

Offsite Visits and Adventure Activities Health & Safety Management Standard Issue 6 (October 2022)

Introduction

This document contains corporate standards and guidance on the management of risks arising from undertaking offsite visits and adventure activities by educational establishments. It is the responsibility of Key Managers to ensure that those risks are managed in line with this document (and any other guidance referred to herein) in any area/premises under their control.

This document is a health and safety direction made by the Local Authority using its powers under s29(5) of the 'Education Act 2002' and must be read in conjunction with any additional guidance specific to divisional issues or activities.

Key Managers' Checklist – Offsite Visits & Adventure Activities

The checklist given below identifies key actions involved in managing the health and safety risks arising from undertaking offsite visits and adventure activities. Further information on each of these points is contained in this document.

1. Are all relevant staff aware of what needs to be done before any offsite visit or adventure activity is undertaken?
2. Are all offsite visits and adventure activities planned, organised and approved in accordance with the guidance set out below?
3. Are the rules and requirements associated with the use of the EVOLVE system known and understood?
4. Are all roles and responsibilities set out in the guidance below known and understood?

N.B. Headteachers, Principals and Governing Bodies should note that this is a health and safety direction made by the Local Authority using its powers under s29(5) of the 'Education Act 2002'.



Guidance for Offsite Visits and Adventure Activities



October 2022

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1 General

Leicester City Council (the LA) acknowledges the immense value of off-site visits and related activities to young people, and fully supports and encourages those that are well planned and managed.

This document provides concise and supportive guidance for the planning and management of off-site visits and related activities.

The LA uses the web-based system 'EVOLVE' to facilitate the efficient planning, management, approval, and evaluation of visits. All staff that lead or accompany visits can access their own EVOLVE account, which is set up by their establishment's Educational Visits Coordinator (EVC). As well as being an efficient tool for planning and approving visits, EVOLVE also contains a variety of features including: search and report facilities, downloadable resources and information, staff records and visit history, gateway access for parents, etc.

EVOLVE: <http://evolve.edufocus.co.uk>

EVOLVE must be used for all residential, overseas and adventurous visits, and is recommended for most visits – see [Approval](#) and [Planning](#)

The national online guidance resource **OEAP National Guidance (Guidance for the Management of Off-site visits and LOTC activities)** is an invaluable reference document, which should be read alongside this booklet. It is available from: <http://oeapng.info/> or via the Leicester City EVOLVE <http://evolve.edufocus.co.uk>

If information is in variance to the advice in **OEAP National Guidance (NG)**, the advice in this guidance should be followed. If managers or visit leaders require further information or advice they should contact Leicester's Outdoor Education Adviser, Evolve Advice advice@evolveadvice.co.uk or the Health and Safety Team (email corporatehealthandsafetyteam@leicester.gov.uk or Tel: 0116 454 4300)

Where another employer (such as the Governing Body of a Voluntary Aided school) wishes to opt into Leicester's guidance and/or systems and processes for supporting and monitoring visits and LOTC activities, they should produce a policy statement that makes this clear. Academies will require a service level agreement.

The **OEAP National Guidance** document [Status Remit and Rationale](#) clarifies the range of employees whose work requires them to use this guidance. In summary, it applies to employees whose work involves any one of the following:

- direct supervision of young people undertaking experiences beyond the boundary of their normal operational base;
- direct supervision of young people undertaking experiences that fall within the remit of Learning Outside the Classroom (LOtC);
- facilitating experiences for young people undertaking experiences beyond the boundary of their normal operational base;
- deploying staff who will supervise or facilitate experiences of or for young people undertaking experiences beyond the boundary of their normal operational base;

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This applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

As outlined in **Status Remit and Rationale** this guidance:

“applies to most situations where adults acting in the course of their employment take responsibility for children and young people taking part in learning and recreational activities in an environment that is different from where the young people are usually based. It therefore applies when organising and supervising children and young people participating in off-site activities and visits, as well as when taking part in an on-site activity outdoors”.

For more detail on legal requirements, refer to **OEAP National Guidance** document: [Requirements & Recommendations for Employers](#) (Underpinning Legal Framework)

If you have difficulty finding the guidance you need , or require clarification or further help and guidance, contact your establishment’s Educational Visits Coordinator (EVC), or the LA Outdoor Education Adviser, Evolve Advice advice@evolveadvice.co.uk

Commissioning

Where a Leicester City Council (including an LCC employee in any school) commissions an offsite activity or adventurous activity (within the remit of this guidance), they must ensure that the commissioned agent has either:

1. adopted Leicester City Council’s guidance (Guidance for Off-site visits and Adventure Activities)
or
2. there are systems and procedures in place where the standards are not less than those required by Employer Guidance (Guidance for the Management of Off-site visits and LOtC activities).

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2 Role of the Educational Visits Coordinator

To help fulfil its health and safety obligations for visits, establishments must appoint an Educational Visits Coordinator (EVC) who will support the Head of Establishment. (In small establishments the EVC may also be the Head or manager).

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 establishment. Normally, but not exclusively, such competence will be identified in a person on the senior management of the establishment. A key role of the EVC is to assess the competence of staff to lead visits. If the EVC does not have the professional background and competence for this task it will be the responsibility of the Head/ Head of Service/Manager.

Leicester Educational Visit Coordinator (EVC) Training

All Leicester Services and Schools running offsite activities (or adventurous activities on site) with under 18s are required to have a current, Leicester-trained EVC in post. EVCs must undertake a formal revalidation every 3 years.

For the purposes of day-to-day updating of information, Leicester EVCs and Visit / Activity Leaders are directed to the posting of *EVC Updates* available on EVOLVE, the visit planning and management website. The EVC should support the Head of establishment in ensuring that competent staff are assigned to lead and accompany visits, see [Section 12](#), and with approval and other decisions

The EVC should ensure that an establishment policy is in place for educational and off-site visits, and that this is updated as necessary, and readily available to staff, e.g. via EVOLVE.

Refer to the Establishment Off-site Visits Policy template in the Resources section of EVOLVE and the **OEAP National Guidance** document: [How to write an Establishment visit Policy](#).

Refer to **OEAP National Guidance** document: [EVC responsibilities](#)

Charges for Off-site Activities and Visits

Governors, Heads/Managers, Curriculum Planners, EVCs and Visit/Activity Leaders must take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449 to 462 of the Education Act 1996.

Refer to **OEAP National Guidance** document: [Requirements and Recommendations for Employers \(Charges for Off-site Activities and Visits in an Educational Establishment\)](#).

Preliminary Visits and Provider Assurances

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, a preliminary visit must be carried out. (Refer to **OEAP National Guidance** document: [Preliminary Visits and Provider Assurances](#)).

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It is good practice for Visit Leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy.

Examples of such schemes include:

- The LOtC Quality Badge
- AALS licensing
- Adventuremark
- NGB centre approval schemes (applicable where the provision is a single, specialist activity).

3 Role of Governors and Management Board

Refer to **OEAP National Guidance** document: [Management Board and Governor Check List.](#)

Under Health & Safety law the employer has primary responsibility for Health, Safety & Welfare of employees and students.

In establishments where the LA is not the employer the Governors or Management board will normally hold this responsibility. Voluntary Aided schools and Academies may decide to buy services from the LA to support them in this responsibility (e.g. Leicester's guidance systems and processes for supporting and monitoring visits and LOtC activities).

Refer to **OEAP National Guidance** document: [Requirements & Recommendations for Employers.](#)

4 Approval of Visits

Based on the visit types, EVOLVE automatically directs the flow for approval. See EVOLVE Visit Flow Chart, below.

Approval is normally delegated to the Head of Establishment for all visits, except for the following visit types:

- overseas
- residential
- those involving an adventurous activity as defined and summarised in [Figure 2](#), below.

The above three categories are known as **Category C** visits and are 'authorised' within the establishment, but are 'approved' by the LA via EVOLVE. These visits **must** be planned and submitted using EVOLVE.

Where a visit is classified as "None of the above" on EVOLVE, and is not defined as a 'Regular and Routine' visit within the School/Establishment Policy it is referred to as a **Category B** visit and must also be planned and approved on EVOLVE. (See [Planning](#) Section 9). **Category B** visits will generally be the annual one-off visits, by the school and require more complex planning. As a rough guide they will usually be beyond the County boundary.

In approving visits the Head of Establishment and EVC should ensure that the visit leader has been appropriately inducted/trained, and is competent to lead the visit, see [Section 12](#).

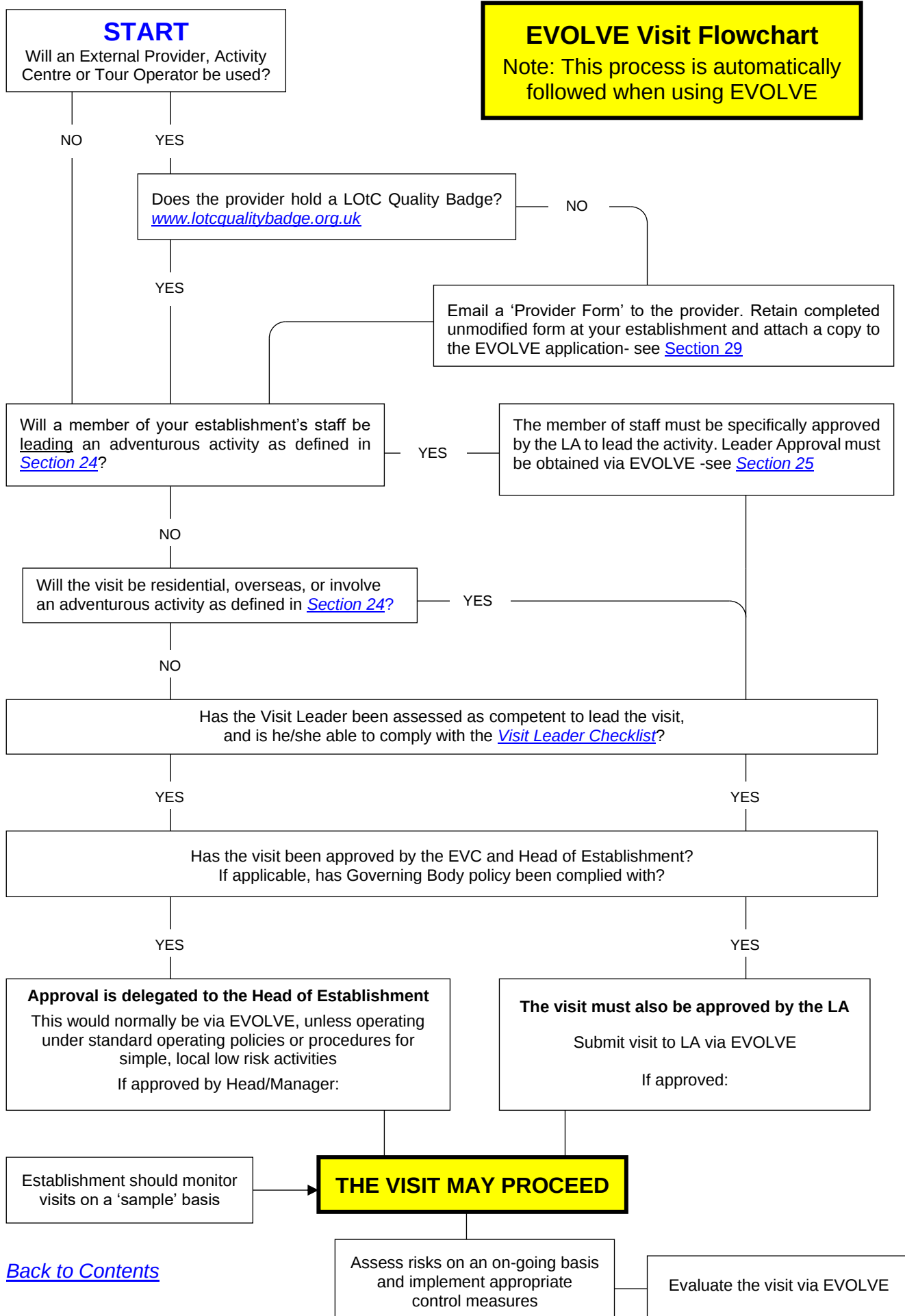
A member of staff intending to supervise or instruct an adventurous activity, as defined in [Figure 2](#) must be specifically approved by the LA to do so, see [Section 27](#).

Establishment Educational Visits Policy

All LCC Establishments must develop their own Educational Visits Policy. This policy should reference this Guidance document and define how the establishment will manage issues such as consent; the scope of '**regular and routine visits**', known as **Category A visits** and approval for such visits, for example, see [Section 20](#). For guidance on developing an Establishment off-site visits policy refer to the **Establishment Off-site Visits Policy** template in the **Resources** section of EVOLVE and the **OEAP National Guidance** document: [How to write an Establishment visit Policy](#).

Some examples of Category 'A', 'B' and 'C' visits are given in [Figure 1](#), below, with some further definitions of 'adventurous activities' given in [Figure 2](#), below. See also [Appendix 1](#), Definition of an Adventurous Activity and [Section 24](#), Adventurous Activities.

It is a requirement that all LCC Establishments use the EVOLVE system for **Category B and C** visits; for further advice and help using the system, the establishment should contact the **Outdoor Education Adviser**, Evolve Advice advice@evolveadvice.co.uk



EVOLVE Visit Flowchart

Note: This process is automatically followed when using EVOLVE

FIGURE 1: CATEGORIES OF ACTIVITY AND LEVELS OF APPROVAL

CATEGORY	LEVEL OF APPROVAL	ACTIVITY	ENVIRONMENT / LOCATION
A	EVC and HEAD OF ESTABLISHMENT	- Sports fixtures, within the county - School Swimming – formal teaching in life-guarded pools - Regular visits to libraries, places of worship, study support centres, local parks and open spaces, local shops etc. - Fieldwork in environments with no technical hazards. (Bradgate Park, Beacon Hill, Leicester City Centre etc.) - Visits to local/city museums and Space Centre	Local parks, residential areas and shopping areas.
B	EVC and HEAD OF ESTABLISHMENT MUST be entered on EVOLVE	- Visits to museums and parks beyond the County boundary - Theme Parks and other tourist attractions - Seaside resorts - Zoos - Ice skating - Swimming in public, lifeguarded pools - Walking in 'normal' country - London	- Walks in 'non-remote' country Non-remote Country – enclosed farmland, fields, low land forest – not moorland, mountain (above 600m) and/or where it is possible to be more than 30mins from a road or refuge. 'Water Margin' activity
C	EVC, HEAD OF ESTABLISHMENT AND LCC MUST be entered on EVOLVE	- Any visit/activity involving a Residential (overnight stay) element including Camping and 'school sleep overs'. - Any visit abroad - Any visit involving 'adventurous activities', led either by a Centre, an outside provider or staff member (See Figure 2)	- Visits to hazardous environments - Overseas Expeditions - Any water-base activity - Any activity in Winter mountain conditions - Open Country/Remote terrain more than 30mins from a road (above 600m) - Near cliffs or steep terrain - Areas subject to extremes of weather or environmental change - Swimming in non-lifeguarded pools or open water

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FIGURE 2: DEFINITION OF ADVENTUROUS ACTIVITIES – ALL REQUIRE LCC APPROVAL ON EVOLVE

ADVENTUROUS ACTIVITIES REQUIRING AN AALA LICENSE

Rock Climbing Abseiling Ice Climbing Gorge Walking Ghyll Scrambling Sea Level Traversing (Coasteering)	Canoeing Kayaking Dragon Boating Wave Skiing White-water Rafting Improvised Rafting Sailing Windsurfing Kite surfing Use of powered craft All the above in 'specified' waters.	Hillwalking Mountaineering Fell Running Pony Trekking Off Road Cycling Off-piste Skiing Orienteering – remote country	Pot-holing Mine Exploration Caving
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NON-LICENSABLE ADVENTUROUS ACTIVITIES

<u>Motorsports:</u> Quadbiking Go-Karts etc. Air sports Horse Riding	Archery Rifle Shooting Fencing Martial Arts	<u>Remote areas:</u> Expeditions Fieldwork in 'remote country' and in water Open water swimming	Climbing Walls High Level Ropes Courses Snowsports Dry Slope Skiing Grass Skiing Water Skiing Snorkeling Scuba Diving
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These are not exhaustive lists. If you are in doubt about the level of activity you are undertaking contact the Outdoor Education Adviser, Evolve Advice advice@evolveadvice.co.uk

If you are planning to undertake any of the activities outlined below, please contact the Outdoor Education Adviser before making any bookings:

- Paint Balling
- Air Sports – paragliding, parascending, gliding, parachuting
- Activities using high ropes courses
- Trampolining Parks

5 Outcomes

Outdoor education, Learning Outside the Classroom, adventurous activity and a range of recognised sports and physical activities have, as a common thread, the intention to produce positive outcomes in terms of personal and social education. Learning opportunities outdoors can provide significant opportunities for participants to engage in a distinctive experience where the measurement of learning gain is complementary and additional to the inherent personal and social gains. Work that takes place outside the classroom can provide a very powerful means of developing learning in all curriculum areas, and raise attainment.

It is unlikely that high quality will be achieved with consistency unless the activity takes place within a clear educational philosophy. Educational quality requires participants in activities to be engaged at a level that matches their abilities and development. Activities should therefore be adapted to present learning challenges at different levels appropriate to different group members or permit group members to take on different roles. It follows that young people's progress should be monitored to ensure that they can be continually motivated by new challenges.

Clarity regarding the intended outcomes of the visit will help to ensure that the potential benefits can be achieved. **Up to four 'intended' outcomes may be recorded on EVOLVE during the planning process, for subsequent evaluation.**

Preparatory work should take place in advance of the visit to define the desired learning outcomes and agree on the possible indicators for evaluation. Where young people are provided with high-quality outdoor education, staff working with them:

- take into account what young people have already learned and identify the next steps in their progression,
- share and discuss with the young people what they expect them to achieve, and involve them in setting targets,
- provide young people with relevant activities in environments that interest, challenge and motivate them,
- give young people advice and support to guide their learning, but also allow them time to think, reflect and make decisions for themselves,
- provide opportunities for young people to review and evaluate their own and others' progress,
- make effective use of the time, staff, equipment and resources available,
- ensure a safe environment whilst also enabling young people understand and assess the risks involved and transfer this skill to other areas of their life,
- have a clear plan of action that sets out what they individually need to do to realise the organisation's vision for outdoor education.

Outdoor education lends itself to the plan-do-review-improve model of learning. In high-quality outdoor education young people are encouraged to engage in the planning of their outdoor activities and take maximum ownership whilst participating. Time spent debriefing or reviewing the activity ensures that learning outcomes are emphasised, reinforced and applied in the future.

Rigorous evaluation cannot take place unless the leaders of the activities have reached a clear understanding of the learning outcomes they hope to achieve. Given that most LOfC activities have the potential to deliver a very wide range of benefits and outcomes, the real issue is that the staff will need to agree on how the Learning Outcomes are to be prioritised. This will be best achieved where, in the very early stages of the planning process, all the leaders participate in a brainstorming exercise to agree on the learning outcome priorities.

Other issues that might be agreed at this time:

1. Will different staff be tasked to monitor different outcomes?
2. If the development of the outcomes is to be tracked to best advantage, what will the time frame be? E.g. in order to assess what can be and is in fact achieved it is probably necessary to assess the situation before, during and after the activity.
3. What indicators will be used to assess the effectiveness of the provision? (See "Indicators" in [Evaluation of LOtC.](#))
4. What methodology will be used to evaluate the indicators?
 - Observation?
 - Debrief and review?
 - Feedback from participants?
 - Participant feedback through discussion? Written and/or picture diaries?
5. Will the leadership of the activity be subject to formal monitoring /observation by?
 - peers?
 - EVC?
 - managers?
6. Will the young people be engaged before the visit in determining the planned outcomes?

[High Quality Outdoor Education](#) can be used as a tool by visit leaders to assist in both identifying outcomes, agreeing the indicators for evaluation and in the process of evaluation of the learning taking place. A copy can be found in the EVOLVE Documents library.

Visit leaders may also wish to refer to **OEAP National Guidance document:** [Evaluation of LOtC.](#)

6 Inclusion

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

Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every *reasonable* effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

Establishments should take all *reasonably practicable* measures to include all young people. The principles of inclusion should be promoted and addressed for all visits and reflected in establishment policy, thus ensuring an aspiration towards:

- an entitlement to participate;
- accessibility through direct or realistic adaptation or modification;
- integration through participation with peers.

Employers, Heads/Managers, Curriculum Planners, EVCs and Visit Leaders should be aware of the extent to which Inclusion is or is not a legal issue.

Under the Equality Act 2010, it is unlawful to:

- treat a disabled young person less favourably;
- fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

Refer to **OEAP National Guidance** document: [Inclusion](#)

7 Responsibilities

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

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools, pupil referral units, and statutory youth groups, the employer is the local authority. These establishments **must** adhere to this guidance document.
- For academies, foundation schools, and voluntary aided schools, the employer is usually the governing body or proprietor. Although welcome to do so, these establishments are not obliged to use the guidance of the LA. If using LA guidance, this should be clearly stated. If not using LA guidance, establishments are advised to ensure that the systems in place are as robust as those of the LA.

All persons involved in a visit have a specific responsibility which they should be clear about prior to the visit taking place. Establishments should have a Visit Policy to clarify responsibilities and procedures.

Refer to **OEAP National Guidance** document: [How to write an Establishment Visit Policy](#).

Refer to the following responsibility checklists:

- **OEAP National Guidance** checklists: [Visit Leader](#), [EVC](#), [Head/Manager, Management/Governor](#)
- **OEAP National Guidance** document: [Planning Basics](#)

8 Monitoring

The task of monitoring visits and activities is delegated to Heads of establishments supported by EVCs. Monitoring should be in keeping with the recommendations of **OEAP National Guidance** document: [Requirements & Recommendations for Employers \(Monitoring\)](#).

9 Planning

Planning should reflect the consideration of legal and good practice requirements, ensuring:

- The plan is based on establishment procedures and employer guidance.
- All staff (including any adult volunteer helpers) and the young people to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process.
- Those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained.
- Proportionate assurances have been obtained from any providers (making full use of national schemes that accredit that assurances have already been obtained by credible inspection regimes).
- Designated emergency contact(s) have been identified that will work on a 24/7 basis where required.
- All details of the activity provision are accessible to the emergency contact throughout the period of the activity.

EVOLVE provides a means of recording planning during the planning phase, and enables the EVC and Head/Manager to monitor, contribute and support the activity. It is recommended that staff use EVOLVE for planning most visits as this ensures a consistent and proportional system is applied.

Other benefits include:

- Having a central record of all visits;
- Having a full record of staff experience, which provides a database of evidence to support decisions on competence;
- Providing a central record of staff qualifications;
- The EVC is able to produce customised reports for governors, OFSTED etc;
- If staff use the system regularly they rapidly become fluent and confident;
- All staff have ready access to employer guidance relating to visits.

If establishments choose to use other systems to record planning and risk management of visits (other than residential; overseas and adventure activities) they must ensure they are thorough and robust.

The extent of planning required is related to the complexity of the visit, see:

- Diagram: [Planning and EVOLVE](#)
- **OEAP National Guidance** document: [Visit Leader Checklist](#)
- **OEAP National Guidance** [RADAR](#) model: based on STAGED (Staffing, Timings, Activity, Group, Environment, Distance).
- **OEAP National Guidance** document: [Planning Basics](#)

Risk Management

Refer to **OEAP National Guidance** document: [Good Practice](#)

Risk management tasks are delegated to establishments and are normally carried out by visit leader and assistants with the support of EVCs as required. 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.

Many aspects of planning will normally already be in place in the form of existing policies and guidance, such as the establishment's own policy, LA policy, etc. These, in conjunction with the EVOLVE Visit Form may be sufficient for a particular visit, as it is not necessary to repeat generic policies on EVOLVE.

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. This can be achieved effectively through a combination of the EVOLVE visit form itself, and where appropriate, any event specific notes or attachments.

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 must be recorded on EVOLVE, as either notes or an attachment, and shared with all parties.

This planning process by the leader may be compared to the expectation of a teacher or youth worker 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 28) and the provider will have responsibility for risk assessing and managing the activity. As such, the provider's risk assessment is not the concern of the establishment leader, does not need to be requested from the provider, and **does not need to be attached to EVOLVE**.

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.

It is good practice to involve participants in the planning and organisation of visits, as in doing so they will make more informed decisions, and will become more 'risk aware' and hence at less risk. They will also have greater ownership of the event.

This is endorsed by the HSE in [Principles of Sensible Risk Management](#) and

Refer to **OEAP National Guidance** document: [Planning Basics for Outdoor Learning](#) and [Planning Basics](#)

Refer to LCC Generic Risk Assessments found in the 'Resources' section of [EVOLVE](#).

Timescales

Heads and EVCs should establish timescales for submission of visits that allow time for proper scrutiny – and for any necessary modifications to be made. Some flexibility may have to be allowed for contingencies but a culture of late submission of visits should not be permitted as it tends to result in poor planning. Generally the lead in period should be proportional to the complexity and nature of the visit – so for example residential and overseas visits normally require a longer 'lead –in' period.

Visits requiring LA Approval should normally be submitted (to the LA) at least **4 weeks** prior to departure to allow for the possibility that the form is returned for clarifications or for arrangements to be amended. For more complex visits and expeditions this would be a minimum expectation. The LA aims to review forms within **10 working days** – but remember the form may be returned with queries or comments that require amendments and resubmission prior to approval. An additional consideration will be visits that are due to depart following a school holiday where approval should be obtained prior to the school holiday period.

Visits submitted within one week of departure represent a severe breach of policy and may not be approved. Where the Authority can, we will endeavour to identify and advise of omissions in the interests of ensuring trip and participant safety.

Where a contract is to be signed and a deposit paid, the application should be submitted with an outline plan before a commitment is made in case of any major issues. In some cases this may mean a visit form is initially submitted **12 to 18 months** prior to proposed departure. Further details can be added at a later stage.

10 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 'rules' should be in line with the school code of conduct and be re-emphasised as appropriate during the visit.

Monitoring of the visit must be on-going, and this contributes towards both enjoyment and safety. It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (or switch to 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 as a note on EVOLVE, for both reference and to inform future visits.

Refer to **OEAP National Guidance** document: [Responsibilities of Visit Leader](#)

11 Parent / Carer Consent

Section 35 of the Education Act 2004 states: *'Where a visit is part of a planned curriculum in normal curriculum time, then parental consent is not necessary although it is recommended good practice to ensure that parents are informed'*.

DfE Guidance issued in 2011 states:

"Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told 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 school hours. Leicester City Council prepared an annual consent form which schools can ask parents to sign. It should be refreshed annually. This will cover a child's participation in any of these types of activities for the period specified. These include local activities, off-site sporting fixtures outside the school day, etc. Residential visits and adventure activities require specific parental consent. The form is available in the 'Resources' section on [EVOLVE](#).

Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form."

If schools choose to adopt a version of the Leicester City Council's annual consent form, they will need to put in place separate arrangements for ensuring that essential information is kept up to date including:

- Emergency contact names and numbers;
- Medical issues and allergies.

The LA recommends that establishments continue to use specific consent forms for more complex visits.

12 Competence to Lead

The competence of the visit leader is the single most important factor in the safety of participants. It is the responsibility of the Head/Manager and the EVC to ensure the competence of the visit leader in accordance with the guidance in this document and the relevant sections of **OEAP National Guidance**.

Assessment of Leader Competence

The EVC and/or Head of establishment must 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? (Check Visit History on EVOLVE).
- b) Is the leader competent in planning and managing visits (has s/he completed Visit Leader Training?).
- c) What are the leader's reasons for undertaking the visit?
- d) The leader must be an employee of the local authority / establishment?
- 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) If leading adventurous activities, has the leader been 'approved' by the LA?
- l) Is the leader aware of all relevant guidelines and able to act on these?

Refer to diagram: [Planning with EVOLVE](#)

Refer to **OEAP National Guidance** documents: [Assessment of Activity and Visit Leader Competence](#).

Leicester Visit Leader Training

This 3-hour training course is classroom based and is strongly recommended for all those who lead visits, although it is open to all school/college staff. It is focused on active risk assessment and group management on educational visits and off-site activities. The course aims to equip staff with the key requirements to become a competent Visit Leader and includes sessions on:

- Benefits of and perceived barriers to off site visits;
- Planning, leading and evaluating off site activities and visits;
- Group management;
- Risk assessment training;
- Policy compliance.

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13 Staffing and Supervision

On all visits there must be 'effective supervision' that has been approved by the EVC and Head of Establishment, and where applicable, is in accordance with Governing Body policy.

Ratios for Early Years are specified and must be adhered to; see [Statutory Framework for the Early Years Foundation Stage](#)

For all other visits the visit leader, EVC and Head of Establishment will make a professional judgement regarding the number and suitability of staffing on an individual visit basis after consideration of the factors outlined in **OEAP National Guidance** document: [Ratios and Effective Supervision](#). A visit must not go ahead where either the visit leader, EVC, or Head 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.

Particular consideration should be given to the additional implications that may arise if staff are to be accompanied by family members (or partners) on visits.

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

- '*frequently*' is defined as 'once a week or more'.
- '*intensively*' is defined as 'four or more days in a month, or overnight'. - <https://www.gov.uk/government/publications/supervision-of-activity-with-children>

Children of group leaders and other supervising staff

There are a number of issues of concern if staff propose to take their own children on a visit, for example:

- the child may not be insured;
- staff may be distracted by dealing with their own children, particularly if the child is tired or unwell and this may compromise their ability to carry out their responsibilities for the rest of the group effectively;
- there may be additional costs incurred, which should be met by the staff member;
- the child may not be physically able to take part in activities if they are younger and will require individual supervision.

Heads/Managers and EVCs should review the risk assessment to consider whether the presence of a supervisor's child will require these assessments to be modified. **Staff taking their own children on a visit should not be included in the calculation of the overall staff ratio i.e. there must be sufficient appropriately qualified and experienced staff to safely manage the group without them if necessary.**

The Head/Manager must specifically check if insurance cover is in place for the child/children concerned.

Refer to **OEAP National Guidance** document: [Group Management and Supervision](#)

Refer to **OEAP National Guidance** document: [Vetting and DBS Checks](#)

14 First Aid

First aid provision should form part of the risk assessment for all visits. This will help to determine first aid staffing and equipment.

On each visit one of the staff must be a competent first aider, with a readily available first aid kit and the arrangements for providing first aid must be clear to all staff involved.

Competence can be recognised by prior knowledge and experience, or, **preferably, as a result of formal training.** Leaders are encouraged to attend a course run by a recognised training provider.

At least one of the staff on any residential visit, visit abroad, adventurous activity (Category 'C' Visits) and all Category 'B' visits must hold an appropriate and current First Aid qualification. For Category A the level of first aid provision should form part of the risk assessment with a member of staff (Appointed person) being prepared to take the lead in any situation requiring first-aid.

The level of staff competence which may be required will depend on many factors including:

- The nature of the programme and whether it is residential (**see note above regarding qualification**);
- Whether the programme includes adventurous activities;
- The numbers in the group;
- The extent to which "outside" first aid assistance is available (e.g. at a residential centre);
- The environment and particularly whether it is abroad or remote;
- The health and medical needs of group members.

First Aid requirements for Early Years are specified and must be adhered to; see [Statutory Framework for the Early Years Foundation Stage](#).

If staff are delivering outdoor and adventurous activities the leader (and/or assistant) must hold a current first-aid certificate and carry a suitable first-aid kit. (Where employees hold Outdoor Activity coaching qualifications, they will normally be required by the governing body of the sport to hold a current first aid certificate for the award to be valid). It is desirable for them to hold one of the HSE approved first aid courses designed to train people to cope with first aid situations in the outdoor environment.

Advice and assistance in arranging these courses can be obtained from the Outdoor Education Adviser, Evolve Advice advice@evolveadvice.co.uk Where adventure activities are provided by an AALA licensed provider, instructors should hold recognized first aid qualifications, in which case it may not be essential for school/youth service staff to hold a qualification.

Refer to **OEAP National Guidance** document: [First Aid](#)

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15 Insurance for LA Schools and Services

Advice regarding insurance may be sought from the Local Authority's Insurance section. In the first instance contact Insurance Services, Telephone 0116 454 1620 or email Insurance.services@leicester.gov.uk

In addition to the standard public liability cover which all establishments will have in place the Council offers LA Schools the opportunity to buy into a 'blanket' personal accident cover / travel insurance for all non residential, residential and overseas visits.

For LCC schools purchasing Insurance cover from the LA, they will be covered by QBE Insurance (Europe) Limited. Copies of the current insurance cover, by QBE can be found on EVOLVE, in the Resources section.

Schools that do not fall under LA insurance (Academies, Foundation and Voluntary Aided, etc) must make their own insurance arrangements.

Appropriate insurance must be in place for all visits.

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.

16 Transport

Refer to **OEAP National Guidance** document: [Transport: General Considerations](#).

Private Cars

Where a private (staff or parent) car is to be used to transport young people then this must be approved by the Head of Establishment, and a [Private Car Form](#), must be completed and retained by the establishment on an annual basis. For employees this may be supplemented by copies of relevant documents. Seatbelts must be worn and legal requirements relating to child restraints and booster seats must be complied with.

Refer to **OEAP National Guidance**: [Transport in Private Cars](#) and Leicester City Council's Health & Safety Management Standard 'Transporting Young People by Private Car' – see 'Resources' section on [EVOLVE](#).

Coaches

The LA does not 'approve' coach companies. Whilst UK legislation requires coach companies to be fit for public use, the facilities available on coaches may vary. The Visit Leader should ensure that coaches and buses are hired from a reputable company. Liaising with other establishments within the LA that have used a particular company (via a search on EVOLVE) will help to determine the level of service that may be provided. When booking coaches ensure seatbelts are fitted. "Three to a seat" seating is not permitted by Leicester City Council.

Refer to **OEAP National Guidance** document: [Hiring a Coach](#) and LCC Generic risk assessment on hire and use of Coaches in the resources section of [EVOLVE](#)

Minibuses

Establishments that own or hire a minibus must have an operational policy in place for this.

For further information, see:

- Leicester City Council's Health & Safety Management Standard 'Use of Minibuses' (policy and generic risk assessment can be found on EVOLVE.)
- Refer to **OEAP National Guidance** document: [Transport in Minibuses](#)
- Directgov [Driving a minibus](#)
- ROSPA '[Minibus Safety: A Code of Practice](#)' 2008
- MiDAS (Minibus Driver Awareness Scheme) via [Community Transport Association UK](#). This also contains information on PCV licences, weight limits and towing.

Public Transport

Travelling by public transport can be an excellent educational activity in itself, guidance on managing the use of public transport with young people is outlined in the Generic Risk assessment on Public Transport found in the Resources section of [EVOLVE](#).

17 Farm Visits

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

- Refer to **Farming & Countryside Education**: www.face-online.org.uk
- Refer to **OEAP National Guidance** document: [Farm Visits](#)
- Refer to Leicester City Council's Health & Safety Management Standard 'Farm Visits' (see 'Resources' section on [EVOLVE](#)).

18 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.

*In this context, paddling means walking in shallow sheltered (still or slack water) water (below knee height on the participants) whilst clothed i.e. with trousers rolled up or shorts and clothing on the upper body.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

At the outset the establishment must decide whether the activity:

- a) Falls **within** the definition in bold above - in which case the guidance below applies,
- or
- b) **Exceeds** the definition in bold above - in which case this is a water-**based** adventurous activity and [Section 19](#) applies.

All staff involved in water-margin activities should be conversant with the guidance contained within [Group Safety at Water Margins](#). This document must be made available to all supervising adults in advance of the visit and can be found in the Resources section of EVOLVE

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. LA approval is not required for water-margin activities, but the leader must have previous relevant experience, and must have been assessed as competent to lead the activity by the EVC and/or Head of Establishment.

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19 Water-Based Activities

For clarification of the differences between water-margin and water-based activities see [Section 18](#). The LA acknowledges the immense educational benefits that water-based activities can potentially bring to young people, and fully supports and encourages water-based activities that are correctly planned, managed, and conducted. In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

The following are not regarded as adventurous activities for the purposes of LA approval:

- Swimming in publicly lifeguarded pools - see [Section 20](#)
- Water-margin activities as defined in [Section 18](#)
- Use of 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, and as such require LA approval.

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

a) **An external provider** - see Section 28

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 a 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 retain a 'pastoral' duty of care.

or

b) **A member of your establishment's staff** – (see [Section 25](#) and for further details on adventure activities refer to [Appendix 1 – Adventure Activities and Overseas Expeditions](#)). This person must be specifically approved by the LA to lead the activity, via EVOLVE.

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, e.g. coastguard, harbour master, other site users, etc.

Personal buoyancy conforming to the appropriate National Governing Body and relevant BS EN standard for the level of activity undertaken 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**
- b) is 'swimming', **or**
- c) is an activity for which personal buoyancy would not normally be worn by young people.

20 Swimming

The LA acknowledges the immense educational benefits that swimming activities can potentially bring to young people, and fully supports and encourages swimming activities that are correctly planned, managed, and conducted.

Nonetheless, it is one of the few recreational or teaching activities which carries with it the evident hazards of death through drowning or injury by brain damage through near drowning. The teaching and learning of swimming and water safety therefore requires the utmost care on the part of all concerned.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken. For paddling refer to [Section 18](#) Water Margin Activities. 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.

Particular consideration should be given to the following factors:

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

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

Swimming pools (lifeguarded)

LA Approval is not required

- 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 establishment's staff must seek assurances that appropriate lifeguard cover is in place prior to participants entering the water and that this will be maintained at all times where participants are in the water. Contact with the pool in advance to inform them of numbers and any special requirement is essential.
- Unless suitably qualified and trained in the Normal Operation Procedure (NOP) and Emergency Action Plan (EAP) for the specific pool to be used, the establishment'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 and perform a 'spotting' role as additional eyes and ears for the lifeguard. This especially applies when using lifeguarded pools in hotels.
- For swimming lessons, the LA establishment should ensure the swimming teacher in charge or other pool employees/responsible adults supervising the participants are qualified according to current guidelines.

For further guidance on swimming activities, refer to Leicester City Council's 'Safe Swimming Practice in Schools and Other Settings'.

For open water swimming and pools without lifeguards refer to [Appendix 1 Adventure Activities & Overseas Expeditions](#)

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21 Residential Visits

The LA acknowledges the immense educational benefits that residential visits can potentially bring to children and young people, and fully supports and encourages residential visits that are correctly planned, managed, and conducted.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

Supervision on Residential Visits

Mixed parties engaged in journeys involving an overnight stay should be normally be accompanied by at least one adult of each sex. In this case the responsible adult may be a parent or student over the age of 18, acceptable to the group leader, assessed as being suitable by the Head/Manager and undergone a DBS check in accordance with council/employer guidance.

Decisions about leadership team gender balance should be taken as part of overall consideration about staffing ratios and appropriate supervision. All parties should be in agreement and consent to the arrangements.

Staff retain a duty of care for young people throughout the visit – even if a provider is delivering activities or assisting with overnight supervision. They are always responsible for pastoral care and must be able to deal with an emergency effectively, at all times.

Establishments should have clear written policies relating to staff conduct on residentials, these will be reflected in the terms and conditions of employment of staff. LCC schools are smoke free and this policy should be applied while on residential visits. In addition staff must not smoke in front of young people, and clearly it would be unprofessional for staff to be intoxicated on any visit. Policies should be discussed with staff and volunteers as part of their briefing/induction.

Heads, EVCs and Visit Leaders should check:

- Insurance is in place for all participants (including staff and volunteers). LA establishments should attach the application form to the EVOLVE Visit Form;
- All staff have been appropriately DBS checked;
- The accommodation is suitable for the group (for example the provider may hold a LOtC Quality Badge, or should complete the relevant sections of the [Provider Form](#). (The Provider Form should be attached to the EVOLVE application).

Refer to **OEAP National Guidance** document: [Residentials](#) and [Residential Visits Mindmap](#)

Refer to: LCC Generic risk assessment for Accommodation, which can be found in the Resources section of [EVOLVE](#).

Non-prescription medicines and residential visits

In Schools the policy of the LA is that non-prescription medicines should not normally be given to pupils. Although schools are free to vary from this policy within their own local rules, the LA policy is designed to protect the best interests of the child, as well as those of staff. It takes into account several factors:

- the child may well be able to return home if s/he is unwell;
- generally the child will return home at the end of school and a parent/guardian can administer medication if appropriate;
- it should be relatively straightforward to visit a doctor, if required.

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The LA policy may be inappropriate **on a residential visit**. If a child develops toothache during the night, or a young woman is suffering from period pains, it may be both impractical (and inappropriate) to call a doctor or visit casualty. In some circumstances (during a long coach journey to France for example) it may be difficult to visit a doctor to deal with a problem such as a migraine.

Taking into account the circumstances it may be appropriate, in accordance with the expectation of the 'duty of care' which the group leader holds, for him/her to use judgement and common sense (as a parent would) and provide a mild painkiller, however:

"Staff should **never** give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. Where the head agrees to administer a non-prescribed medicine it **must** be in accordance with the employer's policy. The employer's policy should set out the circumstances under which staff may administer non-prescribed medicines. Criteria, in the national standards for under 8s day care providers, make it clear that non-prescription medicines should not normally be administered. Where a non-prescribed medicine is administered to a child it should be recordedand the parents informed..... **A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor**".

(DFE - Managing Medicines in Schools and Early Years Settings)

It must be confirmed that, as a minimum, the group leader and deputy group leader would take this role on. Establishments should clarify their approach to non-prescribed medicines in their Visit Policy. They may wish to use a modified version of the [Model Letter](#), to obtain parental consent for providing non prescription medicines. Alternatively this could be incorporated into the main consent form for the visit.

22 Overseas Visits

The LA acknowledges the immense educational benefits that overseas visits can potentially bring to young people, and fully supports and encourages overseas visits that are correctly planned, managed, and conducted. In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

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.
- d) Advice should be sought regarding the need for inoculations (or other treatment) to be taken as a precautionary measure prior to the visit.
- e) In some countries, parental permission must be sought and an affidavit signed allowing another adult (Visit Leader) to take a child into and out of the country. Please check if this is required with your travel provider and the countries border authorities. If you require further assistance, please contact the **Outdoor Education Adviser**, Evolve Advice advice@evolveadvice.co.uk

The visit leader should consider the relevant country information from the Foreign and Commonwealth Office website: www.fco.gov.uk ('Home' page, 'Travel & Living Abroad', 'Travel Advice by Country'). All relevant FCO information should be circulated amongst the staff team. Visa requirements must also be met.

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 and <https://www.ehic.org.uk/Internet/startApplication.do>.

Refer to OEAP National Guidance: [Overseas Visits](#)

Exchange Visits

The LA has adopted the **OEAP National Guidance** document: [Exchanges and Home stays](#)
LA establishments are required to adhere to all relevant aspects of this guidance when organising exchange visits and homestays.

Please note that DBS checks are not normally required for host families – but host families in the UK and abroad should fill in the **Host Family Stay Information Form** (see the above guidance document – translations are available). Control measures and contingency plans outlined in this guidance should be put in place.

Refer to the British Council (Learning) www.britishcouncil.org

Refer to **OEAP National Guidance** document: [Exchanges and home-stays](#)

Refer to **OEAP National Guidance** document: [Overseas visits](#)

Refer to LCC Generic Risk Assessment on [EVOLVE](#): Overseas Visits

Refer to LCC Generic Risk Assessment on [EVOLVE](#): Exchange Visits

Overseas Expeditions: refer to [Appendix 1 Adventure Activities & Overseas Expeditions](#)

23 Weather, Clothing & Survival

Where appropriate, the leader must obtain and act upon recent weather forecasts and local advice. Participants should be adequately clothed according 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 (in working order);
- Possible need of signalling equipment and/or mobile phone (N.B. 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 (e.g. Plan B) to suit changed or changing circumstances - for example: over-busy lunch area, rain, rising water levels, etc.

24 Adventurous Activities

The LA acknowledges the immense educational benefits that adventurous activities can potentially bring to young people, and fully supports and encourages adventurous activities that are correctly planned, managed, and conducted. In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

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

- a) **An external provider** - see [Section 26](#)
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 a 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 your establishment's staff** - see [Section 25](#)
This person must be specifically approved by the LA to lead the activity, via EVOLVE.

For further details on adventure activities refer to [Appendix 1 – Adventure Activities and Overseas Expeditions](#)

25 Approval of Staff to Lead an Adventurous Activity

Procedure for Obtaining Approval

Staff who wish to lead (i.e. supervise or instruct) an adventurous activity, as defined in [Section 24](#), must first upload details and scanned copies of all relevant qualifications (e.g. instructor certificates, first aid, etc.) to the 'My Details' section of their EVOLVE account. Staff should update this record as required (e.g. when first aid training is renewed).

The visit leader should complete the Visit Form on EVOLVE as usual. During this process EVOLVE will ask for an Activity Leader Form (ALF) to be completed, which will request further details regarding the proposed venture (e.g. dates, venues, numbers, etc.). The ALF will then be embedded within the Visit Form for that particular visit.

On receipt of a Visit Form (and embedded ALF), the LA will view the proposed activity in the context of the leader's competencies and qualifications.

Where approval is not granted to lead the activity, the Visit Form will be returned to the EVC via EVOLVE, with an attached note. Where this is the case the activity must not take place.

Criteria for Approval

Approval will normally be given where the leader of the activity has recent relevant experience, is appropriately qualified through the relevant National Governing Body and holds an appropriate first aid qualification. To confirm this, the leader should submit a ALF to the LA via EVOLVE.

In cases where no National Governing Body exists, the LA will make a decision based on factors which may include: technical advice, the leader's stated competence, observed competence, past experience, and attendance at training courses.

Approval will always be subject to a requirement that the leader must act at all times within the remit of his/her qualifications, and in accordance with National Governing Body Guidelines where these exist. Approval may also be subject to other conditions which will be specified by the LA on the Visit Form. Where there is insufficient information for the LA to make a decision regarding approval, then the applicant may be asked to provide further information (e.g. evidence of awards, experience, and log book details, etc.). In some cases a meeting with the applicant may be requested by the LA.

Approval to lead an adventurous activity is specific to the technical aspects of the adventurous activity detailed. It is not an indication in respect of other aspects of the visit such as general management and supervision skills, the assessment of which is the responsibility of Head of Establishment and/or EVC.

Refer to **OEAP National Guidance**: [Approval of Leaders](#)

For further details on adventure activities refer to [Appendix 1 – Adventure Activities and Overseas Expeditions](#).

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26 Using an External Provider

An 'External Provider' normally provides one or more elements on an activity or visit such as instruction, staffing or guiding. This may be, for example:

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

For the purposes of LA approval, an External Provider is **NOT**:-

- a Campsite
- Museums, galleries, etc.
- Tourist attractions
- Theme Parks
- Farms
- a Coach, Train, or Airline company
- a Swimming Pool
- a Climbing Wall where instruction is provided by a member of your establishment's staff with an approved Activity Leader Form (ALF) ([Section 25](#) applies)

Residential Providers

You must make reasonable checks to ensure that the accommodation is suitable for your group. There should be appropriate security arrangements to prevent unauthorised persons entering the accommodation, separate male and female accommodation and washing facilities with staff accommodation close to participants' accommodation. In the UK, accommodation must have a suitable and sufficient fire risk assessment in place. The outcome of this assessment should be available for inspection and must show that appropriate precautions have been implemented. The premises must also have a suitable fire evacuation strategy and all persons attending the trip must be made familiar with this. Furthermore any attendees with disabilities must have a Personal Emergency Evacuation Plan (PEEP) in place after discussion with facility management. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned.

Some residential providers may hold a LOfC Quality Badge. If not it may be helpful to use the [Provider Form](#) to gather this information (and retain evidence). Alternatively you could carry out a pre-visit and take a checklist. Indicate on your EVOLVE application how you have checked out the accommodation.

The decision about the use of an external provider is the responsibility of the visit leader, EVC, and Head of Establishment. The LA does not 'approve' external providers or tour operators. Establishments may find it useful to 'Search by External Provider' on EVOLVE, and liaise with other LA establishments that have used a particular provider. Further steps may include:

- Asking for written references from other groups if the provider is not known locally, and contacting the referees directly;
- Inviting presentations and quotations from providers offering a similar service to ensure that you are getting good value for money;
- Visiting a course being run for another group to observe standards and talk "informally" to staff from that group.

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

- a) The Provider holds an LOTC Quality Badge www.lotcqualitybadge.org.uk
or
- b) A 'Provider Form' has been satisfactorily completed by the provider.
Note: If a Provider holds an [AALA licence](#) (and/or any other accreditation) but not a LOTC Quality Badge, then a Provider Form is still required.

For visits abroad, the provider must comply with the package Travel Regulations, including bonding (such as ABTA and or ATOL) to safeguard customer's money in case of provider financial failure.

For Providers that hold an LOTC Quality Badge

Check that the provider's [Quality Badge](#) will be valid on the date of your visit. LA schools must ensure the provider has at least £5 million public liability (Academy staff should check their employer requirements). 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. A pre-visit and recommendation from previous users will help you decide on its suitability.

See www.lotcqualitybadge.org.uk

For Providers that do not hold an LOTC Quality Badge

- Download a [Provider Form](#) from [EVOLVE](#).
- Complete the top section.
- Send Provider Form to the provider (email, fax, post).
- On its return check that it has been satisfactorily completed.
- Keep Provider Form on file together with all other relevant documentation.
- Attach a copy of the Provider Form to EVOLVE.

Important: 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.

If the Provider has made any alterations to the wording of the Provider Form or is unable to comply, then you must discuss this with the Provider, and if necessary seek advice from the LA prior to making a commitment with the Provider.

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 establishment. A pre-visit and recommendation from previous users will help you decide on its suitability.

Refer to **OEAP National Guidance:** [Using external providers and facilities](#)

The above procedure is **not** sufficient for Overseas Expeditions (i.e. those which typically take place in remote areas of the world and/or in developing countries), for which separate arrangements are applicable and **must** be complied with, see [Appendix 1 – Adventure Activities and Overseas Expeditions](#).

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27 Emergency Procedures

Establishments should ensure that their Health and Safety policy includes off-site visits.

Staff involved in a visit must be aware of and adhere to their establishment's and employer's policy and emergency procedures. Staff should carry relevant contact numbers when they undertake visits, in order that they can access appropriate support.

For visits that take place outside normal establishment hours:

- A completed [Emergency Card – Visit Leader](#) (or equivalent) must be with the Visit Leader at all times, **and**
- A completed [Emergency Card – Home Contact](#) (or equivalent) must be with the emergency home contact(s) at all times, where access to EVOLVE is not possible.

Refer to **OEAP National Guidance documents:** [Emergencies and Critical Incidents](#)

Supporting information and checklists can also be found in Section 4.1 of the **OEAP National Guidance**.

28 Accident and Incident Reporting

Establishment managers must ensure they meet the requirements of the RIDDOR* regulations and good practice. Refer to Leicester City Council's procedures and forms. These are available in the 'Resources' section of [EVOLVE](#).

Academies must ensure they have equivalent procedures to meet the requirements of the law and good practice.

Where an incident or accident occurs on an activity led by an External Provider, please ensure this is reported to the Outdoor Education Adviser Evolve Advice advice@evolveadvice.co.uk

**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations*

Appendix 1 – Adventure Activities and Overseas Expeditions

Adventure Activities led by Council/School Employees

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Introduction

This appendix includes specific information relating to the adventure activities which are most commonly run or organised by Leicester City establishments. If you are planning an adventure activity for which procedures are not outlined in this section, you should follow the National Governing Body guidance for that activity including any requirements for staff competence, qualifications, safety equipment, ratios, etc. (where this is available). In the absence of such guidance, or if there is doubt, you should contact the Outdoor Education Adviser at an early stage of the planning.

The following notes are provided to make clear the range of national and local qualifications available, **and to outline the minimum standards of competence required by Leicester City Council**. Suggested Staff/student ratios are included - but ratios should always be reviewed as part of the risk assessment. Adventure Activities and Overseas Expeditions require LA approval. Staff planning to deliver an Adventure Activity must first submit an Activity Leader Form (ALF). Refer to **Guidelines for Offsite Visits and Adventure Activities (GOVAA)**:

- [Section 24 Adventure Activities](#)
- [Section 25 Approval of Staff to Lead an Adventure Activity](#)

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Where national or local coaching awards exist, they provide a useful benchmark for levels of technical competence, but managers/Heads **and EVCs should balance this with knowledge of the experience and competence of the member of staff to be leading the activity**. Even the most exhaustive of national qualifications is assessed in a matter of days, or at the most weeks. It is usually outside the remit of these qualifications to measure group control, or the ability to deal with difficult or disruptive young people. In many instances, these qualities coupled with a clear understanding of the leader's own working limitations, are as important to the safe running of activities as good equipment and technical competence.

Where qualifications are specified or relevant, the Manager/Head/EVC must ensure that any employees or volunteers running activities produce evidence of their qualification (original certificates and logbooks must be produced), and copies are uploaded onto EVOLVE. Refer to [Section 25](#) of GOVAA.

Awards held by instructors / leaders must be currently valid with the National Governing Body, including:

- Paid up membership where required
- Valid First Aid qualification where required
- Evidence of recent / current activity and or revalidation where required

Adventure Activity Licensing

Under some circumstances providing adventure activities to under 18s without a licence can be a criminal offence. Managers/Heads and EVCs must ensure that proposed activities do not breach licensing regulations. Advice is available from the Outdoor Education Adviser.

Refer to **OEAP National Guidance** document: [Adventurous Activities](#)

Open Water Swimming

LA Approval is required via EVOLVE. Refer to [Section 25 Approval of Staff to Lead an Adventure Activity](#)
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 Note: this is for beach/sea only, not inland water.

For structured or programmed activity

- A valid RLSS UK National Pool Lifeguard Qualification (NPLQ) – Level 2 or equivalent or Open Water Lifeguard (OWL) - see www.lifesavers.org.uk / www.rlss.org.uk
- A valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement see www.lifesavers.org.uk

Refer to **OEAP National Guidance** document: [Open Water Bathing](#)

Hotel (and other) Swimming Pools without Lifeguards

Establishments should check the lifeguarding position in advance.

LA Approval is not required for this activity if qualified lifeguarding is provided at the pool.

If lifeguarding arrangements are not provided at the pool then the visit leader will bear the full responsibility for ensuring swimming safety, and approval to lead the activity will be required via EVOLVE. Refer to [Section 25 Approval of Staff to Lead an Adventure Activity](#).

Advice on managing and supervising pool safety is available in 'Safe Swimming Practice in School and Other Settings' produced by LCC Corporate Health & Safety Team. Copies of which are available in the Resources section of [EVOLVE](#).

The following awards/qualifications apply:

For free swimming activity

- A valid RLSS UK National Pool Lifeguard Qualification (NPLQ) - Level 2, or equivalent in the country visited - see www.lifesavers.org.uk

For structured or programmed activity

- A valid RLSS UK National Pool Lifeguard Qualification (NPLQ) – Level 2, or equivalent in the country visited - see www.lifesavers.org.uk

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.

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Canoeing and Kayaking

National Governing Body

Relevant Qualifications

Administers a wide variety of coaching qualifications, which are relevant to different circumstances:

Qualifications cover a wide variety of crafts and environmental conditions. Advice is available from British Canoeing or the Outdoor Education Adviser

Paddle Sport activities must be run by staff/instructors with appropriate qualifications. They must be operating within the remit of their award.

Refer to LCC Generic Risk assessment on Canoeing and Kayaking for further guidance, found in the 'Resources' section of [EVOLVE](#).

Sailing

National Governing Body

The Royal Yachting Association (RYA) - <http://www.rya.org.uk/Pages/Home.aspx>

Relevant Qualifications

Instructor

Senior Instructor

There are separate qualifications for tidal areas.

Staff running sailing activities must hold current RYA qualification(s). They must be operating within the remit of their award: advice is available from the RYA or the Outdoor Education Adviser.

Refer to LCC Generic Risk assessment on Sailing for further guidance, found in the 'Resources' section of [EVOLVE](#).

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Open/Remote-Country Activities

The LA acknowledges the immense educational benefits that open-country activities can potentially bring to young people, and fully supports and encourages open-country activities that are correctly planned, managed, and conducted.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

For the purposes of LA approval:

'Lowland country' is defined as:

Parks, enclosed farmland and fields (NOT moorland, mountain and/or where it is possible to be more than 30 minutes (or 2.5km, whichever is the less) from an accessible road or refuge. (ASSUMES LEADER WITH GROUP)

'Remote/Open country' is normally defined as:

Moorland (open uncultivated land at any height above sea level) or Mountain (more than 600m above sea-level and/or from which it would take more than 30 minutes travelling time (2.5km) to reach any accessible road or refuge)

However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate. Please contact the LA if you think this might apply.

Remote/Open-country activities are regarded as 'adventurous' and therefore these visits require LA approval.

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

- a) **An external provider** - see GOVAA [Section 26](#).
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 a 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 your establishment's staff** - see requirements below.
This person must be specifically approved by the LA to lead the activity, via EVOLVE.

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

Walking (including Hill Walking, Fell Walking, Rambling, etc.)

National Governing Body

Mountain Training www.mountain-training.org/

Sports Leaders UK (SLUK) www.sportsleaders.org/awardsqualifications

Relevant Qualifications

SLUK Lowland Expedition Leader (LEL, previously BELA: formerly BETA!)

A basic qualification for Leaders wishing to take groups walking or camping in rural areas, in 'temperate weather' conditions (NB. does not include hill walking). The BEL award is a suitable training programme for staff wishing to lead groups in the low level areas around Leicester, and in other similar areas, using well marked footpaths without technical difficulties. If staff do not hold this qualification they must be able to demonstrate a comparable level of experience and technical competence

MT Lowland Leader Award

The Lowland Leader Award trains and assesses candidates in the skills required to lead others on walks in lowland countryside and woodland.

MT Hill and Moorland Leader

The Hill and Moorland Leader award offers the opportunity to gain experience and demonstrate technical competence in leading groups on hill walks in areas of the UK and Ireland.

Walking Group Leaders Award (WGL)

Nationally recognised fell walking award 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, where any hazards within it are identifiable and avoidable and where wild camping or movement on steep ground is not involved.

Mountain Leader Award (ML)

This award is intended for those who take groups walking and camping in hills and mountains, not in winter conditions, where the use of ropes is not envisaged. Includes movement on steep ground, and leadership on this terrain.

Winter Mountain Leader Assessment

This is a separate course, which assesses leaders in the more arduous conditions which can be found in winter, including movement on snow and ice.

Mountain Instructor Assessment (MIA), Mountain Instructor Certificate (MIC)

These awards both have the summer ML as a prerequisite, but they require additional rock climbing and mountaineering skills. The latter award also requires the winter "ML" and includes winter climbing on snow and ice.

For hillwalking (excluding low level walks on well marked public footpaths without technical difficulties) the member of staff/instructor must hold the appropriate MT qualification. They must be operating within the remit of their award: advice is available from Mountain Training or the Outdoor Education Adviser.

Refer to LCC Generic Risk assessment on Walking in Remote Country for further guidance, found in the 'Resources' section of [EVOLVE](#).

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Rock Climbing (including climbing walls and abseiling)

National Governing Body

The British Mountaineering Council, and Mountain Training - <http://www.thebmc.co.uk/>

Relevant Qualifications

MT Climbing Wall Award (CWA)

Remit is artificial climbing walls, with separate endorsements for teaching abseiling and lead climbing.

MT Single Pitch Award (SPA: formerly SPSA)

Nationally recognised qualification for instructing rock climbing on climbing walls and suitable single pitch crags.

Mountain Instructor Award (MIA)

This requires the summer ML Award as a prerequisite. It includes lead climbing and multi-pitch climbing as well as top roping.

Mountain Instructor Certificate (MIC)

This requires the Summer and Winter ML Awards and involves lead climbing, top roping, and winter snow and ice climbing.

Staff running rock climbing or abseiling sessions requiring the use of ropes must hold the appropriate MT qualification. They must be operating within the remit of their award: advice is available from the MT or the Outdoor Education Adviser.

Abseiling

Staff supervising abseiling should be qualified to the standards outlined above (Abseil module required for CWA).

Refer to LCC Generic Risk assessment on Climbing for further guidance, found in the 'Resources' section of [EVOLVE](#).

Snowsports

The LA acknowledges the immense educational benefits that snowsport activities can potentially bring to young people, and fully supports and encourages snowsport activities that are correctly planned, managed, and conducted.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

Snowsports (e.g. skiing and snowboarding) are regarded as adventurous activities, and the visit therefore requires LA approval through EVOLVE.

There are advantages to snowsports taking place during term time as opposed to during the establishment holiday period. These include: greater choice generally, less queuing for lifts, less crowded slopes therefore less chance of collisions occurring, less crowded resort, higher possibility of 'sole use' of accommodation, lessons more likely to be conducted by permanent snowsport establishment instructors (as opposed to 'casual' instructors), greater likelihood of English speaking instructors, considerable cost savings through avoiding high season (possibly allowing more young people to participate), etc.

It is strongly recommended that a member of staff intending to organise a snowsport visit (**but not instruct**, lead or supervise on snow) should hold the Snowsport Course Organiser Award (SCO), administered by Snowsport England www.snowsportengland.org.uk and must have previously accompanied at least one educational snowsports visit. It is good practice for staffing to include one or more Alpine Ski leader.

Young people may only participate in snowsports when under the direction of an appropriately qualified and competent person. This would normally be an instructor employed by the local snowsports school. Establishments should therefore consider the merits of fully instructed lessons of 4/5 hours duration per day. A member of staff intending to lead skiing or snowboarding (i.e. not using a ski school instructor) must be qualified as below and have been approved by the LA via EVOLVE- see [Section 25](#)

Skiing: The minimum qualification to lead skiing on snow is:

- The Alpine Ski Course Leader Award (ASCL) www.snowsportengland.org.uk **or**
- The Alpine Ski Leader Award (ASL) www.snowsportscotland.org

Snowboarding: The minimum qualification to lead snowboarding on snow is:

- The Snowboard Leader Award (SBL) administered www.snowsportscotland.org

NOTE: A skiing qualification is not appropriate for instructing or supervising snowboarding and vice versa.

Young people must not participate in off-piste activities.

Helmets - The wearing of helmets is now highly recommended by all participants including staff. In practice this means:

- All participants and staff **must** wear approved snowsport helmets, which conform to BS/EN 1077/2007.
- Helmets should normally be worn during snowsport activities, and **must** be worn when local laws or regulations dictate this.
- In specific circumstances, based on risk assessment instructors / staff may determine that they are not required. A risk assessment might indicate that the wearing of a helmet was unnecessary and would or might interfere with the activity. For example, a helmet would not be required for cross-country skiing (langlauf, ski de fond). Helmets might not be required by staff without skis assisting people on or off uplift or "collecting" a group at the bottom of a nursery area. This may also be true for complete beginners learning in a segregated, gentle area through which faster skiers and snowboarders could not pass. If in doubt, helmets should be worn.

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Helmets must be correctly fitted and appropriate for purpose. Staff should learn how to fit helmets so that they become competent and are able to spot if they are being worn incorrectly. Where helmets are rented, they should be fitted by the person renting the equipment to you (as are skis etc.). If a parent supplies the helmet, they are responsible for it being in a serviceable condition (at the start of the snowsports tour at least) and fitting correctly. Staff should still check this.

It is possible that hire shops/tour operators will not have sufficient stocks of helmets in place so it is essential to discuss this with them in plenty of time so that adequate stocks can be made available. If you are arranging equipment rental in the UK it is useful to book helmets as part of this package to ensure all participants have suitable helmets. If not, contact your tour operator to ensure all participants will be provided with suitable helmets as part of the equipment package. Provision of helmets should be 'costed' as part of the overall package, not as an optional extra.

Important: Some resorts in USA or Canada may have unacceptable **liability waiver requirements**. The establishment must check the liability position prior to making a commitment, and should seek advice from the Outdoor Education adviser before booking. All ski companies should be required to fill in and sign the [Provider Form](#) - this obliges them to declare if waiver statements are required.

Dry slope skiing and indoor slopes with artificial snow

Training on artificial slopes is often used as a preparation for ski trips, and may be used as an activity in its own right. Students should receive instruction from qualified staff (minimum qualification Club instructor). Instructors can normally be booked in advance at most slopes. The maximum group size should be 10. It is recommended that a member of staff should accompany lesson groups (or if not, observe the lesson to ensure appropriate behaviour).

Clothing

Helmets must be worn— check on availability before booking.
Tumbles on dry slopes can be painful and students should wear thick trousers and have their arms covered. Gloves or mittens should be worn. Thick socks should be taken.

Supervision by staff

Students who have/are receiving qualified instruction may be supervised during additional practice sessions after lessons, by staff who are experienced skiers provided the participants all meet the standards of competence required by the venue. The maximum number of students in such a group should be 5. Students should not be allowed to ski alone.

Refer to **OEAP National Guidance**: [Snowsports Visits](#) and LCC Generic Risk assessment on Snowsports for further guidance, found in the 'Resources' section of [EVOLVE](#).

Camping and Campcraft

Camping may be an end in its own right, or it may provide cheap residential accommodation and the means to engage in other activities. There is no specific National Governing Body but the following qualifications provide useful training and experience of camping:

- **The Lowland Expedition Leaders award (LEL)**
- **The Walking Group Leaders Award (WGL)**
- **'Lowland' and 'Hill and Moorland' Leader with Expedition Skills module**
- **The Summer Mountain Leader Training Scheme (ML)**
- **Level 2 or Basic Food Hygiene Award – If staff are preparing food for pupils**

It is particularly important that a qualified first-aider is available during camping trips.

Group Size

One instructor should not supervise more than ten camping. Both male and female staff should normally supervise mixed groups.

Before any trip

Training should be given in erecting the tents and **especially in the safe use of stoves.**

Permission should be sought to camp.

Communal equipment should be fully checked as well as personal equipment.

Emergency Equipment

A first-aid kit must be available and should contain burn dressings.

There is a high fire risk from cooking in tent doorways and this should never be permitted

NOTE

Staff responsible for purchasing tents should consider buying tents with entrances at each end, because of the additional safety they provide in case of fire.

Staff should be aware of the dangers involved in refilling Trangia stoves with methylated spirits, and from changing Camping Gas cylinders. Stoves requiring the gas cylinder to be punctured should not be used (i.e. gas cylinder/bottles should be resealable).

Where appropriate, fuel for stoves should be held by the leader/instructor, who should supervise the refuelling of stoves.

If Duke of Edinburgh's Award groups are camping unaccompanied they should be visited at least once in the evening or morning.

Refer to LCC Generic Risk assessment on standing camps for further guidance, found in the 'Resources' section of [EVOLVE](#).

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Orienteering

National Governing Body

British Orienteering Federation (BOF) - <http://www.britishorienteering.org.uk/>

Relevant Qualifications

BOF Teacher/Leader Level 1/2

BOF Instructor

1. Orienteering is an activity which can be run at a variety of levels from a school playing field to mountains in wild country areas. Clearly the experience and expertise required of staff will increase with the demands of the terrain, and of course the progress of the group. (At a low level in a familiar area, suitably experienced staff may need no additional qualifications).
2. Staff should be wary of sending individuals off on their own particularly in parks and other open areas in the town. Depending on the circumstances it may be more appropriate to organise the groups into pairs or larger groups. Whistles should be issued for emergency use, particularly in wild country areas.
3. On rugged terrain or in wooded areas participants must wear full leg and arm cover. Footwear should be appropriate to the circumstances.

Refer to LCC Generic Risk assessment on Orienteering for further guidance, found in the 'Resources' section of [EVOLVE](#).

Mountain Biking (and Off Road Cycling)

National Governing Body and Relevant Qualifications

There is no one body nationally recognised as the "Governing Body" for mountain biking. However organisations such as [CTC](#) and [MIAS](#) offer training and assessment which have wide recognition.

The British Cycling Federation offers advice on touring, etc.

1. Cycling on busy roads is hazardous, particularly with large groups. Routes should be selected to avoid main roads, and all roads if possible. If roads must be used then participants should cycle in single file, if possible with a member of staff at the front and back of the group.
2. Helmets are required at all times, with a minimum standard of BSEN1078, though the Snell B-90 standard is higher.
3. Bikes should be maintained in good condition and checked before use.
4. Although there are many suitable routes in the Leicester area, staff should be aware that there is not an automatic right of way for cycling on public footpaths or canal towpaths. (Public roads and bridleways can be used - permits are available for some canal tow paths.) Access should be checked where necessary. Group leaders should be conscious of the erosion which can be caused by mountain bikes, and avoid sensitive areas.

Staff Ratio

At least 1:8. It is recommended to have two staff with the group especially on roads and in wild country.

Refer to LCC Generic Risk assessment on Cycling for further guidance, found in the 'Resources' section of [EVOLVE](#).

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Combined Water/Rock Activities (and other Hybrid Activities)

This category encompasses a wide range of activities and environments each with their own level of objective danger. A number of highly publicised accidents have occurred involving hybrid water / rock activities, and they require careful planning combined with judgement and experience. There is no single NGB qualification relevant to these activities, but certain Awards will be more or less relevant, depending on the specific environment. For activities involving movement on steep rock, and/or use of ropes, rock climbing or mountaineering qualifications may be appropriate, but for some gorges, knowledge of caving techniques may be more relevant. Expertise in white water canoeing may enable more effective on-going risk assessment of water hazards.

The HSE has produced an information sheet 'Combined water and rock activities: Guidance for providers' available from:

www.hse.gov.uk/pubns/etis13.pdf

As there is no single NGB qualification appropriate to all hybrid activities, leaders must hold relevant related qualification(s), supplemented by 'in house' site specific approval following appropriate training, with assessment and certification from an 'in house' expert.

Where combined water/rock activities are planned, ample advanced notice should be given to the LA to ensure that these requirements have been met.

Refer to LCC Generic Risk assessment on Combined Water/Rock activities for further guidance, found in the 'Resources' section of [EVOLVE](#).

Diving

Diving activities must be delivered by a reputable contractor with HSE approved diving qualifications e.g., PADI, BSAC, NAUI. Diving instructors must have an annual diving medical and be passed fit to dive. The contractor must complete the [Diving Contractor's Declaration Form](#) below.

All activities and procedures must conform to the [HSE Approved Code of Practice \(ACOP\) for Recreational Diving Projects \(L105\)](#). The Dive Plan and Risk Assessment must be available for inspection.

Ratio

For open water, the ACOP requires the minimum size of the dive team (excluding students) to be three: (one on the surface and two in the water). The person on surface watch has a key role in the event of an emergency, and this person must be:

- Competent
- Well briefed
- Familiar with the dive plan
- Able to raise the alarm and summon further assistance

The instructor/ student ratio should be determined by the dive risk assessment and project plan, but should not exceed the recommended levels of the appropriate diving organisation. It must take account of the age and experience of the students.

Leaders of school/youth groups should note that the maximum group sizes and ratios permitted by some diving organisations can be relatively high and this is an aspect of 'quality', which may be partially affected by commercial pressures rather than just risk assessments based on prevailing conditions. Low instructor to student ratios (less than 1 to 4) and a competent well-briefed surface watch are major factors in the quality and safety of initial dives with young people. The maximum group size and ratio should be clarified and agreed prior to booking.

Whilst the HSE ACOP is not enforceable abroad, it forms a useful basis for checking the suitability of overseas providers, and is a model of best practice.

If teachers or other LA staff are to take part in diving activities, then technically they are 'diving at work' and it is good practice for them to have a diving medical.

Equipment must be maintained by a competent person in accordance with the Approved Code of Practice and servicing should be recorded.

Diving Contractor's Declaration Form

Provider		School/Group	
1. Will all sub aqua activities undertaken comply with the Approved Code of Practice (Recreational Diving Projects, HSE 1998)?			
2. Is diving equipment serviced in accordance with the manufacturer's service schedule (and any relevant national or international standards) and have cylinders been tested for fitness for use in accordance with regulations?			
3. Is all maintenance carried out by a competent person? Are written records of inspection and maintenance kept, and available for inspection?			
4. Do all members of the dive team hold HSE approved diving qualifications at an appropriate level for the planned activities?			
5. Which governing body will the dive team operate under?			
6. What will the size of the dive team be (excluding students)?			
7. Will the dive team include any members of the school / group staff? (If so, state their role)			
8. Have all members of the dive team had a Diving Medical within the last 12 months, and been passed fit to dive?			
9. What will the ratio of diving instructors to students be?			
10. Will a competent well-briefed person be on surface watch (for open water dives)?			
11. Will the surface watch be a member of your staff team?			
12. Has any formal enforcement action been taken against you?			
13. How long has your company been in operation?			
14. How long have the instructors, who will be working with the young people, been in your employment in their present capacity?			
15. About how many young people have undertaken diving courses with your company previously?			
16. What award will the young people be working towards?			

Please return this form together with the Dive Plan and Risk Assessment for the training programme.

The Duke of Edinburgh's Award

The guidelines in this document apply to all groups in Leicester running Duke of Edinburgh (DofE) activities.

The sections of The Award to which the guidelines apply are primarily the Expedition section and the Physical Recreation Section.

The requirements of the D of E Award include an assessed expedition at each level of the Award where the participants are expected to journey unaccompanied. The participants are never unsupervised, and supervision of a group journeying on their own may take one or more of the following forms, depending on the group, the terrain, and the weather conditions.

1. **DIRECT Supervision** – Where a leader will be with a group at all times during a venture. This may be appropriate for training ventures, or for where participants have a particular set of special / additional needs.
2. **CLOSE Supervision** – Where a leader shadows a group for part or their entire route. The leader may step in to intervene at places where there are hazards that need managing or where the group needs extra assistance. This may be appropriate for a practice venture at Bronze, but in normal circumstances most groups will follow:
3. **REMOTE Supervision** – Where a leader agrees to meet up with groups at pre-arranged checkpoints at pre-arranged times, as per the route card that the group have produced. The amount of these checkpoints can be reduced as groups become more confident, or increased if the group requires extra assistance.

The Handbook for the scheme outlines the training, which all participants must receive before the assessed expedition, and the training and practice ventures should be designed to ensure that participants progressively develop experience, skills and self-reliance.

Expedition Supervisors

The minimum qualification for an Expedition Supervisor that LCC require for any DofE expedition is the BEL award. Groups who wish to use more challenging terrains for any level of expedition, Bronze, Silver or Gold, must then hold the relevant NGB qualification for the terrain they will be operating in e.g. Hill and Moorland Leader or Mountain Leader – see definitions above. Anyone supervising a group in ANY terrain must ensure that they group are trained to operate competently in that area before undertaking an expedition.

In relation to Expedition supervision the National Guidance states:

‘Expedition Supervisors must exercise careful judgement before withdrawing from direct supervision. This process should be gradual and progressive.

During practical training ‘in the field’, each individual group of young people should be led or supervised by a suitably competent leader. During the final assessment, when (if all has been done correctly) the young people are capable of operating independently, it may be appropriate for one experienced and competent Expedition Supervisor, perhaps using a team of assistants, to oversee more than one group of young people. The key issues here are that the overall supervision plan is effective and that no assistant leader is given tasks beyond their level of competence.

Since Expedition Supervisors will not be with the group at all times, they should determine the nature and extent of supervision required to ensure that supervision remains effective - whether it is direct or remote.

Such decisions must take account of:

- the experience and competence of the group
- the experience and competence of any assistant supervisors
- the effectiveness of communications in an emergency

- the weather (both prevailing and forecast)
- the nature of the activity
- the terrain or environment.

The Expedition Supervisor continues to be responsible for the group, even when direct supervision has been withdrawn. See the advice on remote supervision in the National Guidance document on Group Management and Supervision.'

Further guidance on supervision can be found in the AALA Note 5.13 – Supervision of D of E Expeditions, found in the Resources section of EVOLVE under the DofE tab.

Supervision Assistants

Such staff play a key role in supporting expeditions and should be suitably competent to fulfill their role in terms of safeguarding young people and themselves.

Ratios

The levels of staff to pupil/group ratios will vary according to the needs of the young people, competence of the supervisor and any assistants, nature of terrain and conditions at the time, for example.

It is recommended that there should normally be at least 2 adults accompanying each expedition.

In terms of managing larger expedition groups organizers should consider that it would be difficult for more than one qualified Expedition Supervisor to manage more than 3 groups at a time, although this will be dependent on the factors outlined above.

The DofE provides a Common Training Framework for each level of the Award which can be found via the DofE website www.dofe.org/expedition Group leaders should refer to the relevant documents on the website to ensure all areas of training have been covered before undertaking an expedition.

Supervision of Campsites

(This section relates to all forms of expeditions including cycling, canoeing and horse riding as well as walking.)

The level of supervision required at campsites will vary depending on a number of factors.

1. The age and experience of the group.
2. The location of the campsite and whether there are other groups or individuals using it.
3. Other factors relating to the group including male/female balance, ethnic origin, special needs, etc.

Where campsites are unsupervised they should be visited in the evening and morning.

If the camp is supervised i.e. if staff are camping on site, mixed groups must be supervised by a male and female member of staff.

Expeditions on water: Canoeing

For canoeing ventures, refer to the DofE guidance Paddle expeditions, which can be found in the Expedition Handbook at www.dofe.org/expedition.

Supervision of expeditions on water

Contact the Outdoor education Adviser for further details and refer to the generic risk assessment for Watersports on EVOLVE.

Land ventures: Cycling

The Handbook states that participants should be trained:

“to the standard of the Cycleway Proficiency Test. Loading a cycle with Expedition equipment. Handling a loaded cycle.”

Participants should be assessed for the Cycleway Test by an appropriately qualified person. Trainers should refer to the advice in the Expedition Guide and ensure that participants are well prepared for the additional hazards involved with riding a heavily laden cycle on narrow country lanes.

Please refer to the DofE risk assessment and Cycling risk assessment on EVOLVE.

Physical Recreation Section

Where adventure activities take place, they must be run in accordance with Leicester's Guidance for Offsite Visits and Adventure Activities (GOVAA).

DofE Approvals

Policy

In planning and operating DofE expeditions both school and non-school settings must follow Leicester City Council's Health & Safety Management Standard 'Offsite Visits and Adventure Activities'. This document can be found in the Resources section of EVOLVE under 'Guidance and Advice'.

Supplementary guidance can be found within a range of risk assessments also found within the Resources section of EVOLVE under 'DofE' and 'Risk Assessments and Misc Forms'.

Process

1. All DofE expeditions MUST be entered on EVOLVE. Guidance on how to do this is given in the DofE EVOLVE User Guide in the Resources section of EVOLVE, under 'DofE'. This clearly outlines the process you should follow when entering expeditions onto EVOLVE.
2. Risk Assessments – In planning your visit you must consider the following risk assessments:
 - Travel – You must consider the mode of transport young people are using to get to the expedition start and finish points and risk assess accordingly.
 - DofE Risk Assessment
3. Electronic copies of Maps or route tracings MUST be entered onto the system along with Route Cards and Team forms.

Also refer to OEAP National Guidance: [Duke of Edinburgh Award expeditions](#)

DofE Contact:

For further advice, clarification and support regarding the Duke of Edinburgh Award contact:

Andrew Smith

Andrew Smith – Outdoor Education Adviser
E-mail: Evolve Advice advice@evolveadvice.co.uk

Camping and Campcraft

Camping may be an end in its own right, or it may provide cheap residential accommodation and the means to engage in other activities. There is no specific National Governing Body but the following qualifications provide useful training and experience of camping:

- **The Basic Expedition Leaders award (BEL)**
- **The MT Lowland Leader Award + Expedition Skills module**
- **The Walking Group Leaders Award (WGL)**
- **The MT Hill and Moorland leader Award + Expedition Skills module**
- **The Summer Mountain Leader Training Scheme (ML)**
- **Level 2 or Basic Food Hygiene Award – If staff are preparing food for pupils**

It is particularly important that a qualified first-aider is available during camping trips.

Group Size

One instructor should not supervise more than ten camping. Both male and female staff should normally supervise mixed groups.

Before any trip

Training should be given in erecting the tents and **especially in the safe use of stoves.**

Permission should be sought to camp.

Communal equipment should be fully checked as well as personal equipment.

Emergency Equipment

A first-aid kit must be available and should contain burn dressings.

There is a high fire risk from cooking in tent doorways and this should never be permitted

NOTE - Staff responsible for purchasing tents should consider buying tents with entrances at each end, because of the additional safety they provide in case of fire.

Staff should be aware of the dangers involved in refilling Trangia stoves with methylated spirits, and from changing Camping Gas cylinders. Stoves requiring the gas cylinder to be punctured should not be used (i.e. gas cylinder/bottles should be re-sealable).

Where appropriate, fuel for stoves should be held by the leader/instructor, who should supervise the refuelling of stoves. Further advice and guidance can be found on the DofE website and the Resources section of EVOLVE.

If Duke of Edinburgh's Award groups are camping unaccompanied they should be visited at least once in the evening or morning.

Refer to the LCC Generic Risk assessment for DofE Expeditions for further guidance, found in the 'Resources' section of [EVOLVE](#).

Walking in Lowland Country

Lowland country = parks, enclosed farmland and fields (NOT moorland, mountain and/or where it is possible to be more than 30 minutes (or 2.5km, whichever is the less) from an accessible road or refuge.

Refer to the Generic Risk assessment on 'Walking'.

Walking in Open/Remote-Country

The LA acknowledges the immense educational benefits that open-country activities can potentially bring to young people, and fully supports and encourages open-country activities that are correctly planned, managed, and conducted.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

For the purposes of LA approval, 'open/remote-country' is normally defined as: is **Moorland** (open uncultivated land at any height above sea level) or **Mountain** (more than 600m above sea-level and/or from which it would take more than 30 minutes travelling time (2.5km) to reach any accessible road or refuge). These definitions are guidelines only, for further information please contact the Outdoor Education Adviser.

Open/Remote-country activities are regarded as 'adventurous' and therefore these visits require LA approval.

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

- a) **An external provider** - see GOVAA [Section 26](#).

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 a 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 your establishment's staff** - see requirements below.

This person must be specifically approved by the LA to lead the activity, via EVOLVE.

For further guidance refer to the generic risk assessment on walks in open/remote terrain found in the resources section of EVOLVE.

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

Walking in Open Country (including Hill Walking, Fell Walking, Rambling, etc.)

National Governing Body

Mountain Training www.mountain-training.org/

Sports Leaders UK (SLUK)

Relevant Qualifications

SLUK Basic Expedition Leader (BEL, previously BELA: formerly BETA!)

A basic qualification for Leaders wishing to take groups walking or camping in rural areas, in 'temperate weather' conditions (NB. does not include hill walking). The BEL award is a suitable training programme for staff wishing to lead groups in the low level areas around Leicester, and in other similar areas, using well marked footpaths without technical difficulties. If staff do not hold this qualification they must be able to demonstrate a comparable level of experience and technical competence

MT Lowland leader

The Lowland Leader Award trains and assesses candidates in the skills required to lead others on walks in lowland countryside and woodland that fit ALL of the following criteria:

- Walks must not cross any hazardous terrain (e.g. cliffs, very steep slopes, water hazards etc.).
- Throughout the walk the group should never generally be more than 3km away from a key access point such as a car park, lay-by or populated area. Any potential escape routes should also lie within the scope of the defined terrain for the Lowland Leader award.
- Walks will require the ability to plan routes, use simple navigation skills using a map and compass and be self-sufficient.
- Walks must follow paths or tracks that are both marked on a map and clearly visible on the ground and that do not require navigation across untracked areas.
- Walks must use bridges or other recognised water crossing points.
- Walks must only take place in summer conditions (i.e. when there is no unavoidable snow or ice on any part of the route).

MT Walking Group Leaders Award (WGL)

Nationally recognised fell walking award 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, where any hazards within it are identifiable and avoidable and where wild camping or movement on steep ground is not involved.

MT Hill and Moorland Leader

The Hill and Moorland Leader award offers the opportunity to gain experience and demonstrate technical competence in leading groups on hill walks in areas of the UK and Ireland that fall within the technical definition outlined below. Such areas may often be subject to hostile weather conditions and require an element of self-sufficiency and this is reflected in the syllabus of this scheme.

Suitable terrain for the Hill & Moorland Leader will meet the following four criteria:

- open, uncultivated, non-mountainous high or remote country known variously as upland, moor, bog, fell, hill or down
- areas enclosed by well-defined geographical or man-made boundaries such as classified roads (areas that merge with mountain regions and do not have well defined boundaries are excluded)
- areas of remoteness that are easily exited in a few hours, returning to a refuge or an accessible road
- areas where movement on steep or rocky terrain is not required (in either a planned or unplanned situation)

MT Mountain Leader Award (ML)

This award is intended for those who take groups walking and camping in hills and mountains, not in winter conditions, where the use of ropes is not envisaged. Includes movement on steep ground, and leadership on this terrain.

MT Winter Mountain Leader Assessment

This is a separate course, which assesses leaders in the more arduous conditions which can be found in winter, including movement on snow and ice.

MT Mountain Instructor Assessment (MIA), Mountain Instructor Certificate (MIC)

These awards both have the summer ML as a prerequisite, but they require additional rock climbing and mountaineering skills. The latter award also requires the winter “ML” and includes winter climbing on snow and ice.

For hillwalking (excluding low level walks on well marked public footpaths without technical difficulties) the member of staff/instructor must hold the appropriate MT qualification. They must be operating within the remit of their award: advice is available from Mountain Training or the Outdoor Education Adviser.

Refer to LCC Generic Risk assessment on Walking for further guidance, found in the ‘Resources’ section of [EVOLVE](#).

Overseas Expeditions

The LA acknowledges the immense educational benefits that overseas expeditions can potentially bring to young people, and fully supports and encourages overseas expeditions that are correctly planned, managed, and conducted. In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

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, and establishments may therefore need to allow **up to 18 months for LA approval to be granted**. A ‘Note’ (for the attention of the LA) should be added to the EVOLVE Visit Form as soon as possible during the planning stages.

Overseas Expeditions will only be approved by the local authority if the provider either:

- a) Holds an LOTC Quality Badge www.lotcqualitybadge.org.uk **or**
- b) Provides a statement of compliance with [Guidance for Overseas Expeditions, Edition 3](#)

The contract for the expedition **must** be with the school not direct with parents (refer to Section K: Contracts and Legal Issues, of the above guidance).

For providers that do not hold a LOTC Quality Badge, ‘Guidance for Overseas Expeditions, Edition 3’ should be referred to when the proposal is initiated. This document contains information for both establishments and providers, and includes a checklist of vital aspects that **must** be considered prior to the establishment making a commitment with an external provider. Overseas expedition providers are required to comply with the minimum standards specified in this document.

When planning an expedition and selecting a provider, establishments should particularly consider the educational aims of the venture, that appropriate progression takes place, and that the requirements relating to ‘Best Value’ are met.

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
Refer to LCC Generic Risk assessment on overseas expeditions risk assessment for further guidance, found in the ‘Resources’ section of [EVOLVE](#).

Refer to OEAP National Guidance: [Overseas Expeditions](#)

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Trampoline Parks

Visits to trampoline parks are defined as 'Adventurous' and therefore must be put on EVOLVE and require LA approval. Please contact the Outdoor Education Advisor prior to making any bookings. The below criteria must be in place for approval to be granted:

- Valid reason for attending. Consider if the objectives be met using a lower risk activity
- Completion of an External Provider Check Form (OV2)
- Appropriate insurance
- Venue meeting BS PAS 5000:2017
- No waiver or non-inclusive photo/video/audio consent from
- Suitable and sufficient safety briefing and court monitoring in place by provider
- Competent supervision in place- NGB qualifications, appropriate ratio's etc
- Suitability to group characteristics (disabilities, behaviour etc.)
- Exclusive use/zoned LCC school use at a minimum
- Documented school group operational procedures and emergency plan.
- Activity specific RA completed by visit leader unless venue are providing NGB instruction



Contractors (Providers) Questionnaire for Residential Visits

This form should NOT be completed if the external provider that the school is using has a current Learning Outside the Classroom Quality Badge. If the external provider does not hold a current Learning Outside the Classroom Quality Badge, then this form must be completed and attached to the EVOLVE application.

Name and Address of Provider						
Address of Accommodation (if different from above)						
Health, Safety and Emergency Policy / Procedures						
The provider complies with all relevant safety law including the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work regulations 1999. The provider has a health and safety policy, recorded risk assessments and written operating procedures, which are available for inspection.						
Accident and emergency procedures are maintained and records are available for inspection.						
Qualified First Aiders are on site:	24 hours		For Activities		Other Please Specify	
Insurance						
The provider has public liability insurance to at least £5 million.						
The provider complies with the package Travel Regulations, including bonding to safeguard customer's money in case of provider financial failure.						

Please state to which organisations the provider is bonded e.g. ABTA or ATOL.		
Accommodation		
The premises are covered by a current Fire Certificate and / or have been subject to a Fire Risk Assessment under the Fire Precautions (Workplace) Regulations.		
There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.		
Any premises used abroad comply with local Health and Safety Standards.		
Vehicles		
All vehicles and trailers are roadworthy and meet the requirements of the law.		
What qualifications do your minibus / coach drivers hold? E.g. PCV, PSV or MIDAS		
All vehicles supplied have sufficient seat belts fitted (and working) for the relevant group size.		
If using foreign coaches for transfers that they conform to all local, national and international standards. The minimum requirement being that they hold an Operator's Licence, Fleet Insurance and Public Liability Insurance.		
If Adventure Activities are being provided		
Adventure Activity Licensing Authority: Licence Number (with dates)		
Licensed Activities Relevant to this Visit		
Activities Not Covered by Licence relevant to this Visit		
Activity	Instructor Qualification	Ratios

PRIVATE CAR FORM

Use of a private car to transport young people

1	To: The Head of _____ Establishment
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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. My vehicle is fitted with seatbelts, and I will ensure that young people use these. I will comply with the Child Restraint and Car Seat Regulations, and ensure that children under 12 or 135cm use a booster seat if required.

2	Signed: _____ Print name: _____
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3	Address: _____ _____ _____ _____
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4	Date: _____
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The LA and the establishment reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence

	Insurance cover required
For teachers, youth workers, or other LA / establishment 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>

USE OF NON-PRESCRIPTION MEDICINES ON SCHOOL RESIDENTIAL VISITS

(insert school name and address)

Dear Parent,

During our forthcoming residential visit to, we will be taking every precaution to ensure the health, safety and welfare of your child. All foreseeable hazards have been risk assessed and measures put in place to minimise any remaining risks.

However from time to time, children do become ill on school visits (usually during the night!) and as we retain 'duty of care' throughout the visit, we would not wish to see a child suffering as a result of minor, but distressing ailments such as headaches, stomach upsets, bites and stings.

With this in mind, we would request that you give your consent to the group leader administering non-prescription medicines on the visit. **This would be limited to medicines available 'over the counter' at Boots and given in the recommended dosages as stated on the packaging.**

We intend to take the following Boots/supermarket brand medicines with us and therefore we ask you not to send your child with any non prescription medicines:

		Permission given?	
		(Please tick)	
Paracetamol	Yes	☐	No ☐
Pills for diarrhoea	Yes	☐	No ☐
Insect bite and sting cream	Yes	☐	No ☐
Adhesive plasters	Yes	☐	No ☐
Antiseptic cream	Yes	☐	No ☐

Please note that we are not permitted to use aspirin.

Please sign and return this letter, having indicated which of the above items (if any) you wish your child to be given, if required.

Any such medicines administered will be recorded and details supplied to you on our return and of course, professional medical advice will be sought if appropriate.

Please note that if your child will need to bring any prescription medicines these must be properly packaged and labelled, with information regarding prescribed dosages and times, and given to the group leader.

Yours sincerely,

Visit to _____

I give/do not give permission for my child to be given medicines as indicated above should a member of school staff deem it beneficial to his/her health, safety and welfare. (Please delete as necessary)

Signed _____ Parent/Guardian

Date _____

Emergency Card (Visit Leader)

(Insert telephone numbers before issuing)

Side 1

⇒ **Assess the situation:**

- Deal with immediate danger to self or other group members.
- Account for all members of the group.

⇒ **Administer first aid:**

- As appropriate, remembering priorities ABC.

Airway

Breathing

Circulation (bleeding)

- Make any casualties as comfortable as possible, but only move them if absolutely necessary (e.g. to maintain airway if unconscious).

⇒ **Call emergency services:**

- Dial 999 for Ambulance, Police, Fire Brigade, Mountain Rescue or Coastguard as required.

⇒ **Inform school and Local Authority** so that support can be activated

School / Service Emergency number _____

Home Contact number (Out of hours) _____

Home Contact mobile number _____

Local Authority Emergency Telephone Number:

0116 254 4344 - when prompted press option 1) then option 5) and when answered say I am calling regarding a School Crisis issue and please refer to your Crisis Line Call handling procedure.

⇒ **Establish a contact point and identify a member of staff to liaise with the emergency services**

⇒ **Arrange for someone to travel with casualties to hospital**

⇒ **Make arrangements for non-casualties to return to school/base**

⇒ **Record details of incident and actions taken.** (See over)

(Side 2)

INCIDENT LOG SHEET

As soon as possible write down the following to inform any investigation:

Time of incident	
Date	
Brief description	
Location	
Witnesses	

Information to provide to Emergency Services (and later to school / service):

Names of those involved	
Number of people injured	
Total number in group	
Details of injuries as known	
Action taken so far	
Contact point	

Emergency Card (Home Contact)

For visits that take place outside normal establishment hours.

This 'card' or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.

The establishment's Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number(s) at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

If the incident **does not** involve serious injury or fatality, and/or **is not** likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts who may be able to assist.

If the incident **does** involve serious injury or fatality, and/or **is** likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back within 30 minutes and ensure they have sought emergency service support;
- Contact the Head of Establishment (if this is not you)

It is the responsibility of the Head of Establishment to ensure the LA is informed. If you are not 100% positive that the LA has been contacted, please contact Leicester City Council's emergency number on 0116 254 4344 - when prompted press option 1) then option 5) and when answered say I am calling regarding a School Crisis issue and please refer to your Crisis Line Call handling procedure and state that you require immediate support. Give brief details of the incident.

- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

Name	Home	Mobile
Head of Establishment		
Deputy Head of Establishment		
Leicester City Council's emergency number	0116 254 4344 - when prompted press option 1) then option 5) and when answered say I am calling regarding a School Crisis issue and please refer to your Crisis Line Call handling procedure	
Chair of Governing Body (optional)		
Other/EVC		

Contacts

EVOLVE	http://evolve.edufocus.co.uk
Outdoor Education Adviser	Andrew Smith 01327 588488 (office hours only) advice@evolveadvice.co.uk
Health and Safety Team	0116 454 4300 corporatehealthandsafetyteam@leicester.gov.uk
Insurance Questions	Insurance Services 0116 454 1620 Insurance.services@leicester.gov.uk
In an Emergency	Leicester City Council: 0116 254 4344 - when prompted press option 1) then option 5) and when answered say I am calling regarding a School Crisis issue and please refer to your Crisis Line Call handling procedure (During office hours only) Outdoor Education Adviser: 01327 588488

Outdoor Education Advisers' Panel (OEAP) National Guidance: <http://oeapng.info/>

EVOLVE National Library: <http://www.national-library.info/index.asp>

Learning Outside the Classroom: www.lotc.org.uk

Learning Outside the Classroom Quality Badge: www.lotcqualitybadge.org.uk

Outdoor Education Advisers' Panel: www.oeap.info

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VERSION CONTROL SUMMARY

Document:	Offsite Visits and Adventure Activities – Health & Safety Management Standard		
Issue Number:	6	Date of Issue:	October 2022

Summary details of amendments made at this review.

Page	Section / Paragraph	Amendment
Whole Document	Whole Document	Updated LA emergency contact number call details to ensure a swift process.