using other providers eg. ski establishments, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in Sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

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

**SECTION D - OVERSEAS EXPEDITIONS**

- 25. The provider complies with 'Guidance for Overseas Expeditions, Edition 4' (GOE4).

If any of the above specifications cannot be met or are not applicable, please give details:
Details of any other accreditation, eg with National Governing Bodies, tourist boards, etc.

**DECLARATION**

I hereby certify that I am an authorised signatory to enter into this Agreement and to bind the said company, firm, person or corporation to the terms and conditions herein.

Signed ..... Date .....

Name (print) ..... Position in organisation .....

Full name and address of company, firm, person or corporation .....

.....  
Tel..... Fax ..... E.mail .....

**EVENT SPECIFIC NOTES**

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

Appendix 2

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

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

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

ESN

**PRIVATE CAR  
FORM**

**Use of a private car to transport young people (Appendix 3)**

<b>1</b>	To: The Head/ Principal of _____
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**I confirm that I am willing to use my own vehicle for transporting young people on educational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.**

<b>2</b>	Signed: _____ Print name: _____
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<b>3</b>	Address: _____ _____ _____ _____
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<b>4</b>	Date: _____
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APG and the school reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence

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

## School Learning Area (Appendix 4)

### General

Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- do not require specific parental consent, but it remains good practice to inform.
- will be subject to dynamic risk assessment, but do not normally need additional written risk assessments or notes (other than following the Operating Procedure below).
- May require transport via public tram, approved taxi, approved private-hire coach, or on foot.

### Boundaries

The boundaries of the School Learning Area are within the remit of Manchester City Centre. This area includes, but is not limited to, the following venues: *e.g.*

- Stretford Sports Village.
- Powerleague.
- Manchester University, Salford University or Manchester Metropolitan University.
- John Rylands Library.
- Manchester Art Gallery.
- Manchester Friends Meeting House.
- Ten Acres Training Ground.

### Operating Procedure for School Learning Area

The following are potentially significant issues/hazards within our School Learning Area:

- Road traffic.
- Trams and tram lines.
- Other people / members of the public / animals.
- Losing a student.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

## Contacts (Appendix 5)

<b>Educational Visits Adviser</b>	<b>Clive Atkins</b> Principals and EVCs (only) may contact via: <a href="mailto:clive.atkins@btopenworld.com">clive.atkins@btopenworld.com</a>  Please copy emails to Liz Francis <a href="mailto:Liz.francis@alphaplusgroup.co.uk">Liz.francis@alphaplusgroup.co.uk</a>
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**EVOLVE** [www.evolve.online](http://www.evolve.online)

**National Guidance** [www.oeapng.info](http://www.oeapng.info) and  
<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

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

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

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

**Kaddi** [www.kaddi.com](http://www.kaddi.com)

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

**Foreign & Commonwealth Office** [www.fco.gov.uk](http://www.fco.gov.uk)

<http://www.evolve.online/>

## Procedures and Additional Trip Guidance (Appendix 6)

### Definitions:

Evolve = APG wide visit logging and tracking system

EVC = Educational Visits Coordinator

RA1 = Risk Assessment and Feedback Form

IPF = Independent Provider Form

Residential = excursions involving an overnight stay

Adventure = excursions involving potentially hazardous activities or terrain

Locality of the college = walking distance of the college building in the city centre

Staff = all those employed in any capacity by or on behalf of Abbey College Manchester/Alpha Plus Education Ltd. (APEL)

Parents = parent, guardians, House parents, Assistant House parents or Host Family

College = the main College building, Riverside House, Host family lodgings, the Unitarian Chapel, all venues where enrichment takes place.

**PLEASE NOTE:** No college excursion may take place until you have received an email confirming approval.

### Procedures

#### College Excursions in Term Time

For college excursions which are in lessons and are in the locality of the college but are not adventure visits

- i)* Create a visit record on Evolve and seek the approval from SLT
- ii)* Once approved by SLT complete form including upload of RA1 and submit to EVC

For college excursions which are out of lesson time and/or require taking students out of other lessons and/or incur a cost but are not adventure visits:

- i)* Create a visit record on Evolve and seek the approval from SLT
- ii)* Once approved by SLT complete form including upload of RA1 and submit to EVC
- iii)* A letter outlining the excursion needs to be sent to parents well in advance of any visit and deadline for payment. This should be uploaded to Evolve.
- iv)* Permissions must be obtained for all students in writing:
  - Students with parents/guardians in UK: obtain signed permission slip
  - International students: the house parents/international office/students will help to obtain written permissions from Parents abroad.
  - Students over 19 years living independently: require permission from the fee payer.
- v)* Consult with the EVC with regard to funding and insurance and inform Accounts Office.

- vi)* Tickets and transport booked. Any company supplying a transport service or educational services must provide an IPF (clarification of this can be sought with the EVC).
- vii)* A suitable number of qualified staff must attend.
- viii)* Email to all staff or posted in Abbey Times which includes a list of students attending, date, place/purpose, time of departure and return.
- ix)* Cost collected from students if not out of college funds.
- x)* Any invoices to be paid by Accounts Office.
- xi)* Students must be briefed at least 24 hours before the trip departs about suitable clothing, behaviour, boundaries (whether there will be any free time or not and what they may do in that free time).
- xii)* In all case of students on an excursion normal College Rules apply, including those about smoking and drinking, and this must be specifically pointed out to those going on the excursions.
- xiii)* Travel Insurance: All trips and group travel must be protected by insurance to ensure the group is not stranded. This is covered by the Alpha Plus insurance policy. If parents wish to take out additional insurance for personal belongings they should consult the trip organiser.
- xiv)* In the event of any problem that has arisen during the Excursion, the Principal/EVC/ member of staff on duty for the trip must be informed as soon as practicable. On departure and/or if there is an absence notify student services.
- xv)* Before leaving complete the register on Evolve and leave a copy with Student Services. Emergency contacts are on Evolve. Notify the emergency contact if the excursion is going to arrive back later than the scheduled time. Before 6.00pm on a weekday call the college in the first instance.

**Excursions which are residential in the UK or abroad or are Adventure visits**

In addition to the above:

Consult with the Principal with regard to funding, suitability of dates and insurance (so Head Office can be notified). If the trip is approved:

- i)* Complete the IPF Form for any third party providing a service and upload on Evolve.
- ii)* Diets and medical needs of students must be investigated and provided for. The trip leader can then ensure that dietary requirements can be provided for and that appropriate first aid and emergency medication is taken on the trip.

<http://www.evolve.online/>

- iii) The college nurse will feedback any relevant information to assist the group leader in supporting the students appropriately.
- iv) Itinerary sent to parents e.g. travel times, address, contact phone number to confirm the trip.
- v) List of necessary items to take on the trip given to students.
- vi) Arrange for the Principal (member of SLT) to meet with ALL members of the tour group (staff and students) prior to their departure to re-iterate expectations of behaviour on the visit.
- vii) Provide Administration team and the Principal with students' details of the excursion before departure. These should be written, contained in a folder and should include:
  - a) Date and time of departure.
  - b) List of staff.
  - c) List of students.
  - d) List of students with home address and emergency contact number.
  - e) Travel arrangements.
  - f) Itinerary.
  - g) Address/phone number to contact tour party.
  - h) The emergency contact number provided to parents.
  - i) Arrangements for accommodation.
  - j) Date and time of return to college.
  - k) Risk Assessment form

A top sheet should state the information contained in (a) (b) (c) (g) (j) This will be also passed to the out of hours emergency contact. This is a duplication of the file you would be taking with you on the trip.

- viii) Brief meeting with EVC/Principal/SLT member to hand over paperwork and finalise trip before departure.
- ix) In the event of a serious incident the Principal should be informed as soon as possible. It may be necessary to send students home prematurely or detain them on return to college until discussions with the Principal have taken place.

At the end of all visits the evaluation section on Evolve should be submitted.

#### Guidelines for costing

Travel, accommodation, food, insurance, entry to museums etc. must all be accounted for and costed per person. Costings must be checked with the Principal.

A mixed group should have both a male and a female member of staff when away overnight.

Any deviation from the above can only occur with the Principal's approval.

Staff accompanying excursions fall into two categories:

- i. The Trip Leaders (organiser(s)) and other staff essential for the smooth running of the trip.

- ii. Staff accompanying the group voluntarily as 'extras' out of personal interest.

It is good practice for the excursion organiser to use the 'free places' usually negotiated for college parties to subsidise staff in the first category. By prior arrangement with the Principal it may also be possible to include a charge to students for staff cover in the total cost. Staff in the second category would usually be expected to pay the going rate.

#### Guidance for carrying out risk assessments

Risk assessments should be undertaken by working through the trip itinerary and:

1. Identifying hazards/issues/risks
2. Deciding who might be harmed and in what circumstances
3. Evaluating the risks and deciding what precautions need to be taken in the context of the students on the trip.
4. Review assessment in light of changes to the itinerary/circumstances of the trip.

#### Guide to Health and Safety on college trips

Guidance regarding:

##### **Staff: Student ratios**

A ratio would depend on a number of factors including number of students, venue, amount of risk, travel arrangements etc. Minimum **advised** guidelines are as below, however ideally all ratios should have an extra member of staff to cater for the loss of a staff member through illness or when dealing with an issue away from the main group. This is especially important when travelling abroad.

1:5 For outdoor pursuits.

1:10 For trips abroad with a minimum of two adults of opposite sexes if the group is a mixed party.

1:10 For other residential visits with a minimum of two adults of opposite sexes if the group is a mixed party.

1:20 For day visits outside the walking distance of the college with a minimum of two adults of opposite sexes if the group is a mixed party.

1:25 For a short local visit, perhaps during a lesson, one teacher may be sufficient even for a mixed visit.

Where it is not possible for two adults of the opposite sex to supervise a trip, approval must be sought from the principal.

##### **Information to Parents**

Although it may not always be necessary to have parental consent **beyond that already gained**, for short trips which are part of the college routine and students normal work patterns, it is **good practice** for the parents and carers to be told when students will not be in college **if it disrupts other lessons**.

<http://www.evolve.online/>

For trips further afield, the college will require written consent from parents and in order for parents to give consent they will need all the available information.

#### **General Guidance on trips**

Excursions vary in complexity and the degree of risk. When planning a trip with a higher degree of risk please consult with the EVC for guidance. Risk assessing the itinerary is a key element of planning a safe trip. Guidance can be sought on this from the EVC.

#### **Guidance for group leaders if a critical incident occurs during out-of-college activities**

Follow the actions below, as appropriate to the incident:

1. Administer first aid where appropriate
2. Call emergency services as appropriate
3. In the case of a fatality, notify the police as soon as possible
4. Ensure that all staff and young people are safe from further danger
5. Obtain facts and information, but do not move anything at the scene except to assist casualties
6. Record events and actions on incident log sheet
7. In the event of any verbal communication, keep a written record of everything that is said or happens
8. Keep a record of witnesses
9. Establish a contact point
10. Identify a member of staff to liaise with Emergency Services
11. Arrange for someone to travel with casualties to hospital where possible
12. Account for all members of the group
13. As soon as it is practical contact the emergency contact who will invoke the critical incident plan. Liaise regularly and request assistance on site as necessary.
14. Make arrangements for non-casualties to return to base. Try to keep the non-casualties together.
15. Any media statements are to be made by the Principal
16. Do not discuss legal liability

17. Do not allow anyone to see a party member without a witness being present. No-one (except officials) has any right to see anyone who does not wish to see them

18. Ensure that any equipment is retained in an unaltered condition

Some suggestions for a trip overseas:

19. If overseas make arrangements to return non-casualties home

20. Help with home travel arrangements for parents of casualties to visit their children and meet with group leaders

21. Keep copies of student's E111 forms

22. Ensure next of kin details are available

23. Ensure all competent foreign language speakers are identified – those travelling with the party and those at home

24. Ensure that the rest of the group (including staff) are cared for.