

Widford Lodge
PREPARATORY SCHOOL



Educational Visits

Date written: October 2009
Review Date: October 2011

WIDFORD LODGE SCHOOL POLICY FOR EDUCATIONAL VISITS.

The Proprietors and staff of Widford Lodge Preparatory School acknowledge the great value of Educational Visits in broadening and enhancing both the learning and social experience of pupils.

Under statutory guidance which came into effect on 1st March 2004, all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet DFES requirements and are mindful of advice gained from Essex County Council.

Simon Trowell is our current EVC.

To enable children and staff to gain a full and enjoyable educational visit it is essential that the following guidelines and policies are adhered to. These guidelines are to be used in conjunction with the regularly updated information provided by Essex County Council on the extranet (<http://educationalvisits.essexcc.gov.uk>)

School visits benefit children in many ways, including:

- Being able to apply a different range of skills than those used in the classroom
- Enabling, supporting and complementing the work of whole school curriculum
- Assessing and managing risks (safely)
- Developing latent talents, abilities and interests, which can be motivational and have lifelong relevance.

Children with Special Educational and Medical Needs.

Every effort should be made to include children with special educational or medical needs in school visits, whilst maintaining the safety of everyone in the group. Special attention should be given to appropriate supervision ratios and additional safety measures may have to be addressed while planning and put in place.

Children with Medical Needs

Additional safety measures to those already in place in the school may be necessary to support pupils with medical needs during visits. Arrangements for taking medication and ensuring sufficient supplies for residential visits may be required.

All teachers supervising visits should be aware of a pupil's medical needs and any medical emergency procedures Information sheets held by teachers, containing details of each child's needs and any other relevant information provided by parents, is one way of achieving this. If appropriate, a volunteer teacher should be trained in administering medication, if they have not already been so trained and should take responsibility in a medical emergency. If the child's safety cannot be guaranteed, it may be appropriate to ask a parent or a care assistant to accompany a particular child.

The group leader should discuss the child's individual needs with the parents. Parents should be asked to supply;

- Details of medical conditions
- Emergency contact numbers
- The child's GP's name, address and phone number
- Written details of any medication required (including instructions on dosage/times) and parental permission to administer/ or does the child administer their own medication
- Information on any allergies/phobias
- Information on any special dietary requirements
- Information on any toileting difficulties, special equipment or aids to daily living
- Special transport needs for children who require help with mobility
- Whether the child suffers from travel sickness
- Whether the child has any night time tendencies such as sleep walking (for residential visits)
- The child's ability to swim in the sea or pool and their level of safety awareness

Approval for Visits

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the EVC.

All adventurous, residential or overseas visits will require extremely thorough planning. For the appropriate planning and preparation to take place approval for such visits must be gained at least 3 to 4 months before the activity. All other day trips should seek approval as soon as is reasonably possible, but no later than 1 month before the planned activity. It is the responsibility of the Group Leader to complete the necessary paperwork. This paperwork must then be checked by the EVC.

Planning a Visit

Firstly

- 1) Fill in the Approval Request form (appendix 1 for local visits and appendix 2 for adventurous and foreign visits).

If approved

- 2) Book visit
- 3) Book transport
- 4) Send letter home (this should be done at least 2 weeks before the planned date of visit).

On the day of the visit

- 1) Collect first aid kit(s).
- 2) Collect or send children for asthma inhalers and any other necessary medication.
- 3) Brief supervising adults.

- 4) Make sure supervising adults have a group list
- 5) Ensure that at least one supervising adult (preferably the group leader) is contactable by mobile phone and that the school office has the number.
- 6) Count pupils before you leave school and at regular intervals during the day.

Mobile phone(s) should be switched on during the entire visit, including outward and homeward journeys.

After the visit

It is important that after each visit an evaluation takes place. This should happen within a week of the visit date and should involve the Group Leader and relevant staff and adults. The purpose of the evaluation is to identify what went well and what could be improved or changed in order to inform future planning. The evaluation should be kept with the risk assessments and given to the EVC.

Teachers, volunteers, pupils all have responsibilities during the course of any off-site activity in which they are participating

The Proprietors

Need:

- To ensure that the Headmaster/EVC have applied reasonable guidelines when approving off-site activities.
- To be aware of all residential visits, trips abroad and those involving outdoor and adventurous activities. In these instances to provide another 'layer' of checks to ensure maximum safety and efficiency on the trip.
- To ensure that all aspects of risk management have been considered and that risk assessments for travel, accommodation and activities have been carried out prior to departure.
- To ensure measures exist to obtain parental consent on a basis of full information, to investigate parental complaints.
- To review annually the EV policy and procedures including incident and emergency management systems.

Headmaster should ensure that:

The EVC is competent to oversee the co ordination of all off-site education, and support the EVC in attending relevant training courses.

- Visits comply with government guidelines and the school's own health & safety policy

- The group leader is competent to monitor risks and supervise the trip throughout the visit.
- Adequate child protection procedures are in place.
- All necessary actions have been completed before the visit takes place
- The risk assessment has been completed before the visit takes place
- Group leaders are allowed the necessary time to organise the visit properly.
- Non teacher helpers on the visit are appropriate to supervise children
- Ratios of staff to pupils are appropriate.
- Parents have signed consent forms.
- Arrangements have been made for the medical and special educational needs of the children.
- Adequate first aid provision will be in place.
- The mode of transport is appropriate.
- Travel times out and back are known in school.
- There is adequate and relevant insurance cover.
- They have the address and phone number of the visits venue and have a contact name.
- A school contact has been nominated and the group leader has the details.
- The group leader, helpers and nominated contact have a copy of agreed emergency procedures.
- The group leader, helpers and nominated school contact have the names of all the adults and children travelling in the group, and contact details of parents and the teachers and other helpers next of kin.
- There is a contingency plan for any delays including a late return home.

Risk Assessment

Risk assessments for school visits have three levels:

- 1) Generic activity risk assessments , which are likely to apply to the activity whenever it takes place.
- 2) Visit/site specific risk assessments, which will differ from place to place and group to group.
- 3) Ongoing risk assessments that take account of e.g. illness of staff or children, changes of weather. Availability of preferred activities.

All risk assessment forms are available on the 'shared file' in the computer suite. Copies of past (paper) risk assessments are kept in the study. If staff need any help completing the risk assessments, they should arrange a meeting with the EVC.

Pre-Visits

In order to undertake a full and comprehensive assessment of risks, it will be preferable in most cases to undertake a pre-visit, even when the visit is made regularly, risks should be reassessed from time to time. When undertaking risk assessment, a number of variables need to be taken into account.

- The number of children involved
- The age of the children, their sex, ability and general behaviour.
- The previous experience of the group undertaking off-site visits.
- The time of day and time of year.
- The travel arrangements.
- The hazards at the environment being visited.
- The numbers, experience and quality of staff and volunteers.
- The nature of the activities.
- The special educational or medical needs of the children.
- Seasonal weather conditions.
- Emergency procedures.
- How to cope when a child becomes unable or unwilling to carry on.
- The need to monitor risks throughout the visit.

Duties & Responsibilities

All staff must:

- Conduct themselves in a manner compatible with their own safety and the safety and well-being of the children.
- Inform the group leader if they are unsure of their ability to perform any supervisory function requested of them.
- Recognise the limits of their responsibilities and act within those at all times.
- Report to the visit leader any concerns they may have regarding pupil behaviour and well being during the visit.
- Ensure there is proper supervision of pupils at all times. This is to include appropriate ratios and vetting checks (for example, CRB checks for volunteers on overnight stays).

Greater levels of responsibility will normally be assigned to teachers than to adult helpers and a higher standard of care is expected of them.

Responsibilities of Nominated Group Leader

Group leaders, who must be a member of the teaching staff, but not an NQT, have a common law duty of care towards the children in their charge. Group leaders must recognise their responsibilities:

- Obtain the EVC's prior agreement before any off-site visit.
- Take account of Essex County Council's advice about off-site activities and the school's Health & Safety policy.
- Appoint a deputy (preferably a teacher).
- Have ownership of the risk assessments

- Pre-visit the site if possible
- Evaluate the trip after the event and ensure additional paperwork is attached to the main risk assessment which is filed in the study.
- Clearly define each helper's role and ensure all tasks have been assigned.
- Be able to control and lead children of the relevant age group.
- Be suitably competent to instruct children in an activity and be familiar with the location/centre where the activity takes place.
- Be aware of child protection issues.
- Ensure adequate first aid provision is in place.
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents.
- Undertake and complete a comprehensive risk assessment.
- Review all undertaken visits/activities and advise EVC where adjustments may be necessary.
- Ensure that teachers and helpers are fully aware of what the proposed visit entails.
- Have enough information on the children proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed.
- Ensure staff pupil ratio is appropriate for the group.
- Consider stopping the visit if the risk to health or safety is unacceptable and have in place procedures for such an emergency.
- Ensure all helpers have details of the school contact.
- Ensure all helpers are aware of the emergency procedures.
- Observe the guidance set out for teachers.

Teachers

Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would in the same circumstances.

They should:

- Follow the instructions of the group leader and help with control and discipline.
- Consider stopping the visit or the activity, notifying the group leader if they think the risk to health and safety of the pupils in their charge is too great.

Adult Volunteers

Additional adults on the visit should be clear about their roles and responsibilities during the visit.

They must:

- Do their best to ensure the health & safety of everyone in the group.
- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.
- Follow the instructions of the group leader and teacher supervisor and help with the control and discipline.

- Speak to the group leader or teachers if concerned about the health and safety of the children at any time.

Pupils

The group leader must make it clear to pupils that they must:

- Not take unnecessary risks.
- Follow the instructions of the leader and other helpers including those at the venue.
- Dress and behave sensibly and responsibly.
- Look out for anything that might threaten themselves or anyone in the group and tell the leader or helpers about it

Any pupil whose behaviour may be considered to be danger to themselves or to the group may be stopped from going on the visit.

If the group leader feels that such action may be necessary they should speak to the Headmaster in the first instance.

Parents

Should be able to make an informed decision on whether their child should go on a visit. The group leader should ensure that parents are given sufficient information in writing and invited to any briefing sessions. The group leader should also tell parents how they could help prepare their child for the visit, e.g. reinforcing the visit's code of conduct. Parents should also be asked to agree to the arrangements for sending a pupil home early and need to understand that they would be expected to pay any costs involved.

Parents will need to:

- Provide the group leader with emergency contact numbers.
- Sign the consent form.
- Give the group leader information about their child's emotional, psychological and physical health, which might be relevant to the visit.

Records & Communications

Records of a visit can provide a very useful and informative way of demonstrating the accountability of the school towards its pupils.

Pre visit risk assessments and after visit reports should be given to the EVC to keep on file. Reports of any accidents or incidents should also be kept on file by the EVC.

Parents should always be made aware when their children are leaving the school premises - even for a local walk. Parents may exercise their right not to allow their children to take part in a visit. Under these circumstances the school must make alternative arrangements to

educate that child. The refusal of the parent not to allow the pupil to go on the visit does not offer the opportunity for the child to be kept off school for the day.

First Aid

A person qualified in first aid should go on every visit.

A first aid kit should be taken on every visit.

Staff/Pupil Ratios

The following guidelines should be followed:

Kindergarten = 1 adult to every 4 children

Forms 1 to 3 = 1 adult to every 6 children

Forms 4 to 6 = 1 adult to every 10 children

(If the Pre-School leave the school grounds they will have 1 adult for every 2 children)

These ratios should take into account:

- Sex, age and ability of the group.
- Pupils with special educational or medical needs.
- Nature of activities.
- Experience of adults in of site supervision.
- Duration and nature of the journey.
- Competence of staff, both general and on specific activities.
- Requirements of the organisation/location to be visited.
- Competence and behaviour of pupils.
- First aid cover.

Where there is more than one teacher on the visit a group leader should be appointed who has the authority over the whole group.

When parents are taken on visits they should be carefully selected. They must be fully briefed before the visit.

It should also be noted that for the protection of both adults and children all adults should ensure that they are not alone with a pupil whenever possible. All adults on a visit should clearly understand their roles and responsibilities at all times.

It should always be clear that the teacher is responsible for the group at all times.

Head Counts

Whatever the length of the visit, regular head counts should be taken of the children, particularly before leaving any venue.

All adults should carry a list of all the pupils and adults involved in the visit.

Pupils should be easily recognisable.

The group leader should identify rendezvous points and tell pupils what to do if they get separated from the group.

Insurance

Widford Lodge Preparatory School Ltd has a 'Personal Injury and Travel Insurance Group Policy'. The schedule of benefits is held on file and a copy can be obtained from the Bursar on request.

Emergency Procedures

Teachers in charge of visits have a duty of care to make sure that their pupils are safe and healthy.

They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life saving action in an extreme situation.

If an accident happens the priorities are:

- To assess the situation.
- Safeguard the uninjured members of the group.
- Attend to the casualty.
- Inform the emergency services.
- Inform school or home contact.
- Ensure that a teacher accompanies any casualties to hospital if necessary and the rest of the group are supervised.
- Notify police if needed.
- Ascertain telephone numbers for any future calls.
- Write down accurately all relevant facts and witness details and preserve all vital evidence.
- Keep a written account of all events, times and contacts after the incident.
- Complete an accident report form as soon as possible.
- No one in the group should speak to the media and no names should be provided.
- No one in the group should discuss any legal liability with other parties.

In an emergency the group leader would usually take control of the situation.

The home contact's main responsibility is to link the group with the school and to provide assistance as necessary. This named person should have all the information about the visit.

Transport

The group leader should consider:

- Passenger safety.
- Type of journey.
- Traffic conditions.
- Insurance cover.

- Weather.
- Journey time and distance.
- Stopping on longer journeys.

If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

Supervision on visits

If possible, the EVC or a member of the SLT should visit a trip (especially a residential one) at some point to check that all is going to plan.

Pupils must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult. This is referred to as 'remote supervision'. The decision to allow remote supervision should be based on risk assessment and must take into account such things as:

- Prior experience of pupils.
- Age of pupils.
- Responsibility of pupils.
- Competence/experience of staff.
- Environment/venue.

The level of supervision necessary should be considered as part of the risk assessment.

- Level of supervision on coaches.
- Safety when crossing roads.
- Safety of pupils at dropping off points.
- Head counts when getting on and leaving transport.
- Responsibility for checking seat belts.

The sex of the accompanying adults needs also to be considered, particularly where there is a mixed group of pupils.

Use of cars

If cars are used the following should be adhered to:

- The car should be roadworthy.
- The driver has the appropriate license.
- The driver has the appropriate insurance
- Drivers ensure children wear seat belts and use booster seats where necessary.
- Parents or any other adults should never be in a position where they are left alone in a car with a child and a central dropping off place is arranged.

Swimming Pools

A minimum supervision level of 1 adult to every 12 pupils is recommended.

The following checks should be made:

- Is there constant pool supervision by a sufficient number of qualified staff?

- Is the water temperature appropriate?
- Where there is no lifeguard the leader should stay on the pool side at a raised location and the group leader should have the relevant lif saving award.
- Is the water clear?
- Are there signs indicating water depth?
- Does the pool cater for children with disabilities?
- Does the deep end allow for safe diving?
- Are there a resuscitator and other pieces of first aid and rescue equipment and is there someone trained to use them?
- Is there a changing room for each sex?
- Are the changing and showering facilities safe and hygienic?
- Can clothes be stored safely?
- Have the children been instructed how to behave around water?

Residential visits (& adventurous activities)

Staff ratio should be at least 1 member of staff for every 10 pupils.

- There must be at least one adult from each sex for mixed groups.
- There should be a member of staff on standby who is able to join the trip if someone is needed elsewhere.
- A telephone tree of contact numbers should be established prior to the visit in case of emergency.
- The children should know where the teachers' rooms are. The group leader should have a room plan prior to the trip.
- There must be separate male and female sleeping/bathroom facilities for pupils and adults.
- The immediate accommodation should be exclusively for the groups use.
- There should be appropriate and safe heating and ventilation.
- The whole group should be aware of the layout of the accommodation, its fire precautions/exits, its regulations and routines, and everyone can identify key personnel.
- Security arrangements where the reception is not staffed 24 hours a day, security should be in force to stop unauthorised visitors.
- Locks on doors should work in the group's rooms but appropriate access should be available at all times.
- There should be drying facilities.
- There should be adequate space for storing clothes, luggage and equipment.
- There should be adequate lighting.
- There should be provision for children with special needs and for those who fall sick.
- Balconies should be stable, windows secure, electrical connecting safe.
- The fire alarm must be audible throughout the whole accommodation.
- There should be recreational facilities for the group.
- There should be an appropriate number of supervisors on duty during the night.
- As soon as possible after arrival a fire drill should take place.

- For adventurous activities that use a commercial provider and may well involve a residential stay please complete the checklist (appendix 5) and get the adventurous activities provider to complete the questionnaire (appendix 6).

'Plan B'

Despite the most detailed pre-visit planning, things can go wrong on the day, eg parent helper is unavailable, member of staff is ill, weather is unsuitable, transport fails to arrive, museum has lost booking etc. To avoid having to make important decisions under pressure, it is important that some thinking is done in advance, in order to cater for any foreseeable eventuality. This comprises 'Plan B'.

Coastal Visits

Group leaders and other teachers should be aware that many of the incidents affecting school children have occurred by or in the sea. At Widford Lodge, the group leader should bear the following points in mind in the risk assessment of a coastal activity:

- Tides and sandbanks are potential hazards so timings and exit routes should be checked;
- Ensure group members are aware of warning signs and flags;
- Establish a base on the beach to which members of the group may returned if separated;
- Look out for hazards such as glass, barbed wire and sewage outflows etc;
- Some of a group's time on a beach may be recreational. Group leaders should consider which areas of the terrain and sea are out of bounds;
- Cliff tops can be highly dangerous for school groups even during daylight. The group should keep to the path at all times. Group leaders should consider whether it is safe for pupils to ride mountain bikes on coastal paths.

Swimming in the Sea

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group.

Swimming in the sea on a coastal visit at Widford Lodge School will only be allowed to take place if it is supervised by fully qualified staff from a licensed outdoor activity centre. Widford Lodge teaching staff accompanying such an activity must always remain vigilant.

Farm Visits

Widford Lodge School recognises that farms can be dangerous even for people who work on them. Taking children to a farm will be very carefully planned, and the risks to be assessed should include those arising from the misuse of farm machinery and the hazards associated with E coli 0157 food poisoning and other infections.

The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare; and that it maintains good washing facilities and clean grounds and public areas. An exploratory visit should be carried out.

The basic rules for a farm visit will be:

We will never let children;

- Place their faces against the animals or their hands in their mouths after feeding them;
- Eat until they have washed their hands;
- Sample any animal foodstuffs;
- Drink from farm taps (other than in designated public facilities);
- Ride on tractors or other machines;
- Play in the farm area.

SCT

July 2009

**WIDFORD LODGE SCHOOL
RISK ASSESSMENT/VISIT APPROVAL
LOCAL VISITS**

Name of party leader:

Location of visit:

Purpose of visit:

Date of visit:

How will children reach location:.....

**What hazards are likely to be encountered
travelling to location:**

How will these hazards be controlled:

What hazards are likely to be encountered at the location:	How will hazards be controlled:
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Any special needs of young people on visit:
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No of children.....Male.....Female.....Year/Age.....

Recommended staff:pupil ratio for this type of activity.....

No of staff accompanying visit:

	Teachers	Teaching Assistants	Parent/helpers
Male
Female

Additional information

Signed.....Date.....

Visit Organiser.....

Approval by Headteacher/Head of department/locality Team Leader

Additional requirements (e.g. staff training prior to visit)

Signed.....Date.....

Position: Educational Visits Co-ordinator

Signed.....Date.....

Headmaster

**WIDFORD LODGE SCHOOL
RISK ASSESSMENT/VISIT APPROVAL
ADVENTUROUS & FOREIGN VISITS.**

Name of party leader.....

Location of visit.....

Tel No.....Fax No.....Email.....

Purpose of visit:

Inclusive dates of visit:.....

How will children reach location?.....

Are the activities being provided by external provider/s?School.....

ATTACH COPIES OF COMPLETED QUESTIONNAIRE FROM PROVIDORS/S AND/OR COMPLETE SECTION BELOW ON STAFF QUALIFICATIONS WITHIN GROUP'S PARTY IF THEY ARE PROVIDING THE INSTRUCTION.

Activity	Name of instructor	Qualification

What hazards are likely to be encountered during activities organised by the Group's Staff

How will these hazards be controlled:

What hazards are likely to be encountered at the location whilst the children are not undertaking instruction in adventurous activities

How will these hazards be controlled

Any special needs of children on visit:

No.Children.....Male.....Female.....Year.....

Recommended staff:pupil ratio for this type of activity.....

	Teachers	Teaching Assistants	Parent/Helpers
Male
Female

ATTACHMENTS

Detailed programme (including wet weather alternatives)
Details of insurance arrangements

INITIAL

.....
.....

NAME

TEL.NO

EMERGENCY HOME CONTACTS

.....
.....
.....

Please attach an extended list if using a telephone tree.

Additional information (for exchange visits provide details of vetting procedure carried out by host school):

SignedDate.....

Visit Organiser.....

Additional requirements/Comments

SignedDate.....

Educational Visits Co-ordinator.....

Approval by Headmaster

SignedDate.....

Appendix 3

What to do if you want to go on a day trip

- 1) Fill in the Educational visit request form to apply for approval and submit to EVC along with the necessary risk assessments-to be completed by the group leader during a pre-visit if possible.
- 2) **If approved:** **Book** visit – **Book** transport – **Send** letter home (this should be done at least two weeks before the planned date of the visit). The office has an up to date copy of the necessary permissions.
- 3) **On the Day of the Visit:** **Collect** first aid kits – **Collect** inhalers for those children who have asthma (or ensure children with asthma have them) – **Brief** supervising adults – **Give** supervising adults their group lists – **Ensure** that at least one supervising adult is contactable by mobile phone and that the school office has the number – **Count** pupils before you leave school and at regular intervals during the day.
- 4) **Evaluate the visit** – Adapt risk assessments if necessary and hand into EVC along with any accident forms.

Appendix 4

What to do if you want to go on a residential trip

- 1) Fill in the Educational visit request form to apply for approval and submit to EVC along with necessary risk assessments – to be completed by the nominated Group Leader during a pre-visit if possible. (3 to 4 months before the visit)
- 2) **If Approved:** **Book** the visit – **Book** transport – send letter home (this should be done a.s.a.p. before the planned date of visit to allow for payment plans)
- 3) **Prior to the visit:** Consider holding a parents meeting to inform them of The trip itinerary and emergency procedures and to issue medical consent forms for medication etc. all other accompanying adults and EVC should be present if possible
The group leader should ensure they have all the necessary emergency contact lists.
- 4) **During the visit:** Continually refer to the risk assessments and carry out dynamic, on the spot, risk assessments for all activities.
- 5) **Evaluate the visit:** Review risk assessments and hand into the EVC along with any accident forms.

**ADVENTUROUS ACTIVITIES PROVIDER
QUESTIONNAIRE**

Name of centre/provider:

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Address of centre:

Tele. No:

Address of Head Office (if different)

Tele.No:

Centre Telephone numbers:

Working hours:

Emergency:

Name of centre staff responsible for liaison during visit

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Name of visiting Group

Dates of Visit

--	--

I confirm the following:

This Centre/organisation requires licenses for the following activities under the Adventure Activities Licensing Regulations 1996. *If all activities provided are 'out of scope' please write this instead.*

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I attach:

(Please initial in box:)

Evidence of this centre's licence and /or any accreditation certificates which the centre has gained

b. Risk assessments for activities/Codes of Practice

c. details of the qualifications held by this centre's instructors or confirmation of the minimum training/ qualifications which staff will hold for activities

All equipment is checked & maintained in accordance with manufacturers/national body guidelines

I attach evidence of £5 million public liability insurance

This centre complies with relevant safety regulations and has a written safety policy

The premises have a current fire certificate/advice has been sought from the local fire & rescue service and all their recommendations have been implemented.

Qualified first aiders will be on site:

24hrs

during activities

other (specify)

If First Aid cover is not 24hr, what arrangements are in place to secure treatment for injured parties?

Supervision of visiting group's young people will be undertaken by this centre's staff:

24 hrs a day

During activities

Between 9 a.m.-5.p.m.

Other (specify)

ACCOMODATION – Please complete if you will be providing/offering accommodation &/or food to visitors.

Type of accommodation: Dormitories Small rooms Tents

No. Of toilet facilities: No.of washing facilities:

INITIAL

All kitchen staff have passed a basic hygiene course:

The Centre is registered with local Environmental Health Office:

If activities are held off the main site:

Details of locations (names, O.S. References & facilities e.g. toilets)

I can confirm than any minibuses used to transport participants will have forward facing seats with seat belts and have current MOT, Road Tax and Insurance.

I confirm that any driver of minibus will have either a PCV licence or passed the Minibus Driver Awareness Assessment (MIDAS)

Portable First Aid Kits taken or located at all sites

Please provide contact details of a recent customer whom we may contact:

Signed:.....Position:.....

Appendix 6

Educational Adventurous and Recreational Visits Checklist For Group Leaders

Planning	N/A	YES	Date Completed
If using a commercial organisation or provider has it been approved by the Outdoor Education Advisory Panel?			
Is pre-visit required?			
Are proposed staffing levels adequate?			
Are first aid arrangements adequate?			
Have emergency procedures been produced?			
Have roles & responsibilities of staff been clarified?			
Have hazard travelling to/at destination been identified and suitable control measures introduced? (significant findings/risks assessed must be attached).			
Have the individual needs of all participants been considered (e.g. special educational needs)?			
Has a person been allocated responsibility for briefing on local fire & health & safety rules?			
Have security arrangements at venue been assessed?			
Has a system been established to evaluate the trip?			
Has the visit been approved by appropriate person			

Before Departure

Have details regarding visit including code of conduct, detailed itinerary, kit lists been circulated to parents (and fully briefed if appropriate)?			
Have all consent/medical forms been arranged?			
Has insurance cover been arranged?			
Has detailed list of group members been prepared ? copy given to emergency contacts?			
Emergency cash arranged?			
Have all staff/young people been fully briefed?			

Departure Day

Paperwork complete (e.g. passports, roll-call, travel documents, emergency procedures etc.)?			
First Aid Kit?			
Emergency Cash/mobile phone?			
Name & address of visit location given to all group members?			