



Version 1.9

September 2023

**Edsential Policy and Guidance
for Educational Visits and
Offsite Activity**

APPENDICES

APPENDICES

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Appendix 1A

**PRIVATE CAR
FORM**

Volunteer Driver's Declaration

To: The HeadteacherSchool

I confirm that I am willing to use my own vehicle for transporting students on Educational Visits.

I accept responsibility for maintaining appropriate insurance cover and have checked with my insurance company that students carried voluntarily are insured.

I have a current clean, valid driving licence.

I shall ensure that the vehicle is roadworthy in all respects.

I shall ensure that all passengers wear correctly fastened seat belts.

I will transport young people in line with the establishment's safeguarding and lone working policy.

I shall at no time transport a single student, other than my own child, as part of any journey. (This section does not apply to any 17/18/19-year-old student transporting their peers.)

I agree to the terms and conditions outlined in this declaration and will operate within them. I have never been interviewed, cautioned, or convicted of any offence that would render me unsuitable to work with young people.

I shall at no time transport a student or students while I am under the influence of alcohol or drugs.

Signed:

Date:

Name and address:

.....

The Establishment/LA reserves the right at any time to request copies of any relevant documentation, including vehicle registration or ownership document, MOT certificate, insurance certificate, road tax or driving licence.

Persons regularly transporting children will be asked to provide any disclosure certification required by the school or employers' policy. This is to ensure that they have not been declared unsuitable to work with children and young people.

Drivers should retain a copy of this declaration reminding them of the school's expectations.

| | Insurance cover required |
|--|--|
| For teachers, youth workers, or other LA 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> |

Appendix 1B

Parental Consent Form for a Student to be Transported in Another Adult's Vehicle

Schools may wish to obtain parental permission for students to be transported in other adults' cars by the use of a proforma such as this:

There may be occasions when your child could be transported in the car of another adult associated with the school.

The conditions under which other adults agree to provide use of their car are as follows:

They:

- confirm they are willing to use their own vehicle for transporting students on Educational Visits
- accept responsibility for maintaining appropriate insurance cover and have checked with their insurance company that students carried voluntarily are insured.
- have a current clean, valid driving license.
- shall ensure the vehicle is roadworthy in all respects
- shall ensure all passengers wear correctly fastened seat belts
- will transport young people in line with the establishment's safeguarding and lone working policy.
- shall at no time transport a single student, other than their own child, as part of any journey (this section does not apply to any 17/18/19-year-old student transporting their peers)
- agree to the terms and conditions outlined in this declaration and will operate within them
- have never been interviewed, cautioned or convicted of any offence that would render them unsuitable to work with young people
- shall at no time transport a student or students while they are under the influence of alcohol or drugs.

I give permission for my son/daughter/ward to be transported in the car of another parent within the requirements explained to me.

Signed: Date:

Name and address:
.....

EMERGENCY CARD

(VISIT LEADER)

Appendix 2

Emergency Card (Visit Leader)

This card must always remain with the Visit Leader on a visit

In the event of a significant incident, illness or accident that does not involve serious injury or fatality and/or is not likely to attract media attention the Visit Leader should seek advice from their Establishment emergency contact(s). This should normally include a member of Senior Management of the Establishment.

If an incident that does involve serious injury or fatality and/or is likely to attract media attention the Visit Leader should adopt the following procedure:

1. Assess the situation
2. Safeguard uninjured members of the group (including self)
3. Attend to any casualties
4. Call emergency services (if appropriate) (999 or appropriate local number if abroad, Europe 112, North America 911)
5. Contact the homebase contact and senior leaders
6. Contact the Council or Trustees/ Governors/ Chief Executive Emergency

| |
|--|
| |
| Contact to report the incident and request assistance. Council or Trustees/ Governors/Emergency Contact |
| Be prepared to give: Your name and Establishment/Group Phone number & reserve phone numbers Exact Location Nature of Incident Number in the Group |
| You will be called back as soon as possible so try not to make outgoing calls until contact is made. You will be given advice and asked in what way do you require support |

- Contact your Establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this the Council or Trustees/Governors will contact your Establishment on your behalf
- If practicable delegate party leadership to the Deputy Leader in order that you can be always contactable and to enable you to co-ordinate all necessary actions
- You will be provided with a contact number to refer all press, media, parental or other enquiries to the Council or Trustees/Governors and for continuing contact with the LA during the incident.
- Wherever possible prevent group members from using telephones, cameras, mobiles or going on-line until such time as this has been agreed by the Council or Trustees/Governors
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident how and why it happened so far as can be established at this stage
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale (It may be appropriate to ask someone else to carry this out on your behalf)
- Contact the British Consulate / Embassy if abroad.

| Name | Home | Mobile |
|-------------------|------|--------|
| Establishment | | |
| Emergency Contact | | - |

If the visit will be outside normal
Establishment hours:

| | | |
|---|--|--|
| Establishment 'Home' Contact | | |
| Head of Establishment / Chair of Governing Body (optional) | | |
| Other/EVC | | |

Appendix 3

Emergency Card (Home Contacts)

For visits that take place outside normal Establishment hours.

This 'card' or equivalent must always remain with the Establishment emergency contact(s) 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 at which the caller can be contacted back on
- Note their location
- Determine the nature of the emergency
- Determine the type of help required.
- Establish whether the Visit Leader has contacted LA Emergency contact.

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 as soon as possible; from the Establishment and/. Council or Trustees/Governors

It is the responsibility of the Visit Leader to contact the Council or Trustees/Governors. However circumstances may prevent this. If you are not 100% positive that the Council or Trustees/Governors have been contacted please contact Council Emergency Team and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident.

- You should also contact the Head of Establishment (if this is not you)

- A Response Team will be brought into action to support the party, the Establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment, or a senior member of staff may be asked to join the team immediately.
- The Head of Establishment should consider the appropriate time to contact the parents/guardians 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 which may include providing links with the media, communicating with rescue agencies, tour operators and insurance companies. 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 | | |
| Emergency Contact | | - |

| | | |
|------------------------------------|--|--|
| Chair of Governing Body (optional) | | |
| Other/EVC | | |

Appendix 4

Parent/Guardian Routine Visits Consent Form

School/establishment: _____

Your son/daughter/ward name: _____

I hereby agree to my son/daughter/ward participating in routine visits off the school/establishment site. These visits might include the following, or similar, activities:

List typical activities here

These visits will normally take place at the following, or similar, locations:

List typical locations here

I understand that:

- such visits will normally take place within the school/establishment normal hours, but that if, occasionally, they are likely to extend beyond this, adequate advance notice will be given so that I may make appropriate arrangements for my son/daughter/ward return home;
- my specific permission will be sought for any visits beyond those listed above or which could involve commitment to extended journeys, times, or expense;
- all reasonable care will be taken of my son/daughter/ward during the visit;
- my son/daughter/ward will be under an obligation to obey all directions given and to observe all rules and regulations governing the visit and will be subject to all normal school/establishment discipline procedures during the visit;
- I must inform the school/establishment of any medical or behavioural condition or physical disabilities that may affect them during the visit;

I understand the extent and limitations of the insurance cover provided and that is insured in respect of its legal liabilities only, and that there is no personal accident or other cover.

Full name of parent/guardian: _____

Signature of parent/guardian: _____ **Date:** _____

Address: _____

Tel: _____

Appendix 5

***(name of establishment)* Educational Visits and Offsite Activity Planning Checklist**

The questions below form part of the risk management process for educational visits. Please ensure this checklist has been read before the Headteacher approves the visit. A visit should only go ahead if the answer to all relevant questions for the visit is 'YES.' This checklist can be used as a tool or aide-memoire to assist the EVC/visit leader in the planning process although alternative approaches to considering the relevant issues are equally as valid. **This checklist does not have to be submitted to the LA.**

Note: This 'master' copy is in EVOLVE Resources. To reduce bureaucracy EVCs are encouraged to adapt this to suit their circumstances and then upload this to their establishment's own EVOLVE Resources section via the EVC Dashboard (orange 'cogs' icon on home page).

| | | YES | N/A |
|---|--|-----|-----|
| 1 | Have the intended outcomes of the visit been clearly identified? | | |
| 2 | Is the visit appropriate to the age, ability, and aptitude of the group? | | |
| 3 | Has there been suitable progression/preparation for participants prior to the visit? | | |
| 4 | Does the visit comply with any guidelines specific to your Establishment? | | |
| 5 | Does the visit comply with any specific LA guidelines? (see relevant sections of Council Policy and Guidance for Educational Visits and Offsite Activity) | | |
| 6 | If a member of staff is going to <u>lead</u> and/or deliver the adventurous activity (activities), have they been 'approved' by Edsential? | | |
| | If using an external provider or tour operator, does the provider hold a LOTC (Learning Outside the Classroom) Quality Badge (see www.lotcqualitybadge.org.uk) or have they satisfactorily completed and returned a 'Provider Form'? | | |
| 8 | Are transport arrangements suitable and satisfactory? | | |
| 9 | If residential, have appropriate measures been taken to ensure the suitability of accommodation? | | |

| | | | |
|----|---|--|--|
| 10 | If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of the activity and safety of participants? | | |
| 11 | Has a pre-visit taken place? (normal procedure for most visits within the UK). If not, have appropriate additional checks been made? | | |
| 12 | Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations). | | |
| 13 | Have any adult helpers (non-LA employees) been approved by the Head of Establishment as to their suitability? | | |
| 14 | Is the level of staffing sufficient for there to always be an appropriate level of supervision? | | |
| 15 | Does the Visit Leader possess the necessary competence to lead the visit and is he/she comfortable with their role? | | |
| 16 | Are all support staff aware of and comfortable with their roles? | | |
| 17 | Are all helpers aware of and comfortable with their roles? | | |
| 18 | If appropriate , have Event Specific Notes (ESN) been made and will these be shared with all relevant parties? | | |
| 19 | Is insurance cover adequate? (see LA Policy and Guidance for Educational Visits and Offsite Activity) | | |
| 20 | Does at least one member of staff know the participants that are being taken on the visit, including any behavioural traits? Have participants been advised in advance about expectations for their behaviour? | | |
| 21 | If appropriate, are participants aware of any 'rules,' and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff? | | |
| 22 | Are participants aware of the nature and purpose of the visit? | | |
| 23 | Are parents fully aware of the nature (including contingency plans) and purpose of the visit and has consent been obtained? | | |
| 24 | Have all relevant details been issued? (e.g. itinerary, kit lists, etc.?) | | |
| 25 | Are staff aware of any medical needs and/or other relevant details of participants? | | |
| 26 | Has parental consent been gained for staff to administer specific drugs/injections and if necessary have named staff received appropriate training? | | |
| 27 | Are staff aware of any relevant medical conditions of other staff/helpers within the group? | | |
| 28 | Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment? | | |
| 29 | Is a first aid kit (appropriate to the visit) available? | | |

| | | | |
|----|--|--|--|
| 30 | Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. e.g. 'Plan B,' Have these plans been risk assessed and parental consent obtained? | | |
| 31 | For journeys taking place outside the establishment's 'normal' hours, will an Emergency Card (Visit Leader) be with the leader and an Emergency Card (Home Contacts) be with the designated home contacts? | | |
| 32 | Are full details of the visit at the recorded on EVOLVE and if appropriate with the establishment's Emergency Contact(s)? | | |
| 33 | Are staff aware of the appropriate action to be taken in the event of accident, incident, or emergency? (see L.A Policy and Guidance) | | |
| 34 | Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? | | |
| 35 | If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? (see Policy and Guidance for Educational Visits and Offsite Activity/ OEAP (Outdoor Education Advisors Panel) national guidance) | | |
| 36 | A mobile phone is recommended for all visits. Are you aware of the mobile reception in the area you are visiting? | | |
| 37 | Will the group need waterproof clothing, boots, or other equipment? If so, are procedures in place for checking the suitability of equipment? | | |
| 38 | Does any specialist equipment conform to the standards recommended by responsible agencies? | | |
| 39 | Have all financial matters been dealt with appropriately? | | |
| 40 | Has the visit been approved by the Head of Establishment and EVC and in line with Governing Body policy (where appropriate)? | | |
| 41 | If residential, overseas or involving adventurous activities has the visit been approved by the Edsential LOtC team? | | |
| | During the visit | | |
| 42 | Do all staff have a list of participants/groups? and emergency contact details and an Emergency Card (Visit Leader) if out of the establishment's normal hours? | | |
| 43 | Does the establishment office have a list of the names of all participants, including adults? If out of hours does the home contact have these details and an Emergency Card (Home Contact)? | | |
| 44 | Do staff have sufficient funds to allow for any contingencies? | | |

| | | | |
|----|---|--|--|
| 45 | Do staff have any relevant literature, work sheets, clipboards, etc.? | | |
| 46 | Do staff have other items, e.g. first aid kit, sick bags, litter sack, etc., if needed? | | |
| 47 | Are participant numbers being checked at appropriate times? | | |
| 48 | Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully? | | |
| 49 | Are participants aware of the procedure in areas where there is traffic? (e.g. if walking, is it pairs, crocodile, groups? - may participants run? - are participants aware of the procedure at road crossings? etc.) | | |
| 50 | Has a clear recall system been arranged if the group is working away from you? Do participants understand this, and will they be able to respond effectively? | | |
| 51 | If a rendezvous for the group has been arranged after a period of time does each participant and member of staff know exactly where and when to meet? | | |
| 52 | Do participants know what action they should take if they become separated from the group? | | |
| 53 | Is on-going risk assessment being conducted and if necessary the programme adapted to suit changed or changing circumstances (Plan B)? | | |
| | At the end of the visit | | |
| 54 | Are appropriate arrangements in force for the dismissal of participants? | | |
| 55 | Has the Visit Leader reported back to the Educational Visits Coordinator? | | |
| 56 | Has the group been debriefed, and any relevant follow-up work completed? | | |
| 57 | Have all loose ends been tied up e.g. Paperwork, finance and thank you letters? | | |
| 58 | Has the visit been evaluated and if appropriate have notes been made of points to be considered for future visits? | | |
| 59 | Have all staff and helpers involved in the visit been thanked for their input? | | |

Appendix 6

List of Contacts

Please ensure these are checked before the visit. Numbers do change frequently

| | |
|--|--|
| Edsential Learning Outside the Classroom, EVOLVE and Educational Visits | |
| Your council or your Establishment's Health & Safety Department | |
| Insurance Section | |
| Council/ Trustees/Governors/MAT contact Emergency Number (24 hour) | |

| | |
|--|--|
| National Guidance | www.oeapng.info |
| National Library | www.national-library.info |
| LOtC | www.lotc.org.uk |
| LOtC Quality Badge | www.lotcqualitybadge.org.uk |
| Outdoor Education Advisers' Panel | www.oeap.info |
| HSE/AALA | www.hse.gov.uk |

Appendix 7

PARENT / GUARDIAN CONSENT FORM FOR ACTIVITIES OUT OF NORMAL SCHOOL HOURS

Visit: Adventure residential September 2023

Establishment/Group: **School name**

Details of Visit to:

I agree to _____ (name) taking part in this visit

I have read the information sheet and I agree to _____ 's participation in the activities described.

I acknowledge the need for _____ to behave responsibly throughout the visit.

1. Medical information about your child

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

If YES, please give brief details:

b) Please outline any food or other allergies and special dietary requirements of your child:

c) Any recent illness or accident staff should be aware of?

d) The type of pain/flu relief medication your child may be given if necessary:

For activities based in or near water

The following information will assist the Party Leaders in caring for your child.

1. Can your child swim? YES / NO
2. Can your child swim 25m? YES / NO

- 3. Is your child confident in the pool? YES / NO
- 4. Is your child aware of the dangers of deep water? YES / NO

For residential visits and exchanges only

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

If YES, please give brief details:

f) Is your child allergic to any medication? YES/NO

If YES, please specify:

g) When did your child last have a tetanus injection?

Declaration

I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers:

Work: _____ Home: _____

Home address: _____

Alternative emergency contact:

Name: _____ Telephone number: _____

Address: _____

Family doctor: _____

Name: _____ Telephone number: _____

Address: _____

As part of the activities your child / children are involved in the school may take photographs or video footage to use in printed publications or publicity or promotional material including the local press.

Can we use the young person's photograph in this way? YES / NO

Signed: _____ Date: _____

Full name (capitals): _____

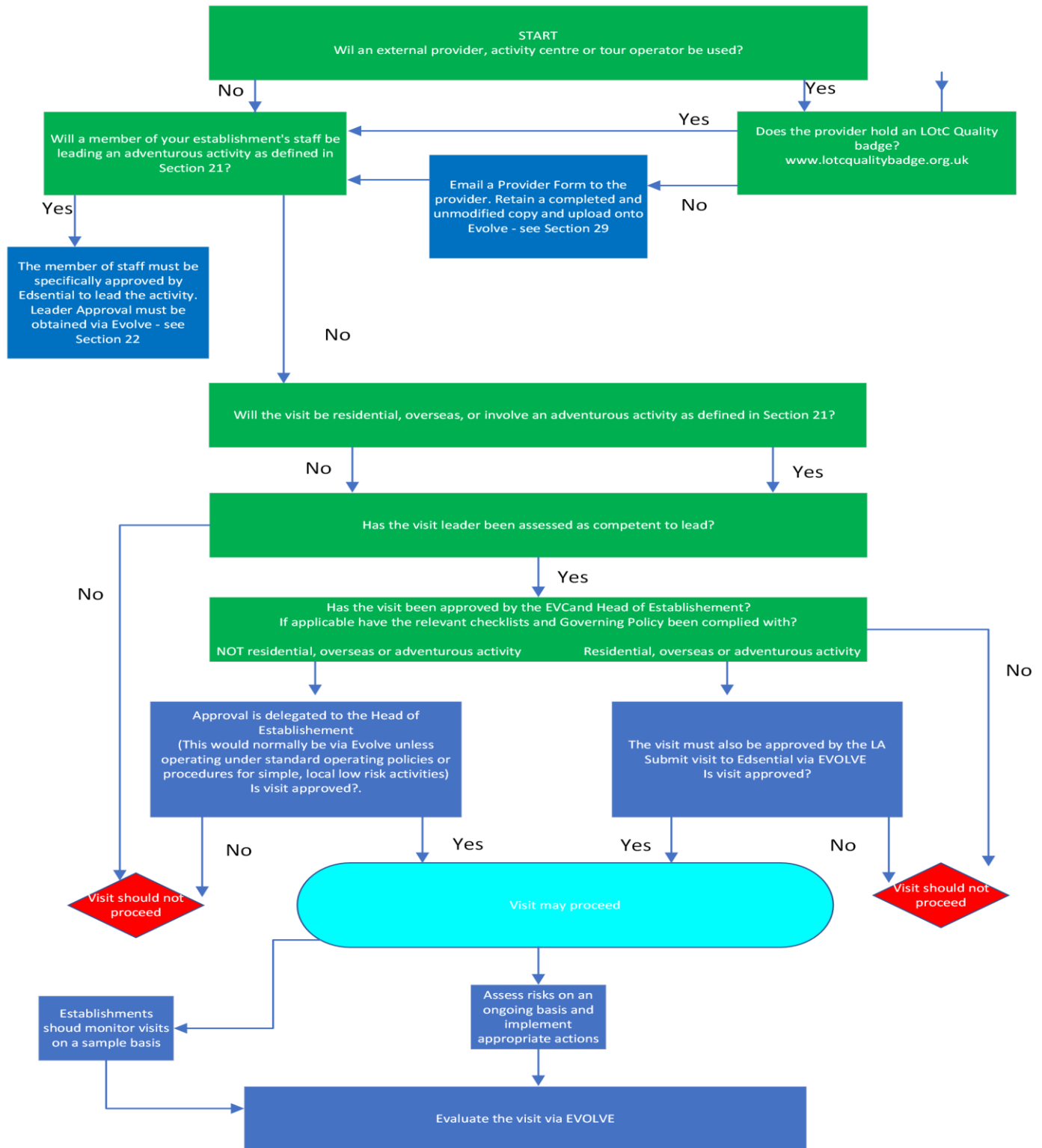
THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT. A COPY SHOULD BE RETAINED BY THE ESTABLISHMENT CONTACT

Appendix 8

Educational Visits Flowchart

Note: This process is automatically followed when using EVOLVE

EVCs should make themselves familiar with the OEAP national guidance website. Refer to the relevant section(s) of the National Guidance by using the search facility.



Appendix 9

STAGER Model

A useful framework for assessing requirements for ratios and effective supervision is STAGER. See OEAP National Guidance document 4.3b Ratios and Effective Supervision:

Staffing: who is needed/available? The plan must work within the limits of available numbers, abilities, and experience

Timing: How will the time of year or time of day affect the visit and its staffing? If the visit takes place out of the establishment's normal working hours, or at a weekend or during holidays, how will this affect staffing and the availability of support back at base?

Activities to be undertaken: what do you want the group to do and what is possible?

Group characteristics: prior experience, abilities, behaviour and maturity, sex, any specific individual needs.

Environment: indoors or out; a public space or restricted access; urban, rural, or remote; quiet or crowded? Do not overlook environments to be passed through between venues. For residential visits consider the accommodation and surrounding area. For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions.

Distance: do the activities take place within the establishment grounds, close to it or at a distance? Will communications between the group and base be straightforward? How easy will it be to summon help in an emergency, and for emergency services to reach the group?

Do not overlook environments to be passed through between venues:

For residential visits consider the accommodation and surrounding area.

For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions.

Consider the implications of current guidance about avoiding infection during an epidemic