



Wetherby Kensington
4 Wetherby Gardens
London
SW5 0JN

Educational Visits and Journeys Policy

Policy reviewed by: Lauren Vallely

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Reviewer's Signature: *Lauren Vallely*

Head Teacher's Signature: *Helen Lienes*

Circulation: This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby Kensington; 'parents' refers to parents, guardians and carers.



Wetherby Kensington

Educational Visits and Journeys Policy

This policy works in conjunction with the Alpha Plus document ‘Guidance for Off-Site Visits and Related Activities’

Rationale

Wetherby Kensington places high value on the place and purpose of educational visits. At Wetherby Kensington we believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

At Wetherby Kensington we take the boys to a number of off-site venues for gym, games, swimming, church services, concerts, plays and other recreational activities. We also take the boys to a number of sports fixtures which are held at a variety of venues. They also play an important part of daily life of Wetherby Kensington.

Purposes

At Wetherby Kensington we aim to enhance the first-hand experiences of all pupils by providing opportunities for day and residential visits. These support the social, moral, physical and academic needs of the pupils. We recognise the considerable contribution that such visits can bring to pupils in terms of their social and personal development and their confidence in managing the safety and wellbeing of themselves and others outside the confines of the school. Additionally, it is recognised that educational visits offer significant opportunities to build upon and enrich work undertaken within the taught curriculum.

The organisation of an educational visit and journey is crucial to its success. The safety of children and staff is always the overriding priority. With rigorous organisation and control the visit/journey should provide a rich learning experience for the children. The purpose of this policy is to clarify the roles, responsibilities and procedures for all concerned when organising an educational visit.

Any educational visit or journey undertaken by Wetherby Kensington always has the education of the boys at the heart of what we do. All educational visits and journeys are always thoroughly planned and the welfare, health and safety of all of the boys is paramount.

The role of the Headmistress:

It is the Headmistress’s responsibility to:

- Oversee the work of the Educational Visits Co-ordinator (EVC) and the member of staff organising the visit/journey
- Liaise with the EVC on issues arising from educational visits

- Update, communicate and discuss school policy in relation to educational visits and journeys
- Check and sign off all risk assessments
- Ensure the visit leader/EVC/member of staff responsible for the journey has given the address and phone number of the visits venue and has a contact name
- Ensure the visit leader has the names of all the staff, adults and children in the travelling group and the contact details of parents, staff and other adults' next of kin
- Ensure the visit leader knows the procedures should there be a large scale accident
- Ensure all journeys are safe and any necessary risk assessments have been completed
- Ensure all coaches are booked and health and safety checks have been completed
- Ensure all necessary documents have been completed and sent to the relevant places
- Ensure the correct ratios are met for all educational visits and journeys
- Check all parents have signed the permission letter for educational visits and journeys at the start of the academic year
- Ensure a pre-visit has been undertaken
- Ensure all visits and journeys are planned thoroughly
- Ensure all visits and journeys paperwork has been completed appropriately

The role of the Educational Visits Co-ordinator (EVC):

It is the EVC's responsibility to:

- Liaise with the Headmistress where necessary
- Attend the initial EVC training when appointed to the role as well as any updates offered by Alpha Plus. This training should be repeated every three years
- Ensure that there is a policy in place for educational visits and off-site visits and that it is updated regularly
- Update, communicate and discuss school policy in relation to educational visits and journeys
- Provide support for staff planning and organising educational visits
- Advise and liaise on current Department for Education and Skills' Guidelines, especially Health and Safety issues
- Be aware of the content on www.oeapng.info
- Monitor the work carried out during and as a result of the educational visits
- Oversee the balance of visits within a year group and in a pupils' time at Wetherby Kensington
- Ensure the visit leader is competent. Assess in conjunction with the National Guidance 'Assessment of Competence' on www.oeapng.info
- Check all risk assessment documents and other documentation before the educational visit in conjunction with the Headmistress
- Ensure all evaluations are completed
- Check there is adequate and relevant insurance cover

- Check the mode of transport is appropriate
- Ensure travel times out and back are known
- Ensure arrangements have been made for children with SEND and medical needs
- Ensure the Headmistress has the address and phone number of the visits venue and has a contact name
- Ensure the Headmistress has the names of all the staff, adults and children in the travelling group and the contact details of parents, staff and other adults' next of kin
- Ensure a copy of all the correct paperwork is kept in the trips file
- Check parents have signed Parental Consent Forms in Reception, Years 1, 2 and 3
- Check all parents have signed permission slips in Reception for each visit
- Ensure a copy of the crisis management procedures is in the trip documentation and the visit leader is aware of what to do should there be a crisis
- Ensure a pre-visit has been undertaken by the visit leader
- Ensure all staff are aware of their individual responsibilities as noted in www.oeapng.info

The role of the visit leader:

For each educational visit there should be a visit leader. The visit leader will be a teacher and is responsible for the supervision and conduct of the visit. It is the visit leader's responsibility to:

- Undertake an exploratory visit, where it is a new visit that no staff have been on
- Undertake and complete the planning and preparation of the visit, including the briefing of group members, staff and other adults
- Complete all necessary documents within the given time frame
- Undertake and complete the risk assessment documents and other necessary documentation
- Ensure all SEND, dietary and medical factors have been taken into consideration
- Ensure that the children understand their responsibilities
- Liaise with the Headmistress/EVC where necessary
- Liaise with parents where necessary
- Liaise with other members of staff/adults
- Carry a list/register of all group members with contact numbers
- Ensure all staff/helpers have a list of all of the boys in their group
- Sort out costings and raise cheque requisitions
- Ensure all boys are wearing a wristband/label with the school's name and phone number
- Liaise with the school secretary regarding times and dates of visits so coaches can be booked
- Curtail the visit or stop the activity if the risk to health and safety of any participant reaches an unacceptable level

- Ensure the visit leader has explained to other adults what to do if there is a crisis – follow crisis management procedures
- Ensure a copy of the crisis management procedures is in the trips documentation
- Ensure all they are aware of their individual responsibilities as noted in www.oeapng.info

Other members of staff involved in the educational visit/journey

Teachers on the visit/journey must:

- Do their best to ensure the health and safety of everyone in the group
- Care for each individual as any reasonable parent would
- Carry a list/register of all group members with contact numbers
- Follow the instructions of the group leader/member of staff and help with managing the group
- Consider stopping the visit or activity if they think the risk to the health and safety of the children in their charge is unacceptable
- Regularly check that the entire group is present
- Have the means to contact the group leader/other supervisors/members of staff if needing help
- Clearly understand the emergency procedures and be able to carry them out
- Have appropriate access to first aid
- Ensure they know what to do in a crisis
- Ensure all they are aware of their individual responsibilities as noted in www.oeapng.info

Other adults involved in the visit

The visit leader should ensure that other adults follow instructions. During the visit/journey accompanying adults will:

- Ensure they co-operate with the visit leader/member of staff and follow the instructions given to them
- Carry a list/register of all group members with contact numbers
- Regularly check that the entire group is present
- Have the means to contact the visit leader/other supervisors/member of staff if needing help
- Clearly understand the emergency procedures and be able to carry them out
- Have appropriate access to first aid
- Ensure pupils use the bathroom in pairs and they wait outside
- Should be aware of what to do in a crisis. They will have been given instructions by the visit leader

Responsibilities of the children

The visit leader/member of staff should make it clear to the children that they must

- Follow the instructions of the visit leader and other adults

- Remember they are Wetherby Ambassadors and follow the Golden Rules
- Not take unnecessary risks
- Look out for anything that might hurt or threaten the group
- Should not undertake any task that they fear or that they think will be dangerous
- Alert the supervisor if someone is missing or in difficulties
- Remain where they are if separated and wait until someone comes back for them or look for another group from Wetherby Kensington if they lose their group
- Not go with anyone even if they tell them they know where to find the teacher or adult they were with

Risk Assessment

Risk assessment and risk management are legal requirements and should always be carried out before setting off on a visit/journey. Wetherby Kensington risk assessment documents must be completed and a copy of the site's risk assessment should be included. Wetherby Kensington has generic risk assessments in place which are likely to apply to the activity wherever and whenever it takes place. A copy of this must be also be included by the visit leader.

The visit leader, other members of staff and helpers should continually reassess the risks throughout the visit/journey and take appropriate action if pupils are in danger.

The visit leader should take the following factors into consideration when assessing the risks:

- The type of activity and the level which it is being undertaken
- The location
- The competence, experience and qualifications of staff
- The children's age, competence, fitness and temperament
- Children with SEND and medical needs
- The quality and suitability of available equipment
- Seasonal conditions, weather and timing
- Contingency measures

All staff should complete the necessary documentation and the EVC should be aware that this trip is taking place. The completed documentation should be completed and the EVC will check this. The EVC will then sign and date the forms if there are no amendments. If there are amendments then the visit leader will amend them where necessary and resend them to the EVC. The EVC will then pass them onto the Headmistress who will also check the details and sign them off. A copy of the signed documentation will be saved along with the other required documentation and a copy will be taken on the visit. All adults on the visit will have a copy of the necessary documentation.

There are risk assessments carried out for each venue that the boys visit and there are generic risk assessments in place for getting on and off coaches. Prior to any boys participating in any off-site activity, a member of staff will assess the venue for potential risks and decide if it is safe to use or not.

Supervision

It is important to have a sufficient ratio of adults to children for any visit/journey. The following factors should be taken into consideration:

- Age and ability of the group
- Children with SEND and medical needs
- Nature of the activities
- Experience of adults on visits
- Competence of staff, both general and on specific activities

There should always be enough adults to cope effectively with an emergency. When visits involve activities with a higher risk supervision ratios at Wetherby Kensington are set accordingly.

These are the ratios that Wetherby Kensington follows, where possible:

- Early Years 1:2 - 4
- Years 1 to 3 1:6
- Residential Visit in Year 3 1:5

Regardless of these suggested ratios, each visit/journey will be assessed individually by the EVC as well as through Wetherby Kensington's risk assessment procedure for educational visits and journeys.

Crisis Management Protocol

As a school we are fully aware that each trip/journey carries a number of risks. We put into place many procedures to minimise these risks, however on some occasions it may not always be possible to prevent something that is beyond our control happening. Alpha Plus has issued Wetherby Kensington with a crisis management protocol. All staff have been trained in what to do in case of a crisis and any accompanying parents on trips will have this protocol explained to them. All staff will carry a copy of an outline of the crisis management protocol in their off-site folders and there will also be a copy of this in the trip documentation.

Please refer to: Crisis Management Protocol

The Prevent Duty

As part of Wetherby Kensington's ongoing safeguarding and child protection duties, we are fully behind the Government's Prevent Duty. Please refer to our Safeguarding Policy for further information.

Spiritual, Moral, Social and Cultural Education

We recognise that the spiritual, moral, social and cultural, (SMSC) element of pupils' education is crucial to their development as individuals, allowing them to take their rightful place in their community as local, national and global citizens. SMSC is about the values students are encouraged to hold and their attitude towards learning, knowledge and society. Through 'SMSC' we seek to develop attitudes and values that

will enable students to become responsible and active members of society. We are committed to the SMSC development of all students at Wetherby Kensington.

Fundamental British Values

The DfE have recently reinforced the need ‘to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.’

The Government set out its definition of British values in the 2011 Prevent Strategy and these values are revised when necessary. At Wetherby Kensington these values are reinforced regularly across all areas of the curriculum and the day to day life of the school. Please refer to the document: Promoting Fundamental British Values at Wetherby Kensington.

Losing a Child

In the unlikely event that a child appears to be missing the visit leader/member of staff should follow the crisis management procedures. The visit leader should do the following once crisis management procedures have been put into place:

- Stay calm and ensure the visit leader is aware of the situation
- The group will stay still and keep together. Two adults will stay with the group and a minimum of two adults will immediately start searching for the missing child
- If the child is still missing after five minutes the staff on site will be informed, Wetherby Kensington will be contacted and the police will be called
- The visit leader will be prepared to give the following information:
 1. The visit leader’s name
 2. What has happened
 3. Name, age and address of the child
 4. Time of the incident
 5. Any special medical or learning needs
- Wetherby Kensington will contact the parent/carer of the missing child to inform them of what has happened and the steps that are being taken to find their child. They will also inform Alpha Plus (020 7487 6000 – Liz Francis) and Adrian Langan (07810 820 312).
- A search will continue to happen after calling the police and the school
- The teacher/adult involved will complete an incident form as fully as possible
- Teachers/adults should not speak to anyone who has no need to know or who might be a member of the media and under no circumstances should the name of the child divulged to any such person
- Legal liability should not be discussed with or admitted to anyone

The boys will be told the following information should they become separated from their group:

- i) Stay where they are as someone will come back to look for them
- ii) Look around to see if they can see the group or another group from the school
- iii) Not to go with anyone even if they tell you they know where to find the teacher or adult they were with.

Emergency Procedures

In the event of a serious accident resulting in death or injury of one or more of the pupils or staff, the priority should be to summon the emergency services and arrange for medical attention for the injured. Wetherby Kensington will be contacted as soon as possible. The crisis management protocol will be followed.

Communication with the media should be left to Alpha Plus and Adrian Langan. The visit leader should answer 'no comment,' to all questions from the media and refer the media to Adrian Langan.

Refer to: Alpha Plus Crisis Management Protocol and Alpha Plus Business Continuity Plan

Disclosure and Barring Services (DBS)

All members of staff at Wetherby Kensington have been checked by the Disclosure and Barring Services (DBS) before their contract commences. For the protection of both adults and children, all adults should ensure that they are not alone in a one to one situation with a child.

More information about this can be obtained from the Headmistress or the EVC.

Further information can be found on:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Exploratory Visit for an Educational Visit/Journey

It is essential that the visit leader undertakes an exploratory visit. The visit leader should:

- Ensure that the venue is suitable to meet the aims and objectives of the educational visit
- Access potential areas of risk
- Ensure that the venue can cater for the needs of the staff and the pupils in the group
- Ensure that they are familiar with the area before taking a party of children
- Any other factors that may help them in the planning of the visit

First Aid

Some members of staff at Wetherby Kensington are paediatric first aid trained. This is reviewed annually. A first aid bag is taken with the group on the visit. The first aid bags are checked on a regular basis.

All staff involved in educational visits should be aware of any medical issues regarding the children. Medicines relating to particular children and information regarding administration should be given to the designated member of staff.

Any accident must be recorded on an accident form and any other health issue related to the parents.

Transport

The school office will arrange for an appropriate coach company for day visits, journeys and the Year 3 residential trip. The visit leader will liaise with the school administrator regarding dates and times of the visit. Records are kept about the coaches used, including insurance details and a list of the named drivers.

All pupils will wear seatbelts and staff must ensure these are secure at the start of each journey and during the journey at reasonable intervals. Pupils should be made aware of the basic safety rules for travel. Adults should be seated throughout the coach.

At Wetherby Kensington we do not use private cars to transport pupils, as they will not be covered under the school's insurance.

Children with SEND and medical needs

Pupils with SEND and medical needs will not be excluded from educational visits/journeys, provided that the safety of the group is not jeopardised. Any problems/limitations should be considered at the planning stage and when carrying out the risk assessment. Special attention should be made to supervision ratios.

The visit leader/member of staff should have summary sheets containing details of the pupil/pupils' needs. Where necessary the visit leader/member of staff should discuss the visit with parents of those children with needs and the Head of Learning Support to ensure that sufficient support is in place.

Equal Opportunities

Every effort will be made to ensure that all educational visits are available and accessible to all who wish to participate, irrespective of race, religion, ethnicity, social background or disability.

Refer to: Wetherby Kensington Equal Opportunities Policy

Parental Consent

When a child starts at Wetherby Kensington there is a generic parental consent form that the parents complete (Appendices 1 and 2). This gives permission for their child to go on any off-site visit such as games, swimming and educational visits. Parental consent is required at the beginning of each academic year for all educational visits and journeys undertaken in that academic year. This is called a parental educational visits and journeys consent form and these are kept in the school office in both buildings. In Reception there must be a separate permission slip for all boys for each visit. This meets the regulatory requirements for the EYFS. A separate form is sent

out when pupils go on the residential trip in Year 3. All parental consent forms are collated by the Headmistress and are kept in the school office.

In Reception there will be individual parental consent forms for each visit. This is due to the age of the pupils and meeting the necessary requirements for EYFS. These will also be kept in the school office in the Educational Visits Consent Forms folder.

If parents withhold consent the child should not be taken on the visit, but the curricular aims of the visit should be delivered to the pupil in some other way, wherever possible.

Parents will be informed about trips through a letter. This will be sent out in advance of the trip.

Financial and Charging Arrangements

Wetherby Kensington will pay the costs for day visits, including transport. The visit leader/member of staff should work out the cost of the visit and add this amount to the Proposed Educational Visits form. They should pass any payment details or invoices to the Finance Officer.

In Year 3 the children attend a residential trip. Here the parents are required to pay the cost. This includes travel, accommodation and insurance. These cheques will be made payable to Wetherby Kensington.. Should there need to be a deposit the visit leader will find out the cost and liaise with the Headmistress, who will then decide the next steps.

Insurance

Wetherby Kensington is a member of the Alpha Plus Group. All the schools within the group are all insured under the group insurance policy. A copy of this can be found in the trips file or on the portal. Wetherby Kensington also has Employers' Liability Insurance. These documents are also displayed in the staff room on the Health and Safety noticeboard. All documents relating to insurance can be found on the portal.

In Year 3 the pupils attend a residential visit with Bushcraft. During this residential visit the pupils are covered under Bushcraft's insurance policy. A copy of this can be obtained from the EVC..

When using coaches Wetherby Kensington is covered under the Alpha Plus Group Policy.

During the Visit/Journey

On arrival pupils will walk from the drop off point to the destination in their classes, ensuring the correct ratios are met. The visit leader/member of staff will speak to pupils about groupings and health and safety issues. Pupils will be told what to do if they become separated from the group:

- Stay where they are as someone will come back to look for them

- Look around to see if they can see the group or another group from Wetherby Kensington
- Not go with anyone even if they tell you where to find the teacher or adult they were with

Evaluation

An evaluation of the educational visit should be made within a reasonable time and discussed with the staff/adults concerned. After consultation any issues should be addressed, resolved and noted. Pupils can also be involved in this process. An evaluation form should be completed and returned to the EVC.

It is not necessary to complete an evaluation of each journey. Should there be any welfare, health and safety concerns they should be reported immediately.

Other information

The Government have published new guidance on health and safety on school trips. The new guidance replaces Health and Safety: Responsibilities and Powers (2001) and Health and Safety on Educational Visits (1998). The new guidance appears to contradict the general requirements under health and safety law to assess significant risks to employees and others.

As a school we will follow current practice and not current guidance given by the government.

After reviewing all of the new documentation, we have decided to complete all necessary paperwork as we have done prior to the new documentation being released.

This policy will be reviewed annually

APPENDIX 1

XX September 2021

Dear Parents,

Educational Visits 2021 / 2022

This academic year the boys will be taken on many educational visits that support teaching and learning within the classroom. There will be no extra cost for these educational day visits. The boys may be taken to places such as the Science Museum, the Natural History Museum, the Golden Hinde and Hampton Court. The boys will also use off-site facilities for gym, games, swimming, church services, concerts, plays and other recreational activities. Sports fixtures will also be off-site.

By law, we require your permission to take your son on these educational visits and for them to be able to use these off-site facilities. The consent forms attached to this letter will apply to all educational visits your son will take part in throughout the year. It will also cover fixtures, clubs and recreational activities off-site, such as gym and swimming. All residential trips (Year 3 only) and visits involving adventure activities will require a separate consent form which will be sent to you before the trip. Whilst this may appear excessive, all schools are required to ask parents to give their consent for school trips such as these.

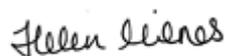
Please complete and return the attached form which will cover all educational visits and off-site recreational activities for this academic year. They should be returned to your son's form teacher by **XXXXday XX September 2021**.

For all Reception visits, it is a requirement by law to have written permission from parents for every trip the boys take part in. Therefore when you receive a letter about an educational visit, there will be a section to sign and return to your son's form teacher that gives permission for your son to attend the outing.

If you have any questions or are concerned about any of the educational visits or events that are taking place please do not hesitate to contact me.

Thank you for your time in completing these forms.

Yours sincerely,



Miss Milnes
Headmistress

APPENDIX 2

I do hereby solemnly swear that I have legal custody of the aforementioned minor child.

I grant my authorisation and consent for staff members of Wetherby Kensington (hereafter "supervising adult") to administer general first aid treatment for any minor injuries or illnesses experienced by the minor. If the injury or illness is life threatening or in need of emergency treatment, I authorise the supervising adult to summon any and all professional emergency personnel to attend, transport and treat the participant and to issue consent for any X-ray, anesthetic, blood transfusion, medication, or other medical diagnosis, treatment, or hospital care deemed advisable by, and to be rendered under the general supervision of, any licensed physician, surgeon, dentist, hospital, or other medical professional or institution duly licensed to practise in the country / state in which such treatment is to occur.

It is understood that this authorisation is given in advance of any such medical treatment, but is given to provide authority and power on the part of the supervising adult in the exercise of his / her best judgment upon the advice of any such medical or emergency personnel.

I understand that my son will be subject to the normal school rules of behaviour throughout the visit. I agree to him following the guidance on health and safety given either by a member of staff or by an instructor at the activity centre at all times. I accept that where his disregard for the code of behaviour either causes danger to himself and to others, or offence to the local customs or is a serious breach of school discipline, he may be sent home forthwith at our expense.

Having read all the information provided, I agree to my child taking part educational visits, fixtures, day trips and off-site recreational activities during the 2020/2021 academic year.

I am aware of the insurance provision in place for school visits and journeys. This can be found on the school website: www.wetherby-kensington.co.uk

I understand that separate consent will be requested for the boys in Reception when they take part in an educational visit. I understand that separate consent will be requested for adventure activities and residential visits (Year 3 only).

I _____ give permission for my
son _____ in class _____ to take part in educational
visits, fixtures, day trips and off-site recreational activities during the 2021 / 2022 academic
year.

Signature of parent / carer: _____

Date: _____

FURTHER INFORMATION

Department for Education and Skills

Health & Safety of Pupils on Educational Visits (HASPEV), and supplement
<http://www.teachernet.gov.uk/visits>

Health & Safety: Responsibilities & Duties for Schools
<http://www.teachernet.gov.uk/responsibilities>

Guidance on First Aid for Schools <http://www.teachernet.gov.uk/firstaid>

Supporting Pupils with Medical Needs: A Good Practice Guide
<http://www.teachernet.gov.uk/medical>

Work experience: A guide for secondary schools 2002

Work Experience: A guide for employers 2002

Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service. DfE May 2002.

Safety Education Guidance Leaflet
<http://www.teachernet.gov.uk/safetyeducationguidance>

Chief Medical Officer Advice on Farm Visits: A Department of Health Press Notice
12 April 2000.

HSE

Guidance to the Licensing Authority on the Adventure Activities Licensing Regulations 1996 (HSC £9)

A Guide to Risk Assessment Requirements -
<http://www.hse.gov.uk/pubns/indg218.pdf>

Avoiding ill health at open farms: Advice to teachers AIS23 new edition 28 June 2000
of advice mentioned in *HASPEV*).

Five Steps to Risk Assessment. (<http://www.hse.gov.uk/pubns/indg163.pdf>)

Adventure activities centres; five steps to risk assessment (£4.50)

The New General Teaching Requirement for Health and Safety, QCA/HSE, 1999

Managing Health and Safety in Swimming Pools revised edition 1999. HSG 179
£10.50

Reducing Risk Protecting People 2001

Preparing Young People for a Safer Life (issued with Cheshire County Council and The Institute of Occupational Safety and Health – tel 0116 257 3100). This has a model risk assessment for a sponsored walk.

Adventure activities centres: five steps to risk assessment (£4.50)

Adventure Activities Industry Advisory Committee (AAIAC): *Statement of Risk Perception in Adventure and Outdoor Activities*

Others

Information about adventure activity providers covered by the Adventure Activities Licensing Scheme <http://www.aala.org.uk>

The Wales Tourist Board, the Scottish Tourist Board and the British Activity Holiday Association (see next) provide voluntary inspection schemes to complement licensing for providers of activities that are out of scope of licensing

The British Activity Holiday Association, 22 Green Lane, Hersham, Surrey, KT12 5HD. Tel/Fax: 01932 252994. www.baha.org.uk

Get Safe for Summer - Amateur Swimming Association. www.asa.-awards.co.uk

Safe Supervision for Teaching and Coaching Swimming. Amateur Swimming Association and others. 2nd edition 2001 Tel: 01509 618700. Advice on ratios in *HASPEV* paragraph 187, which are pupil year-based, should be read in conjunction with the competence-based ratios in *Safe Supervision*

The Royal Lifesaving Society UK, River House, High St, Broom, Warwickshire B50 4HN (Tel: 01789 773994) <http://www.lifesavers.org.uk/>

Minibus Safety: A Code of Practice - RoSPA and others 2002
www.rospa.com/pdfs/road/minibus.pdf

Safety on School Trips A Teachers and the Law Booklet - The Professional Association of Teachers. Revised edition 2002

Educational Visits - NASUWT 2001

Guidance published by the National Governing Bodies (NGBs) for various adventure activities as in *HASPEV*. NGBs also maintain leader training and assessment programmes.

Safe and Responsible Expeditions and Guidelines for Youth Expeditions - Young Explorers' Trust, c/o RGS-IBG Expedition Advisory Centre. £5 inc. p & p or free from website: <http://www.rgs.org/eacpubs>

The Royal Geographical Society (with IBG)'s Expedition Advisory Centre, 1 Kensington Gore, London SW7 2AR provides advice, information and training to anyone planning an overseas expedition. Tel 020 7591 3030 <http://www.rgs.org/eac>

The Independent Schools' Adventure Activities Association (ISAAA) offers help, support and technical advice to any Independent School www.malcol.org/isaaa/

The Duke of Edinburgh's Award has its own clear structure, procedures and guidelines <http://www.theaward.org/>.

Guidance is produced by many of the voluntary youth organisations

Guidelines for Off-Site Educational Visits and Activities in the United Kingdom Nottinghamshire CC September 2001 has a section on camping pages 75-79.

Safe Kids Campaign Report 2000, Child Accident Prevention Trust

Transport for London provides free transport for school groups on the underground, buses, Thameslink and the Docklands Light Railway. The advice line for the scheme is 0207 918 3954 and the website is at www.tfl.gov.uk/schoolparty. The general travel advice line can offer information on route planning and station layouts. Apart from its commitment to the safety of its passengers Transport for London does not offer specific advice on health and safety for school groups but refers them to *HASPEV* and HSE risk assessment guidance.

The Waterways Code (leaflet) and *The Waterways Code for Boaters* (video) are available from British Waterways - hq@britishwaterways.co.uk - tel: 01923 201120

The Suzy Lamplugh Trust has produced a range of guidance on personal safety, including booklets, videos and training courses <http://www.suzylamplugh.org>

The OCR (Oxford Cambridge RSA) 'Off-Site Safety Management Scheme' provides a training course aimed at those who organise off-site visits. It is exam-based and teachers can combine it with practical experience:
<http://www.ocr.org.uk/schemes/ownbrand/examined/offsite/Offindex.htm>