Kingsmead School and Sixth Form

Educational Visits Policy

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Introduction

It has long been acknowledged that students can derive a good deal of educational benefit from taking part in visits. In particular, "they have the opportunity to undergo experiences not available in the classroom." (Health and Safety of Students on Educational visits - DFES 1998). Therefore, Kingsmead School aims to offer a broad and balanced range of exciting and stimulating educational visits. The opportunities have a positive impact on raising standards, being a valuable and important part of the learning process for people of all ages.

The Trustees of Kingsmead School recognise that the participation of children and young people in a wide range of visits, journeys and experiences is important in promoting learning and development. As part of their responsibilities, the Trustees and Senior Leadership Team will take all reasonably practicable steps to ensure the health, safety and welfare of participants while travelling to and from, and engaged in, activities away from the School, whether provided by a contracted provider or the School itself.

For the purpose of this policy, an educational visit is any aspect of a student's education that takes place off the school's main site and includes visits to such places such as parks, museums, swimming pools etc. as well as residential trips and visits abroad.

Aims

This Educational Visits Policy aims to ensure that the safety of students, employees and others, is managed, to minimise risk as far as practicable and in developing its procedures, is guided by National Guidance issued by the DfE and the Outdoor Education Advisers Panel.

The school's aim is to ensure that all educational visits, irrespective of their nature and duration, are well planned and co-ordinated and consider the health and safety issues that may foreseeably arise during any visit. Only competent persons and organisations will therefore be selected for the purpose of planning and organising any visits, and all and any venues visited will be carefully assessed in advance.

Key Policy Points

To ensure that the purpose of any educational visit is clearly understood and is the focal point for any arrangements made.

To ensure that all visits have prior approval before going ahead.

To not exclude any student with protected characteristics as defined by the Equality Act (2010).

To ensure adequate provisions and arrangements have been included for all students with special needs during educational visits.

To categorise each educational visit and to plan and organise accordingly. (Note: visit categories are summarised at the end of this policy document.).

To co-ordinate all educational visits through our appointed Educational Visits Co-Ordinator (EVC).

To ensure a suitable Trip Leader is appointed for each type of visit, irrespective of the nature and duration.

To ensure that any selected Trip Leader has the relevant qualifications (where appropriate), skills, experience and abilities suitable for the responsibilities placed upon them.

To select only appropriate venues and locations that are well-known and/or have been adequately assessed beforehand.

To select only competent persons for supervisory roles and to ensure they have been suitably vetted and cleared in line with the school's safeguarding procedures.

To select only competent and assessed travel and/or tour operators for means of transportation to and from venues and locations.

To arrange educational visits only where the risks have been assessed and reduced to as low as reasonably practicable beforehand.

To provide effective levels of supervision at all times appropriate to the numbers and age group(s) of the students.

To ensure that all parents are fully informed of any plan to organise an educational visit and that formal consent has been obtained beforehand where this falls outside of normal school hours.

To assist, wherever possible, those parents who may have difficulties in meeting all the costs of any specific visit.

To exclude those whose behaviour represents a threat to the health and safety of themselves and those around them.

Risk Assessments

Risk assessment and risk management are legal requirements. For educational visits they involve the careful examination of what could do harm and identify measures to control these. All risk assessments should be agreed with the EVC and approved by the Head Teacher via Evolve.

The school's standard Risk Assessment for Educational Visits form should be completed via Evolve by the EVC, taking into consideration all aspects of the trip.

All risk assessments, including any contingency plans should be shared with all accompanying staff, and with students as appropriate.

Trip Leaders should take charge of the trip; they should rely on their own knowledge of the young people and use their own professional judgement in making ongoing risk assessments before, during and after the trip. This may include challenging an activity leader where the visit leader's knowledge of the group is superior or stopping an activity if they feel uncomfortable or believe that it has become too hazardous.

Where it is considered a particular risk to include a particular student on an educational visit because there is serious doubt concerning their behaviour, or it is felt they present a significant risk to the well- being of others, the Head Teacher will make the final decision on whether the student should attend the trip.

Vetting of providers

When a residential trip or visit that includes adventurous activities is being considered, the providers of such a service will be vetted. It is important that the check is made even if the school has used the same provider before. Most providers who offer adventurous activities require an Adventurous Activities Licence and kaddi.com is a great website providing real reviews of popular trip destinations. These should be incorporated into the trip planning and risk assessment.

Roles and Responsibilities

The Health and Safety at Work etc Act 1974 places overall responsibility for health and safety on educational visits with the Board of Trustees. This would include ensuring that National Guidance is followed, that the EVC has attended an EVC course, and that the school has access to competent technical advice, for example, via an Educational Visits Adviser. To help fulfil its health and safety obligations for visits, schools are encouraged to appoint an Educational Visits Coordinator (EVC) who will support the Headteacher and Trustees in in ensuring that competent staff are assigned to lead and accompany visits, that a policy is in place for educational and off-site visits, and that this is updated as necessary.

The primary functions of the **EVC** are to:

- co-ordinate and oversee all issues and controls regarding educational visits and to liaise between all appropriate parties during the planning and organisation. This includes the need to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported to appropriate people.
- consider staffing, transport, the planned activity, the group attending, the environment in which the activity is taking place, and the distance from the school while conducting pre-trip risk assessments
- ensure that any systems and procedures laid down for dealing with educational visits and the selection of suitable persons and organisations involved, follow the principal requirements of this policy and are fully in place prior to the commencement of any educational visit.
- ensure that feedback is obtained from all educational visits and utilised, where practicable, to both enhance and improve any future arrangements and selection processes.
- delegate specific tasks to other staff members, ensuring that such delegation is appropriate and clearly understood.

The **Trip Leader** is the staff member who proposes, organises and plans the trip. Their responsibilities include:

- understanding and adhere to the school's policy and procedures in planning and organising a trip.
- identifying the clear purpose and objectives of the visit. In the first instance the trip leader is to seek provisional approval for the visit from the line manager/SLT, and this should be done via Evolve. Full approval is only granted once this has been approved by the Head Teacher. No visits/trips are to be booked (financial commitment made) before this consent is given.
- ensuring that they complete all steps for the school visit trip. This includes Evolve, communications with all relevant parties, any consent forms required, risk assessments and, upon return, a trip evaluation form that includes details of any "near misses" or key events.
- ensure that the trip form (Evolve) is completed and submitted for approval and within specified timeframes to allow for adequate planning.
- ensure that risk assessments, including contingency plans, are shared with all attending staff and

with students as appropriate.

- plan the itinerary in such a way as to account for all times on the trip including meals and 'down times' particularly on residential trips.
- have prior knowledge of the venue, making a preliminary visit where appropriate.
- inform parents and seek permission/consent where necessary, detailing the nature of the related activities in the visit.
- for residential trips, ensure that parents are provided with information detailing all emergency numbers and contacts, kit lists, key departure and arrival timings and provisional itineraries. An information evening should also be held for all overseas residential trips.
- ensure that the correct ratio of staff to students is available to attend the trip.
- allocate supervisory responsibility to each adult for named students and ensure that each adult knows what their responsibility is. To ensure that each student knows which adult is responsible for them and that all adults know that they are responsible to the visit leader for the supervision of the students assigned to them.
- continuously monitor the appropriateness of the activity, the physical and mental condition and ability of the group members and the suitability of prevailing conditions and, if conditions are considered to be unsuitable, to withdraw from the activity.

Approval by the **Headteacher**

Final approval is delegated to the Headteacher for all visits, with the exception of:

- Overseas visits
- Residential visits
- Adventurous activity visits

These activities require approval from the local authority, who give final approval.

The Board of Trustees will also be informed of any visits listed above, and this should be done via the Senior Leader for the relevant department or the Head Teacher.

The Headteacher will make an appropriate professional judgement prior to authorising visits by taking all aspects into account, including but not limited to:

- The competence of the visit leader
- The competence of the accompanying staff
- The ages, level of maturity of pupils, including those with special needs
- The intended learning outcomes
- The proposed itinerary
- The contingency plans (Plan B) in place

The Headteacher will ensure that:

- visits comply with the guidelines and regulations provided by school governing bodies and the school's Health and Safety Policy.
- a designated and competent (experienced and trained) group leader is appointed for every trip. For less routine visits, the Head teacher will need to ensure that staff can obtain advice from an appropriate technical adviser as necessary.
- all documentation required for the trip is completed and information is relayed to the Trustees (and parents as necessary).
- serious incidents, accidents and near-accidents are investigated.

- in the event of a major incident or accident, the guidelines are adhered to in terms of informing parents, staff and the media.

Volunteers

Volunteer helpers (including former Kingsmead pupils or parents) may assist with supervision of students on trips.

The use of volunteer helpers should only be permitted by the Head Teacher or SLT. This permission will be based on knowledge of the volunteers and their previous experience and training. The fact that help is voluntary does not negate the legal responsibility of those involved.

All volunteers require a current DBS check.

It should be made clear to all volunteers and helpers that they are required and expected to follow the instructions of the Trip Leader.

Staffing and Supervision

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

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

- The type, level, and duration of activity.
- The nature / requirements of individuals within the group, including those with additional needs.
- The experience and competence of staff and other adults.
- The venue, time of year and prevailing/predicted conditions, if applicable.
- The contingency, or 'Plan B' options.

The school's policy regarding staffing ratios for trips is as below:

Activity / Mode of transport	Ratio
General school visits	1:20 (for example, 31 students are to be accompanied by 2 staff members)
Residential school visits (including international visits)	1:10 (31 students are to be accompanied by 4 staff members)
Public transport via TfL	1:10
Coach travel	Minimum of 1 staff member and possibly first aider per coach

The above ratios are guidelines only and may change depending on the requirements of the venue and the risk assessment conducted during the trip planning.

A visit must not go ahead where either the visit leader, EVC, or Headteacher is not satisfied that an appropriate level of supervision exists. A minimum of two staff members is required for any trip, unless there are circumstances that effect this (eg. Provider only allows one staff member per group if it is 10 or less students). Where this is the case, consideration must be taken to safeguard all involved (eg. Travel may be parental responsibility and students to meet staff at the venue).

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.

First Aid

For all visits there should be a responsible adult staff member with a good working knowledge of first aid appropriate to the environment (eg. urban, remote, water, etc.) willing and able to administer first aid where required. This requirement may be waived during the risk assessment with the Head Teacher's approval on short trips classed as low risk, trips where the venue has first aid provision, and some Local Area Visits.

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

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

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

Transport

Private cars: It is not recommended for staff private cars to be used to transport students on educational visits. Where a private (staff or parent) car is to be used to transport young people (who are not direct relatives of the adult driver) for any reason then this must be approved by the Headteacher. There must be 2 adults in the car and there must be male and female staff present if there are male and female students.

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

School Minibus: this must be operated in accordance with the school Minibus policy by licenced and insured drivers.

Public transport in London: For public transport within the Greater London area contact 'Transport for London', who offer free travel for school groups on London buses, Underground, Tramlink, and Docklands Light Railway, to cultural destinations. It is to be noted that this free scheme can only be accessed between 9.30am and 4.30pm, trips outside of this time will be required to pay for the public transport.

Water-Margin Activities

This section applies to:

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

* 'gentle' means hardly moving at all.
'shallow' typically means up to the knees of the participants.

If the activity exceeds the above definition, then this is classed is a water-based adventurous activity needing Local Authority approval.

If the activity falls within the above definition, this is classed as a 'water-margin' activity and the following applies:

All staff involved in the activity should be conversant with and adhere to the guidance contained within National Guidance document 7.2i *Group Safety at Water Margins.* This document must be made available to all supervising adults in advance of the visit.

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

As with all visits, where appropriate there should be an approved alternative 'Plan B' that could be used.

Insurance

All school trips will require insurance. Domestic trips will be covered through the school's RPA insurance additional to any insurance cover provided by the venue. For international trips, insurance cover will be provided through the tour operator which should be included in the trip arrangements.

When a trip is undertaken as part of the normal school curriculum, even though it is conducted off school premises, the insurance arrangements for the school will prevail.

Students will pay the nominal charge as subscribed to for nominated insurance provided. This will be covered within the costing of the trip.

The visit leader must check the need for additional travel insurance depending upon the nature of the activity being undertaken and ensure this is shared with the EVC and recorded on Evolve.

When a tour operator is used, the type and extent of the cover in place should be ascertained. Providers must hold £5 million public liability insurance at the minimum.

It is the responsibility of the trip leader in liaison with the office admin staff and SLT to ensure that the level of insurance in place will provide sufficient cover for the trip.

Selection of Pupils and Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. Kingsmead School will make reasonable adjustments to avoid participants being placed at a substantial disadvantage without placing staff or participants at inappropriate risk if a health and safety issue arises. We will endeavour to ensure that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

Educational Visits Procedure

The school uses EVOLVE for the submission, quality assurance and monitoring of all educational visits.

All staff that lead or accompany visits will have their own EVOLVE account, which is set up by the EVC. As well as a planning tool for staff, EVOLVE also contains a variety of features including search and report facilities, downloadable resources, staff records and visit history.

Educational Visits During the School Day

The trip leader discusses the proposed visit with their Line Manager/SLT Link who secures the Headteacher's initial approval. The LOTC quality badge can help make decisions about the visit and there may be confirmation on their website regarding the proposed activity.

When planning a visit, it is important to ensure that:

- the purpose and aims of the visit are very clear and the intended outcomes specified.
- where the visit is educational and is designed to support the school curriculum, the work the students will undertake has been agreed with the line manager/SLT and is appropriate (with suitable rigour) to qualify the visit itself, remembering that students have been taken from other curriculum areas.
- the process of monitoring students in transit to/from and at the venue is flawless. A clear headcount system or teacher group responsibility system needs to be in place, and all staff must be aware of the importance of these routines and play an active part in this.
- a risk assessment is completed upon agreement that the visit can occur.

The trip leader checks with the relevant Head of Year about if they have any reservations regarding any of the students proposed for the trip. If the visit is part of an exam course, all students must be allowed to take part, but specific behaviour contracts should be drawn up and discussed with individuals before going.

The risk assessment may well include a preliminary visit, even if the venue has been visited before. Consider what could go wrong, what will be done to avoid problems, what will be done in the event of problems.

Make first aid arrangements: it is the school's policy that a first aid-trained staff member who is willing to administer first aid must be present and first aid equipment must be taken on all visits. First aid kits can be collected from the school welfare officers in the Medical room. A copy of the risk assessment must be attached to EVOLVE at least one week in advance.

The visit letter should be attached to the EVOLVE visit form and approved by the Line Manager or the Headteacher before being sent to parents. The letter should be sent electronically via Arbor and if reply slips or additional information is required from parents then this information should be collected separately and in advance. A reply slip is mandatory if and only if the educational visit falls outside of the school day (8:15am - 3:15pm). Otherwise, the letter does not need to have a reply slip. Every visit, however, should have a letter to inform parents of the event and logistical arrangements.

Details to be included in the letter:

- Nature and purpose of the visit
- Cost (which should be the total)
- Date(s)
- Travel arrangements (including stations from start to finish)
- Departure and return times
- What students needs to bring/wear, etc.
- Arrangements for those entitled to free school meals
- Mobile phone usage (according to school policy on mobile phone usage for students)
- Trip Leader's emergency contact details
- The trip leader must log on to EVOLVE and follow the staged approach to completing all aspects of the educational visit. Once the risk assessment, visit letter and register are in place and all other mandatory elements are filled in, this should be sent to the EVC for a final check and submission to the Head Teacher for final approval. All necessary information must be submitted via EVOLVE at least two weeks before the proposed visit is due to take place. Only when the Headteacher approves the visit and a confirmation email from is sent to the trip leader does the visit have permission to proceed.
- Where necessary a written detailed plan of the day should be attached on EVOLVE and it is imperative that all visit staff have a very clear understanding of the times, itinerary, responsibilities, etc. for the visit. A meeting for the staff BEFORE the day of the visit is essential in ensuring all staff are clear on all relevant information.
- Packed lunches for FSM students must be ordered via the catering team. Final numbers and student names for FSM lunches must be given no later than the day before, to ensure they are ready to be collected on the day.
- The trip leader must take into consideration the needs of all students on the trip. Refer to Medical Care Plans and consult with the SENCO whether special arrangements need to be put in place for students e.g. Does the student need a member of the curriculum support team as part of the visit? Particularly cross reference with Arbor those students who have medical needs such as allergies and require the use of an injection pen. A first-aid trained member of staff must be on the visit with these students. Please liaise with the welfare officers and SLT in charge of student welfare for more information and up to date student lists.

All visit information should be stored electronically on Evolve. This includes:

- visit plan/itinerary
- student list (this should be replicated on Arbor by the EVC or a member of the office team to ensure that emergency details etc. are easily accessible)
- spreadsheet of reply slips from parents (where necessary)
- staff list (and other relevant staff information where necessary)
- parent information letter
- risk assessment completed ideally by one week before and updated by no later than 24 hours before the visit takes place

Trip leaders may wish to carry student information (e.g. emergency contact details, medical needs) as a hard copy during the visit, this must be carried in an opaque and secure folder that is kept on their person at all times. This is to ensure that personal information cannot be accessed by anyone outside the school, in compliance with data protection regulations.

Local Area Visits (LAV)

This refers to specified visits/activities within a designated geographical area that are part of the normal curriculum and take place during the normal school day. These activities should follow the Standard Operating Procedures and should not normally need additional risk assessments or notes added.

Educational enrichment activities that take place outside the school grounds but within this designated geographical area can be incorporated into lessons. Where these activities are planned, a LAV form should be completed on EVOLVE to ensure that it is recorded.

Local area visits may not require permission from the Headteacher but should be discussed with line managers before taking place. The steps to follow are listed below.

The trip leader:

- discusses the planned local activity with their line manager to ensure it is appropriate.
- considers the nature and size of the group - an additional staff member may be needed
- completes a visit form on EVOLVE and awaits approval confirmation

A local area visit, must meet the following guidelines:

- The visit will take place during the normal school times.
- The visit is within a 1-mile radius of the school, in a place that staff and students are familiar with.
- There is no activity outside of the students' usual everyday experiences.
- No transport is required.

Residential Educational Visits

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

- Culture: food and drink, local customs, religion, expected behaviour/dress, gender issues, sanitary arrangements, corruption, political stability, local financial information, alcohol & drugs.
- Accommodation: checked for suitability, security, safety precautions and emergency evacuation.
- Transport systems have been assessed as safe for use.
- The visit leader should consider the relevant country information from the Foreign and Commonwealth Office website: www.fco.gov.uk (from the home page select 'Travel Advice'). All relevant FCO information should be circulated amongst the staff team.

The procedure for residential visits initially follows the same steps outlined for school day visits. However, it will require more time to plan and advance approval from the Local Authority as well as the Headteacher.

It is extremely important for the trip leader and EVC to establish clear contingency procedures for staff/pupil sickness while away, any unexpected changes of arrangements, and any major mishap or accident – who to contact, what to do, and what not to do. Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

It is essential for at least one first-aid trained member of staff to accompany the visit.

Medical issues should not prevent a student from being taken on residential visits if parents wish it. However, if a child with a specific illness is to attend such a visit, parents must provide in writing all the information necessary for staff to act should the student become ill on the visit.

Residential Trips Abroad

While planning residential trips abroad, it is important to arrange an information sharing session for parents and attending pupils and staff. At this session, parents should receive all details of the visit: dates, cost, accommodation, itinerary, expected time of return, etc. They should also be advised about the recommended amount of spending money, any vaccinations needed, suitable clothing, etc.

Parents should also be clearly told what will and won't be happening on the visit:

- Will students be on their own at any time?
- Will they be swimming or involved in any hazardous activities?
- What procedures are in place should the children become separated from the group? (A suggestion is that all students should have a printed label or lanyard with all their details and the address and telephone number of their accommodation with them at all times).

The trip leader should:

- make clear what arrangements are there for the security of personal allowances given to students in cash. Are students individually responsible or are staff going to look after it and issue it in stages in which case they are responsible for it?
- clarify what is and is not covered by insurance.
- stress the standards of behaviour that are expected and what the consequences could be if these are not met.

The trip leader will need to obtain from parents:

- Current medical information. They should also be given a form to sign authorising the staff accompanying them to make decisions about medical treatment if necessary. (They should be reassured this is for very basic routine problems such as having stitches etc.)
- Their EHIC or GHIC number if visiting Europe.
- Two small recent photographs
- Parents' day and night emergency contact numbers for the length of the visit. These should not just be mobile numbers.
- Special dietary requirements

Keep detailed records of payments and give pupils receipts. These should state date of payment, amount, cash or cheque. Deposits should be non-returnable. The school holds visit insurance that covers cancellations costs for certain reasons. With certain medical conditions, extra cover may be necessary; check with the insurance company if in doubt. Provide every parent with a copy of the insurance cover document which can be obtained through the EVC or finance office. Basic details can be found in the staff handbook.

Collate passports in as soon as possible. Check:

- that they are current and do not expire within 6 months of your return date
- whether visas are necessary. If visas are necessary, parents need to apply very early. Parents applying for visas will need a letter from the school confirming the student attends the school and giving full details of the nature of the visit, including the itinerary and dates. If travelling to Europe, a form from the Central Bureau signed by the Headteacher covers the need for a Visa. The pupil must hold a full valid passport. Visas and Collective Visas need to be applied for at least two months in advance.
- Record all details of every passport: Name, DOB, issue/expiry date, passport number, and country of issue.
- Make finance arrangements for staff with the Finance Office and consider how it will be distributed amongst staff.
- Contact the British Embassy/High Commission in the country being visited. Send them the travel itinerary, accommodation details, passport details, etc. of everyone going. Know where to find this building when you arrive in the country.
- Share details of the visit with all staff via the weekly bulletin.
- Share an electronic OneDrive folder of all visit details (including staff, students and parent contact numbers) with the main office, line manager, EVC and SLT emergency contact.
- One member of staff should be named as the emergency contact person.
- All accompanying Staff going should have with them the mobile numbers of key SLT as well as school contact numbers.

Students may be allowed to bring mobile phones (case by case basis for each trip) but rules for usage must be discussed and agreed with parents beforehand.

If there are any breaks in the journey (e.g. coach to ship, etc.) make sure students know clearly the procedures for separating and regrouping, and where exactly staff will be. Include this in the risk assessment.

Inform the school immediately of safe arrival and any subsequent changes to arrangements or pending problems.

The hotel/hostel should be checked on arrival for satisfactory security arrangements, emergency procedures and fire exits. These should be gone through with the students on the day of arrival.

If the trip leader is not satisfied with these arrangements, he/she should speak to the hotel and the visit

operator. If there is then a change of venue, all details should be sent immediately to the Headteacher.

If travelling by coach abroad, check that the seatbelts are in working order. If they are not, alternative arrangements must be made for safe travel.

Students should be made aware of the location of staff rooms so staff may be easily contacted in an emergency.

The trip leader and attending staff must keep a copy of all student details etc. (and small photographs) with the group at all times while away, not left at base. Students should also carry with them the address and telephone number of their base and a note in the foreign language for use if they were to get lost. Lanyards can be used for this purpose.

Consider arranging a cascade for communication of return. Allow students to contact parents directly if convenient or encourage parents to check arrival time with school.

If the return is on a school day, the school should be advised as soon as possible if the group is on schedule or if there are delays in time of arrival.

If the return is not during a school day, the trip leader must inform the designated SLT contact person as soon as possible of safe return and that all children have been collected.

After the visit, a written report should be submitted to the EVC. This report should highlight any issues or problems encountered, any accidents or 'near misses' and anything which might inform decisions regarding any future visits to that or any other location.

Adventurous Activities

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

a. **An external provider:** The provider must hold an *AALA licence, LOtC Quality Badge* and/or any other accreditation. Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.
or

A member of school staff
This person must be specifically approved by the Headteacher to lead the activity, via EVOLVE.

The following activities are typically regarded as 'adventurous':

- All activities in 'open country' (see below)
- Air activities (excluding commercial flights)
- Abseiling
- All forms of boating (excluding commercial transport)
- Camping
- Canoeing / kayaking
- Coasteering/coastal scrambling/sea level traversing
- 'Extreme' sports

- High level ropes courses
- Hill walking and Mountaineering
- Horse riding
- Motor sport – all forms
- Off road cycling
- Rafting or improvised rafting
- River/gorge walking or scrambling
- Rock climbing (including indoor climbing walls)
- Sailing / windsurfing / kite surfing
- Swimming (all forms, excluding publicly lifeguarded pools)
- Shooting / archery / paintballing
- Snorkel and aqualung activities
- Snowsports (skiing, snowboarding, and related activities), including dry slope
- Underground exploration
- Use of powered safety/rescue craft
- Water skiing
- Other activities (eg. initiative exercises) involving skills inherent in any of the above

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

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

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

Trampoline park

Visiting a trampoline park can an opportunity for fun, physical activity. However, due to the nature of this activity, it is a high-energy physical activity that has inherent risk of injury, some serious. When deciding whether or not to visit a trip to a trampoline park, close consideration should be paid to OEAP National Guidance document 7.1d *Trampoline Parks.*

'Trampoline Parks' were classified as adventurous activity. However, the final approval has been set at Head level upon confirmation of consideration of the above National Guidance document. It is essential that recommendations in the above guidance is taken into account during the planning of any visits to trampoline parks.

Please note that the above does not apply to trampoline clubs or centres which are registered with British Gymnastics. These activities are not classified as 'adventurous', and schools intending to visit these facilities should comply with current AfPE guidance.

Swimming

It is recognised that there are immense educational benefits that swimming activities can potentially bring to young people, and Kingsmead School fully supports and encourages swimming activities that are correctly planned, managed, and conducted.

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.

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 must be worn at all times by all participants in water-based activities, except, at the discretion of the activity leader, where the activity:

- takes place in a swimming pool, ***or***
- is 'swimming', ***or***
- is an activity for which personal buoyancy would not normally be worn by young people.

Young people must be supervised by a competent adult at all times whilst undertaking swimming activities.

The following criteria apply:

Swimming Pools (lifeguarded)

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

guidelines.

Hotel (and other) Swimming Pools

The trip leader should check the lifeguarding position in advance. If lifeguarding arrangements are not provided at the pool then the trip will not be approved.

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

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

Open Water Swimming (i.e. not in a swimming pool and not a 'water-margin' activity)

Local Authority approval is required via EVOLVE.

Particular consideration should be given to the following factors:

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

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

Weather, Clothing & Survival

Where appropriate, the leader must obtain and act upon recent weather forecasts and local advice. Participants should be adequately clothed appropriate to:

The time of year, prevailing weather conditions, altitude and exposure to elements;

- Likely changes in weather;
- The experience and strength of the party;
- The nature of the visit and environment.

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

- Comfort, insulation and shelter for a casualty;
- Comfort, insulation and shelter for the whole group;
- Provision of emergency food and drink;
- Torch;
- Possible need of signalling equipment and/or mobile phone (bearing in mind that 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.

Emergency Procedures

Staff involved in a visit must be aware of and adhere to the school's policy on emergency procedures. In the event of an emergency, the trip leader must:

- Ensure the pupils are safe and accounted for
- Inform the management at the venue
- Phone the Head Teacher or a member of SLT
- The Head Teacher or SLT will be responsible for contacting emergency services (or providing authorisation for them to be called) and the parents
- Once emergency services have been called, follow their instructions.
- The school's emergency contact numbers will be confirmed as part of the risk assessment for each trip.

Monitoring arrangements

The application of this policy is monitored by the EVC, Director of Finance and Operations and Headteacher through, among other things, visual checks of the school site and equipment, and checks of risk assessments.

Copies of risk assessments and paperwork relating to any checks are kept securely by the Site Management Team. Risk Assessments specific to trips and visits are held by the EVC and on Evolve.

This policy will be reviewed by the EVC every two years. At every review, the policy will be shared with and approved by the Trustees.

Links with other policies

This policy is linked to:

- Health and safety policy
- Risk assessment policy
- First aid policy