

<b>Document Title</b>	<b>MLT Learning Outside the Classroom and Educational Visits Policy</b>
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	<b>2</b>	Academy specific appendices
	<b>3</b>	Academy personalisation required (in highlighted fields)

### Summary of Changes from Previous Version

Version	Date	Author	Note/Summary of Revisions
V2	September 22	DHO	New policy based on revised guidance to supersede Educational Visits Policy.

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## 1. POLICY STATEMENT

Maltby Learning Trust (MLT) believes that learning experiences outside the classroom and educational visits are integral to the delivery of a broad and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of the delivery of 'Exceptional Experiences'. The benefits to students of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Students are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts, i.e. encouraging students to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

## 2. POLICY FOR LEARNING OUTSIDE THE CLASSROOM AND EDUCATIONAL VISITS

This policy details the specific responsibilities for the management and control of Learning Outside the Classroom (LOtC) and Educational Visits (EV) within the Maltby Learning Trust and replaces the Educational Visits Policy.

This policy is based on the model RMBC policy for Academies and other establishments where Rotherham Metropolitan Borough Council is the employer and for non-maintained Academies and other educational settings where a Service Level Agreement (SLA) is in place. As it draws on National Guidance, it is also suitable for those MLT Academies who are outside the RMBC SLA but follow the same national framework (such as DMBC Academies).

The RMBC model policy draws heavily on national guidance which is used throughout (although not specifically referenced to aid readability) with links to more detailed guidance and information provided. Current copies of this document along with additional guidance, forms, example/generic risk assessments etc. are available via [EVOLVE/EXEANT](#) website.

Maltby Learning Trust commits to:

- Comply with the relevant legislation.
- Comply with and adopt current National Guidance as produced by the Outdoor Education Advisors Panel.
- Comply with relevant RMBC/DMBC Policies such as the Health and Safety Policy.
- Have competent responsible persons as detailed within this policy.

- Ensure our risk assessment / management process is sensible and proportionate and focuses on the real risks as directed by the HSE.

### 3. USE OF NATIONAL GUIDANCE

Through the Service Level Agreements in place with Rotherham and Doncaster Metropolitan Borough Councils, Maltby Learning Trust (MLT) has formally adopted the Outdoor Education Advisers' Panel (OEAP) National Guidance as an integral part of this 'Learning Outside the Classroom (LOtC) and Educational Visits (EV) policy'. This ensures that MLT arrangements are working in accordance with nationally recognised standards and are kept up-to-date.

This policy therefore outlines the main requirements for LOtC and EV and gives links to appropriate sections of the National Guidance, if additional information may be required. The law requires that employees must cooperate with their employer and follow any Health and Safety arrangements or procedures that are put in place. Therefore, MLT employees must follow the requirements of this Policy and of the adopted National Guidance.

### 4. STATUS, REMIT AND RATIONALE

The National Guidance document 'Status, Remit and Rationale', part of the [Basic Essentials](#) folder, clarifies the range of employees whose work requires them to use the guidance. In summary, it applies to employees whose work involves any of the following:

- Direct supervision of children and young people aged 0-19 undertaking experiences beyond the boundary of their normal operational base.
- Direct supervision of children and young people aged 0-19 undertaking experiences that fall within the remit of Learning Outside the Classroom.
- Facilitating experiences for children and young people aged 0-19 undertaking experiences beyond the boundary of their normal operational base.
- Deploying staff who will supervise or facilitate experiences of or for children and young people aged 0-19, undertaking experiences beyond the boundary of their normal operational base.

This applies regardless of whether the activities take place within or outside of normal working hours, including weekends and holiday periods.

The 'Status, Remit and Rationale' document briefly touches on legal duties associated with LOtC. For a more detailed explanation of the law and its implications, you are strongly recommended to read the National Guidance document 3.2a Underpinning [Legal Framework & Duty of Care legal framework and employer systems](#).

### 5. ROLES AND REQUIREMENTS

The National Guidance sets out 'Requirements and recommendations for employers', part of the [legal framework and employer systems](#) folder, which include role specific requirements for:

- Chair of the Trust Board/Chief Executive Officer
- RMBC/DMBC Outdoor Learning Manager (OLM) through the Service Level Agreement

- Advisers (other than an OLM), including Health & Safety Officer.

The National Guidance also sets out requirements and recommendations for roles within establishments, part of the [legal framework and employer systems](#) folder, including:

- Trust Boards and Local Governance Committees
- Executive Leaders, Academy Principals and other leaders
- Educational Visit Coordinators (EVCs)
- Visit and activity leaders
- Assistant leaders
- Volunteer helpers
- Those in a position of parental authority (such as recognised carers).

## 6. ENSURING UNDERSTANDING OF BASIC REQUIREMENTS

As an employer, MLT is required to ensure that its employees are provided with:

- Appropriate guidance relating to visits and LOTC activities
- Training to support the guidance and to help ensure that it is understood
- Suitable systems and processes to ensure that those trained are kept updated
- Access to advice and support from appointed advisers that have proven expertise and professional understanding of the guidance, the training and expectations set by current good practice.

'Appropriate guidance' for visits and LOTC in MLT Academies is the adopted [National Guidance](#) produced by OEAP and this policy document with supporting documentation located on [EVOLVE/EXEANT](#).

## 7. STAFF COMPETENCE

Staff competence is the single most important factor in the safe management of visits. Therefore, further to RMBC/DMBC training, Maltby Learning Trust supports Academy staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by Academy senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Academy Principal/EVC will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements and take charge in the event of an emergency.
- Knowledge of the students, the venue, and the activities to be undertaken.

Formal training is available through RMBC/DMBC. The relevant training courses, available through the Service Level Agreement in place with RMBC/DMBC, are:

- Educational Visit Coordinator (EVC) training – all MLT Academies are required to have a current, trained EVC in post. EVCs should attend revalidation (refresher) training periodically (e.g. every three years).
- Visit Leader training – this course is strongly recommended for all those who lead LOfC activities and therefore MLT Academies are required to ensure all visit leaders have such training in place. Although currently there is no revalidation required, to meet National Guidance competency requirements, leaders must be current in their knowledge of expectations of good practice, so periodic refresher training is strongly recommended and will therefore take place on a five-year cycle within MLT Academies.

If any update to the RMBC/DMBC model policy or national guidance takes place, EVCs or visit leaders will initially be notified by the RMBC/DMBC Outdoor Learning Manager via email through the establishment EVC or via notes in the [EVOLVE](#)/EXEANT system.

When MLT staff members require clarification or further help and advice on visits, they should initially contact their EVC. For further advice and guidance contact the RMBC/DMBC Outdoor Learning Manager.

## 8. VISIT NOTIFICATION AND APPROVAL

Both RMBC and DMBC provide electronic web-based systems, [EVOLVE](#) (RMBC) and EXEANT (DMBC), for the notification and approval of all visits.

In both systems, visits are classified into two different categories:

### TYPE 1 - LOCALLY APPROVED VISITS/DELEGATED APPROVAL.

This is the lower level of approval and is in place for educational visits and activities that do not have additional risks, and could be seen as everyday activities which involve no more than an everyday level of risk, such as slips and trips do not require remote supervision or involve significant hazards. These activities should be logged within the [EVOLVE](#) or EXEANT system at least two weeks prior to the visit to enable proper scrutiny by EVCs/leaders of plans and risk assessments prior to the visit date.

Within MLT Academies a small number of specific visits do not require logging on [EVOLVE](#) /EXEANT – these are normally activities that do not require consent, are within Academy time, and within walking distance of the Academy (see Extended Learning Locality – Appendix 1). Such visits must always be pre-planned, agreed with the appropriate Academy leader and EVC, and be subject to blanket parent/carers pre-consent/regular visit consent (Appendix 8A/B).

### TYPE 2 – NOTIFIABLE VISITS/ LA APPROVAL.

Type 2 visits require an additional level of approval through the Local Authority Outdoor Learning Officer. These include:

- Residential visits
- Adventure activities (whether licensable or not)
- International visits



- Visits where there may be significant hazards – local, further afield or located in hazardous outdoor environments
- All visits which include water hazards (eg. A walk alongside a river/visit to the seaside).

Type 2 visits are entered on [EVOLVE](#)/EXEANT and must be submitted to the Academy Principal/EVC for checking at least 30 days in advance. Following checking, the Academy Principal will submit the visit to the LA for final approval.

[EVOLVE](#)/EXEANT applications for type 2 visits should be submitted to the LA 20 working days before the visit and include a copy of the information given to parents/carers providing full details of the visit, a copy of the programme and visit specific risk assessments. It is therefore vital that risk assessments are fully completed and approved within the Academy well in advance (at least four weeks) of a planned visit. Within MLT Academies, type 2 visits will not be allowed to take place without LA approval being received.

## 9. GOOD PRACTICE REQUIREMENTS AND STAFF COMPETENCE

Planning for a visit draws on a knowledge of good practice and is essentially common sense. It arises from a consideration of all the circumstances that apply to the planning, preparation, execution and review of any activity.

Planning should involve:

- Knowledge of the nature of the activity, the location and/or the facilities to be visited
- Consideration for the particular needs of the specific group of children and young people
- Awareness and anticipation of situations that could arise, and thorough preparation for all reasonably foreseeable eventualities including the need for alternatives.

Staff participating in offsite activities and visits must be aware of the extent of their duty of care and should only be given such responsibilities as are in keeping with this guidance. MLT has developed a Visit Leader Checklist (Appendix 2) to assist visit leaders in ensuring they fulfil their duty of care and plan the visit thoroughly.

All staff and helpers must be competent to carry out their defined roles and responsibilities. It is particularly important that careful consideration of competence issues is applied to both newly qualified and newly appointed staff.

The National Guidance provides further advice regarding the assessment of competence [legal framework and employer systems](#).

Where staff hold appropriate qualifications for a particular activity, including first aid, details and a copy of the certificate should be uploaded on to their [EVOLVE](#)/EXEANT account/profile. Refer to the National Guidance document: 'Good Practice for EVC or Visit Leader', found in the [Good-practice](#) folder.

## 10. FIRST AID

Managers/Principals/Visit Leaders have a legal duty to make sure that there is adequate and appropriate First Aid provision for those in their care at all times, including during offsite visits. This involves ensuring access to a competent adult who has an appropriate level of first aid training

and to adequate first aid equipment to enable all reasonable emergency action to be taken in response to any accidents, illnesses, and incidents.

Within MLT Academies, there will always be an appropriate level of First Aid provision on any Educational Visit. The following is recommended, based upon the level of external medical assistance available and the likely time required to access it:

- For visits where other external First Aid provision is available and qualified First Aid assistance is available to respond immediately, no first aid training may be necessarily required for accompanying Group Leaders. However, it is the overall Group Leader's responsibility to ensure that adequate external cover is always available.
- Consideration should also be given to whether adequate first aid provision is available during the journeys, taking into account the length of the journey and known medical conditions.
- For visits in remote locations where other First Aid assistance or professional medical care might not be available immediately and could take up to 15 minutes to arrive, 6 to 8 hours of first aid training is recommended for leaders. The visit leader and leaders of subgroups that may operate independently, should be appropriately competent in first aid or have a trained first-aider as an assistant.
- For visits where other First Aid assistance or professional medical care might not be available immediately, and is likely to take more than 15 minutes to arrive (or in more hazardous situations and environments, where the risk of illness or injury might be considered higher than normal) at least 16 hours of First Aid training is recommended for leaders with the content to include treatment and prevention of injuries and illness that are more likely to occur in the environments staff plan to work in. The visit leader and leaders of subgroups that may operate independently should be appropriately competent in first aid or have a trained first-aider as an assistant.

For EYFS under the statutory framework for the Early Years Foundation Stage (March 2021) it remains a legal requirement for at least one person with a valid full 12-hour Paediatric First Aid (PFA) certificate to be available at all times within a professional childcare establishment. This includes cover for sickness and annual leave and to accompany children on trips or excursions. The framework also states (paragraph 3.25) "Childminders, and any assistant who might be in sole charge of the children for any period of time, must hold a full current PFA certificate."

The National Guidance provides further advice regarding first aid see document [4.4b First Aid Good-practice](#).

## 11. PREPARING STUDENTS FOR LEARNING OUTSIDE OR EDUCATIONAL VISITS

Students of any age who are involved in a visit's planning and organisation, and who are well prepared, will make better informed decisions and will be less at risk. Providing information and guidance to students is an important part of preparing for an educational visit. Within MLT Academies, it is an expectation that students are briefed in an age appropriate manner ahead of any visit or activity.

Students should also be involved in planning, implementing and evaluating their own work and should be included in considering any Health and Safety issues.

The visit leader should ensure that students are capable of undertaking the proposed activity, they should be encouraged to take on challenges but should not be pressured into activities of which they have a genuine fear.

The visit leader should ensure that children and young people understand key information about the visit or activity, including:

- The aims of the visit/activity
- Background information about the activities/venue
- Basic foreign words and relevant foreign culture where appropriate
- How to avoid specific dangers and why they should follow rules
- Expected standard of behaviour and why safety measures are in place
- Who is responsible for the group or sub-group
- What items of clothing or equipment they need
- Rendezvous procedures
- What to do if separated from the group
- Emergency procedures.

If there is a change to the planned programme, new activities/venues should be assessed, and students provided with relevant information. Refer to National Guidance document 4.2a [Group Management and Supervision Good-practice](#).

## 12. BEHAVIOUR

Within Maltby Learning Trust, the Academy's Behaviour Policy applies equally to all children when they are being educated off-site. Indeed, being outside of the Academy, expectations are even higher as children are acting as ambassadors for the Academy. MLT students are expected to behave courteously on all visits and towards all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them.

It is essential that all students actively participate in all aspects of the trip as these are an integral part of the educational experience. Students will always be reminded of the behaviour expectations before going off-site on their visit. The MLT reserves the right to remove students from a visit if behaviour falls below the levels expected of them.

## 13. RISK MANAGEMENT

The Management of Health and Safety at Work Regulations 1999 requires employers to assess risks in the workplace. A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

Normally, within the workplace, the aim is to eliminate risk wherever possible. However, with offsite visits eliminating all risk could also remove many of the benefits associated with the activity and hence be counterproductive. Consequently, whilst risk should be managed, and should be at 'acceptable levels', there needs to be a careful balance between the risk of the activity and the benefits of participation and the learning outcomes.

The Health and Safety Executive (HSE) endorse this approach through their Principles of Sensible Risk Management and advocate that it is important that children and young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

Refer also to HSE: ['Academy trips and outdoor learning activities: Tackling the health and safety myths'](#).

Within MLT Academies, risk assessments should be recorded and identify appropriate controls to minimise the risk of serious harm to students or staff. It is therefore necessary to undertake a risk assessment for all type 2 activities and visits. Example/generic risk assessments, which support this policy, are provided on [EVOLVE/EXEANT](#) and are a starting point for all visit-specific risk assessments. The example/generic risk assessments should be amended as appropriate and attached to the [EVOLVE/EXEANT](#) application.

Type 1 visits may be covered by an Academy's current policies and procedures and only need a little extra planning beyond the educational aspect of the trip.

The statutory framework for the Early Years Foundation Stage (March 2021) paragraph 3.66 states: "Children must be kept safe while on outings. Providers must assess the risks or hazards which may arise for the children and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of adult to child ratios."

Refer to National Guidance 4.3 [Good-practice](#)

## 14. PLANNING AN ACTIVITY OUTSIDE THE CLASSROOM OR EDUCATIONAL VISIT

Within MLT Academies, activities outside the classroom and Educational Visits should be an integrated part of the curriculum offer, whether that be built into programmes of learning or part of the wider pastoral offer. Visits should be planned into the offer well in advance and links to wider learning should be clear to all stakeholders through the planned curriculum; they should benefit children by widening their experience and build cultural capital. Plans should follow all legal requirements and good practice. MLT Academies should ensure that:

- All staff (including any adult volunteer helpers) and the children and young people to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process.
- Those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained (see section 22).
- Proportionate assurances have been obtained from any providers via the Provider Statement or by the provider holding an LOTC Quality Badge (see section 30)
- Designated emergency contact(s) have been identified that will work on a 24/7 basis where required.
- All details of the activity provision are accessible to the emergency contact throughout the period of the activity.

Within MLT Academies, an early stage of the planning process, it is considered good practice to carry out a brainstorming exercise in order to identify the benefits and learning outcomes that the activities might achieve. If the outcomes are to be evaluated with any rigour (an Ofsted expectation), then it will be essential that these outcomes are prioritised, and appropriately

targeted. A record of these outcomes will help keep the plan focused and can also provide some objectivity for the risk-benefit assessment.

Once the targeted outcomes have been recorded, it will then be possible to identify appropriate on-going review and evaluation strategies, including indicators.

It can be helpful to develop activity-specific procedures and risk assessments at establishment level for regular or routine activities. Within MLT Academies, such activities will be identified and reviewed annually and could include regular walks or activities such as sporting events. Such procedures should be robust and equate to 'operational procedures' that make it clear how the activity is planned and delivered, as well as assuring educational quality. Such operational procedures can serve as generic risk-benefit assessments, induction checklists for new staff, and monitoring checklists for senior managers. When establishing operational procedures, staff should sign to confirm they have read and understood the procedures which should be renewed on an annual basis.

The degree of complexity of a particular plan or policy (along with its supporting procedures) will need to reflect the nature and complexity of several variables that can impact on any given activity. These variables can be remembered as '**SAGED**':

**S**taffing requirements – Trained? Experienced? Competent? Ratios?

**A**ctivity characteristics – Specialist? Insurance Issues? Licensable?

**G**roup characteristics – Prior experience? Ability? Behaviour? Special/medical needs?

**E**nvironmental conditions – Like last time? Impact of weather? Water levels?

**D**istance from support mechanisms in place at the home base – Transport? Residential?

Refer to National Guidance 3.3 for check lists personalised by role [legal framework and employer systems](#)

MLT has developed a checklist for visit leaders from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'. Our MLT checklist can be found at Appendix 2 and the generic LA checklist can be downloaded from the [EVOLVE](#)/EXEANT system resources.

The checklist should be used as an aide memoire for staff and/or the establishment EVC. It should be reviewed regularly to ensure it reflects best practice.

## 15. PRELIMINARY VISITS AND PROVIDER ASSURANCE

Within MLT Academies it is an expectation that all visits are thoroughly researched to establish the suitability of the venue and to check that facilities and third-party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of children and young people. It is a vital dimension of risk-benefit management.

Wherever reasonably practicable, MLT Academies will carry out preliminary visits to proposed venues. Where a preliminary visit is not reasonably practicable, Academies should consider how they will gather sufficient information to make an adequate assessment of the risk-benefit management issues (telephone discussion; website; contacting previous users etc.).

Where a provider is supplying some form of activity delivered by a member of their staff or third party and/or residential accommodation, proportionate assurances must be obtained from any

providers via the Provider Statement/Assurance Form (Appendix 3A/B); providers holding an LOTC Quality Badge only need to complete part of the form. The Provider Statement/Assurance Form should be sent to the provider to complete well in advance of the visit; wherever possible this should be completed and checked prior to Academies becoming financially committed, particularly when using a new provider.

A completed Provider Statement/Assurance Form is not required when the provider is part of an Academy's 'home' LA's own provision.

All providers are required to hold a minimum level of public liability insurance of £5 million. This also applies to campsites, except when being used for one night for a lightweight expedition camp (usually where the groups are walking in and out of the site), in which case the parents/carers should be advised that no check has been made of the existence or level of public liability held.

Where a provider has less than £5 million public liability insurance, but the specific activity is considered to have substantial educational/developmental benefit to the participants, and is considered a low risk, then, in consultation with and prior approval from the Outdoor Learning Manager, the activity may proceed. This is on the provision that parents/carers have been advised, and their specific consent obtained to the fact that the insurance is less than the expected minimum and agreement received that they accept the potential consequences. A set form of consent will be provided by the Outdoor Learning Manager for this purpose.

Refer to National Guidance document 4.4h Using external providers and facilities [Good-practice.](#)

## 16. MONITORING

National guidance states that employers must ensure that any systems they put in place are effectively monitored. Academy EVCs and Principals are responsible for ensuring that both activities involving LotC and Evs are adequately monitored.

MLT Academies and their EVCs should ensure that appropriate systems are in place for monitoring offsite visits. Monitoring includes checks on procedures, checks on training, reviews following visits, and sampling (field observation) to check that procedures are followed during visits. Further information on monitoring is available in the National Guidance. All monitoring of LotC and EV must be reported to Academy leaders, Executive Leaders and the Academy LGC.

Refer to National Guidance document: 3.2b Monitoring under legal frameworks and employer: [Legal frameworks and employer.](#)

## 17. EMERGENCY PLANNING

Incidents and accidents should be recorded following MLT procedures and reported to the Academy EVC, Principal and Executive Leaders.

Any incidents and accidents involving a provider should be reported to the Outdoor Learning Manager.

All visits require a Home/Emergency contact based at the Academy who will act as a buffer for the visit leadership team; when a visit extends beyond the Academy day/out of office hours, arrangements must be made for the contact to be available for the entire duration of the visit (i.e.

constant cover). Details of how to contact the Emergency Contact must be given to parents/carers.

It is recognized that the role of Academy based Emergency contact can be very demanding when an emergency does occur. Therefore, it is important to ensure that the people who have that role are competent. Within MLT Academies, the Home/Emergency contact should be an appropriate senior member of staff.

Most emergencies can be dealt with by the staff on the Visit Leadership Team possibly with support from the Academy.

All Academies/establishments should develop an Academy-Level Emergency Plan.

All staff on the visit should be aware of who will take charge in an emergency, the named back up cover and what they are expected to do. Staff should be provided with a Visit Leader Emergency Action Card/Plan.

Refer to National Guidance Emergency documentation [Good-practice](#).

## 18. CRITICAL INCIDENT SUPPORT

A critical incident is an incident where any member of a group:

- Has suffered a life-threatening injury or fatality
- Is at serious risk
- Has gone missing for a significant and unacceptable period
- Is involved in an incident which goes beyond the ability of the visit leadership to cope.

Maltby Learning Trust has an emergency plan in place to deal with a critical incident during a visit, this comprises the 'Visit Leader's Emergency Procedures' (Appendix 4) and 'Checklist for Principals Responding to an Incident' (Appendix 5). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

Maltby Learning Trust will support any Academy where a major incident takes place, enabling Academy staff to focus on supporting students, staff, and families: this includes any incident which is likely to attract media attention. When an incident overwhelms the Trust's emergency response capability, or where it involves serious injury or fatality, support will be sought from the relevant Local Authority.

Both RMBC and DMBC have Emergency Plans in place to support Academies / services in the event of a critical incident, if required the establishment should contact the Forward Liaison Officer.

## 19. RATIOS AND EFFECTIVE SUPERVISION

Except in Early Years, the law does not prescribe activity-specific staffing ratios; however, it does require that the level of supervision and group management is 'effective'. Effective supervision should be determined by a risk assessment that takes account of:

- The nature of the activity (including its duration)
- The location and environment in which the activity is to take place



- The age and gender (including developmental age) of the children and young people to be supervised
- The ability of the children and young people (including their behavioural, medical, emotional and educational needs)
- Staff competence.

As a starting point for consideration, rather than being definitive, as they may be appropriate only where the activity is relatively straightforward, and the group has no special requirements, the following ratio is recommended for day visits:

- Academy Years 1 – 3, 1:6
- Academy Years 4 – 6, 1:10/15
- Academy Years 7 onwards, 1:15/20

Residential visits:

- A minimum of 2 teachers or adults
- 1 teacher or adult for every 10 students (6 students for Academy years 1-3)
- Mixed gender groups should have at least 1 male and 1 female teacher or adult.

Where a child or young person requires 1:1 support the member of staff providing this assistance is additional to the above ratios. Within MLT Academies, appropriate ratios will be maintained at all times during day and residential visits.

The Statutory Framework for the Early Years Foundation Stage (March 2021) sets out specific legal requirements for minimum ratios in this age group, which apply both indoors and on outings.

Refer to National Guidance document 4.2a Group management and supervision and 4.3b Ratios and effective supervision [Good-practice](#).

## 20. TRANSPORT

When planning offsite visits, MLT Academies should give particular consideration to the method of transport to and from the visit. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it. Academies must follow any relevant policies and guidance in addition to information contained in this document. All national and local regulatory requirements must be followed.

A generic/example transport risk assessment is available on the [EVOLVE](#)/EXEANT systems which considers various transport methods and contains additional information.

### SELF-DRIVE (VEHICLE HIRE)

In case of vehicles being hired and driven by a staff member, a number of factors should be considered as part of the driving/transport risk assessment; including, but not limited to, – driver competence, suitability/maintenance of vehicles, insurance, seat belts, weather conditions and driver fatigue.

The level of supervision necessary should be also considered; remember, the driver of a vehicle transporting children or children and young people cannot drive and supervise at the same time.



Therefore, a key judgement needs to be made about the likely behaviour and individual needs of the passengers. If any of the children or young people require close supervision, then another adult should travel in the vehicle so that the driver is not distracted. For longer journeys it is recommended that there is an additional adult/driver.

Other than in exceptional circumstances, staff should not transport individual students or pairs of students in their car without an adult chaperone. Where three or more students are transported, one adult may transport them.

## ACADEMY TRANSPORT

Drivers of Academy minibuses and/or any other forms of Academy transport are ultimately responsible for making sure vehicles are roadworthy in all respects before leaving the Academy site.

Use of Academy transport is covered in the following guidance:

<https://www.gov.uk/government/publications/driving-Academy-minibuses-advice-for-Academys-and-local-authorities/driving-Academy-minibuses-advice-for-Academys-and-local-authorities>.

Other than in exceptional circumstances, staff should not transport individual students or pairs of students in their car without an adult chaperone. Where three or more students are transported, one adult may transport them.

## USE OF STAFF CARS TO TRANSPORT STUDENTS

Staff may use their own vehicles for Academy visits. However, the Trust needs to ensure their vehicle is roadworthy. Any driver wishing to use their car to transport MLT students should present a valid insurance certificate (including business cover), valid driver's license and MOT (if car over 3 years old) to Academy administration staff/the EVC. If this information is not forthcoming students will not be transported.

Staff using their own vehicles for educational visits are covered by the Academy/Trust insurance, however as an additional protection the Trust requires all staff doing so to have business cover on their personal policy. The Academy/Trust ensures that those staff who do transport students in their own vehicles have a valid and current driving license.

Other than in exceptional circumstances, staff should not transport individual students or pairs of students in their car without an adult chaperone. Where three or more students are transported, one adult may transport them.

## COACH/BUS HIRE

Academies should ensure that coaches and buses are hired from a reputable company and appropriate checks/assurances obtained; the Transport Provider Statement/Coach Transport Assurance Form (Appendix 6A/B) is provided to support establishments in completing this. Refer to National Guidance: 4.5e Hiring a Coach [Good-practice](#).

## USE OF PRIVATE CARS (NON-STAFF MEMBERS)

Transporting children and young people in private cars requires careful consideration. Where this occurs, there should be recorded procedures. Where an Academy co-ordinate the use of parent/carer/volunteer transport the Volunteer Drive Declaration should be used to check and record the appropriate information (Appendix 7).

Details of transport to be used must be made clear to parents/carers and explicit consent obtained to transport students in private cars and by specified persons. Refer to National Guidance documentation Transport 4.5 [Good-practice](#).

## 21. CHARGING

The charging of parents/carers for Educational Visits and other experiences is covered by the MLT Charging and Remissions Policy which should be read alongside this policy.

The standard paragraph below is used in letters sent home to parents/carers regarding educational visits during term time, which states:

“The Government’s Education Reform Act of 1988 no longer permits our Academy to make a mandatory charge for this venture as it takes place mainly during Academy hours. However, we are seeking a voluntary contribution of XX to cover our costs. Your son/daughter will still be entitled to participate, even if you do not wish to make this contribution. All parents/carers must be aware that if contributions are not sufficient to meet our costs, we will have no alternative but to cancel the venture.”

In addition, Principals, Leaders, EVCs and visit/activity leaders must take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449 to 462 of the Education Act 1996.

Refer to DfE Guidance document: [Charging for Academy Activities](#) also available on [EVOLVE/EXEANT](#).

## 22. INSURANCE

For MLT employees the following insurances apply via our agreement with Zurich Insurance to offsite visits to the same extent as they do on Academy premises:

### EMPLOYERS’ LIABILITY

Indemnifies the Academy in respect of claims for compensation for bodily injury suffered by any employee. For the purposes of this insurance, persons acting in a voluntary capacity as assistant supervisors are classed as employees.

### PUBLIC LIABILITY

Indemnifies the Academy and employees in respect of claims for compensation for bodily injury and third-party property damage.

Zurich also provides both personal accident and Academy journey insurance policies for off-site visits to MLT Academies.

For all international visits or visits which involve high risk activities, appropriate additional insurance must be in place where this is required. Advice should be sought from the Central Trust team in these instances. Personal accident and Academy journey insurance must be in place for all Type 2 visits.

Refer to National Guidance document 4.4c Insurance [Good-practice](#)

## 23. PARENT/CARER CONSENT

Within MLT Academies, each Academy obtains blanket consent at the start of each year for activities that fall within the 'Extended learning locality' (Appendix 1). These include visits which fall within the Academy's definition of a 'local visit', certain sporting activities, local walks etc. These are defined according to age/phase and the individual Academy policy/definition. Such activities should always fall within Academy time and take place within walking distance of the Academy as defined by the Extended Learning Locality. Such visits must always be pre-planned, agreed with the appropriate Academy leader and EVC and be subject to blanket parent/carers pre-consent using the appropriate form at (Appendix 8A/B). The Academy may choose as a matter of course to inform parents/carers that their children are going out of the Academy.

All other visits will require parent/carers consent using the appropriate form (Appendix 9A/B/C). Consent is needed for visits taking place outside Academy hours and also for activity taking place both during and outside Academy hours, where it is perceived to involve a higher level of risk, such as a visit involving a long journey or adventure activity.

Specific consent must be obtained by all establishments for residential activities using the relevant form (Appendix 9A for RMBC Academies and 9C for DMBC Academies).

Where consent is required, parents/carers must be provided with sufficient information to make an informed decision about the participation of their child (informed consent). Consent must be in a written form either paper or electronic. Refer to National Guidance document 4.3d Consent [Good-practice](#).

Parents/Carers and students should be told in advance of the visit and agree to the procedures for dealing with misbehaviour, how a student will be returned home safely and who will meet the cost.

## 24. CONSENT FOR MEDICAL TREATMENT

Within MLT Academies, prior to a visit taking place, parents/carers should give medical consent providing authority for their child to receive emergency treatment, including administration of an anesthetic or blood transfusion. The RMBC/DMBC consent forms (Appendix 9A/B/C) include medical consent. Academies need to ensure that any use of proprietary medications and of an emergency salbutamol inhaler are in line with the Trust's Supporting Students with Medical Conditions Policy.

Refer to the National Guidance Document 4.4d Medication [Good-practice](#).

## 25. SAFEGUARDING

It is the responsibility of the Visit Leader, Group Leaders, and all other staff and adults involved, to safeguard and promote the welfare of children and young people during outdoor learning, off-site visits and learning outside the classroom. Within MLT Academies, there is an expectation that all staff and volunteers actively safeguard children at all times – if the wellbeing of a child is at risk adults are expected to intervene.

Refer to the National Guidance document 4.3e Safeguarding [Good-practice](#).

## 26. DBS CHECKS

All MLT employees must have a current enhanced DBS check as part of their recruitment process. However, in addition to this any volunteer or other who have frequent or intensive contact with children or young people must also be subject to a DBS.

For the purposes of this policy:

- Frequently is defined as 'once a week or more'
- Intensively is defined as 4 days or more in a month or overnight.

However, it must be clearly understood that a DBS check (or other vetting procedure) in itself is no guarantee as to the suitability of an adult to work with any given group of young or vulnerable people. If you are planning to place an adult within a situation of professional trust (where children and young people could be vulnerable to physical or mental exploitation or grooming), you should always carry out a common sense risk-benefit assessment. This should include simple considerations about whether an adult can be in charge of a group of young people or should have unsupervised access to young people. However, only adults with a current enhanced DBS Check are to be left in sole charge of children.

Refer to National Guidance document Vetting and Disclosure and Barring Service (DBS) Checks found in the [Employer](#) folder.

## 27. INCLUSION

The Equality Act 2010 states that the responsible body of an Academy must not discriminate, harass or victimise a student to whom one of the protected characteristics applies (Disability; Gender reassignment; Pregnancy and Maternity; Race; Religion or Belief; Sex and Sexual Orientation) in the way that it affords (or not) the student access to a benefit, facility or service. There is a duty to make reasonable adjustments.

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

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

- An entitlement to participate
- Accessibility through direct or realistic adaptation or modification
- Integration through participation with peers.

In MLT Academies, every effort will be made to accommodate all children, no matter what their special educational, physical disabilities or medical needs, whilst maintaining the safety of everyone on the visit. This should include consulting parents/carers, outside agencies (for example specialist nurses) and the moving and handling advisor. It will be the assumption that children with additional needs will take part in the same activities as others or have a similar experience, with reasonable adjustments which have been agreed in advance. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. Separate visit specific risk assessments should be in place for any children with additional needs prior to a visit being approved.

Further information on inclusion, including circumstances where it is reasonable to exclude a young person, e.g., on grounds of behaviour, is available in the National Guidance. Refer to National

Guidance document: 3.2e Inclusion, [legal framework and employer systems](#).

Refer to Reasonable Adjustments for Disabled Pupils Equality and Human Rights Commission available on [EVOLVE/EXEANT](#).

## 28. THE DUKE OF EDINBURGH'S AWARD

Where an MLT Academy is a Licensed Organisation to deliver DofE programmes, any group operating under the Academy's DofE License must adhere to this policy and the DofE Supplement available on [EVOLVE/EXEANT](#). The policy applies to the 'Expedition' section; but is relevant to all DofE sectional activities (such as canoeing for the 'Physical' section).

## 29. SWIMMING LESSONS

Where possible, Academy students will use changing facilities which are separate from public changing areas. Students will be supervised by members of staff with due regard for safeguarding risks. There will be a minimum of two members of staff to accompany a class swimming, a specific risk assessment for swimming will be completed at the start of the programme and will take due regard of any SEND, medical and behavioural needs in each cohort. The specific risk assessment must also take account of the specific facility being used to deliver swimming and any supervisory/safeguarding implications of the individual arrangements in place.

## 30. SPORTING FIXTURES

### ONE-OFF SPORTING ACTIVITIES

Where activities are not part of a regular fixture programme, a separate risk assessment should take place. This will consider the venue, and what supervision is required, changing arrangements (or

whether students will leave the Academy in appropriate kit) and transport. Where changing rooms at a venue are used, these should be separate from any public changing rooms and should be supervised by members of staff. There will typically be at least two members of staff accompanying students to sporting activities.

Details of events, equipment required, transport arrangements and timings will be communicated to parents/carers who must sign (digitally or physically) to accept these arrangements prior to a student attending an event.

## REGULAR SPORTING ACTIVITIES

A specific risk assessment for regular sporting fixtures will be completed at the start of the academic year. This will be kept under review for the whole year and adapted where needed.

Authority for these regular sporting activities is provided by listing the sporting extended locality on the Academy website (Appendix 1). Details of events, equipment required, transport arrangements and timings will be communicated to parents/carers who must sign (digitally or physically) to accept these arrangements prior to a student attending the series of fixtures or season.

Where sporting activities take place after the Academy day, students may be dismissed to their parent/carer's care and transported to the event by their parents/carers. This is a private arrangement and falls outside the Academy's risk assessment.

## 31. DISMISSAL OF STUDENTS AFTER EVENING ACTIVITIES

Students will always remain fully supervised by the class teacher/visit leader and an additional adult until an appropriate adult collects them – an adult/class teacher/visit leader should not be left in sole charge of a child or children, unless there are exceptional circumstances. Where a visit returns to the Academy after Academy hours, a list of primary contacts should be taken on the visit by the visit leader to ensure that the parent/carer of any child who has not been collected can be contacted.

Students above Year 6, with specific permission authorised by their parent/carer, may walk home alone.

## 32. ADVENTURE ACTIVITIES LICENSING REGULATIONS

MLT Executive Leaders, Principals, EVCs and leaders should have a basic understanding of where and when the provision of adventurous activities is legally regulated.

The Activity Centre (Young Persons' Safety) Act established the Adventure Activities Licensing Regulations and the Adventure Activities Licensing Authority (AALA) and made it a legal requirement for certain providers of adventure activities to be licensed by the Authority (a role undertaken by the HSE since 2007).

Only activities specified in the regulations come under the scheme. These 'in scope' activities are – caving, climbing (except on climbing walls or abseiling towers), trekking (as defined) and watersports (as defined).

Note: an AALA license is an assurance of safety. It does not accredit educational or activity quality. Refer to National Guidance document 7a Adventurous Activity Licensing Regulations [Specialist activities-and-visits](#) folder.

### 33. SPECIALIST ACTIVITIES AND VISITS OVERSEAS

Certain activities may be beyond the experience of staff members or may not be subject to a previsit. Example/generic risk assessments for a variety of specialist activities and visits, which support this policy, are provided on [EVOLVE/EXEANT](#) and are a starting point for all visit-specific risk assessments.

For additional information for specific activities, refer to National Guidance documentation: [Specialist activities-and-visits](#). These documents are not stand alone and must be read in conjunction with any other documents associated with the activity/visit.

For overseas visits where a child or young person with a known medical condition is to be in a group where staff are not fluent in the language of the country being visited, then appropriate information should be translated and readily available to be given to the medical services in the event of an emergency. Before driving a minibus in any country outside the UK, the current specific regulations of that country should be checked. Refer to National Guidance document: 4.5b Transport in minibuses [Good-practice](#)

### 34. THE VALUE AND EVALUATION OF LEARNING OUTSIDE THE CLASSROOM

MLT Academies should set up a clear process for evaluating all visits once they have been concluded from the planning through to the visit itself. The National Guidance includes a section on Rigorous Evaluation of LOTC, meeting Ofsted expectations of the [Evaluation and Review](#) of educational visits. Use of the evaluation section on [EVOLVE/EXEANT](#) can also support this.

## APPENDIX 1 – EXTENDED LEARNING LOCALITY

### EXTENDED LEARNING LOCALITY

The MLT Educational Visits Policy requires that the following information is available to parents/carers to provide blanket consent for identified activities within the extended learning locality.

### BOUNDARIES AND MAP

The boundaries of the locality are shown on the attached map. This area includes the following frequently used venues: e.g.

- *Stoneydown Park*
- *Stoneydown Library*
- *Hampden Pool and Leisure Centre*
- *The Concorde Shopping Mall*
- *Etc.*

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the EVOLVE/EXEANT visit approval process, provided they follow the below Operating Procedure.

### SPORTING EXTENDED LOCALITY

- Maltby schools and Academies
- Doncaster schools and Academies
- Rotherham schools and Academies.

### OPERATING PROCEDURE FOR EXTENDED LEARNING LOCALITY

The following are potentially significant issues/hazards within our Extended Learning Locality:

- Road traffic
- Other people/members of the public/animals
- Losing a student
- Uneven surfaces and slips, trips and falls
- Weather conditions
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish etc)
- *Etc – add anything else specifically relating to your locality.*

These are managed by a combination of the following:

- The Principal, Vice Principal or EVC (*delete as necessary according to your circumstances*) must give verbal approval before a group leaves. *Not strictly necessary if you have clearly*



*identified competent staff, and are confident in your operating procedure, and the fact that staff will follow it.*

- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents/carers when their child joins the Academy.
- There will normally be a minimum of two adults. *This statement is probably appropriate for all primary Academies, although in benign locations it may be appropriate to relax it for year 6s. Decisions should be based on the area and the age / maturity of the students - the key determinant will always be 'what would the students do if the only adult collapsed?'*
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Students have been trained and have practiced standard techniques for road crossings in a group. *For primary Academies this is easy to do with some simple road markings in the playground – with a little practice this can become drilled and slick, as everyone knows what is going to happen.*
- Where appropriate, students are fully briefed on what to do if they become separated from the group. *This needs a decision and will depend on the area you are in – return to the Academy, wait where they are, go to x and ask for help, etc).*
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Students' clothing and footwear is checked for appropriateness prior to leaving the Academy.
- Staff are aware of any relevant student medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all students and staff, a proposed route, and an estimated time of return.
- An Academy mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles) *If you have a local issue, eg. with drug needles, etc, in any area, then you can mark that bit as no-go, or add here how you will educate the students to deal with it – it is their home after all, so they need to be able to cope with it!*
- Plus – add any specifics relating to your local area – e.g. 'when crossing Bimble Street, everyone must use the toucan crossing by Baguette the Bakers'

## APPENDIX 2 – VISIT LEADER CHECKLIST

Basic Checks for All Visits	Actions
Visit aims	Establish visit aims, discuss with staff and students
Notification on EVOLVE/EXEANT	Start entering the visit information on EVOLVE/EXEANT as soon as possible
Pre-visit of venue	This should normally be done to inform the risk assessment
Programme	Schedule, worksheets, route cards
LEA Guidelines	Read LEA 146 Educational Visit Guidelines
Leader Competence*	Appropriate numbers for group, qualifications, experience
Risk assessments*	Generic/specific assessments for each activity/venue
Planning	Provide detailed plan to EVC and Line Manager
Complete EVOLVE/EXEANT *	Complete the EVOLVE/EXEANT submission and submit to your EVC.
Supervision	Organisation of who, what, where, when
Staff Briefing	Objectives, individual responsibilities
Student Briefing	Objectives, code of conduct, schedules
Parent/Carer Approval*	May be general for local work or specific for special visits – consent needs to be informed
Medical Problems	Allergies, illness, disabilities
First Aid*	Emergency aider, appropriate first aid kit(s)
Insurance	If required – complete relevant forms Check indemnities and disclaimers with RMBC Insurance Section

List of Students	Include medical problems and possibly home telephone
Emergency Procedure	Contact and action to be taken

### **Additional Items for Journeys with Transport**

Kit lists	Clothing and equipment for students, leaders, assistants, party
Bank A/C	Do not use own private a/c
Transport	Booking, times, costs, venue, pickup, route if appropriate
Drivers	Rotherham approved status
Travel Sickness	Tablets (before), cleaning materials, seating
Food	Meals, snacks, inform kitchen as appropriate, diets

### **Additional Items for Residential Visits**

Parents/Carers' Meeting	Pictures, maps, reassurance, work plan, cost, travel
Diets	Religious, health, allergy and commitment diets
Students personal details	Telephone, address, age, parent/carers, doctor
Liaise with accommodation	Objectives, expectations, difficulties
Emergency Contacts	24hr - Several to ensure full cover
Pocket Money	Care of money/valuables, Academy bank

### **Additional Items for Travel Abroad**

EEC package travel regs*	Ensure your visit has a clearly stated educational aim and purpose
Group Passport	Allow plenty of time to obtain
EHIC	Allow plenty of time to obtain
Currency and Travellers Cheques	Allow plenty of time to obtain
Insurance	Complete relevant forms

### **Additional Items for Adventurous Activities and Hazardous Environments**

AALA Licensing	Applies to some adventure activities when using an outside provider
Instructor Qualifications	Check in place - required for many adventure activities
Staff Competencies	Ensure evidence of competence
First Aid	Higher level of first aid may be required for adventure activities
Water Hazards	Take particular care with risk assessment and supervision
Plan B	Ensure in place in case planned activities cannot take place

\* RMBC mandatory requirement

**Provider Statement for Educational Off-site Visits and Activities**  
**FOR COMPLETION BY PROVIDERS AND TOUR OPERATORS OF EDUCATIONAL VISITS AND**  
**ACTIVITIES FOR ESTABLISHMENTS WITH ROTHERHAM MBC SERVICE LEVEL AGREEMENT**

This form is designed to help the Visit Leader/establishment confirm that a provider meets required standards.

**PART 1: To be completed by the Visit Leader**

Establishment/School	Click here to enter text.
Email	Click here to enter text.
Visit Leader	Click here to enter text.
Name of Provider	Click here to enter text.
Date(s) of visit	Click here to enter a date.

**PART 2: To be completed by the Provider:**

Provider - please give careful consideration to the following statements and respond with YES, NO or N/A, or give the specific information required. If you hold a valid Learning Outside the Classroom (LOtC) Quality Badge, you need complete only Section A and the Confirmation.

**SECTION A – to be completed by all providers**

Yes, No or N/A

**1 Learning Outside the Classroom Quality Badge**

1.1	Do you hold a Learning Outside the Classroom Quality Badge?	Choose an item.
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**2 Data Protection**

2.1	Do you comply with the General Data Protection Regulations (GDPR)?	Choose an item.
2.2	Will the terms of the contract with the establishment include an outline of how any personal data the establishment shares with you will be shared, used, stored, secured and eventually deleted or returned?	Choose an item.
2.3	Do you accept that you may only take or use photographs of participants with the establishment's specific permission?	Choose an item.

**3 Waivers**

3.1	Do you guarantee that the establishment, the participants or their parents/carers will not be required to agree any waiver which seeks to limit your liability for death or personal injury?	Choose an item.
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**4. Coronavirus**

4.1	Do all venues and or activity arranged comply with current COVID-secure guidance with measures in place to minimise the risk of infection?	Choose an item.
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**SECTION B – to be completed by all providers (not holding Learning Outside the Classroom Quality Badge).**

**4 Insurance**

4.1	What is the expiry date of your Public Liability Insurance which will be current during the proposed visit and activities and which covers all directly provided and sub-contracted activity?	<a href="#">Click here to enter a date.</a>
4.2	What is the indemnity limit?	£ Million

**5 Health & Safety and emergency policies**

5.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations, and have a written health and safety policy and recorded risk assessments which are available for inspection?	Choose an item.
5.2	Do you have accident and emergency procedures in place, with records available for inspection?	Choose an item.

**6 Vehicles**

6.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used, and EU regulations on passenger seats and seat restraints?	Choose an item.
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**7 Staffing**

7.1	Are staff who have access to young people checked for relevant criminal history and suitability to work with young people?	Choose an item.
7.2	Are there regular opportunities for liaison between your staff and visiting establishment staff?	Choose an item.
7.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such change be made known to establishment staff?	Choose an item.

**8 Accommodation**

8.1	Does UK accommodation comply with current fire regulation requirements of the Regulatory Reform, (Fire Safety) Order 2005?	Choose an item.
8.2	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned, that it has fire safety and security arrangements equivalent to those required the UK and are records of these inspections available?	Choose an item.
8.3	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	Choose an item.
8.4	Are separate male and female sleeping accommodation and washing facilities provided?	Choose an item.
8.5	Is visiting staff accommodation sufficiently close to young peoples' accommodation for adequate supervision?	Choose an item.
8.6	Will all young people have an individual bed to sleep in?	Choose an item.

**9 Sub-contracting**

9.1	Will you sub-contract any services? (e.g., activity instruction, transport, accommodation)	Choose an item.
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9.2	Where any element of provision is sub-contracted, do you ensure that each sub-contractor meets the relevant specifications outlines in the other sections of this statement, and are records of checks of sub-contractors available for inspection?	Choose an item.
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## SECTION C – to be completed if the visit contains taught or instructed activities of any sort

### 10 Adventure Activities (complete if any activities are licensable under AALA)

10.1	What is your AALA Reference Number and expiry date?	Click here to enter text.	Click here to enter a date.
10.2	Does the licence cover ALL planned activities, which are in the scope of an AALA licence?	Choose an item.	

### 11 Activity Management (complete for all taught or instructed activities)

11.1	Do you have a policy for staff recruitment and training & assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties?	Choose an item.
11.2	Do you maintain a written code of practice for all activities which is consistent with National Governing Body guidelines and, if abroad the relevant laws and regulations of the country concerned?	Choose an item.
11.3	Do you confirm staff competence by appropriate National Governing Body qualifications for the activities undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced Technical Adviser.	Choose an item.
11.4	Where there is no National Governing Body qualification for an activity are operating procedures, staff training & assessment requirements explained in a code of practice?	Choose an item.
11.5	Will participants have access at all times to a person with a current appropriate first aid qualification and staff practised & competent in accident and emergency procedures?	Choose an item.
11.6	Is there a clear definition of responsibilities between your staff and visiting staff regarding supervision and welfare of participants?	Choose an item.
11.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current practice, with records kept of maintenance checks as necessary?	Choose an item.

## SECTION D – to be completed by tour operators

### 12 Tour Operators

12.1	Do you comply with the Package Holidays and Package Tours Regulations 1992, the Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001 and the Package Travel and Linked Travel Arrangements Regulations 2018 including bonding to safeguard customers' monies?	Choose an item.
12.2	Please provide details of bonding (ABTA, ATOL etc) with reference numbers and expiry dates	Click here to enter text.



**SECTION E – To be completed if the visit includes an overseas expedition as defined in National Guidance document 7q “Overseas Expeditions” [OEAPNG](#)**

13 Overseas expeditions

13.1	Do you comply with British Standard BS8848:2014?	Choose an item.
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**SECTION F – to be completed by all providers**

14 Accreditation

14.1	Please provide details of any relevant accreditation with reference numbers and expiry dates	Click here to enter text.
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**DECLARATION – to be completed by all providers**

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might adversely affect the safety and wellbeing of user groups.

Signed	Click here to enter text.	Date	Click here to enter a date	
Name	Click here to enter text.	Role	Click here to enter text.	
Provider name	Click here to enter text.			
Address	Click here to enter text.			
Tel:	Click here to enter text.	Email:	Click here to enter text.	
Fax:	Click here to enter text.	Website:	Click here to enter text.	

Thank you for completing this form, please return the completed form to the establishment/school named on page 1.





## PAF: Provider Assurance Form (Version 1.1 2016)

When an establishment is considering using a provider or tour operator for an educational visit, Doncaster MBC LA policy requires that assurances are sought from external providers that suitable and sufficient safety management systems are in place. Careful consideration is to be given to the statements below. On this e-form select the relevant checkbox below (either 'Yes', 'No' or 'N/A') to show your response and enter text where applicable. Section A is to be completed for all visits. Section B (adventurous type activities), Section C (tour operators) and Section D (expeditions) are to be completed as applicable. Please email this form to the group leader named below. Thank you for completing this form.

Name of Provider:
Name of Establishment Sending Form:

### SECTION A – ALL VISITS

#### Health, Safety and Emergency Policy

- |   | Yes                      | No                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| 1. Do you comply with relevant health and safety regulations, including the Health and Safety at Work Act (1974) and associated regulations and have a health and safety policy, and recorded risk assessments which are available, if requested, for inspection? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. There are clear accident and emergency procedures and records that are available, if requested, for inspection.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### Vehicles

- |  |                                 |                                |                                 |
|--|---------------------------------|--------------------------------|---------------------------------|
| 3. All vehicles utilised by the provider are maintained in a roadworthy condition, they meet the requirements of the regulations in the country in which they are being used, and EU regulations on passenger seats and seat restraints. | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
|--|---------------------------------|--------------------------------|---------------------------------|

#### Staffing

- |  |                                 |                                |                                 |
|--|---------------------------------|--------------------------------|---------------------------------|
| 4. All relevant and reasonable steps been taken to check staff who have access to young people for relevant criminal history along with checking their suitability for work with young people.   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 5. The provider will ensure that adequate and regular liaison is maintained with the group leader and there is sufficient flexibility in activity programming to amend activity delivery as required to take account of changes in circumstances (these changes being made known to visiting establishment staff). | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |

#### Insurance

- |  |                                 |                                |                                 |
|--|---------------------------------|--------------------------------|---------------------------------|
| 6. The provider has public liability insurance for at least £5 million, with a clause giving "indemnity to principal". | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
|--|---------------------------------|--------------------------------|---------------------------------|

#### Accommodation

- |   |                                 |                                |                                 |
|---|---------------------------------|--------------------------------|---------------------------------|
| 7. UK accommodation complies with current fire regulation requirements of the Regulatory Reform, (Fire Safety) Order 2005.  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 8. All overseas accommodation to be used meets the legal requirements of the country concerned, it has fire safety and security arrangements equivalent to those required in the UK and records of these inspections are available. | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 9. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is close to the accommodation for the young people.  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 10. There are appropriate security arrangements and safeguarding measures to prevent unauthorised access to the accommodation.  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |

#### Sub-contracting

- |   |                                 |                                |                                 |
|---|---------------------------------|--------------------------------|---------------------------------|
| 11. Where any element of provision is sub-contracted, assurances have been sought that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and that these providers operate to standards which meet the relevant regulations which apply to the country of operation. Records of checks of sub-contractors are available for inspection. | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
|---|---------------------------------|--------------------------------|---------------------------------|

## APPENDIX 4 – VISIT LEADER'S EMERGENCY PROCEDURES

### INTRODUCTION

The Academy's emergency response to an incident is based on the following key factors:

- There is always a nominated emergency base contact for any visit (during Academy hours this is the reception office).
- This nominated base contact will either be an experienced member of the Senior Leadership team or will be able to contact an experienced senior manager at all times. There is a separate '**Checklist for Principals responding to an incident**' for this colleague to follow.
- For activities that take place during normal Academy hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
- For activities that take place outside normal Academy hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
- The visit leader/s and the base contact/s know to request support from the Trust and, if required, the Local Authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
- For visits that take place outside the 'Extended Learning Locality', the visit leader will carry an emergency procedure reminder.
- This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

### GENERAL

Teachers in charge of students during a visit have a duty of care to make sure that the students are safe and healthy. They also have a common law duty to act as a reasonably prudent parent/carer would. Teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

Emergency procedures are an essential part of planning an Academy visit.

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 and everyone who needs to know of the incident.

### WHO WILL TAKE CHARGE IN AN EMERGENCY?

1. **The group leader** would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged. The group leader should liaise with the representative of the tour operator if one is being used.
2. **Pre-arranged Academy home contact.** The Academy contact's main responsibility is to link the group with the Academy, the parents/carers, the Trust and the LA (where appropriate),

and to provide assistance as necessary. They should follow the 'Checklist for principals responding to an incident'.

## EMERGENCY PROCEDURES FRAMEWORK DURING THE VISIT

If an emergency occurs on an Academy visit, the Academy's emergency response will be based on the following key factors: establish the nature and extent of the emergency as quickly as possible:

- Ensure that all the group are safe and looked after
- Establish the names of any casualties and get immediate medical attention for them
- Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together
- Notify the police if necessary
- Notify the British Embassy/Consulate if an emergency occurs abroad
- Inform the Academy contact. The Academy contact number should be accessible at all times during the visit
- Details of the incident to pass on to the Academy should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents/carers can be reassured; action taken so far; action yet to be taken (and by whom)
- Notify insurers, especially if medical assistance is required (this may be done by the Academy contact)
- Notify the provider/tour operator (this may be done by the Academy contact)
- Ascertain telephone numbers for future calls
- Mobile phones, though useful, are subject to technical difficulties, and should not replace usual communication procedures
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
- Keep a written account of all events, times and contacts after the incident
- Complete an accident report form as soon as possible. Contact HSE or local authority inspector, if appropriate
- No-one in the group should speak to the media
- Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact in the home area
- No-one in the group should discuss legal liability with other parties.

## APPENDIX 5 – CHECKLIST FOR PRINCIPALS RESPONDING TO AN INCIDENT

Your name:	Your position:	Date:	Time

### BACKGROUND

- Advice for teachers/leaders dealing with emergencies on off-site visits National Guidance Emergency documentation [Good-practice](#). Leaders are advised to have a copy of the emergency procedure with them on the visit.
- This checklist provides guidance for a Principal (back at the Academy) dealing with such a situation. Academies should integrate this advice into their general emergency plan.
- When any group is on an off-site visit, the Principal (or a Vice Principal or Senior Leader if the Principal is on the visit or is unavailable) should provide 24-hour emergency contact for the group. **The Principal or Academy contact must have, readily available, written details of the visit including a list of all involved, contact arrangements with the group and day and night contact details of parents/carers and staff next-of-kin.**
- Copies of the EVOLVE/EXEANT visit approval form, attendance list, visit details, parent/carer consent forms and the Academy's staff contact list should provide the necessary information. On residential or after-hours visits, the Principal or Academy contact may need to take this information home. **Make sure your arrangements will work after hours, at weekends and during Academy holidays if visits are taking place at these times.**

**PLEASE NOTE:** The nature of your response will depend on the scale and seriousness of the incident. Not all this guidance will be relevant in every circumstance.

### ACTION

1. Maintain a written record of your actions using this pro forma and attached log sheet.
2. Offer reassurance and support. Be aware that all involved in the incident, those at the Academy and you, may be suffering from shock or may panic.
3. Find out what has happened. Obtain as clear a picture as you can:

**Who has informed you of the incident?** (usually the visit leader)

Name:	Status:	Telephone Number:	Additional Tel Number(s):

Where are they now and where are they going?	
--	--

- Remind the visit leader to follow the emergency procedure advice; leaders are advised to have a copy with them on the visit. National Guidance Emergency documentation [Good-practice](#)

**Details of the educational visit/activity during which incident occurred:**

Location and nature of activity/visit:			
Name of person in charge of activity/visit:		Telephone Number (s)	
Number of people on the visit:	Students:	Teachers:	Other Adults:

**Details of the incident:**

Date and time of incident:		Location:	
What has happened?			

People affected:	Name:	Injury:	Where they are / will be taken to:
Emergency Services involved and advice they have given:			
Names and locations of hospitals involved:			
Arrangements for students not directly involved in the incident:			
Name of person in charge of your group at the incident:		Telephone Number(s):	

## WHO TO INFORM

### Remember:

- Keep a record of who is informed and of what on the attached log sheet so that people are not called twice.

<b>Actions</b>	<b>Tick if done</b>
<b>MLT Executive Leaders</b> - Depending on time and scale of the incident, inform Trust executive leaders so that Trust capacity can be deployed to support with the management of the incident.	<input type="checkbox"/>

<b>Academy staff</b> - Depending on time and scale of the incident, inform relevant Academy staff so that you can delegate tasks.	<input type="checkbox"/>
<b>Parents/Carers of any injured students</b> - Immediately inform these parents/carers of what has happened and where their son/daughter is. <b>Record</b> what their plans are, e.g. to travel to their son/daughter, any assistance they need and any means of communications with them (e.g. mobile phone number). In event of a major incident the police may give advice regarding naming badly/severely injured people or fatalities and informing parents/carers. You may also need to inform next-of-kin of any staff who have been involved, again the police may give advice if severely injured or fatality.	<input type="checkbox"/>
<b>Parents/Carers of any other students on the visit</b> but not directly involved in the incident. Decide which parents/carers should be informed and by who and contact them as appropriate. Parents/carers should first hear of the incident from the Academy (or from the visit leader), not from hearsay or from the media. Information given must be limited until the facts are clear and all involved parents/carers/next of kin are informed.	<input type="checkbox"/>
<b>Chair of Governors.</b> Contact and inform the Chair of the Local Governance Committee.	<input type="checkbox"/>
<b>The LA.</b> Initial contact should be made with the Council's Forward Liaison Officer (FLO): telephone: 07748 760500	<input type="checkbox"/>
<b>Insurers.</b> The appropriate insurers should be informed as soon as possible particularly if the visit is abroad, and the incident results in substantial medical or other expenses.	<input type="checkbox"/>
<b>Students and staff at Academy and their parents/carers.</b> Decide what information you should give. Remember that information given must be limited until the facts are clear and all involved parents/carers/next of kin are informed. In the event of a serious incident consider how to tell students and what support (eg. from MAST) distressed children and adults may require. <b>Staff and students should be told to avoid talking to the media or spreading the story unnecessarily (particularly via use of mobile phones).</b>	<input type="checkbox"/>

## MEDIA MANAGEMENT

Introduce, if necessary, controls on Academy entrances and telephones	<input type="checkbox"/>
MLT staff are advised to avoid responding to media enquires and direct these to the MLT Communications Team	<input type="checkbox"/>

## REPORTING OF ACCIDENTS

Tell the staff involved to prepare a written report noting events and times. Accident report forms should be completed and, in the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours.	<input type="checkbox"/>
---	--------------------------

## NEXT STEPS

Review the incident and its implications with staff as soon as possible. Take advice on the range of support available to you from statutory and voluntary organisations. Arrange any immediate and longer-term support required e.g. help from the LA, counselling from EPS, legal advice, help from local churches or voluntary organisations. Monitor the situation and its effect on individuals for as long as necessary.





INCIDENT LOG SHEET OF TELEPHONE CALLS AND OTHER MATTERS  
(*Photocopy for additional sheets*)

Nature of incident .....  
NAME..... DATE..... SHEET No .....

No.	Time	Name	Information	Action Required	Done (tick)
		From / To			<input type="checkbox"/>
		From / To			<input type="checkbox"/>
		From / To			<input type="checkbox"/>
		From / To			<input type="checkbox"/>
		From / To			<input type="checkbox"/>

## PROVIDER STATEMENT- TRANSPORT

FOR COMPLETION BY TRANSPORT PROVIDERS FOR EDUCATIONAL VISITS AND ACTIVITIES FOR ESTABLISHMENTS WITH ROTHERHAM MBC SERVICE LEVEL AGREEMENT

### Part 1: To be completed by the visit leader/establishment

Establishment/School	<a href="#">Click here to enter text.</a>
Email	<a href="#">Click here to enter text.</a>
Visit Leader	<a href="#">Click here to enter text.</a>

Name of Transport Provider	<a href="#">Click here to enter text.</a>
Date of visit	<a href="#">Click here to enter a date.</a>

Any Specific requirements that apply to this use such as type of transport or needs of young people attending	<a href="#">Click here to enter text.</a>
---	---

### Part 2: To be completed by the transport provider

Please answer all questions below with either Yes, No or Not Applicable or supply information requested as appropriate.

1.	We comply with current COVID-secure guidance with measures in place to minimise the risk of infection.	<a href="#">Choose an item.</a>
2.	What is the expiry date of your Public Liability Insurance which will be current during the proposed visit?	<a href="#">Click here to enter a date.</a>
3.	What is the indemnity limit?	£ m
4.	All practices, facilities and equipment comply with DVLA guidelines.	<a href="#">Choose an item.</a>
5.	The staff whom will work / accompany the pupils are appropriately qualified and competent.	<a href="#">Choose an item.</a>
6.	There are procedures in place to ensure all staff working / accompanying young people have been vetted to check their relevant criminal history and suitability to work with young people via the Disclosure and Barring Service with records available on request.	<a href="#">Choose an item.</a>
7.	All equipment and resource provision is suited to the task, adequately maintained and in accordance with statutory requirements and current good practice, with records kept of maintenance checks and any relevant risk assessment.	<a href="#">Choose an item.</a>
8.	Vehicles are kept in a roadworthy condition, comply with existing legal requirements and are appropriately insured.	<a href="#">Choose an item.</a>
9.	Seatbelts are fitted to all seats and are adjustable and in good working order.	<a href="#">Choose an item.</a>
10.	Please specify if coach/es to be provided will have lap belts or 3 point seat belt	<a href="#">Choose an item.</a>
11.	The Visit Leader will have regular opportunity to liaise with our designated staff to discuss the programme/timetable.	<a href="#">Choose an item.</a>
12.	There are appropriate alternative options in the event of bad weather, staff illness, breakdown and other unforeseen circumstances. We have appropriate breakdown cover.	<a href="#">Choose an item.</a>
13.	We have a Code of Conduct for groups that will be provided to the Visit Leader.	<a href="#">Choose an item.</a>
14.	We have documented procedures for dealing with accidents, near misses and emergencies and records are available for inspection.	<a href="#">Choose an item.</a>

15.	We comply with relevant legislation such as the Health and Safety at Work Act and associated Regulations, the Food Safety Act and associated Regulations, the Road Traffic Act etc.	Choose an item.
16.	Our staff comply with domestic and European rules regarding driver hours, will not drive under the influence of drugs or alcohol, and will not smoke or use mobile phones whilst driving.	Choose an item.
17.	Will you sub-contract any booking?	Choose an item.
18.	Where any element of provision is sub-contracted, do you ensure that each sub-contractor meets the relevant specifications outlined in this statement, and are records of checks of sub-contractors available for inspection?	Choose an item.
19.	For any international journeys our drivers and coaches are fully compliant with the relevant current legislation for all countries to be visited/travelling through.	Choose an item.

20.	Please provide PSV Operator Licence Details	Click here to enter text.
21.	Please provide Operator Compliance Risk Score	Click here to enter text.

22.	Please provide details of any relevant accreditation with reference numbers and expiry dates e.g. CHAS, Coach Marque	Click here to enter text.
-----	--	---------------------------

Additional Comments	Click here to enter text.
---------------------	---------------------------

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might adversely affect the safety and wellbeing of user groups.

Signed	Click here to enter text.	Date	Click here to enter a date.
Name	Click here to enter text.	Role	Click here to enter text.
Provider name	Click here to enter text.		
Address	Click here to enter text.		
Tel:	Click here to enter text.	Email:	Click here to enter text.
Fax:	Click here to enter text.	Website:	Click here to enter text.



## CTAF: Coach Transport Assurance Form

(Version 1.0 2016)

When an establishment is considering using a coach provider for an educational visit, Doncaster MBC LA policy requires that assurances are sought that suitable and sufficient safety management systems are in place. Careful consideration is to be given to the statements below. A Senior Manager, who represents your company, is asked to consider the points below, and to sign at the end of the form, as assurance of the safety and quality of the services provided. On this e-form select the relevant checkbox below (either 'Yes', 'No' or 'N/A') to show your response and enter text where applicable. Section A is to be completed for all journeys. Section B refers to journeys outside of the British Isles. Please return this form via email. Thank you for completing this form.

Name of Provider:

### SECTION A – ALL JOURNEYS

- |  |                                 |                                |                                 |
|--|---------------------------------|--------------------------------|---------------------------------|
| 1. A current Coach Operators License is held and each vehicle displays a valid license disk on the windscreen.   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 2. Appropriate and relevant insurance is in place such as Vehicle, Public Liability and Employer's Liability.  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 3. Drivers are correctly licensed, have DBS checks and no child related criminal convictions.  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 4. Drivers are checked regarding their experience, health/fitness to drive, adhere to driving hours and regulations, are informed about and prohibited to drive under the influence of alcohol or drugs, do not have recent (within the past 10 years) and/or are not facing impending convictions for serious driving offences (e.g. drink/driving) and are prohibited to use mobile phones or radios in the coach unless the bus is stationary, or the equipment is fully "hands-free" operated. | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 5. A specific risk assessment for group travel with young people is in place and drivers are competent to operate with groups of young people.   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 6. Drivers have an emergency procedure to follow.  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 7. There is contactable assistance on hand 24/7 for the duration of the planned journey(s) with regards to an incident or the vehicle being unserviceable or unacceptable on the day.  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 8. Coaches are equipped with basic safety equipment such as first aid kits, fire extinguishers and functioning torches.  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 9. Vehicles undergo regular safety checks at specific intervals, are regularly serviced and maintained, hold a valid MOT certificate as appropriate with records being kept.   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 10. Vehicles are equipped with fully functioning seat belts and operational emergency exits.   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |

If any of the above specifications in Q1-Q10 cannot be met, please provide further details:

- |  |                                 |                                |                                 |
|--|---------------------------------|--------------------------------|---------------------------------|
| 11. Are vehicles compliant with UN ECE regulation 66 regarding the strength of the coach roof? | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
|--|---------------------------------|--------------------------------|---------------------------------|

**VOLUNTEER DRIVER'S DECLARATION FORM**

To the Principal \_\_\_\_\_ Academy

**I confirm that:**

- 1. I am willing to use my own vehicle for transporting students on educational visits.**
- 2. I understand my duty of care and supervision responsibilities.**
- 3. I have no known medical condition that affects my driving.**
- 4. I have checked the vehicle is appropriately insured for the intended use, including business insurance where required, and will provide evidence of this.**
- 5. I hold a valid and current driving licence relevant to the category of vehicle being used and will provide the required details to enable a licence check to be completed.**
- 6. The car is legal and road worthy and understand the TAX and MOT status will be checked.**
- 7. I understand that I will be using my vehicle at my own risk.**

Details of vehicle to be used	
Make	
Model	
Colour	
Registration Number	

Details to enable a licence check to be completed	
Driver Licence Check Code (obtained from the on-line service)	
last 8 characters of driving licence number	

Signed	
Full Name (Please Print)	
Date	
Home Address	
Mobile Contact Number:	



## **ANNUAL CONSENT FORM FOR SCHOOL EDUCATIONAL VISITS AND OTHER OFF-SITE ACTIVITIES**

Please complete the attached consent/medical form below if you are happy for your child:

- a) To take part in school visits and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing this form:**

- The visits and activities covered by this consent include;
  - all school visits which take place during the school day, holidays or a weekend (not including residential visits).
  - adventure activities
  - off-site sporting fixtures outside the school day,
  - all off-site activities for nursery schools.
- The school will send you information about each visit/activity before it takes place and ask you to confirm you have read the details and wish your child to be included in the visit/activity by returning a simple reply slip together with any voluntary contribution or payment as appropriate.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete and return the consent/medical information below if you agree to the above.

## ANNUAL CONSENT FORM FOR SCHOOL EDUCATIONAL VISITS AND OTHER OFF-SITE ACTIVITIES

Name of student..... Date of Birth .....Class/Form.....

Address .....

..... Home Telephone No. ....

Name of parent/carer.....Relationship .....

Work Telephone No. .... Mobile Telephone No. ....

### Medical information about your child

a) Please provide details of any conditions which the school needs to be aware of for example: medical conditions including any condition and previous injuries, that may restrict, or be aggravated by, physical activities; learning difficulties; emotional or mental health issues; illness; allergies; travel sickness etc?

b) Please give details of any medication required, including how medication is administered, timing, dosage and any side effects the medication may have:

c) Please outline any special dietary requirements of your child:

d) When did your son/daughter last have a tetanus injection?

### Swimming ability and water confidence (for activities in or near water)

Please describe your child's swimming ability:

Is your child water confident with regard to activities in or near water? Yes ☐ No ☐

### Declaration

I agree to my son/daughter attending educational visits and activities during the academic year and I acknowledge that to be included he/she will need to maintain responsible behaviour.

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment including anaesthetic or blood transfusion as considered necessary by the medical authorities.

I declare that I have answered all the above questions to be best of my ability and have not knowingly withheld any information regarding physical fitness, emotional or mental health issues.

I will inform the school of any changes to my child's medical condition or individual needs, agreement to medical treatment and any changes to emergency contact numbers during the academic year.

Signed (Person with Parental Responsibility): .....

Full name (capital): .....Date.....

Annual Visit Consent Form 2021

## RVC: Regular Visit Consent Form

(Version 1.1 2016)

This form is to be completed for annual blanket consent for regular routine activities that take place in the local area.

(To be completed by establishment)

Establishment:	
Period of Consent:	

(To be completed by parent/carer)

Name of young person:	
Pre-existing medical / anxiety related conditions:	

I hereby agree to my young person participating in recognised, routine activities that are organised by the school, taking place off the site, but within the local area. Such activities would include for example, environmental/field studies, sports fixtures, joint activities with other schools, visits to the local shop/church/library/museum/theatre etc. *(Establishment to amend as necessary)*

I understand that:

- such activities will not normally extend beyond the school day, however if they are likely to do so, such as in the case of sports fixtures, adequate advance notice and details will be provided by the school so that I can make appropriate arrangements for my young person's safe return home;
- my specific permission will be sought for any out-of-school visits and activities beyond those outlined above, which involve overnight stays, journeys beyond the local area, non-routine visits taking place outside of normal school hours, visits which involve high risk activities/environments etc.;
- there is some level of risk in every activity, but that all reasonable measures will be taken to minimize the risks involved;
- my young person will be under an obligation to follow all directions given by staff and observe all guidelines governing the visit/activity along with following all other policies applied by the school.
- I will inform the school of any changes to medical or other information which staff should reasonably be aware of, and which might affect the safety and welfare of my young person or other group members during an offsite visit;

Name of Parent/Carer: .....

Relationship to Young Person: .....

Signed: .....

Date: .....



**PARENT/CARER CONSENT AND MEDICAL FORM FOR AN EDUCATIONAL VISIT**

*(to be distributed with full details of the visit)*

**Please print clearly and use additional pages if required**

Academy/Group: \_\_\_\_\_

Visit to: \_\_\_\_\_

From: Date/Time: \_\_\_\_\_ To: Date/Time: \_\_\_\_\_

**1. Name of Participant/student (insert full name)** \_\_\_\_\_

Date of birth \_\_\_\_\_ Home address: \_\_\_\_\_

**2. Emergency Contact information**

a) Name of Parent/carer or contact(s): \_\_\_\_\_ relationship to participant \_\_\_\_\_

Home address: \_\_\_\_\_

Contact telephone numbers:

Work \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

b) Alternative emergency contact: Name: \_\_\_\_\_ relationship to participant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact telephone numbers:

Work \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

c) Name of participant's doctor: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Address: \_\_\_\_\_

### **3. Return to Home.**

I will attend to collect the participant Yes ☐

or the participant will be returning home by \_\_\_\_\_

### **4. Swimming ability and water confidence (for activities in or near water)**

Please describe the participant's swimming ability: \_\_\_\_\_

Is the participant water confident with regard to the proposed activity? Yes ☐ No ☐

### **5. Medical information about the participant**

a) Does the participant suffer from any conditions or have additional requirements which the visit leader needs to be aware of for example: medical conditions including any condition and previous injuries, that may restrict, or be aggravated by, physical activities; learning difficulties; emotional or mental health issues; illness; allergies; night-time tendencies (sleepwalking, bedwetting, nightmares); travel sickness etc? Yes ☐ No ☐

If yes, please provide details: \_\_\_\_\_

\_\_\_\_\_

b) Does the participant take medication? Yes ☐ No ☐

If Yes, please give details, including how medication is administered, including details of medication, timing, dosage and any side effects the medication may have:

\_\_\_\_\_

c) If the participant has been diagnosed with asthma and prescribed an inhaler, or has been prescribed an inhaler as reliever medication do you agree to the use of an emergency salbutamol inhaler? Yes ☐ No ☐

d) Please outline any special dietary requirements of the participant:

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f) To the best of your knowledge, has the participant been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? Yes ☐ No ☐

If Yes, please give details:

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g) Is the participant allergic to any medication? Yes ☐ No ☐

If Yes, please specify:

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h) When did the participant last have a tetanus injection? \_\_\_\_\_

## 6. Coronavirus

a) Is anyone in the household or support bubble currently required to isolate by NHS Test and Trace? Yes ☐ No ☐

If yes when does the 10-day isolation period end: \_\_\_\_\_

b) Is anyone in the household or support bubble currently showing symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)?

Yes ☐ No ☐

c) Has anyone in the household or support bubble tested positive for coronavirus in the last 10 days?

Yes ☐ No ☐

If yes please provide date when the symptomatic person first had symptoms: \_\_\_\_\_

## 7. Declaration

I consent to my child/child in my care (named above) taking part in this visit. I have read and understood the information provided including the risks involved and the detail regarding supervision and the extent and limitations of the insurance provided. I declare that I have answered all the above questions to be best of my ability and have not knowingly withheld any information regarding physical fitness, emotional or mental health issues.

I will inform the Visit Leader/Principal as soon as possible of any changes in medical or other circumstances between now and the start of the visit.

I acknowledge the need for my child/child in my care to behave responsibly.

I agree to my child/child in my care receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Yes ☐ No ☐

I understand the transport arrangements for this visit (*including, if applicable, involving travelling in other people's or staff cars*) and my child/child in my care understands the need to wear a seatbelt.

I hereby give permission for the participant to receive, if necessary, the following proprietary medications, at a dose appropriate to their age, to alleviate these complaints:

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| 1. For colds causing congestion     | Decongestant Lozenge (e.g. Tunes) |
| 2. For headache/period pains        | Paracetamol or Calpol             |
| 3. For insect/plant bites or stings | Proprietary spray or cream        |
| 4. For sore lips                    | Lip Salve or Vaseline             |
| 5. For sun protection               | Sunscreen                         |

Please list here any activities which your child/child in your care cannot participate in:\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Full name (capitals): \_\_\_\_\_

THIS FORM OR A COPY MUST BE TAKEN BY THE VISIT LEADER ON THE VISIT AND A COPY  
RETAINED BY THE ACADEMY/EMERGENCY HOME CONTACT



## DCMI: Day Visit/Out of Hours Consent & Medical Information Form (Version 1.1 2016)

This form must be signed by the parent/guardian/carer (unless the participant is over 16 years of age and living independently, in which case they should complete and sign themselves). Please return to the Visit Leader in advance of departure.

### Details of Visit (To be completed by establishment.)

Title of Visit:			
Date(s):			<input type="checkbox"/> This is a rolling programme of visits
Nature of Visit:			
Location:		Time of Return:	

### Details of Participant

Name:	Date of Birth:
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### Parent/Carer/Guardian Contact Details During Visit

Name(s):		Contact Details: (Mobile & Landline)	
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### Medical/Behaviour Information (Please answer Yes or No to each statement by deleting as appropriate.)

Has the participant any anxieties, medical (including historical), behavioural or other condition?	Yes / No
If you have answered ' <b>Yes</b> ' to the above or wish to provide more information, please provide details below or attach additional information:	
When did the participant last have a tetanus injection?	Date: <input type="text"/>
If not known tick here	<input type="checkbox"/>
Do you consider the participant to be physically and medically fit to participate in this visit?	Yes / No

### Swimming and Water Confidence (Please answer Yes or No by deleting as appropriate.)

It may not be necessary for participants to be able to swim on a visit or activity, but for some visits, they may need to be water confident. Please indicate their ability and confidence.	Water confident?	Yes / No
	Able to swim at least 25 metres?	Yes / No

### Medical Treatment Whilst Participating in the Visit (Please answer Yes or No by deleting as appropriate.)

Participants sometimes need treatment for minor ailments e.g. headaches, insect bites, cuts/grazes etc. If deemed necessary, do you give permission for establishment staff to treat such ailments with the following 'over the counter' products: paracetamol, antiseptic cream, antiseptic wipes, insect bite antihistamine, suncream, plasters?	Yes/No
If you have answered ' <b>No</b> ' to the above, Please state clearly below which of the products listed above you do <b>not</b> wish the participant to be given (or if other alternatives are acceptable or preferred instead):	

### Consent

<p>I have received full information about the visit, understand the nature of the visit and consent to the participant engaging in all of the activities described. I understand that the visit may be changed by the Visit Leader due to weather or other reasons. I understand and accept that there is some level of risk in every activity, but that all reasonable measures will be taken to minimize the risks involved and I will ensure that the participant understands that they must behave responsibly at all times and follow instructions during the visit. I fully understand to where and at what time my young person is to be returning from the visit and that I am responsible for the collection of my young person from this point.</p> <p>I agree to the participant receiving medication as instructed above. I also agree to them receiving any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities if it has not been possible to be contacted. (Please delete and initial any of the above you do <b>not</b> wish to give consent to).</p> <p>The information I have provided in this form is accurate at the time of signing and I have not knowingly withheld any information regarding physical fitness, medical issues or any other anxieties or pre-existing conditions. I agree to inform the visit leader as soon as possible of any changes between now and the start of the visit. In line with data protection guidelines, the information contained on this form will be kept with the visit leader and the designated link person at the establishment for the duration of the visit for emergency purposes.</p>			
Name of Parent/Guardian/Carer:		Signature:	
Relationship to Participant:		Date:	

## APPENDIX 9C – CONSENT AND MEDICAL FORM FOR A RESIDENTIAL VISIT (DMBC)



### RCMI: Residential Visit Consent & Medical Information Form (Version 1.2 2016)

This form must be signed by the parent/guardian/carer (unless the participant is over 16 years of age and living independently, in which case they should complete and sign themselves). Please return to the Visit Leader in advance of departure.

#### Details of Visit (To be completed by establishment.)

Title of Visit:	
Date(s):	
Location:	
Nature of Activities:	
Mode of Transport:	

#### Details of Participant

Surname:	
Forename:	
Date of Birth:	
Gender:	
Address:	
Post Code:	

#### Emergency Contact Details of Parent/Carer/Guardian

Name(s):	
Relationship:	
Home Phone:	
Mobile(s):	
Work Phone:	
Address: (If different from participant during visit.)	

#### Medical/Behaviour Information (Please answer Yes or No to each statement by deleting as appropriate.)

Has the participant had any serious illness within the last three months?	Yes / No
Is the participant recovering from an accident, broken limb or injury of any kind?	Yes / No
Does the participant have epilepsy, convulsions, seizures or absencing of any kind?	Yes / No
Does the participant have any specific anxieties	Yes / No
Does the participant suffer from travel sickness?	Yes / No
Is the participant asthmatic?	Yes / No
Is the participant diabetic?	Yes / No
Does the participant have any type of heart condition?	Yes / No
Any allergies including historical reactions to medication or plasters?	Yes / No
Is there any additional medical (including historical), behavioural or other condition?	Yes / No
Does the participant have any night time tendencies such as sleepwalking, bed-wetting, etc?	Yes / No
If you have answered 'Yes' to any of the above or wish to provide more information, please provide details below or attach additional information:	
When did the participant last have a tetanus injection?	Date: <input type="text"/> If not known tick here <input type="checkbox"/>
Do you consider the participant to be physically and medically fit to participate in the visit?	Yes / No

**Doctor's Information**

Name of Doctor:		Telephone Number:	
Address:			

**Medical Treatment Whilst Participating in the Visit** (Please answer Yes or No by deleting as appropriate.)

Participants sometimes need treatment for minor ailments e.g. headaches, insect bites, sunburn, cuts/grazes etc. If deemed necessary, do you give permission for establishment staff to treat such ailments with the following 'over the counter' products: paracetamol, antiseptic cream, calamine lotion, antiseptic wipes, insect bite antihistamine, sun cream, plasters?	Yes/No
If you have answered ' <b>No</b> ' to the above, please state clearly below which of the products listed above you do <b>not</b> wish the participant to be given (or if other alternatives are acceptable or preferred instead):	

**Prescribed Medication** (Please answer Yes or No by deleting as appropriate.)

Is the participant taking any prescribed medication?	Yes / No		
If you answered ' <b>Yes</b> ' to the above question please read and complete the section below:			
It is important that this child is accompanied by any medication necessary, and that leaders are fully informed. Please make sure that there is sufficient medication, and that it is clearly labelled.			
Name of Medication	Dosage	Time & Frequency	Method of Administration
<p><b>I give my consent*</b> for a member of staff to administer the above medication which I will give to the Visit Leader before the visit, with clear labels and instructions. I understand that the staff on the visit are not qualified medical practitioners, but that they will take reasonable care in the administration of the medication.</p> <p><b>I give my consent*</b> for this participant to self-administer the above medication.</p> <p>(*delete if <b>not</b> applicable)</p>			

**Swimming and Water Confidence** (Please answer Yes or No by deleting as appropriate.)

It may not be necessary for participants to be able to swim on a visit or activity, but for some visits, they may need to be water confident. Please indicate their ability and confidence.	Water confident?	Yes / No
	Able to swim at least 25 metres?	Yes / No

**Dietary Information**

Please indicate any food allergies or dietary requirements e.g. vegetarian.

**Consent**

<p>I have received full information about the visit, understand the nature of the visit and consent to the participant engaging in all of the activities described. I understand that the visit may be changed by the Visit Leader due to weather or other reasons. I understand and accept that there is some level of risk in every activity, but that all reasonable measures will be taken to minimize the risks involved and I will ensure that the participant understands that they must behave responsibly at all times and follow instructions during the visit. I fully understand to where and at what time my young person is to be returning from the visit and that I am responsible for the collection of my young person from this point.</p> <p>I agree to the participant receiving medication as instructed above. I also agree to them receiving any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities if it has not been possible to be contacted. (<b>Please delete and initial any of the above you do <u>not</u> wish to give consent to</b>).</p> <p>The information I have provided in this form is accurate at the time of signing and I have not knowingly withheld any information regarding physical fitness, medical issues or any other anxieties or pre-existing conditions. I agree to inform the visit leader as soon as possible of any changes between now and the start of the visit. In line with data protection guidelines, the information contained on this form will be kept with the visit leader (this includes taking the information out of the country where necessary) and the designated link person at the establishment for the duration of the visit for emergency purposes.</p>			
Name of Parent/Guardian/Carer:			Signature:
Relationship to Participant:			Date: