



# Kensington Community Primary School

## Educational Visits Policy

Produced by Lucy Gilmour 01/02/2023

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## 1.0 Summary

The purpose of this document is to provide guidance, procedures, processes and support to all staff, including the Educational Visits Co-Ordinator regarding any educational, residential and/or adventurous trips that take part off-site.

This policy sets out clear procedures to ensure that educational visits are safe and well managed. Individual roles and responsibilities are defined.

Local Authority (LA) approval is required for all residential visits and hazardous activities and should be submitted through EVOLVE at least 28 days in advance. LA approval is granted through School Improvement Liverpool Ltd on behalf of the LA.

The Educational Visit Co-ordinator (EVC) should ensure group leaders follow the policy.

This policy is our own school policy and must be used alongside the LA's own Education Visits Policy found on EVOLVE.

## 2.0 Planning an Educational Visit and Roles and Responsibilities

Before the end of each academic year, teachers will be asked by the EVC to complete a 'Wishlist' for their WOW visitors and trips for the following academic year. This must be completed by the end of June in order to allow sufficient planning and booking time.

Any trips classed as 'adventurous' or residential must be planned, confirmed, risk assessed and submitted on Evolve at least two months before they take place. This is because the EVC, Head Teacher and the LA all need to sign off these particular trips. 'Adventurous' activities are decided by the LA and are listed on Evolve. These include the following:

### **Hazardous activities include:**

Multi Activities - led by External Provider such as Kingswood or PGL

Abseiling

Air activities (excluding commercial flights)

All activities in 'open' country (see guidance)

All other forms of boating (excluding commercial transport)

Archery

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Battle Ships

Bouncy Castles - Must be run and managed by the independent company not the school

Camping

Canal boating

Canoeing

Caving / potholing

Climbing

Coasteering/coastal scrambling/sea level traversing

Expeditions- including DofE and pre-expedition training

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Forest School – sessions involving knives and or campfires

Fishing

High level ropes courses

Hill walking and Mountaineering -

Horse riding

Ice Skating

Kite flying/surfing

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Moorland, fell and mountain activities

Motor sport – all forms

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Open country activities and field studies

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Trampoline Parks- visits to trampoline parks is not allowed and will not be approved

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Use of powered safety/rescue craft

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Water skiing

'Extreme' sports

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Please contact the Physical and Nutritional Well Being Officer at the LA if you are unsure if your off-site activity will be classed as 'Adventurous'.

Local Area Visits are defined as the immediate Kensington area around Kensington Community Primary School. Local Area Visit forms can also be used for any sporting activities/competitions or swimming lessons in the Liverpool area.

All other off-site trips have to be recorded on Evolve under 'Visit Forms' by the group leader. The group leader must ensure that a preliminary visit has been undertaken to identify any risks and hazards. If a member of staff has visited the site in the past 12 months then their knowledge can be shared with the group leader to complete the risk assessment without a preliminary visit.

The group leader must identify:

- their visits aims and objectives (ensuring that they are relevant to the when the proposed visit will take place)
- the possible dates, duration and venue
- Participants and staffing arrangements (including parent/carer volunteers)
- Resources and estimated costs (including transport costs if not using establishments own minibuses)
- Minibus drivers (if applicable) and how many drop off/pick up trips will be needed
- Contingency plans in the case of bad weather
- Emergency procedures

Once this information has been approved by the Head Teacher then the trip can be booked, a risk assessment and letter home can be completed, and then uploaded by the group leader onto EVOLVE once signed off by the EVC and Head Teacher. Once submitted on EVOLVE, the EVC and the Head Teacher can also sign off digitally on EVOLVE. Registers should be printed and scanned onto EVOLVE after the trip has taken place. All consent forms should also be scanned and uploaded onto EVOLVE following the trip.

### **3.0 Supervision and Staffing Ratios**

A group leader must be chosen for each trip and they must oversee and take responsibility for supervision as a whole during the visit. During most trips it is necessary for groups to be made into sub groups which are then monitored by a competent supervisor. Supervision will be most effective, when all supervisors and group members clearly understand the aims and objectives of the educational visit and supervisors have a reasonable knowledge of the children/young people,



(including any special educational, medical needs or disabilities), and when the educational visit and activities are carefully risk assessed and managed safely. This includes laying down clear guidelines for standards of behaviour, which all on the educational visit must adhere to. The children must be made aware of a clear boundary when in a certain area that they are not allowed to leave.

Regular head counting must take place during any trip. KS1 children should wear hi-visibility jackets so they are easily identifiable.

Group leaders must ensure that the children are supervised in accordance with the principles of 'Effective Supervision':

- The nature of activity (including duration)
- Location and environment in which the activity is to take place
- Age (including developmental age), gender (important for residential trips) #
- Ability of children (including behavioural, medical, emotional and educational needs)
- Staff competence

If undertaking the same trip as a previous academic year, the ratios must still be reviewed to take into account the cohort and also whether the supervision and ratios worked well last time. This means that there are no set rules for ratios and they must be risk managed each time a trip is arranged. Please see below guidance from the LA:

A useful framework for assessing requirements for ratios and effective supervision is **SAGE**:

- **Staffing:** who is needed/available? The plan must work within the limits of available numbers, abilities and experience.
- **Activities to be undertaken:** what do you want the group to do and what is possible?
- **Group characteristics:** prior experience, abilities, behaviour and maturity, any specific or medical/dietary needs.
- **Environment:** indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; and the ease of communications between the group and base. 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:** how far are you away from school or emergency support?

The table below offers more detailed guidance which applies where the Group Leader and Supervisors are experienced and competent and should be used as a starting point when considering ratios:



<p><b>Local Visits</b> Visits in the local area close to support at school/base (minimum 2 staff recommended)</p>	<p>Reception                    better than 1:6 Years 1-3                    1:6 Years 4-6                    1:10-15 (one supervisor per activity or supervision group)</p>	<p>A minimum of one qualified and competent Group Leader is needed for every group or class; they can be supported by other responsible adults.</p>
<p><b>Day Visits</b> More than 60 miles or one hour from school/base (minimum 2 staff recommended)</p>	<p>Reception                    better than 1:6 Years 1-3                    1:6 Years 4-6                    1:10-15 (one supervisor per activity or supervision group)</p>	<p>Please note minimum ratios are not recommended but small working groups of 6-12 remain the target.</p>
<p><b>Residential Visit, UK or abroad</b>  (minimum of three supervisors recommended, any less needs a thorough risk assessments and emergency management plan)</p>	<p>Reception                    better than 1:6 Years 1-3                    1:6 Years 4-6                    1:10 (one supervisor per activity or supervision group, these do not include any centre residential staff)</p>	<p>Supervisors should reflect the gender of the group wherever possible</p>
<p><b>Open Country</b> Working by water or away from a road or building</p>	<p>Reception                    better than 1:6 Years 1-3                    1:6 Years 4-6                    1:10 (one supervisor per activity or supervision group, these do not include any centre residential staff)</p>	<p>Overall group sizes above 20 are not recommended at any one location at a time (supervision and sustainability issues). Similarly large groups should not be moving together in convoy. The numbers of qualified leaders will depend on the risk assessment.</p>



Parents and volunteers may be asked to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school. Anyone who has not had a Disclosure and Barring Service DBS check should never be left in sole charge of children/young people.

Teachers, staff and other adult-supervisors should ensure that whenever possible they are not alone with a child/young person. This provides protection for all parties.

The ratios and supervision strategies need to be complemented by a clear knowledge of the competence of those supervisors, volunteers and other responsible adults.

#### **4.0 Risk Assessments**

Each group leader must risk assess each trip. As mentioned previously, if a preliminary visit has not been undertaken in the past 12 months then the group leader and/or the EVC must ideally visit the proposed site for the trip to risk assess. If the same trip has been undertaken in previous years, the physical risk assessment document can be amended but it must be reviewed to ensure it is still relevant. It is essential that if a risk assessment is sent from a provider that it is thoroughly assessed by the EVC and the group leader then taken into account when writing our own risk assessment.

The group leader must sign off the risk assessment, then the EVC before being passed to the Head Teacher for final sign off.

#### **5.0 Insurance Arrangements for Educational Visits**

No educational visit should go ahead unless there is adequate insurance in place. Liverpool City Council provides insurance cover for Educational Visits. The scheme will provide personal accident / travel cover for all Liverpool schools that contribute to the service level agreement for insurance / risk services for schools. As a school who contributes to this, it should be known that the policy is only activated upon the submission of the Education Visit on EVOLVE at the point of final submission by the Headteacher. If a visit requiring approval does not have approval, it is not covered by insurance.

#### **6.0 Transport**

A lot of our trips will include the use of our minibuses. The vehicles must be regularly and suitably maintained and inspected. Any defects should be reported straight away to the business manager who is responsible for the appropriate remedial action being taken. Containers of fuel must not be carried on the minibus. Maintenance and other records



regarding the minibuses must be kept for at least 3 years. The LA's Educational Visits Policy confirms the following information:

The minibuses must:

- Carry a suitable fire extinguisher
- Have clearly indicated emergency exits which the passengers should be made aware of
- Have working passenger and driver seat belts that are checked by a supervising adult on each trip that they are being used correctly by each passenger. Ultimately the responsibility lies with the driver to ensure that this is happening.
- Have adequate wheelchair and passenger restraints provided where wheelchair users are to use the minibus
- There must be a register of all adults authorised to drive the minibus and their competencies i.e. MIDAS assessed. There should also be a record of the use (vehicle mileage/log)
- Have an Operating Permit

Drivers must:

- Be at least 21 years of age.
- Hold a suitable full driving license.
- Have successfully completed suitable training and assessment.
- Have appropriate health and driver training records.
- Notify the Head Teacher if there is any change in their circumstances that may affect their suitability to drive.
- Carry out a vehicle check prior to using the vehicle.
- Be familiar with the vehicle and highway codes before carrying passengers.

Voluntary drivers who hold Category B (post 1997 car entitlement) can drive a minibus if all the following are met:

- The driver has held a Category B licence for at least 2 years.
- The driver can not be compelled by his or her employer to drive.
- Driver is only paid out of pocket expenses and not specifically for the driving.



The minibus can be operated for “hire or reward” if a (Section 19) Minibus Permit is held and the following additional conditions are met: -

- The minibus has a capacity of up to 16 passengers.
- The driver is aged 21 or over.
- The maximum weight of the minibus is not more than 3.5 tonnes. This excludes any specialist equipment for the carriage of disabled passengers were a maximum weight of 4.25 tonnes will be permitted in certain circumstances.
- The driver cannot tow a trailer.

#### **Driver Responsibilities**

- Prior to using the minibus the driver must check the essential elements of the vehicle (see “General driver pre-journey checks”, below) and report any defects in writing.
- If a major defect occurs en-route, the journey must stop until the defect has been repaired by a competent person. It is recommended that drivers have access to a mobile phone for use in case of emergency but must not be used by the driver whilst driving.
- Luggage should be stowed safely and neatly so it does not obstruct gangways or exits. Roof racks when used, should have goods evenly distributed on them and suitably secured.
- Drivers are legally responsible for the vehicle they are driving and should observe current legislation for driving, (speeding, parking restrictions etc).
- It is the driver’s responsibility to ensure the vehicle is not overloaded with passengers or goods and that seatbelts are worn.
- Drivers must never drink or be under the influence of any other substance and drive. Alcohol can remain in the blood for up to 24 hours, therefore it is considered good practice that alcohol is not consumed 12 to 24 hours before driving.
- If drivers become tired or unwell they must stop at a suitable place until they recover.
- Drivers are responsible for returning the bus in a suitably clean and tidy condition.



- In case of fire or other emergency, a driver's primary responsibility is the health and safety of his passengers by ensuring they leave the vehicle quickly to an area of safety. They must be protected from other vehicles as far as possible.
- The fighting of engine or other fires is best left to the emergency services.
- Drivers should ensure that passengers are suitably supervised. An additional adult should act in a supervisory capacity for journeys with young children, disruptive children or those with educational needs.

### **Drivers Hours**

- Before starting out on a journey due consideration must be given to the time to be spent 'at work' (not simply behind the wheel) and the distance to be covered. Wherever possible a relief driver must be carried to cater for a long journey or in case of illness. In addition :-
- Drivers must take a break of at least 15 minutes after driving for 2 hours.
- Drivers must not be behind the wheel for more than 6 hours during a working day (for 'professional' drivers this limit may be increased to 8 hours).
- The length of a driver's working day must not exceed 10 hours i.e. between starting work (not just starting driving) and finishing.

### **General driver pre-journey checks**

- The vehicle handbook that lists the manufacturer's details; covering the design and operational standards should be available to the driver.
- Brakes and steering operate correctly.
- All lights, instruments and horn operate correctly.
- Windscreen wipers and wash operate correctly. Adequate supply of windscreen wash fluid.
- Correct fluid levels – fuel, oil, brakes, coolant etc.
- First aid kits are in place.
- Fire extinguisher, is in place.



- Windows clean and there is good visibility.
- Tyres should be free of cuts and cracks, correctly inflated and have a minimum of 2.0mm of tread.
- All luggage and other objects should be suitably and safely stored.
- Spare tyre carried, in good condition, satisfactorily inflated. Wheel changing equipment present.
- Internal (and external mirrors where fitted) are in good condition and correctly aligned.
- Seat belts are working correctly.

### **No smoking**

- It is illegal to smoke in a public vehicle. Neither drivers or passengers in it may smoke

### **The use of private cars**

It is possible for the Group Leader, supervisors, other staff and adult volunteers to use their own cars, for transporting group members providing that: -

- The Head Teacher has agreed the use of private cars as part of their overall transport policy.
- Any money paid for its use is not more than the vehicle's running costs (no hire or reward) and arrangements for any payments are made or agreed before the journey.
- Evidence is provided that the vehicle is insured fully comprehensively and for business use.
- The driver recognises they have a duty of care to passengers, road users and others and are known to be responsible adults.
- Simple checks should be made to confirm the vehicle's road-worthy condition such as MOT.



- Evidence of driving ability should be drawn on and if necessary simple checks made.
- Cars must not be overloaded.
- Each passenger should have their own seat and suitable seatbelt.
- If private cars are to be used for long journeys there should be arrangements made (RAC, AA etc.) for breakdown assistance and recovery.
- The names of the children/young people being transported in each car should be kept by the school/youth centre organisation so that in the event of an accident the school/youth organisation is aware of the children who are involved.
- Parent/adults are never alone with any child/young person.
- Driver's licences should be checked.
- Seat belts are working and if applicable correctly fitted child seats are used.

This section should be read in conjunction with child protection procedures. Some parents may not want their child/children to travel with other parents, or with particular parents. They should be given the opportunity to make their views known.

### **Hiring of coaches**

The primary consideration in the carriage of children is safety, where numbers make the use of minibuses impractical coaches should be used. Legislation requires that coaches have seat belts.

Staff supervising on coaches should check that all group members are all wearing their seat belts. There is no requirement for younger children travelling on a coach to be held in a child car seat or booster seat. They should use the existing seat belt system. Schools/Youth groups should ensure they use reputable coach companies with proven maintenance checks and policies such as a tyre aging policy.

### **Use of public service vehicles**

Some groups may wish to use a public service bus as a means of transport or as a learning experience for children, this is a useful exercise.

If used choose times to travel where buses are empty and will have sufficient space for the whole group to be seated.

Risk assess the journey, take sufficient staff to ensure the children are suitably supervised.



The group should remain seated until the stop is imminent. Supervisors should indicate to the children when to stand to leave the bus, a member of the supervisory team should be the last member of the group to leave the vehicle.

This means of transport is not appropriate for large groups of children.

## **7.0 Swimming on Educational Visits in Public Pools**

Group leaders must follow the recommended supervision levels at the pool for their group as a minimum standard. The recommended amount is 1:12.

The following information is taken from the LA's policy:

- Teachers should monitor the risks of regular swimming activities and adjust supervision levels as necessary. For all swimming pool Educational Visits, the Group Leader must check: -
- The water is clear and its temperature is appropriate.
- The depth of the water is suitable for the activity, e.g. deep enough for safe swimming or shallow enough to allow children to stand up during swimming lessons. There should be signs clearly indicating the water's depth.
- If supervisors or children with disabilities are to use the swimming pool ensure there are suitable facilities for their needs; especially in the event of an emergency evacuation.
- There is poolside communication e.g. telephone, intercom or emergency alarm button.
- There is suitable poolside rescue equipment and if there is someone trained to use it.
- There is a suitable changing room for each gender.
- That the changing facilities are safe and hygienic.
- That clothes and belongings can be stored securely.
- That group members have been instructed in how to behave in and around the water.



## **Supervision**

The Group Leader has overall responsibility of children/young people during the educational visit.

The Group Leader must ascertain that lifeguard cover is provided by the swimming pool operator. If there are no qualified lifeguards available children/young people may not use the pool. Staff/appointed adult may only act as a lifeguard if they hold a Royal Lifesaving Society National Pool Lifeguard Qualification stating their competence to affect a rescue from a depth greater than or equal to the depth of the pool being used.

A national rescue test for swimming teachers and coaches is classed as an acceptable qualification only whilst the children are following a structured session, under instruction from a teacher. This award does not cover you to act as a life guard during any "fun/play" sessions. You must also have another adult present during the activities who is able to get help if required.

The Group Leader or an appointed assistant must observe the group from the poolside and be prepared to alert the lifeguard if a child/young person is in difficulty. This observer must be conversant with pool operating regulations and emergency procedures.

The Group Leader must ensure that: -

- Group members know how to summon help in an emergency.
- Group members are aware of the signal for leaving the water.
- Group members are counted in and out of the water.
- Good discipline and pool rules are observed at all times.
- Rough play; such as 'bombing', running and unnecessary noise are forbidden.

## **Medical considerations**

The Group Leader must be aware of children/young people with any medical conditions that may affect their safety or that of others during the activity. In the case of epilepsy, the instructor must be made aware of whom the child/young person is and should be provided with brief information as to the form the seizures take. Medical clearance must be obtained from both the parents and medical practitioner. Epileptics may be required to have a spotter to provide one-to-one supervision whilst in the pool.



## **Diving**

Diving may only take place where the water has a vertical depth of at least 1.8 meters and a forward clearance at this depth of a minimum of 7.6 meters and must be supervised by a competent supervisor who has no other responsibilities during the lesson.

## **8.0 Farm Visits**

Children must be made aware of the risks and any specific hazards of attending a farm before their visit. They must be made aware of the code of conduct and the behaviour expected. They must wear suitable clothing and footwear. Children should not be allowed into animal pens whilst at the farm. Hygiene should be taken very seriously when visiting a farm due to the risk of bacterial contamination and infection. Group leaders must ensure there are adequate levels of supervision to ensure control of the group in relation to hygiene and the code of conduct. No eating or drinking is allowed outside of designated eating areas. Hand washing facilities must be shown to the children and must be used by the children regularly throughout the duration of the visit. If any animals are touched, hands must be washed immediately afterwards. If any member of the group have sickness or diarrhoea following the visit, they must be advised to contact their GP and inform them that they have had recent contact with farm animals.

## **9.0 Staff Children Attending Visits/Residentials**

Staff children not on roll at our school will not be insured and can pose a number of issues, therefore staff children are not allowed to attend visits if they are not on our school roll. Please see the LA's Education Visits Policy for further information.

## **10.0 Use of Contractors and/or Providers**

The EVC and group leader must make knowledgeable and informed choices regarding the suitability of contractors of educational visits, this includes coach companies for transport. If a provider is being used and they do not hold a Learning Outside the Classroom quality mark the EVC/group leader must obtain a provider form. Blank versions are saved on in the WOW visits folder or can also be found on EVOLVE. The relevant trip information must be completed and then sent over to the provider for them to complete the rest of the information. Once this has been obtained, it can be used for 12 months for any further trips with the same provider. This provider form must be attached to the EVOLVE form.

## **11.0 Emergency Planning**

A 'home base and visit emergency pack' will be in place for each trip. This system is considered essential practice and has therefore been recommended by the LA for use by all schools and establishments involved with organising or providing educational visits.



The emergency pack will remain with the Emergency School/Home Contact whilst the trip is being undertaken. This should be kept by their phone with a notepad and pen. The Emergency School/Home base contact must be a responsible adult, the most senior member of SLT available on that particular day. The School/Home base Contact must never be the parent of one of the children or young people participating in the visit, as they need to be emotionally detached from any situation that may arise. The School/Home base Contact must be familiar with Liverpool City Council's Educational Visits Health and Safety Policy and our own Educational Visits Policy. For visits that are longer than one day, it is advisable to have two emergency/home base contacts. They must have the following responsibilities:

- Ensure they know all of the details of the trip and have the home base emergency pack next to their phone. **All** details of the trip must be accessible via EVOLVE.
- They must be prepared to receive a phone call from the group leader throughout the duration of the trip. The time of any calls must be recorded.

## **12.0 Accident Reporting**

There must be at the very least one member of staff on each trip who is first aid trained. A first aid box/bag must be taken on each trip, even if there are first aid supplies at the trip destination. Medication should be collected in its original container, and details of dosage should agree with instruction given by parents. Medication must be kept in a securely controlled medical store or held where appropriate by a suitable person until it is required. A written record should be kept of times and dosages of medications administered, the record should be signed and witnessed. In the event of a child having to be taken to hospital or an accident occurs that should be reported, make immediate contact with the designated Emergency School/Home base Contact and provide details of the emergency. Unnecessary group member access to telephones, including mobile phones, should be restricted as far as possible until emergency contact has been made. The Emergency Contact telephone number must be available at all times during the visit in the Emergency Pack. Prepare a report as soon as possible following an accident, incident or near miss noting names, addresses and telephone numbers of any witnesses.



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Regular head counting must take place during any trip. KS1 children should wear hi-visibility jackets so they are easily identifiable.

Group leaders must ensure that the children are supervised in accordance with the principles of 'Effective Supervision':

- The nature of activity (including duration)
- Location and environment in which the activity is to take place
- Age (including developmental age), gender (important for residential trips) #
- Ability of children (including behavioural, medical, emotional and educational needs)
- Staff competence

If undertaking the same trip as a previous academic year, the ratios must still be reviewed to take into account the cohort and also whether the supervision and ratios worked well last time. This means that there are no set rules for ratios and they must be risk managed each time a trip is arranged. Please see below guidance from the LA:

A useful framework for assessing requirements for ratios and effective supervision is **SAGE**:

- **Staffing:** who is needed/available? The plan must work within the limits of available numbers, abilities and experience.
- **Activities to be undertaken:** what do you want the group to do and what is possible?
- **Group characteristics:** prior experience, abilities, behaviour and maturity, any specific or medical/dietary needs.
- **Environment:** indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; and the ease of communications between the group and base. 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:** how far are you away from school or emergency support?

The table below offers more detailed guidance which applies where the Group Leader and Supervisors are experienced and competent and should be used as a starting point when considering ratios:



<p><b>Local Visits</b> Visits in the local area close to support at school/base (minimum 2 staff recommended)</p>	<p>Reception                      better than 1:6 Years 1-3                        1:6 Years 4-6                        1:10-15 (one supervisor per activity or supervision group)</p>	<p>A minimum of one qualified and competent Group Leader is needed for every group or class; they can be supported by other responsible adults.</p>
<p><b>Day Visits</b> More than 60 miles or one hour from school/base (minimum 2 staff recommended)</p>	<p>Reception                      better than 1:6 Years 1-3                        1:6 Years 4-6                        1:10-15 (one supervisor per activity or supervision group)</p>	<p>Please note minimum ratios are not recommended but small working groups of 6 -12 remain the target.</p>
<p><b>Residential Visit, UK or abroad</b>  (minimum of three supervisors recommended, any less needs a thorough risk assessments and emergency management plan)</p>	<p>Reception                      better than 1:6 Years 1-3                        1:6 Years 4-6                        1:10 (one supervisor per activity or supervision group, these do not include any centre residential staff)</p>	<p>Supervisors should reflect the gender of the group wherever possible</p>
<p><b>Open Country</b> Working by water or away from a road or building</p>	<p>Reception                      better than 1:6 Years 1-3                        1:6 Years 4-6                        1:10 (one supervisor per activity or supervision group, these do not include any centre residential staff)</p>	<p>Overall group sizes above 20 are not recommended at any one location at a time (supervision and sustainability issues). Similarly large groups should not be moving together in convoy. The numbers of qualified leaders will depend on the risk assessment.</p>



Parents and volunteers may be asked to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school. Anyone who has not had a Disclosure and Barring Service DBS check should never be left in sole charge of children/young people.

Teachers, staff and other adult-supervisors should ensure that whenever possible they are not alone with a child/young person. This provides protection for all parties.

The ratios and supervision strategies need to be complemented by a clear knowledge of the competence of those supervisors, volunteers and other responsible adults.

#### **4.0 Risk Assessments**

Each group leader must risk assess each trip. As mentioned previously, if a preliminary visit has not been undertaken in the past 12 months then the group leader and/or the EVC must ideally visit the proposed site for the trip to risk assess. If the same trip has been undertaken in previous years, the physical risk assessment document can be amended but it must be reviewed to ensure it is still relevant. It is essential that if a risk assessment is sent from a provider that it is thoroughly assessed by the EVC and the group leader then taken into account when writing our own risk assessment.

The group leader must sign off the risk assessment, then the EVC before being passed to the Head Teacher for final sign off.

#### **5.0 Insurance Arrangements for Educational Visits**

No educational visit should go ahead unless there is adequate insurance in place. Liverpool City Council provides insurance cover for Educational Visits. The scheme will provide personal accident / travel cover for all Liverpool schools that contribute to the service level agreement for insurance / risk services for schools. As a school who contributes to this, it should be known that the policy is only activated upon the submission of the Education Visit on EVOLVE at the point of final submission by the Headteacher. If a visit requiring approval does not have approval, it is not covered by insurance.

#### **6.0 Transport**

A lot of our trips will include the use of our minibuses. The vehicles must be regularly and suitably maintained and inspected. Any defects should be reported straight away to the business manager who is responsible for the appropriate remedial action being taken. Containers of fuel must not be carried on the minibus. Maintenance and other records



regarding the minibuses must be kept for at least 3 years. The LA's Educational Visits Policy confirms the following information:

The minibuses must:

- Carry a suitable fire extinguisher
- Have clearly indicated emergency exits which the passengers should be made aware of
- Have working passenger and driver seat belts that are checked by a supervising adult on each trip that they are being used correctly by each passenger. Ultimately the responsibility lies with the driver to ensure that this is happening.
- Have adequate wheelchair and passenger restraints provided where wheelchair users are to use the minibus
- There must be a register of all adults authorised to drive the minibus and their competencies i.e. MIDAS assessed. There should also be a record of the use (vehicle mileage/log)
- Have an Operating Permit

Drivers must:

- Be at least 21 years of age.
- Hold a suitable full driving license.
- Have successfully completed suitable training and assessment.
- Have appropriate health and driver training records.
- Notify the Head Teacher if there is any change in their circumstances that may affect their suitability to drive.
- Carry out a vehicle check prior to using the vehicle.
- Be familiar with the vehicle and highway codes before carrying passengers.

Voluntary drivers who hold Category B (post 1997 car entitlement) can drive a minibus if all the following are met:

- The driver has held a Category B licence for at least 2 years.
- The driver can not be compelled by his or her employer to drive.
- Driver is only paid out of pocket expenses and not specifically for the driving.



The minibus can be operated for "hire or reward" if a (Section 19) Minibus Permit is held and the following additional conditions are met: -

- The minibus has a capacity of up to 16 passengers.
- The driver is aged 21 or over.
- The maximum weight of the minibus is not more than 3.5 tonnes. This excludes any specialist equipment for the carriage of disabled passengers were a maximum weight of 4.25 tonnes will be permitted in certain circumstances.

- The driver cannot tow a trailer.

#### **Driver Responsibilities**

- Prior to using the minibus the driver must check the essential elements of the vehicle (see "General driver pre-journey checks", below) and report any defects in writing.
- If a major defect occurs en-route, the journey must stop until the defect has been repaired by a competent person. It is recommended that drivers have access to a mobile phone for use in case of emergency but must not be used by the driver whilst driving.
- Luggage should be stowed safely and neatly so it does not obstruct gangways or exits. Roof racks when used, should have goods evenly distributed on them and suitably secured.
- Drivers are legally responsible for the vehicle they are driving and should observe current legislation for driving, (speeding, parking restrictions etc).
- It is the driver's responsibility to ensure the vehicle is not overloaded with passengers or goods and that seatbelts are worn.
- Drivers must never drink or be under the influence of any other substance and drive. Alcohol can remain in the blood for up to 24 hours, therefore alcohol is not to be consumed 12 to 24 hours before driving.
- If drivers become tired or unwell they must stop at a suitable place until they recover.
- Drivers are responsible for returning the bus in a suitably clean and tidy condition.



- In case of fire or other emergency, a driver's primary responsibility is the health and safety of his passengers by ensuring they leave the vehicle quickly to an area of safety. They must be protected from other vehicles as far as possible.
- The fighting of engine or other fires is best left to the emergency services.
- Drivers should ensure that passengers are suitably supervised. An additional adult should act in a supervisory capacity for journeys with young children, disruptive children or those with educational needs.

### **Drivers Hours**

- Before starting out on a journey due consideration must be given to the time to be spent 'at work' (not simply behind the wheel) and the distance to be covered. Wherever possible a relief driver must be carried to cater for a long journey or in case of illness. In addition :-
- Drivers must take a break of at least 15 minutes after driving for 2 hours.
- Drivers must not be behind the wheel for more than 6 hours during a working day (for 'professional' drivers this limit may be increased to 8 hours).
- The length of a driver's working day must not exceed 10 hours i.e. between starting work (not just starting driving) and finishing.

### **General driver pre-journey checks**

- The vehicle handbook that lists the manufacturer's details; covering the design and operational standards should be available to the driver.
- Brakes and steering operate correctly.
- All lights, instruments and horn operate correctly.
- Windscreen wipers and wash operate correctly. Adequate supply of windscreen wash fluid.
- Correct fluid levels – fuel, oil, brakes, coolant etc.
- First aid kits are in place.
- Fire extinguisher, is in place.



- Windows clean and there is good visibility.
- Tyres should be free of cuts and cracks, correctly inflated and have a minimum of 2.0mm of tread.
- All luggage and other objects should be suitably and safely stored.
- Spare tyre carried, in good condition, satisfactorily inflated. Wheel changing equipment present.
- Internal (and external mirrors where fitted) are in good condition and correctly aligned.
- Seat belts are working correctly.

### **No smoking**

- It is illegal to smoke in a public vehicle. Neither drivers or the passengers are allowed to smoke.

### **The use of private cars**

It is possible for the Group Leader, supervisors, other staff and adult volunteers to use their own cars, for transporting group members providing that: -

- The Head Teacher has agreed the use of private cars as part of their overall transport policy.
- Any money paid for its use is not more than the vehicle's running costs (no hire or reward) and arrangements for any payments are made or agreed before the journey.
- Evidence is provided that the vehicle is insured fully comprehensively and for business use.
- The driver recognises they have a duty of care to passengers, road users and others and are known to be responsible adults.



- Simple checks should be made to confirm the vehicle's road-worthiness such as

made to confirm the vehicle's road-worthiness (MOT).

- Evidence of driving ability should be drawn on and if necessary simple checks made.
- Cars must not be overloaded.
- Each passenger should have their own seat and suitable seatbelt.
- If private cars are to be used for long journeys there should be arrangements made (RAC, AA etc.) for breakdown assistance and recovery.
- The names of the children/young people being transported in each car should be kept by the school/youth centre organisation so that in the event of an accident the school/youth organisation is aware of the children who are involved.
- Parent/adults are never alone with any child/young person.
- Driver's licences should be checked.
- Seat belts are working and if applicable correctly fitted child seats are used.

This section should be read in conjunction with child protection procedures. Some parents may not want their child/children to travel with other parents, or with particular parents. They should be given the opportunity to make their views known.

### **Hiring of coaches**

The primary consideration in the carriage of children is safety, where numbers make the use of minibuses impractical coaches should be used. Legislation requires that coaches have seat belts. Staff supervising on coaches must check that all group members are all wearing their seat belts. There is no requirement for younger children travelling on a coach to be held in a child car seat or booster seat. They should use the existing seat belt system. Schools must ensure they use reputable coach companies with proven maintenance checks and policies such as a tyre aging policy.

### **Use of public service vehicles**

Some groups may wish to use a public service bus as a means of transport or as a learning experience for children, this is a useful exercise. If used choose times to travel where buses are empty and will have sufficient space for the whole group to be seated. Risk assess the journey, take sufficient staff to ensure the children are suitably supervised.



The group should remain seated until the stop is imminent. Supervisors should indicate to the children when to stand to leave the bus, a member of the supervisory team should be the last member of the group to leave the vehicle.  
This means of transport is not appropriate for large groups of children.

### **7.0 Swimming on Educational Visits in Public Pools**

Group leaders must follow the recommended supervision levels at the pool for their group as a minimum standard. The recommended amount is 1:12.

The following information is taken from the LA's policy:

- Teachers should monitor the risks of regular swimming activities and adjust supervision levels as necessary. For all swimming pool Educational Visits, the Group Leader must check: -
- The water is clear and its temperature is appropriate.
- The depth of the water is suitable for the activity, e.g. deep enough for safe swimming or shallow enough to allow children to stand up during swimming lessons. There should be signs clearly indicating the water's depth.
- If supervisors or children with disabilities are to use the swimming pool ensure there are suitable facilities for their needs; especially in the event of an emergency evacuation.
- There is poolside communication e.g. telephone, intercom or emergency alarm button.
- There is suitable poolside rescue equipment and if there is someone trained to use it.
- There is a suitable changing room for each gender.
- That the changing facilities are safe and hygienic.
- That clothes and belongings can be stored securely.
- That group members have been instructed in how to behave in and around the water.



## **Supervision**

The Group Leader has overall responsibility of children/young people during the educational visit.

The Group Leader must ascertain that lifeguard cover is provided by the swimming pool operator. If there are no qualified lifeguards available children/young people may not use the pool. Staff/appointed adult may only act as a lifeguard if they hold a Royal Lifesaving Society National Pool Lifeguard Qualification stating their competence to affect a rescue from a depth greater than or equal to the depth of the pool being used.

A national rescue test for swimming teachers and coaches is classed as an acceptable qualification only whilst the children are following a structured session, under instruction from a teacher. This award does not cover you to act as a life guard during any "fun/play" sessions. You must also have another adult present during the activities who is able to get help if required.

The Group Leader or an appointed assistant must observe the group from the poolside and be prepared to alert the lifeguard if a child/young person is in difficulty. This observer must be conversant with pool operating regulations and emergency procedures.

The Group Leader must ensure that: -

- Group members know how to summon help in an emergency.
- Group members are aware of the signal for leaving the water.
- Group members are counted in and out of the water.
- Good discipline and pool rules are observed at all times.
- Rough play; such as 'bombing', running and unnecessary noise are forbidden.

## **Medical considerations**

The Group Leader must be aware of children/young people with any medical conditions that may affect their safety or that of others during the activity. In the case of epilepsy, the instructor must be made aware of whom the child/young person is and should be provided with brief information as to the form the seizures take. Medical clearance must be obtained from both the parents and medical practitioner. Epileptics may be required to have a spotter to provide one-to-one supervision whilst in the pool.



### **Diving**

Diving may only take place where the water has a vertical depth of at least 1.8 meters and a forward clearance at this depth of a minimum of 7.6 meters and must be supervised by a competent supervisor who has no other responsibilities during the lesson.

### **8.0 Farm Visits**

Children must be made aware of the risks and any specific hazards of attending a farm before their visit. They must be made aware of the code of conduct and the behaviour expected. They must wear suitable clothing and footwear. Children should not be allowed into animal pens whilst at the farm. Hygiene should be taken very seriously when visiting a farm due to the risk of bacterial contamination and infection. Group leaders must ensure there are adequate levels of supervision to ensure control of the group in relation to hygiene and the code of conduct. No eating or drinking is allowed outside of designated eating areas. Hand washing facilities must be shown to the children and must be used by the children regularly throughout the duration of the visit. If any animals are touched, hands must be washed immediately afterwards. If any member of the group have sickness or diarrhoea following the visit, they must be advised to contact their GP and inform them that they have had recent contact with farm animals.

### **9.0 Staff Children Attending Visits/Residentials**

Staff children not on roll at our school will not be insured and can pose a number of issues, therefore staff children are not allowed to attend visits if they are not on our school roll. Please see the LA's Education Visits Policy for further information.

### **10.0 Use of Contractors and/or Providers**

The EVC and group leader must make knowledgeable and informed choices regarding the suitability of contractors of educational visits, this includes coach companies for transport. If a provider is being used and they do not hold a Learning Outside the Classroom quality mark the EVC/group leader must obtain a provider form. Once this has been obtained, it can be used for 12 months for any further trips with the same provider. This provider form must be attached to the EVOLVE form.

### **11.0 Emergency Planning**

A 'home base and visit emergency pack' will be in place for each trip. This system is considered essential practice and has therefore been recommended by the LA for use by all schools and establishments involved with organising or providing educational visits.



The emergency pack will remain with the Emergency School/Home Contact whilst the trip is being undertaken. This should be kept by their phone with a notepad and pen. The Emergency School/Home base contact must be a responsible adult, the most senior member of SLT available on that particular day. The School/Home base Contact must never be the parent of one of the children or young people participating in the visit, as they need to be emotionally detached from any situation that may arise. The School/Home base Contact must be familiar with Liverpool City Council's Educational Visits Health and Safety Policy and our own Educational Visits Policy. For visits that are longer than one day, it is advisable to have two emergency/home base contacts. They must have the following responsibilities:

- Ensure they know all of the details of the trip and have the home base emergency pack next to their phone. **All** details of the trip must be accessible via EVOLVE.
- They must be prepared to receive a phone call from the group leader throughout the duration of the trip. The time of any calls must be recorded.

## 12.0 Accident Reporting

There must be at the very least one member of staff on each trip who is first aid trained. A first aid box/bag must be taken on each trip, even if there are first aid supplies at the trip destination. Medication should be collected in its original container, and details of dosage should agree with instruction given by parents. Medication must be kept in a securely controlled medical store or held where appropriate by a suitable person until it is required. A written record should be kept of times and dosages of medications administered, the record should be signed and witnessed. In the event of a child having to be taken to hospital or an accident occurs that should be reported, make immediate contact with the designated Emergency School/Home base Contact and provide details of the emergency. Unnecessary group member access to telephones, including mobile phones, should be restricted as far as possible until emergency contact has been made. The Emergency Contact telephone number must be available at all times during the visit in the Emergency Pack. Prepare a report as soon as possible following an accident, incident or near miss noting names, addresses and telephone numbers of any witnesses.