Loughborough Schools Foundation

Nursery • Fairfield • Grammar • High

Out of Schools Visits Policy

Document Management Information

Version Number:	20261105_Out of School Visits
Policy Author:	Head of Operations and Compliance (Mr G Leeson)
Approved By:	Foundation Executive Committee
Date Approved:	5th November 2026
Review Cycle:	Annually or earlier, if significant updates are necessary.
Next Review:	Summer Term 2028
Published Location:	School websites

Revision History

Version	Update Information	Date
01	New format and updates to elements of administration, including policy on alcohol on trips.	5/11/2026

Procedure to be followed for Out-of-School Visits arranged for pupils of the Loughborough Schools Foundation

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OUT-OF-SCHOOL VISITS

Procedures to be followed for out-of-school visits arranged for pupils of the Loughborough Schools Foundation

Introduction

Loughborough Schools Foundation (LSF) recognises that well-planned and facilitated opportunities to learn in the real world, away from the classroom, and to experience adventure, help to improve the lives of young people.

Learning outside of the classroom helps to bring the curriculum to life – it provides deeper subject learning and increases self-confidence. These experiences expose pupils to new cultures, academic environments and professional contexts, helping them envision broader possibilities and build aspiration. Immersive experiences spark curiosity and motivation, encouraging pupils to set higher goals for themselves. They foster strong social connections among pupils and between pupils and staff. They allow for opportunities to collaborate, problem-solve and support one another in unfamiliar settings. They connect pupils with people from different backgrounds. Empathy is gained through a deeper understanding of different perspectives, developing compassion and social awareness in unfamiliar environments.

The pupil's safety on trips is of paramount concern. They also help pupils/students develop their risk awareness and prepares them for their future working lives. LSF strives to strike the right balance between protecting pupils/students from risk and allowing them to learn to realise all these benefits in practice.

1. POLICY

This policy is intended to minimise the real risk to pupils/students (and, when applicable, staff) who are involved in out-of-school visits arranged for pupils/students at the Loughborough Schools Foundation. An 'out-of-school visit' is an event which takes place away from the Foundation's premises and that takes place for educational purposes within the hours of the normal school day and other 'routine' day-trips, such as theatre and museum trips, or as a representative of the School, or Foundation, at a sporting fixture, music concert or event, inter-school competition, etc. either locally, nationally or internationally and includes an event involving an overnight stay , known as a 'residential visit', and visits leaving before the hours of a normal school day and/or returning after normal school hours.

It focuses on the real risks when planning trips so that those running trips understand their roles, are supported and are competent to lead or take part in them so that the learning opportunities are experienced to the full. It is about putting sensible precautions in place as well as incorporating an emergency procedure to be used in the event of any critical incident.

2. LEGISLATION/GUIDANCE

The Management of Health and Safety at Work Regulations (1999) require employers to assess the risks of activities, introduce measures to control those risks and inform their employees and others who may be affected by them, about these measures. The Education (Independent School Standards) (England) Regulations 2014 require a written policy to be drawn up and implemented to safeguard and promote the health and safety of pupils on activities outside the school.

This policy has been drawn up to comply with these requirements and with regard to the Council for Learning Outside the Classroom (CLOtC) www.lotc.org.uk ,the Outdoor Education Adviser's Panel (OEAP) National Guidance www.outdooreducationadvisers.co.uk , DfE guidance on Health and Safety on educational visits (2018) and HSE guidance on "School trips and outdoor learning activities". Staff must follow this policy and in the event of any apparent conflict between this or National Guidance, then this policy must be followed and clarified by the school's Educational Visits Coordinator (EVC) or LSF Head of Operations and Compliance.

3. GLOSSARY AND DEFINITIONS

Activity Any specific element within a Visit. This might be an activity (such as pond dipping) but could equally refer to a specific element of the Visit (such as travel or residence). Visits should be regarded as comprising of several consecutive and interdependent activities.

Activity Leader
A member of the Visit Leadership Team who is responsible for the management, supervision, and safe conduct of the group (or sub-group) taking part in a specific activity within a Visit. See definition of Visit Leader.

Assistant Leader
A member of the Visit Leadership Team who supports the Visit Leader and can take over from the Visit Leader whenever this may be necessary.

Critical Incident
An incident which overwhelms the coping mechanisms of both the Visit Leadership Team and the Establishment, and which requires the Foundation's Critical Incident Plan to be initiated. The Foundation takes control of the situation and supports the Establishment, the Visit Leadership Team, and Participants e.g. fatal road traffic accident.

Critical Incident Plan
A plan agreed in advance by the Foundation, detailing the actions to be taken when alerted in the event of a Critical Incident.

Educational Visit Coordinator (EVC)
A member of Establishment staff appointed to coordinate all Visits and with the status to effect change and be the focus of good practice.

Emergency
An incident which overwhelms the coping mechanisms of the Visit Leadership Team, and which requires the Establishment's Emergency Plan to be initiated. This may, perhaps, involve some communication with the Foundation and support from it, but the Establishment takes control of the situation and is able to cope, e.g. vehicle breakdown.

Emergency Contact
The person at the Establishment who can be contacted by the Visit Leadership Team at any time (day or night) during a Visit, and who has the competence to provide support and, if necessary, take initial charge of the situation.

Emergency Plan
A plan agreed in advance by an Establishment, detailing the actions to be taken when alerted in the event of an Emergency.

Emergency Procedures
A plan for actions to be taken by the Visit Leadership Team in the event of an Incident or Emergency. The plan should be based on a Risk Assessment. It should include procedures for alerting the Establishment's Emergency Contact in the event of an Emergency.

Establishment
The setting where the children or young people are based, such as Fairfield Prep School, Loughborough Grammar School, Loughborough High School or The Nursery

Foundation
Loughborough Schools Foundation (the Foundation) which is responsible under the Health and Safety at Work etc. Act, 1974 for any of the Participants and Visit Leadership Team.

Helper
An adult who has an agreed role during a Visit, but who is not a Visit Leader, Assistant Leader, Activity Leader, or Participant. For example, a Helper might be a support member of staff; a Parent; an apprentice, student, or trainee; a carer. Any child or young person in a helping role should be regarded as a Participant.

High Risk Activity
Any activity with a risk of serious or long-term harm to participants, which requires the activity leader to have specialist competence to manage it. Often associated with Hazardous Environments.

Incident
An incident that is dealt with by the Visit Leadership Team. This may, perhaps, involve some communication back to the Establishment or to Parents, and some support from the Establishment, but the Visit Leadership Team remains in control and is able to cope, e.g. participant requiring hospital treatment.

Out-of-School
The term describing any Visit or Activity taking place outside the physical boundaries of the organising Establishment.

Parent
Those parents, legal guardians or others who have parental responsibility for a Participant. If a Parent takes part in a Visit as a member of the Visit Leadership Team, they will have another role within the supervision arrangements for the visit: care must be taken to ensure that the role of Parent does not conflict with this other role.

Participants
All members of the party who are not members of the Visit Leadership Team. As well as the children or young people from one or more Establishments, *or other Schools*, this might also include Parents or other adults (on a family outing, for example) or children of adults on the staff team.

Provider
Any third-party person or organisation contracted to organise and/or deliver a Visit or Activity, and/or supervision of Participants.

Visit
The term that describes the entire period between departing from and returning to the Establishment or home setting, including time devoted to travel. The Visit will usually comprise of several Activities.

Visit Leader
The designated person responsible for the Visit and who will have overall responsibility for the safety and conduct of Participants and the Visit Leadership Team.

Visit Leadership Team
All the adults on a visit who share the responsibility for supervision, including the Visit Leader and any Assistant Leaders, Activity Leaders, and Helpers. All should be well briefed by the Visit Leader to be clear about their roles and the task allocated to them.

4. ORGANISATION

The key personnel responsible for the preparation of and safe control of any Out-of-School Visit are as follows:

a. The Visit Leader
b. Assistant/Activity Leaders
c. Helpers.
d. Educational Visits Co-ordinator (EVC).
e. The Establishment Heads
f. Emergency Contact
g. Providers
h. Participants
i. Parents

The responsibilities of these personnel are as follows:

a. <u>The Visit Leader:</u> Is responsible for the overall planning and organising of the visit, including informing parents of the visit details, finance and insurance arrangements. The Visit Leader has overall responsibility for the learning, development and supervision of the participants and the safety of all, including the rest of the visit

leadership team. (Note: There should always be a single designated leader and, if this role changes, there should be a clear handover to an Assistant Leader).

The Visit Leader must:

- be competent to lead, medically fit and physically capable, confident and accountable. Being **competent** means that the leader has demonstrated the ability to lead to the level demanded by the visit, and has sufficient relevant experience and knowledge of the role, activities, the participants, and the environments they will operate in;
- be approved by the Head to carry out the lead role and obtain the Head teachers prior agreement before any visit takes place;
- follow all the LSF regulations, guidelines and policies relating to Out-of-School Visits;
- define the roles and responsibilities of other Assistant/Activity Leaders and Helpers (and participants) to ensure effective supervision, appointing a deputy (Assistant Leader) wherever possible;
- ensure that there is effective supervision throughout the visit and that the ratio of adults: participants is appropriate and suitable;
- ensure that child protection procedures are in place (e.g., good safeguarding practice is followed, and adults are appropriately vetted and checked, especially the names of all assistant/activity leaders and helpers, involved in the visit but not employed at the Establishment);
- ensure that parental consent forms have been issued and returned signed, if required;
- ensure that suitable arrangements have been made for the medical and special needs of all participants (and the Visit Leadership Team), as required;
- ensure that there is always adequate first aid provision;
- ensure that the mode of transport is appropriate and that outward/inward journey times are clear;
- ensure that the Foundation's travel insurance cover is in place and that it is shared and understood by all relevant parties;
- undertake and complete the planning and preparation and brief all participants and parents as required (i.e., arrange a pre-visit information meeting(s) for all residential visits);
- establish the behavioural Code of Conduct required on the visit, from the departure point until return;
- provide relevant information to *all* other Leaders/Helpers including the aims and how they can contribute to achieving these, the location, the participants (age, health information, capabilities, special needs, safeguarding and behavioural issues as required), etc.;
- ensure that when the visit leadership team includes someone with a close relationship to a member of the group, a risk assessment is completed to address any possible compromise of effective supervision;
- take a lead on risk management. It is good practice to involve all the visit leadership
- team to ensure wide understanding and to give clarity about what they need to do. It is also good practice to involve young people wherever appropriate;
- complete a suitable and sufficient risk assessment, and ensure all control methods identified to eliminate or reduce the level of real risk, are implemented;

- organise the emergency arrangements and ensure there is an emergency contact for each visit;
- liaise with their establishment's Educational Visits Co-ordinator (EVC) to ensure that visits have clear aims and are planned to appropriately balance benefits and risks;
- for an overseas visit, liaise with the EVC and/or LSF Health and Safety Officer to discuss the safety management procedures in place;
- report and record any accidents, incidents, or near-misses;
- complete a feedback form on Evolve on return from the visit.

b. Assistant/Activity Leaders: Are responsible for supporting the Visit Leader during the visit and should be fully conversant with the organisational arrangements of the visit to be able to take over administrative duties if the visit leader is incapacitated in any way.

Assistant/Activity Leaders must:

- be specifically competent to carry out the role, requiring them to demonstrate, as far as is necessary, the ability to meet the responsibilities specifically allocated to them and the ability to operate to current standards of recognised good practice;
- Ensure that they have been sufficiently involved in the planning and preparation for the activity/visit, including contributing to the organisation of risk management;
- Ensure that they understand the role and responsibilities that they have been assigned and how these integrate with other staff and especially that of the activity/visit leader;
- Ensure that they are clear about any arrangements to hand-over and handback responsibility for supervision between members of staff and to/from any third-party provider;
- do their best to ensure the health and safety of everyone in the group;
- take reasonable steps to avoid exposing participants to dangers that are foreseeable and beyond those that the participants can reasonably be expected to cope with;
- consider stopping the visit or the activity and notify the visit leader if s/he thinks there is an unacceptable risk to the health and safety of the participants in their charge.

c. Helpers: Must be clear about their roles and responsibilities and are responsible to the Visit leader in ensuring that the visit runs smoothly. They must follow the instructions of the Visit leader and Assistant/Activity Leaders and assist as appropriate.

d. Educational Visits Co-ordinator (EVC): The EVC is the Establishment's focal point for planning and monitoring visits and outdoor learning. In appointing an EVC, careful consideration should be given to:

- Significant experience of practical outdoor learning and visit leadership.
- Status within the Establishment that enables guiding of the working practices of their colleagues.

Sufficient time should be agreed to fulfil the role and to attend approved EVC training* and update/revalidation as required.

*Royal Geographical Society, Educational Visits Coordinator course

The EVC should ensure that all visits meet LSF policies, procedures, and requirements.

The EVC is responsible for co-ordinating all visits within their Establishment, particularly where high-risk activities are involved and liaising with the Visit Leader of any visit involving Participants from their Establishment. They should give advice and practical assistance to the Visit Leader and will give risk assessment approval prior to endorsement by the Head of the Establishment.

The EVC must:

- liaise with the Visit Leader to ensure that all Out-of-School Visits meet with the LSF policy, including those of risk assessment, data management and that the arrangements are ready for approval within agreed timescales;
- support/oversee planning so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable visits/outdoor learning;
- ensure that the Visit leader has experience in supervising the specific age of the pupils/students on the visit and is able to organise the participants effectively;
- ensure that the Visit leader, or any Assistant/Activity Leaders, is familiar with the venue and is suitably competent to instruct the activity(ies);
- ensure that all accompanying the Visit are appropriately selected and have the expertise, experience, and qualifications relevant to the activities;
- ensure that the Visit leader is given sufficient time to plan and organise a visit properly;
- ensure that child protection procedures are in place;
- work with the Visit leader to provide parents with full details of the visit enabling parents to accept or refuse consent on a fully informed basis;
- ensure that the Visit leaders, Assistant/Activity leaders and the Emergency Contact have a copy of the agreed emergency procedures and the names of ALL participants (and the VLT), with emergency contact details of parents/guardians or next of kin;
- ensure that there are contingency plans in place for delays or alternative arrangements should the original visit have to be cancelled e.g., bad weather;
- support the Establishment Head in approval decisions so that all those with responsibility have the competency to fulfil their roles with approval and other decisions.
- mentor leaders and aspirant leaders, supporting their ongoing development and training and sample monitor their activity to identify any further training needs;
- ensure that activity is evaluated against its aims for learning and development, that good practice is shared, and any issues are followed up and comply with statutory and LSF requirements.

The EVC must be competent to fulfil the role. The Establishment Head and the EVC must agree the delegation of tasks and the way in which the role of EVC will work within their Establishment.

e. The Establishment Heads: Are responsible both for ensuring that these policy requirements are met by the Visit Leaders of each out-of-school visit and the authorisation of the visit following consideration of the proposals and the risk

assessment.

The Establishments Heads must also:

- be satisfied that all activities and visits comply with this Policy and are notified or submitted for formal approval as required and that Risk Management is proportionate, suitable and sufficient;
- be satisfied with the delegation of any new 'Visit Leader' in the event of a change of circumstances preventing the 'original' Visit Leader not being able to participate on the trip or take on the role;
- be clear about their own role if they are going on the visit as an Assistant/Activity Leader. In these circumstances they must follow the instructions of the Visit leader who is in sole charge of the visit;
- be satisfied that an Emergency Contact has been nominated and that the Visit leader and the Emergency Contact have all the relevant details;
- be familiar with LSF policies for outdoor learning, off-site visits and Learning Outside the Classroom;
- ascertain that all leaders are appropriately competent, confident and accountable to carry out the responsibilities they are allocated;
- ensure that Outdoor learning is included within the process of self-evaluation providing evidence that may support how it contributes towards school improvement and overall effectiveness;
- be aware that the appointment of an Educational Visits Coordinator (EVC) is critical to the implementation of this Policy. The EVC should be appropriately competent to their role (see above) and should be allowed sufficient time to fulfil the role, including attendance at approved training. Where the Head has not designated a named member of staff, then the functions of the EVC will automatically be attached to those of the Head;
- ensure that suitable child protection procedures are in place;
- assign sufficient time for visit leaders to organise activities and visits properly;
- support an apprenticeship/succession planning culture to ensure sustainable activities and visits and the development of competent leaders and EVCs;
- support their EVC in ensuring that: all activities and visits are effectively supervised with an appropriate level of leadership, information has been shared with parents and consent has been given, if required;
- ensure that arrangements have been made for the medical needs and special educational needs of all participants and members of the VLT;
- ensure that inclusion issues are addressed;
- ensure that suitable transport arrangements are in place and that they meet all regulatory requirements;
- ensure that insurance arrangements are appropriate and followed;
- ensure that details related to out-of-school activities and visits (including personal details of both participants and leaders) are always accessible to designated 24/7 Emergency Contacts in case of a critical incident;
- obtain best value. Consideration must be given to financial management, choice of contractors, and contractual relationships;
- ensure that where charges are made to parents, these are within legal and LSF requirements. Proper procedures are in place to account for the visit finances;
- identify the types of visit that require a preliminary visit by staff;

- ensure that where the activity or visit involves a third-party provider: appropriate checks have been made and assurances obtained; a clear contract is in place setting out what the contractor is to provide; the provider holds sufficient indemnity insurance;
- ensure that all visits are evaluated against the visit objectives. Evaluation should also cover best value, teaching and learning, quality experiences, addressing issues raised by any incident and informing of future visits;
- ensure that there are contingency plans in place to deal with changing circumstances during a visit (Plan B);
- ensure that there are suitable Emergency Procedures in place for each visit and the Establishment has an Emergency Plan for off-site visits, including procedures to ensure that parents are appropriately informed in the event of a critical incident;
- ensure that critical incidents are reported as required, meeting the requirements of RIDDOR.

f. Emergency Contact: This is a member of the Establishments' Senior Leadership Team (SLT), who is appointed as the Emergency Contact for the duration of the visit to activate any Emergency Plan if this should be necessary.

The Emergency Contact must:

- ensure that details related to off-site activities and visits (including personal details of both participants and leaders) are always accessible to them in case of an incident, *Emergency or Critical Incident*.

g. Providers: Would normally hold a licence for the type of high-risk activities that the Foundation would typically engage in. It is important to note that a licensed provider does not necessarily have to hold a licence for all its activities.

h. Participants: Senior school pupils have a part to play in avoiding risk to health and safety, they must:

- bring the correct medication/kit/equipment required to be allowed to go on the trip;
- not take unnecessary risks;
- follow instructions of the visit leader, assistant/activity leaders, instructors and people within the venues;
- follow the schools dress and behaviour code of conduct from departure point until return;
- when abroad, be sensitive to local customs;
- be aware of anything that may cause themselves or others harm, speak to their group leader or teacher if they are concerned.

i. Parents: Have the responsibility of ensuring that their child has a proper understanding of behavioural expectations and sanctions which will be set out in Code of Conduct, preparing their child for participation, and accepting that a child who is a risk to the health and safety of either him/herself or others may be sent home early at cost to the parents.

Parents must provide full information about their child and inform the school about any medical needs/allergies/special dietary needs etc. of their child.

When children are going on a residential trip, parents must supply at least two emergency contact names and telephone numbers; these contacts must be available for the full duration of the trip.

The Establishment must inform the parents about all aspects of the Visit to enable them to make an informed choice as to whether they want their child to participate, including when the requirements for parental consent are applicable.

5. ARRANGEMENTS

This policy applies to all the occasions that pupils leave the LSF premises on an organised out-of-school visit. The extent of the details recorded will depend on the complexity of the undertaking. It is the responsibility of the Visit leader, in conjunction with the Establishments' EVC and Head, to determine the level of control and the organisation needed to ensure a safe and worthwhile event. Other factors that are relevant to health and safety will arise during certain visits and it is the responsibility of the Visit leader to assess the implications and take appropriate action.

5.1 General Considerations

General considerations and requirements are detailed below and additional requirements for high-risk activities are also described later. In all cases the Visit leader must assess the risks and plan accordingly.

- A clear onus is laid on the Visit leader to assess the risks before and during a visit as an on-going process. This task is particularly important with outdoor, water and high-risk activities.

- Each of the senior Schools operate as their own operating authority when participating in the Duke of Edinburgh Award Scheme. The arrangements for such expeditions must meet, as a minimum, the standards laid down by the licensing authority.

- The rules governing the use and hire of vehicles used for travelling to and from a venue are detailed in the *LSF Road Transport policy*. Only LSF approved transportation service providers are used for transporting staff and/or pupils to an off-site activity (unless the transport provider is included as part of the 'trip package' or specified by, say, the venue e.g. MOD) All coach arrivals and departures are to take place in the main campus car park. On trains, ferries and boats, and in airports. the Visit Leader must make it clear to participants how much freedom they have to roam. This will depend on the age of the participants involved. Younger pupils (up to and including Year 10) should remain within sight of a member of the VLT. Participants should be made aware of what to do in an emergency.

- As there could be liability on the part of the schools in the event of a tour operator experiencing financial difficulty, visit leaders are to consult the Bursar at an early stage when considering a visit overseas.

- The Visit leader and any additional staff/helpers must be "suitably qualified" to run the visit. Since the Heads retain overall responsibility for the detailed arrangements on

behalf of the Governing Body, the Heads must determine the competence appropriate for a particular activity. In doing so, they must have regard to the framework laid down by the Governors on behalf of the Foundation. Specific skills training will be important on activities/visits and experience of the safe management of groups in an outdoors or residential context is particularly relevant.

- The Visit Leader must ensure that adequate first aid arrangements are in place bearing in mind the location and nature of every activity that makes up the visit, the medical needs of the participants and members of the VLT, the risk and type of injury that might be incurred and the availability of medical assistance. In a situation where expert medical help is not readily available, at least one member of accompanying staff should hold a suitable and valid first aid qualification and an appropriate first aid kit should be carried. At least one member of staff with a valid paediatric first aid qualification will always be available when EYFS aged children are on an out-of-school visit.

- For overnight visits staff can administer certain over-the-counter medicines to participants should the need arise. These medicines are the same as the ones offered by a LSF School Nurses during a normal school day. Parental permission is required to do this (see Appendix 5, Section 13 'First Aid, Medical…'). Details on what these medicines are, how they are to be stored, who can administer them, what logs need to be kept and how emergency medications are managed should be discussed with the school nurse.

- Where a participant is on regular medication (e.g. for epilepsy, insulin-dependent diabetes, etc) it is important the Visit Leader ensures that they have the medication with them. For residential trips or medium/potentially higher-risk trips it may be appropriate for the Visit Leader to contact parents of pupils to discuss the issues and to plan to look after medication if required. If a Visit Leader has any concerns, then they should discuss them with the school nurse. All members of the VLT must be aware of any special needs (e.g. learning, dietary or medical, etc) that participants on the trip may have and it is recommended that these same needs are shared for members of the VLT.

- It is incumbent upon the Heads to specify a Visit Leader for each out-of-school visit. The designated Visit leader acquires legal responsibilities because of this process. If a member of a school senior leadership team participates in an out-of-school visit and they are not nominated by the relevant Head as the Visit Leader, the member of the senior leadership team will have no more responsibility for the arrangement or conduct of the visit than any other participating member of staff.

- For curriculum-based out-of-school visits and other 'routine' daytrips, the signed parent contract is implicit in giving the necessary consent required. This is consent for theatre and museum trips, or as a representative of the school, or the Foundation, at a sporting fixture, music concert or event, inter-school competition, etc. either locally or nationally. This includes an out-of-school-visit that takes place for educational purposes, within the hours of the normal school day, including visits leaving before the hours of a normal school day and/or returning after normal school hours.

- Written parental consent is appropriate for visits which involve a minimum one-night stay or an activity of a high-risk nature. <u>All</u> out-of-school visits involving EYFS aged children must seek parental consent. In such cases the appropriate proforma at

Appendix III is to be used.

- It is also imperative when planning and assessing out-of-school visits that the individual schools implement the same standards and safeguards.

5.1.2 Risk Management

- LSF can never be entirely sure that nothing will go wrong on an out-of-school visit or daytrip. However, planning procedures that are sensible, methodical, thorough yet simple and workable should reduce levels of anxiety, dispel myths, and encourage staff to act responsibly. Risk assessment is not about eliminating all risk but rather about taking a common-sense and proportionate approach, remembering that risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place.

- Risk management involves answering two basic questions:
  a. What could go wrong?
  b. What are we going to do about it?

This process happens at three levels:

1. **Generic** – Policies and procedures that apply across a range of visits (normally **recorded**)

This is guidance or practice that remains constant regardless of the nature of the visit. It covers the management of risks identified as relevant to all visits involving similar activities.

2. **Visit-specific** – Carried out before the visit takes place **(may need to be recorded)**

This is the identification and management of any risks not already covered through generic risk management. It is unique to each occasion and should address staffing (competence and supervision levels), activity, participants, and emergencies.

3. **Dynamic/on-going** – Carried out continuously throughout the visit **(not necessary to record)**

This refers to the on-going monitoring of all aspects of the visit/activity by the Visit Leadership Team. The group and the level of risk must be monitored and assessed throughout and, if circumstances dictate, activities should be curtailed or amended (e.g., change to plan B). In practice, it is often these on-going decisions of the Visit Leader(s) that determine whether the group remains safe and whether the activity is successful. Hence a competent Visit Leadership Team is essential.

<u>Categories of Visit</u>

- There are two broad categories of visit requiring different levels of planning. The categories are:

1. Routine visits that involve no more than an everyday level of risk and are covered by Establishment procedures and policy. Such visits should require minimal planning or preparation beyond what is needed to make best use of the learning opportunity.

In a school context, they are simply lessons in a 'different' classroom.

2. Visits requiring additional planning, and some level of specific risk assessment. A visit moves into this category because one or more aspects cannot be managed adequately by existing procedures and policy. This may be due to distance from the establishment, the nature of the activities, the environment or venue(s), the nature of the group, the need for specialist leader competencies, or any combination of these. For some visits this will involve detailed planning over an extended period. The additional steps needed to manage these aspects should be identified and recorded.

5.1.3 Risk Assessment

- Sensible risk assessment looks at all the things that might reasonably go wrong, should be practical and focus on real and significant risks. Control measures are the key to risk assessment. These are generally aspects that, when operated sensibly, ensure that the risk for each participant can be kept within 'acceptable' levels and these outcomes must be reflected in the arrangements for a visit.

- The two different levels that risk assessments must be recorded are: Generic and visit-specific;

- Generic documents are to be used to cover the significant risks that you would always expect to manage in any relevant experience or activity. They might include National Guidance, LSF or establishment policies, and procedures or policies from National Governing Bodies.

- Visit specific assessments are to be used to record all significant findings for a particular visit or issues not covered by existing generic documents. If existing generic documents cover everything, then there is no need to repeat anything. In the absence of generic documents, any significant findings should be included in the visit specific record.

- The documents, individually or in combination, should be used to record any significant findings for the specific group, and the venue(s) to which they will be taken, and address the key variables of Staffing (competence and supervision), Activity, including equipment, Participants and Emergencies. It is imperative that all involved understand the plan as much as they need to, particularly their role and responsibilities within it and what they need to do and that what is recorded happens in practice.

- Supervision arrangements

  The precise arrangements (including for "free" time) need to be appropriate and based on the age and maturity of the participants and characteristics of the venue.

- Staffing levels

  The risk assessment should identify the staffing required to run a visit safely. Staffing should never be decided just by a simple numerical calculation of the ratio of pupils to adults, but based on factors such as age, ability (including their behavioral, medical, emotional, and educational needs), experience, gender and

maturity of the pupils, the duration and nature of the activity being undertaken and the requirements of the venue.

The Early Years Foundation Stage (EYFS) Statutory Framework no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be lower than the legal minimum that applies otherwise (either 1:8 or 1:13 in early years' settings and 1:30 in infant classes).

- Competence

  The level of competence/qualification of leaders likely to be required should be identified though the risk assessment, including first aid provision.

- Activities

  The risk assessment should cover, to a similar standard, both the main activities of the visit and the "Plan B" alternative activities included in the visit plan in case the primary activity is undeliverable.

- Equipment

  The equipment required, including clothing and any emergency equipment, should be appropriate for the environmental conditions and should take account of the findings of the risk assessment.

- Emergencies

  Risk assessments should consider how the group might respond to an Emergency, Incident or Critical Incident, including the procedures for contacting sources of help. Risk assessments for high-risk, outdoor and water-based activities should take account of the possibility of a 'panicking' casualty.

- Participants

  Parents should be provided with sufficient information on hazards and risks to allow them to make informed decisions about their child's participation. The medical details of all participants (staff and pupils) are to be included as part of the risk assessment.

  Some of these factors should be considered separately for the journey's to and from a visit venue and for during the activity itself. They are not mutually exclusive.

- Risk Assessments are to be prepared for all aspects of an Out-of-school visit for which the school are organising (i.e., transport to and from venue, leisure activities at a centre etc.). Activities undertaken under the supervision of Providers when visiting organised centres i.e., a rock-climbing centre, or ice rink, will be the responsibility of the centre. Risk assessments must be reviewed upon return, this is especially important where the venue is to be re-used, or if an accident/incident occurred.

- In the event of an accompanying teacher, or adult helper, being a parent (or otherwise in a close relationship with a young person taking part in the visit) they should be made aware of the potential for their relationship to compromise group management,

particularly if there is a serious incident. There is a probability that the helper may be distracted by the needs of their own child, rather than looking to the needs of the whole group. This means that the Visit Leader should directly address this issue as part of the assessment of risks and not assign a helper to a leadership role which gives them a direct responsibility for their own child, other than where this is a risk-managed part of the plan.

- Staff, who have children at the school on an expedition/trip, or who wish to bring their own children along with them, cannot be included in the supervision ratio for trips.

- If, after due process, the risks are considered not to be 'acceptable', the visit **must not** take place.

5.1.4 Administration

- For all visits, information must be both given to and sought from participants and parents. Guidance on what information should be given to parents is shown in Appendix I. A briefing meeting with the participating pupils' parents must be offered to all overnight/residential visits. Copies of all correspondence with parents relating to the visit should be integrated into Evolve.

- Trip letters must make it clear whether payments for daytrips or deposits for bigger trips are non-refundable. For daytrips, if a contingency is not allowed for people dropping out, the charge must be non-refundable. Deposits for 'bigger' trips should also be non-refundable.

- For any visit of more than one day, or of a high-risk nature, or involving children in EYFS, consent must be given by the pupils' parent/guardian and copies of these records are to be stored in Evolve.

- Copies of the relevant consent forms at Appendix III (IIIA for UK trips and IIIB for overseas trips) are to be issued to the pupil's parents, providing details of the activity. Parents should be encouraged to save/retain one copy, and one copy is to be returned (signed) to the Visit leader and integrated into Evolve. If both parents are residing at home with the pupil, one signature only is required. Two signatures may be required in situations in which the parents are not domiciled together, and both wish to exercise independent parental responsibility.

- Where possible (and only when known) separated parents, who desire to exercise equal parental responsibility, must each sign a copy of the consent form. In these circumstances copies of the form should be sent to each parent. One copy is to be retained by the parent, and a signed copy is to be returned to School. If a response cannot be obtained from one of the parents, the other parent's consent can be treated as sufficient. If any one parent refuses consent, the Visit Leader should discuss and try to resolve the reason. If agreement cannot be reached, the pupil shall be omitted from the visit/activity.

- Visit Leaders must ensure sufficient copies of all relevant information, including details from the 'Critical Incident Plan' and mobile telephones are made available to members of the Visit Leadership Team. Any relevant information taken must be stored safely and securely for the duration of the visit. All hard copies of trip information (risk

assessment, itineraries, emergency procedures, etc) and sensitive personal data (participant lists, consents, emergency contact details, medical information, passport details, etc) should be carried in the trip pack. Where possible access to such information should be via iSAMs or Evolve rather than taking hard copy forms.

- In the event of an incident/emergency, a means to contact parents/guardians may be required. The Visit leader should ensure that they have suitable means of being able to do this either directly, or with staff assistance from the Establishment.

- A member of the Establishment's Senior Leadership Team (who is not participating in a trip at the same time) will be agreed as the Emergency Contact for each trip to activate any Critical Incident Plan if this should be necessary. They should have the contact numbers of **ALL** the participants (and VLT) so that all parents/next of kin can be informed of developments. See section on Emergency Procedures.

- Visit Leaders of all visits should ensure that they consider plans for an alternative activity (Plan 'B') to be available if the primary activity becomes too high a risk (e.g., due to sudden deterioration in the weather), or circumstances change that do not permit the original activity to proceed as planned.

- When sharing personal information with trip providers the school is responsible for ensuring it is clear what the information should be used for and that appropriate measures are in place to protect the information. This can be achieved through a data processing agreement (See Data Protection policy). Where the destination is overseas, consent may be required before personal information is processed (either taken overseas or shared).

- Only share information that is necessary. For instance, do not share the names of individual pupils associated with medical or health needs – e.g. inform caterers of the numbers of gluten free/dairy free meals that are required, not the names.

- All forms and other completed paperwork must be integrated onto Evolve where the information will be stored for three years. Where a serious incident occurred, the forms will be retained until the pupils are 25 years old. All paper records must be shredded and digital records deleted if no longer valid or required.

Data Management

- Loughborough Schools Foundation takes its responsibilities for personal data very seriously and has policy in place to ensure compliance with the Data Protection Act 2018 incorporating the General Data Protection Regulations [GDPR].

- The data collected when dealing with educational visits and school trips will contain data that is defined by the Data Protection Act 2018 as 'special category' data. This is the most sensitive category of data and as such it is essential that every care is taken to keep the data secure.

- If there is any possibility that the data has been lost then it must be reported immediately to the Data Protection Officer for investigation, dataprotection@lsf.org . Any confirmed loss of special category data is reportable to the Information Commissioner's Office and may result in an external investigation.

- All staff involved in collecting and processing data relating to out-of-school-visits must

ensure they have read, understand and operate according to the school's Data Protection Policy. They must also be familiar with the school's Privacy Notice to ensure any processing required that is not covered by the Privacy Notice is reported to the Data Protection Officer, dataprotection@lsf.org .

Insurance

- The Foundation recognises the importance that trips play in the development of its pupils, be the trips sporting, curricular or cultural in nature. However, the Foundation must equally ensure that scarce resources are focussed in the most effective manner and thus that all stakeholders, be they staff, pupils or parents take responsibility for their own actions where appropriate to do so.

- The Foundation provides insurance, which covers pupils both within their respective schools and whilst away on school trips. This includes overseas travel and during higher risk activities such as sports tours and skiing trips. The policy is comprehensive and covers a wide range of eventualities ranging from lost luggage, medical support through to emergency evacuation and repatriation. Like all insurance policies however, there are also several exclusions and limitations.

- It is important that pupils and their parents fully understand the level of insurance cover provided by the Foundation whilst on trips and most importantly, what is not, or might not be covered. Visit Leaders must familiarise themselves and parents with all documentation (principal risk inclusions / exclusions), which has been provided by the Foundation's insurers and details what is and what isn't included in the Foundation's policy.

- Of note is the cancellation element, which in most cases will **not** cover cancellation charges should a pupil no longer travel, except for the reasons expressly noted within the policy. Examples of cancellations not covered include the following (this list is not exhaustive):

- Inability of a pupil to secure travel documentation such as a passport or visa. If in any doubt as to whether an individual might find acquiring appropriate documentation difficult then they should consult with the Visit Leader in the first instance – *before committing to the trip.*

- Illness of a close family member, including parents and siblings. The policy only covers the cancellation due to the insured (pupil) being ill and unable to travel when supported by medical evidence.

- A desire not to travel due to an event outside the control of the Foundation, unless supported by Foreign Office advice 'not to travel'.

- That a child is no longer a pupil at the Foundation and is thus not permitted to travel.

- In the event of a pupil not travelling due to a reason not covered by the Foundation's insurance policy then the family will be liable for the full costs incurred and not the Foundation. Should individuals feel that they might require additional insurance to cover eventualities not included within the Foundation's policy then they are responsible for securing this cover at their own expense.

- Sports tours and many other overseas trip will have their own (usually tour operator led) cancellation policy, which will be communicated to parents as part of the initial trip information and importantly, prior to any agreement is entered into. Parents and pupils must ensure that they read and fully understand this policy and thus the level of financial commitment this might mean.

- As is the case with most domestic policies, the Foundation's insurance policy comes with an excess, which is deducted from the sum being claimed. The excess can vary depending on the type of claim being made, however the Foundation has agreed to cap the excess payable by parents to £50. For clarity, this £50 will be deducted from any payment made to parents. Any monies paid to the Foundation for a cancelled trip will be paid back to the parents in one payment upon receipt of funds from our insurers.

5.1.5 Procedures

- Before the visit takes place, the Deputy Head of the potential participants' Establishment must have details of what is being proposed and approve the event (in principle). For routine/educational visits details should be submitted at least 6 weeks prior, for higher risk/residential a term in advance and for overseas 12 months prior.

- Once approved, all Visit Leaders must use the electronic visit notification and approval system ("Evolve") held on the LSF network to include the details on the nature of the visit, activities to be undertaken, method of transportation to be used and the venue(s) etc. The recording of the risk assessment is incorporated within the process. This electronic system also allows a copy of all correspondence, itineraries, contracts and other visit related paperwork to be archived for future reference.

- Notice of a completed out-of-school visit risk assessment is automatically forwarded by email to those members of staff at each Establishment who hold the responsibility for the agreement and endorsement of the assessment for the approved visit. Copies of all relevant information, including risk assessments, are to be made available to all members of the visit leadership team and participants as required (ideally a hard copy).

- Until the risk assessment has been approved, the visit endorsed by the Head (or their nominee) and the medical information for each participant checked, the visit **cannot go** ahead. Head's must ensure any visits that have not been fully approved do not take place.

- In the case of residential visits, parents / guardians will be requested to pay a non-refundable deposit to secure their child's place on the trip. In the case of overseas trips, particularly those involving flights, this deposit may be requested a long time in advance of the departure date. Such deposits are taken for several reasons ranging from paying a further deposit to tour companies, securing flights at competitive prices, costs incurred due to trip related staff training and to cover incidental administrative costs. Such deposits are therefore, as much as practicable, designed to match the real costs borne by the Foundation during the planning period of the respective trip. Should a pupil decide to drop out of a trip, even for good reason such as illness, the Foundation will have still incurred the costs and thus the deposit payment will not be refunded. Parents / guardians should be made aware of this by the Visit Leader before securing the respective place and paying

the deposit.

5.1.6 Behaviour

- The Establishments are encouraged to use codes of behavioural conduct as a means of establishing appropriate expectations of participants' behaviour from departure point until return. Such codes, which may cover issues additional to the expectations of the establishment's normal behaviour policy/ code of conduct in school, should be explained to participants and parents before a visit, so reducing the opportunity for misunderstanding both expectations and the sanctions that may be invoked where the code is breached.

- Pupils/students must sign up to a "behavioural contract" for all residential visits and where necessary, parents also sign and accept responsibility for removing participants in prescribed circumstances.

- Any consumption of alcohol by staff should consider:
  - the local law
  - the negative effect of alcohol on the ability of leaders or helpers to carry out their responsibilities.
  - the time taken after drinking for someone to be free of the effects of alcohol.

  Participants should always be supervised by a suitable number of alcohol-free staff according to numbers of pupils (and certainly a minimum of one). This is especially important for residential and overseas trips. So, if staff are to drink alcohol:

- there should be sufficient staff to allow some to be 'off duty' without adversely affecting supervision levels or the ability to deal with an emergency, including the possible need to drive,
- staff who do drink should do so in moderation and be fit to return to duty at the appropriate time and the 'duty rota' should not unfairly penalise any staff who choose not to drink.

- While students may be of the legal drinking age, they are not permitted to drink alcohol during any part of the visit.

5.1.7 Inclusion

- The Equality Act 2010 states that LSF or, for other provision, the service provider, must not discriminate against, harass, or victimise anyone because of one of the protected characteristics (disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation) in the way that it provides (or not) a benefit, facility or service. There is a duty to make reasonable adjustments. Visits are to be made available and accessible to all, irrespective of special educational or medical needs or protected characteristics.

- When a visit or activity is being planned, all reasonably practicable measures must be taken to include all potential attendees. Every reasonable effort should be made to find transport, a venue and activities that are both suitable and accessible and that enable all attendees to participate fully and be actively involved.

- Care should be taken not to cause indirect discrimination. For example, arranging a residential visit during a religious festival or holiday might prevent pupils of certain religions being able to attend.

- In making decisions, the Establishment must balance the need to provide the best possible educational outcomes for all participants with the need to meet the needs of individuals. Sometimes it may not be possible to make reasonable adjustments to include a participant in a specific visit or activity, nor to provide the whole group with a suitable alternative. The burden of proof is on the Establishment, to show that what happened was for a reason other than unfair discrimination.

- Any adjustments that are made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

- A decision to exclude a young person should not be taken lightly, and only after consultation with those who have responsibility for the young person, including (as appropriate) the Head, activity/venue manager, Visit Leader, class/form teacher, parents, any support staff, any third-party provider, and possibly their GP.

Exclusion on the grounds of behaviour

- It may be reasonable to exclude a participant where their behaviour presents a significant, unmanageable, and unacceptable risk to the health, safety and welfare of either themselves, or other members of the group, or the leaders. Where a young person has a behaviour difficulty that is not associated with a protected characteristic then it is unlikely that the Equality Act applies.

- Where there is some doubt about including or excluding a young person on the grounds of their behaviour, the following points should be considered:

    - identifying the issue at the earliest stage of planning.
    - involving all interested parties.
    - establishing a behaviour management plan with agreed action points that may enable inclusion on the visit.
    - establishing behaviour targets and timescales to be met to allow inclusion or trigger a decision to exclude.
    - providing an additional adult, such as a parent or support worker, with a specific brief to manage behaviour issues.
    - ensuring that what is expected of staff is reasonable and within their competence.
    - recording this process.

5.2 Type of Activity

5.2.1 Outdoor or High-Risk Activities

Adequate supervision is particularly important for these types of events. The provider of an outdoor/high risk activity should have staff available to supervise so that the number of Establishment staff involved may be low. Always check the level of supervision being

provided, the skill levels of their staff and for mixed groups of older pupils/students, be aware that both male and female supervision may be required (see 2.1.5).

The level of supervision needed to control an event safely such as a hill or dales walk must be carefully considered. It is unlikely that many pupils/students can be adequately supervised by just a single Activity leader as, in the event of an accident, there would be insufficient resources to manage the situation.

There must be a minimum of two adults with any Duke of Edinburgh expedition that takes place. If an Establishment is using an appropriate firm under contract to provide supervision of a Duke of Edinburgh Award Scheme expedition, the numbers of staff from the Establishment, who participate to ensure pastoral care, should be enough to deal effectively with two simultaneous, but geographically separated incidents, whether in the day or night.

As a rule, the absolute minimum pupil/student to staff ratio should be 10:1. However, this ratio will be varied in the case of skiing trips and may be varied depending on the recommendation of National Governing Bodies/Associations regulating certain activities and the results of the risk assessment.

- If a high-risk activity (such as caving, climbing, trekking or a water sport) is being considered, a suitably qualified and / or experienced Activity leader must be in charge.

- If an activity provider is to be used by an Establishment, the Visit leader must check the appropriateness of the Provider (see 2.1.5).

- Providers of those high-risk activities that require Adventurous Activities licensing (see list) must be licensed to continue trading. However not all activity providers are required to hold a licence (depending upon the activity).

The following activities must be licensed when a commercial company is providing them or when local authorities / MOD provide them without charge:

  - climbing and abseiling.
  - caving and the exploration of disused mines.
  - water sports, including canoeing, rafting, sailing, and windsurfing.
  - trekking, including horse riding, mountain biking and orienteering; and CCF activities: - static line parachuting, powered flight, gliding, shooting and assault courses. (All under MOD control)

These types of high-risk activities when undertaken as part of an authorised Out-of-School Visit are included in the schools' insurance cover.

- The following high-risk activities, when part of an Out-of-School Visit, are **not** covered by the schools' insurances. Consequently, special arrangements will be necessary to ensure that adequate risk assessments and insurance cover are organised:

  - Parachuting
  - Bungee jumping
  - Scuba diving
  - Paragliding / parascending
  - Hang gliding
  - Water skiing and jet skiing

- Snow skiing
- White-water rafting

Any other high-risk activity not listed in this policy should be referred to the relevant Head and EVC before they are planned.

- When considering the use of an activity provider, there are some key items to note. These are:

  - Does the programme offered correspond with the provider's adventurous activity licence?
  - What is the group size and staff ratio for activity groups?
  - What are the emergency procedures, including the means of
  - summoning help?
  - Do sufficient staff hold the appropriate First aid qualifications?
  - What happens to the programme in inclement weather conditions?
  - Who is responsible for maintaining safety and how do they fulfil that
  - responsibility in respect of the pupils?
  - How is the emotional security of pupils safeguarded when they are faced with having to do things they find particularly challenging?
  - What experience do activity instructors have in teaching skills to pupils of a similar age?
  - Should both male and female supervision be provided?
  - Does the provider have accreditation to demonstrate that they meet minimum standards for safety and quality? i.e.

  - Does the provider hold a Council for Learning Outside the Classroom (CLOtC) Quality Badge?
  - Does the provider hold an AALA licence (if activities are in scope of the Adventure Activity Licensing Regulations)? If activities are not in scope of the regulations and the provider does not hold a CLOtC Quality Badge, do they have any other form of accreditation e.g., "Adventuremark" or any National Governing Body (NGB) Centre Approval?
  - If the provider does not hold a CLOtC Quality Badge, what evidence or assurances about educational quality are available? Ask the providers to complete an 'External Providers Checklist' (See Appendix V) to seek assurances about such issues as insurance, fire safety, risk management systems, compliance with regulations etc. Have they complied with these?

  Visit leaders should not be afraid to ask these questions when evaluating an activity provider, it fulfils the Foundation's responsibility to ensure that providers fulfil theirs.

CLOtC Quality Badge Scheme

The 'Council for Learning Outside the Classroom' (CLOtC), set up a 'Quality Badge' scheme in 2009 to accredit companies and others who trade with schools. The Quality Badge gives assurance of good and safe learning and is awarded if six quality indicators are in place, including the satisfactory management of risk. A "badged" provider gives reasonable assurance that they uphold all health and safety law. In this case, the Visit Leader should check the provider can meet the intended learning needs of the group. Further details are available at www.lotc.org.uk

- The decision regarding the leadership of a high-risk activity lies with the appropriate

Head. When appointing an Activity leader, the criteria outlined at Appendix IV should be followed. Further advice is offered by the 'Institute of Outdoor Learning', a professional body for organisations and individuals who use the outdoors to make a positive difference to others, https://www.outdoor-learning.org/

- If a suitably qualified and / or experienced Activity leader is not available, the proposed activity must not take place.

- A preliminary visit to an activity centre should be made before entering any contract.

- Where an Out-of-School Visit includes recreational swimming, paddling or otherwise entering the waters of river, canal, sea or lake, a risk assessment must be completed and recorded.

- Additional arrangements will be required to cover the organisation of a long visit to a UK or overseas destination. These could include travel arrangements, passports (minimum six months validity and be less than 10 years old), Global Health Insurance Card (GHIC), currency, insurance etc. Attention should be paid to the type of accommodation to be used on this type of visit.

- If an outside supplier of transport or package holidays is used, they should meet the EU Regulations (Package Travel Directive 2015/2302) and be ABTA registered. The use of such providers will often help in those additional requirements identified above.

In any Out-of-School Visit where high-risk activities take place the participants' safety must never be compromised.

5.2.2 Skiing Trips:

The nature of skiing trips, combining both skiing and social activity, is such that those staff selected to supervise such trips must be fully aware of their responsibilities. In the case of joint LSF trips, discussion between the relevant Heads on the selection of staff supervisors is a pre-requisite before any announcement or appointment is made. Ski trips rely heavily on the services of skiing professionals and facilities at the chosen resort. The qualifications and experience of members of staff involved in the skiing trip will influence the programme and the range of activities that can be undertaken by pupils during the trip.

- The following definitions of skiing activity apply: (Note this policy includes snowboarding)

Ski Tuition:

- In the normal course of events, ski tuition will be supervised by professional instructors provided by the resort.
- The organisers of ski trips should plan the programme of activities that is appropriate for the range of skiing ability and the ages of the participants. It is essential that sufficient rest time is built into the programme (e.g., 1-hour minimum rest at lunch time).
- The cost of travel, accommodation, tuition (including staff training) and insurance is to be determined so that full recovery of the costs from the appropriate parents is made.

Supervised Practice:

- Supervised practice provides an opportunity for senior and junior skiers to practice, under supervision, the techniques that they have previously learned.
- It is essential that staff who undertake the supervision of supervised practice must hold the Alpine Ski Course Leader Award, or an equivalently recognised qualification.
- The qualified staff supervisors are always to select the runs, routes, the pace and the tasks to be performed.
- Pupils engaged in supervised practice must ski in groups.
- Pupils engaged in supervised practice must always be under the direct control of the staff supervisors.
- Staff supervisors must always be able to ascertain that all members of the group are safe and well.
- If a pupil does not wish to participate in supervised practice, they must still be supervised to an appropriate level.

Free Skiing:

- In free skiing, skiers chose the runs and routes.
- Supervision is variable and may not be evident.
- Free skiing is not recommended for school skiing trips by Snow Sport England or in the DfES and LEA Guidelines for Maintained Sector Schools.

Under no circumstances must free skiing ever be undertaken by pupils/students participating in a skiing trip which is operated under the auspices of the Loughborough Schools Foundation.

General Guidelines:

- The maximum pupil/staff ratio for supervised practice skiing will be 8:1.
- No off-piste skiing by pupils is ever to be undertaken.
- All pupils and staff are to wear helmets whilst skiing and/or snowboarding on a LSF ski trip. The helmet is to comply with Class A of the European Ski helmet standards CEN 1077:2007.
- All Foundation ski trips will be subject to any conditions put in place by the skiing professionals in charge or by the resort being visited (e.g., wearing additional safety equipment).
- Reliable communications must be available to staff supervising a ski trip to minimise any delay in the event of an emergency. A duty member of staff must be appointed as the main point of contact, and they must remain in the vicinity of the ski centre (or the most suitable location if that is not the ski centre) during their time on duty. It will be their responsibility to co-ordinate any assistance necessary to deal with an injured pupil or member of staff. It is imperative that the appointed duty member of staff always be contactable by the resort and/or other members of staff.

5.2.3 Residential Visits:

Residential Visits can involve very varied arrangements which can require very different

levels of supervision. The venue may well have staff available that can be called upon to assist. Mixed groups of pupils must have male and female staff available to supervise. As a rule, the pupil: staff ratio should be at most 15:1. However, this ratio may be varied because of the risk assessment.

- Additional arrangements will be required to cover the organisation of a long visit to a UK or overseas destination. These could include travel arrangements, passports, health insurance card (GHIC), currency, insurance etc. Attention should be paid to the type of accommodation to be used on this type of visit.

- If an outside supplier of transport or package holidays is used, these should meet the EU Regulations and be ABTA registered (see 2.1.11). The use of such providers will often help in those additional requirements identified above.

5.2.4 Theatre Trips, Lectures and Conferences:

The venues for these types of visits usually offer the greatest protection for the pupils/students taking part. Usually in this situation minimal supervision should be necessary. As a rule, the senior pupil: staff ratio should be at least 20:1 but account should be taken of the participants needs, the size and layout of the venue and the content of the event when assessing the risk.

5.2.5 Sports Fixtures and Major Tours:

Whilst local sports fixtures may be routine and can be covered by a generic risk assessment, a sports tour may involve much planning and close supervision. The main areas of concern in setting supervision levels will be the journey and free time. As a rule, the senior pupil: staff ratio for a local sports fixture should be at most 20:1. A greater level of supervision, possibly 10:1, is more appropriate for an extended sports tour.

Regular sports activities held at Quorn are not subject to specific risk assessments. The activities must be supervised and controlled to the same levels of safety as sports activities being held at the main campus. Travel to and from Quorn must be of a suitable standard. Ideally the coaches and / or buses should be fitted with seat belts, but it is accepted that the approved transport supplier may use service double-decker buses which do not have seat belts.

6. EMERGENCY PROCEDURES

- Before departing on an Out-of-School Visit the following should be in place:

- A copy of the list of participants (pupils plus Visit Leadership Team/Helpers) is to be lodged with the appropriate Establishment office immediately before departure. This can be easily accomplished by supplying a copy of the 'Trip Details for School Office' form (Appendix II).

- The Visit Leader must carry a school mobile phone for all visits. Mobile telephones (own or schools') should be carried by adult participants. Where possible, there should be at least two telephones per party (unless the party is very small / has only one adult

involved). Staff must not share their personal mobile phone numbers with pupils.

- A suitable member of the Establishments' SLT, who will remain contactable and be available throughout the duration of the trip, must be designated as the Emergency Contact for any trip outside normal school hours. Full details of the visit, including the itinerary, list of participants and emergency contact numbers etc, will be available to this member of staff.

- A facility for raising emergency funds should be available to the Visit Leadership Team. This facility can be arranged through the Bursary.

- The Visit Leader is to take on the visit a copy of all relevant information from the 'Critical Incident Plan'.

- Actions to be taken in the event of an emergency:

- An adult within the group must take control, establish the nature and extent of the emergency, and organise local help as required. Making sure that all other members of the party are accounted for and safe.

- The extent of any injuries and names of the injured are to be established and first aid administered. The relevant emergency services are to be called.

- An adult from the party must accompany casualties to hospital, and if on their own, go with the injured pupil(s); the Emergency Services will look after the rest of the party until another member of staff arrives.

- The Visit leader is to ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base (if appropriate).

- One adult is to remain at the incident site to liaise with the emergency services until the incident is over and all pupils/students are accounted for.

- <u>One person only</u> from the group is to contact the 'Emergency Contact' at the Establishment to appraise them of the situation (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far, etc).

- Each Establishment must have in place procedures to implement a Critical Incident Plan to be activated where there is a Critical Incident requiring a co-ordinated response. The main functions of those involved would be to: -

    - minimise or eliminate any danger or risks to individuals,
    - minimise the impact of the incident on the operation of the Establishment,
    - ensure that LSF acts in a lawful manner,
    - facilitate effective recovery,
    - ensure business continuity is established,
    - minimise any adverse publicity and
    - ensure that all external enquiries are handled consistently.

- All action taken by Establishment -based staff is to be recorded to assist any ongoing or subsequent investigations.

- **Any media interest must, initially, only be dealt with by a designated person and following consultation with the Chair of Governors or, in their absence, a nominated deputy. No member of the Establishments' staff or group is permitted to give any opinions or details of the incident to any media body.**

- A written record of the incident is to be made by the Visit Leader as soon as practicable. A record should be made of any witnesses, and any associated equipment should be kept in its original condition.

- Should an accident occur, it must be recorded on a LSF accident form and, if applicable, recorded in the accident book at the venue. If the accident resulted in a major injury i.e., fracture, concussion, hospital treatment etc. it is advisable to obtain witness statements. A copy of all must be integrated into Evolve.

- Parents are to be informed of any delays that will be necessitated.

- Actions to be taken following the conclusion of the emergency:

- A decision must be made in consultation with the Emergency Contact either to continue the out-of-school event or to return to the Establishment.

- If the visit is to continue, the Visit leader must be sure that sufficient (and suitable) supervision is available for the remaining participants.

- Where necessary, the Visit leader is to be kept informed about the progress of the repatriation so that the remaining participants are kept up to date.

- If the visit is to be abandoned, the Visit leader must co-ordinate all further arrangements in the location. Some, indirect, support may be available from the Establishment (i.e., to arrange additional funds or organise others to join the group etc.).

- Decisions may have to be made involving splitting the group to return home as rapidly as possible. In these circumstances, the Visit leader must ensure adequate supervision for each of the subgroups. The Visit leader must also ensure continued communications between the subgroups and the school Emergency Contact.

Appendix 1 - INFORMATION PROVIDED TO PARENTS/GUARDIANS PRIOR TO OUT-OF-SCHOOL VISITS

Once outline approval has been given by the Deputy Head (or Deputy Heads if it is to be offered to pupils from more than one school) for the visit to go ahead, and ideally at least four weeks prior to the day of the visit, only then can the visit be advertised to parents/pupils.

For residential trips and longer sports/activity tours etc., a three-stage process is advised;

Letter 1 – from the Visit Leader, with details of the visit setting out the plan and seeking to establish the level of interest. At this point, no formal commitment is made by the school to run the trip, or by parents regarding attendance.

Letter 2 – apply for a place – a letter informing parents of the dates, costs and deposit requirements. This letter will also set out payment and cancellation terms.

Letter 3 – confirmation of a place. Sent once all responses to letter 2 have been received. This letter sets out the insurance details and advises parents of pupils who have secured a place on the trip of the need to ensure that any additional insurance needs they may have, are covered by their own insurance. Should the trip be oversubscribed a second version would be sent to parents of pupils who have not secured a place on the trip advising them of this, returning the deposit cheque and asking if they wish to join a ‘reserve’ list.

Parents must be notified with certain essential information prior to all out-of-school visits (e.g., location, dates, purpose, and cost) and a statement should be included in the letter stating that staff will use the most recent medical information and emergency contact details held on the school database. Parents are to be asked to revise these details (e.g., in writing) immediately if there are any changes to the details already held. Note- parents are sent reminders during the school year to keep the school updated.

It is important that all further details pertinent to the visit are given in writing to parents.

The following should be regarded as the minimum for residential trips but can be used as a guide for all out-of-school visits.

Details that should be included in Letter 2 include;

1. Purpose of visit.
2. Dates, places and times of departure and return.
3. Transport arrangements.
4. Name and address of travel company/agency (if appropriate).
5. Address and telephone number of place to be visited.
6. Details of accommodation provided.
7. Financial costs and arrangements for payment.
8. Pocket money (suggested amounts and arrangements for care).

9. Proposed programme and itinerary (including activities (and any risks) to be undertaken, places to be visited and bad weather alternatives).

10. Information regarding the training and experience of accompanying staff, voluntary helpers and activity centre staff (where applicable).

11. Code of Conduct. Parents/guardians should be made aware of the standards of conduct expected of the pupils and the possible sanctions that could be applied (e.g., in extreme cases, parents could be asked to collect their children).

Details that should be included in Letter 3 include;

1.Insurance arrangements- including a copy of the policy.

2.List of recommended clothing and equipment, including any special requirements (with a request that all items should be named). Details of any clothing, equipment and or other items not allowed (e.g., mobile phones, jewellery). The Visit Leader's policy on pupil use of mobile telephones should be made clear.

3.Details of recommended type and size of luggage and labelling.

4.Group membership (including names and numbers of staff and pupils) and name of party leader and Supervision arrangements during activities.

5.Supervision arrangements at times other than during activities. Ratios of pupils to accompanying school staff should be given.

6.Name and telephone number of the 'Emergency Contact' that can be contacted in case of emergency.

For any trips of more than one day, or of an adventurous nature, parents will need to complete and sign a Parental/Guardian Consent Form (Appendix IIIA Issue 8 (01/09/23) for UK based trips, or Appendix IIIB Issue 7 (01/09/23) for overseas trips) before the visit takes place.

LOUGHBOROUGH SCHOOLS FOUNDATION

Appendix 2 -Trip Details for School Office/SLT Emergency Contact

Please fill in all relevant information.

Trip Venue and Purpose:		
Name of Visit Leader:		Contact Tel no:
Trip Departure Date;	Time:	Location:
Trip Return Date:	Time:	Location:
Group involved:	Staff involved (give initials):	Pupils (give male/female and total no):
Travel Company Details. Name: Address:		Tel no: Email:
Company Travel Rep or Contact Name:		Tel no: Email:
Accommodation: Name: Address: Contact name:		Tel no: Email:
Emergency Contact for Parents. Name:		Tel no:
Emergency contact number (school→trip) School mobile no:	Other:	
Do you have an Emergency Contact list for EVERYONE in the group? Do you have relevant medical information for the group? **Please give details of both emergency contact no's and medical info on the reverse of this sheet.**		

LOUGHBOROUGH SCHOOLS FOUNDATION

Consent of Parent / Guardian to a Visit / Expedition in the UK

School: Fairfield / Loughborough High / Loughborough Grammar

Please sign one copy of this form and return to _____ by _____
The other is for your records.

Details of Visit _____
Date(s) of Visit _____
Name of Visit Leader _____
Names of Visit Leadership Team_____

Visit Contact Details _____

Departure time _____ Place _____

Return time _____ Place _____

Method(s) of Transport _____

Visit Accommodation Details _____

Parents please complete the rest of the form and then sign overleaf.

Name of child _____ Date of Birth _____

If possible, please give details of TWO persons to contact in case of an emergency. Note we need to know how to contact you at **any time** during the visit.

1st Emergency Contact

Name _____ Relationship to child _____

Telephone Numbers _____
2nd Emergency Contact

Name _____Relationship to child _____

Telephone Numbers _____

HEALTH CHECK: Please tick to confirm that the medical details held by the school are up to date: ☐ (Any changed details should be provided in the *Health* section overleaf)

PTO

I/We, the undersigned who have [joint] parental responsibility for the above-named child CONSENT to our child taking part in the Visit described above at the cost indicated. (1)

I/We declare and agree individually and jointly that:

1. *Health*: I/We certify that to the best of my knowledge and belief our child is in good health. I/We am/are aware of no reason on medical grounds why our child should not be a participant on this Visit. I/We confirm that the Medical Information held on file for our child is both accurate and up to date to the best of my/our knowledge. Any additional information has been passed to the school/ is detailed below.

2. *Accident/Illness*: I/We consent to all emergency or other medical or dental treatment including general or local anaesthetic, surgery, or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and well-being of our child.

3. *Swimming and Other Water Activities*: I/We certify that our child *is/is not a competent swimmer. (Please delete as appropriate)

I/We agree to our child taking part in any/all of the activities (where applicable) proposed in the Visit Details Letter, except for the following:

4. *Personal Effects of our child:* I/We acknowledge that our child will be responsible for the safety of his/her own money and personal effects. We will not hold the School responsible for losses unless caused by the negligence of the School.

5. *Unforeseen Costs or Liability*: I/We understand that circumstances could arise in which the School or a member of the Visit Leadership Team personally incurs unforeseen cost arising out of our child's medical or welfare needs or arising out of deliberate or accidental acts or omissions on the part of our child (alone or with others). I/We understand that not every cost or liability will be covered by insurance and that there may be an uninsured excess.

I/We agree, as a condition of our child being allowed to go on this Visit, that all such costs and liability to the extent occasioned by any genuine need or caused or contributed to by the deliberate act or default of our child will be added to my account with the School and will be payable by me/us, except where caused by the negligence or other wrongdoing of the School or its staff. (1)

Signed .....
Relationship to Child .....
Date .....

Signed .....
Relationship to Child .....
Date .....

NOTE:
(1) If both parents are residing at home with the pupil, one signature only is required. Two signatures may be required in situations in which the parents are not domiciled together, and both wish to exercise independent parental responsibility.

LOUGHBOROUGH SCHOOLS FOUNDATION

Consent of Parent / Guardian to Visit / Expedition (Overseas)

School: Fairfield / Loughborough High / Loughborough Grammar

Please sign one copy of this form and return to _____ by _____
The other is for your records.

Details of Visit _____

Date(s) of Visit _____ Name of Visit Leader _____

Names of Visit Leadership Team _____

_____

Visit Contact Details _____

Departure time _____ Place _____

Return time _____ Place _____

Method(s) of Transport _____

Visit Accommodation Details _____

Please give details of TWO persons to contact in case of an emergency. Note we need to know how to contact you at **any time** during the visit.

1st Emergency Contact

Name _____Relationship to child _____

Telephone Numbers _____

2nd Emergency Contact

Name _____Relationship to child _____

Telephone Numbers _____

I/We, the undersigned who have [joint] parental responsibility for the above-named child CONSENT to our child taking part in the Visit described above at the cost indicated. (1)

I/We declare and agree individually and jointly that:

6. *Health*: I/We certify that to the best of my knowledge and belief our child is in good health. I/We am/are aware of no reason on medical grounds why our child should not be a participant on this Visit. I/We confirm that the Medical Information held on file for our child is both accurate and up to date to the best of my/our knowledge. Any additional information has been passed to the school/is detailed below.

7. *Passport etc*: I/We certify that our child has a current passport (valid for at least six months from the return date of the Visit) and (if applicable) all necessary visa and satisfies the entry requirements of the country(ies) to be visited.

8. *Accident/Illness*: I/We consent to all emergency or other medical or dental treatment including general or local anaesthetic, surgery or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and well-being of our child.

9. *Swimming and Other Water Activities*: I/We certify that our child *is/is not a competent swimmer. (Please delete as appropriate)

I/We agree to our child taking part in any/all of the activities (where applicable) proposed in the Visit Details Letter, except for the following:

10. *Personal Effects of our child:* I/We acknowledge that our child will be responsible for the safety of his/her own money and personal effects. We will not hold the School responsible for losses unless caused by the negligence of the School.

11. *Unforeseen Costs or Liability*: I/We understand that circumstances could arise in which the School or a member of the Visit Leadership Team personally incurs unforeseen cost arising out of our child's medical or welfare needs or arising out of deliberate or accidental acts or omissions on the part of our child (alone or with others). I/We understand that not every cost or liability will be covered by insurance and that there may be an uninsured excess.

I/We agree, as a condition of our child being allowed to go on this Visit, that all such costs and liability to the extent occasioned by any genuine need or caused or contributed to by the deliberate act or default of our child will be added to my account with the School and will be payable by me/us, except where caused by the negligence or other wrongdoing of the School or its staff. (1)

Signed .....
Relationship to Child .....
Date .....

Signed .....
Relationship to Child .....
Date .....

NOTE:
(1) If both parents are residing at home with the pupil, one signature only is required. Two signatures may be required in situations in which the parents are not domiciled together, and both wish to exercise independent parental responsibility.

Appendix 4- Requirements for Activity Leaders and Adult Helpers

This document sets out the minimum requirements on the qualifications and/or experience needed by LSF staff to lead an activity listed below:

- Caving / Potholing
- Cycling including Mountain Biking
- Hill Walking – Summer
- Hill Walking – Winter
- Kayaking / Canoeing
- Climbing – indoor walls and artificial towers
- Rock Climbing – Single Pitch
- Mountaineering
- Sailing

Leaders must hold a current, approved first aid certificate for National Governing Body qualifications to be valid.

In all events the leader must be experienced in the activity (and terrain as applicable).

AALA defined licensable terrain for trekking:

(a) which is Moorland or more than 600 metres above sea level; and

(b) from which it would take more than 30 minutes travelling time to reach any accessible road or refuge;

“trekking” means journeying on foot, horse, or pedal cycle or ski-ing but does not include ski-ing on a prepared and marked-out ski-run which is patrolled by persons engaged to assist in cases of injury;

“travelling time” means the time it would take a person to walk by the quickest safe route; and for this purpose a person shall be deemed to walk at 5 kilometres per hour and to take, in addition, one minute for every 10 metres of increase in the height above sea level of any uphill section of that route.

Caving/Potholing

General

Cave systems vary to a large extent in severity, complexity, and weather conditions. The entrances to some systems are regularly visited by walking parties and the information contained in this guidance is for those venturing beyond the daylight zone. Correct clothing and a helmet with headlamp must be worn by all participants. Emergency rations, spare lighting and a whistle should be carried.

Instructor Qualification

For a system without pitches (non-vertical systems) Local Cave and Mine Leader Assessment (LCMLA) level 1 is the minimum leader requirement.
For a system with pitches less than 18m (vertical systems explored with ladders, single rope technique is an option for the leader only) Local Cave and Mine Leader Assessment (LCLMA) level 2 is the minimum leader requirement. For a system with pitches over 18m Cave Instructor Certificate (CIC) is the minimum leader requirement.

Each caving and mining area in the British Isles has its idiosyncratic features in the nature and form of the underground systems, the objective hazards likely to be encountered and in problems related to access and conservation. The LCMLA Scheme is designed therefore, to reflect the needs and interest's peculiar to each area. It is flexible in that the candidate is assessed with regard to the caves or mines or potholes in which they wish to lead parties. The assessment has a core syllabus, standardised nationally, but has a local knowledge element (hence the name) to take account of specific hazards and problems of conservation, access etc of each site that a party is to be led within. A key feature of the scheme is a specific assessment of the candidate with regard to a declared list of named cave and / or mine sites in which the candidate wishes to lead parties.

National Governing Body

The British Caving Association
The Old Methodist Chapel,
Great Hucklow,
Buxton,
Derbyshire.
SK17 8RG

www.british-caving.org.uk

Cycling including Mountain Biking

General

Cycles used must be roadworthy. Helmets must be worn at all times. Ideally there should be two leaders, one at the front and one at the rear of the group.

Instructor Qualification

For areas in AALA defined non-licensable terrain:

The minimum leader requirement will be Trail Cycle Leader (TCL) Award for leading groups of up to 8 riders, on cycle rides in areas of the UK that fall within the technical definition outlined below:

- Public Highways, way marked routes, rights of way on which cycles are permitted. Identifiable routes, tracks and trails with obvious navigational features and routes with low to medium technical difficulty.
- Routes which are 90-95% ride-able over their total length
- Terrain no more than 600 metres in height and/or no more than thirty minutes walk away from shelter with communication.
- Normal summer conditions during daylight.
- Multi-day trips where the group does not require to be self sufficient.

The Trail Leader Award is generally considered the essential base line of CTC mountain bike qualifications. It provides the key knowledge and experience that allows you to provide great mountain bike experiences for others and enables progress onto leading in other terrain via the Technical and Advanced leader awards, or the ability to teach mountain biking skills in natural and urban environments and starts the capacity to go on to train and teach others through the Trainer courses.

For areas in AALA defined licensable terrain:

The minimum leader requirement will be Mountain Bike Leader (MBL) Award for leading groups on cycle rides in areas of the UK that fall within the technical definition outlined below:

- Public Highways, way marked routes, rights of way on which cycles are permitted. Identifiable routes, tracks and trails with obvious navigational features and routes of considerable technical difficulty.
- Routes which are 90-95% ride-able over their total length
- Terrain of any height above sea level and/or more than thirty minutes walk away from shelter with communication.
- Normal summer conditions during daylight.
- Multi-day trips where the group does not require to be self sufficient.

Additional ‘Expedition’ Module’s and’ Night Riding’ Module’s are available to both TCL and MBL holders. An expedition is defined as a trip of one or more nights where the group is entirely self-sufficient (i.e., camping or bivouacking rather than using shelters, bothies, etc.).

Cycling UK (trading name of Cyclists Touring Club (CTC)

Parklands
Railton Road
Guildford
Surrey
GU2 9JX

Cycle courses and training | Cycling UK

Hill Walking - Summer

General

This governs walking in Britain when snow and ice conditions do not prevail.

Instructor Qualification

For areas in AALA defined non-licensable terrain:

The minimum leader requirement would normally be the Basic Expedition Leader (BEL) Award. However, if the activity is being held in a well populated area where the risks are small then the Head may authorise a suitably experienced member of staff to lead the activity.

For areas in AALA defined licensable terrain:

The minimum leader requirement will be Walking Group Leader (WGL) Award or Hill and Moorland Leader Award (HML) for leading groups on hill walks in areas of the UK that fall within the technical definition outlined below:

> Open, uncultivated, non-mountainous high or remote country known variously as upland, moor, bog, fell, hill or down'
>
> Note on terminology: there is no one single term that adequately defines the ground covered by the WGL award. The Oxford English Dictionary definition of hill as "natural elevation of the earth's surface, a small mountain" does not itself preclude a hill from being steep and rocky in character. Indeed, it is important to appreciate that these terms can be applied differently in different parts of the British Isles or in different contexts. Thus, in Scotland "the hill" usually refers to more mountainous country while in Ireland there are many lower lying, rounded hills that are named "mountain". A walker may use "uplands" to refer to rolling, as opposed to mountainous country, while the botanist or ecologist may use it to include such country. Leaders should be aware of these variations in meaning and not allow names to prevent a more objective assessment of whether a particular piece of terrain falls within the remit of the award.
>
> Areas enclosed by well-defined geographical or man-made boundaries such as classified roads (areas that border mountain regions and do not have well defined boundaries are excluded)
>
> Some boundaries such as walls, fences, forest plantations and water features may change over the years. Walking group leaders must be certain that any feature that bounds their area in which they are walking is reliable.
>
> Areas of remoteness that are exited by the group in a few hours, returning to a refuge or an accessible road (see Appendix 3 of HSC's Guidance to the Licensing Authority for a definition of this term)

Walking group leaders and the group in their charge would normally be able to exit from their chosen route within three hours. An accessible road could be considered as one that can be used by a standard ambulance and a refuge is a place which can provide shelter and from where help can be summoned, such as a building with a telephone.

Areas where movement on steep or rocky terrain is not required (in either a planned or unplanned situation)

For all other areas the Mountain Leader (ML) Award would be the minimum leader qualification. The Mountain Leader scheme is designed for people who want to lead groups in the mountains, hills and moorlands of the UK and Ireland

Hill Walking – Winter

General

This governs leading groups of hill walkers in Britain in winter conditions, when snow and ice prevail.

Instructor Qualification

The minimum leader qualification would be Winter Mountain Leader (WML) Award.

Awarding Body

Mountain Training
Mountain Training is the collection of awarding bodies for skills courses and qualifications in walking, climbing and mountaineering in the UK and Ireland

Siabod Cottage
Capel Curig
Conwy
LL24 0ES

www.mountain-training.org

Phone: 01690 720272
info@mountain-training.org

Kayaking/Canoeing

General

Canoeing/kayaking can take place on lots of different types of water and there are separate validation schemes for open Canadian canoes and for kayaks. The leader must hold the relevant qualification for the type of water where the activity will take place as laid down by British Canoeing. Participants should always wear a helmet and buoyancy aid.

Instructor Qualification

The Leadership and Raft Guide Awards suite align to the British Canoeing Awarding Body Educational Philosophy and support leaders to run safe, quality, enjoyable trips, based on their group's needs and aspirations.

The BCAB Paddlesport Leader award is designed for people whose main focus is to deliver paddlesport taster/starter sessions on mixed craft and short journeys in very sheltered water environments, within the safety management systems of clubs/centres or other organisations.

The Paddlesport Instructor Award is aimed at paddlers taking on formal leadership responsibilities in benign, sheltered water environments and aims to support Leaders to run safe, quality, enjoyable trips based on their group's needs and aspirations.

National Governing Body

British Canoeing
National Watersports Centre
Adbolton Lane
Holme Pierrepont
Nottingham
NG12 2LU

www.britishcanoeing.org.uk

Tel: 0300 0119 500
info@britishcanoeing.org.uk

Climbing – Indoor wall and artificial towers

General

Climbing is one of the UK's fastest growing sports with more people than ever before taking part (indoors and outdoors) on a regular basis. Mountain Training offer a range of training and assessment programmes suitable for people interested in coaching, instructing or supervising climbing.

The Coaching Scheme provides people involved with supervising climbing with the coaching techniques required to improve performance. The Scheme has three levels; Foundation, Development and Performance, and focuses on three key areas; what to coach, how to coach and safe supervision.

The Coaching Scheme is designed to develop the coaching skills of those working in indoor climbing walls, sport climbing and bouldering.

Prior to attending a training course candidates must be 17 years of age (18 at assessment), have climbed a variety of indoor walls for 6 months and be a member of a Mountaineering Council.

Instructor Qualification

The minimum requirement is the Climbing Wall Instructor qualification. This trains and assesses candidates in the skills required to supervise climbers on purpose built artificial climbing walls and boulders. There is also an optional Abseil Module (often run in conjunction with Climbing Wall Instructor training and assessment courses) which is all about supervising abseiling on artificial structures.

The Climbing Wall Instructor qualification does not include the skills and techniques required to teach lead climbing.

This qualification used to be called Climbing Wall Award which was revised following a review and relaunched under this new name on 2nd April, 2018.

Rock Climbing- Single pitch

General

This qualification is aimed at people who would like to instruct groups climbing and abseiling in an outdoor single pitch environment. This governs climbing on lower outcrops and valley crags. Helmets must always be worn whilst climbing and when on top and below the crags. Harnesses must be worn and, in the case, where participants have no distinct waist a full body harness should be worn. Young people must not climb routes beyond a 'severe' classification.

Instructor Qualification

The minimum leader qualification would be the Rock-Climbing Instructor.

This qualification is all about supervising safe climbing and abseiling sessions on single pitch crags and artificial structures.

Prior to attending a training course candidates must be 18 years or over, be an experienced indoor and outdoor rock climber, should have a genuine interest in climbing and the supervision of groups and be a member of a mountaineering council: BMC, Mountaineering Scotland or Mountaineering Ireland.

This qualification used to be called Single Pitch Award which was revised following a review and relaunched under this new name on 2nd April 2018.

Mountaineering

General

The term ‘mountaineering’ covers a whole host of activities including multi-pitch climbing, winter climbing, scrambling, skiing, and Alpine climbing. It can broadly be described as the ascent of hills and mountains where the use of technical equipment is essential for either hands or feet.

Climbing in these situations should normally be limited to summer conditions only, i.e., when snow and ice do not prevail. Helmets must always be worn whilst climbing and when on top and below the crags. Harnesses must be worn and, in the case, where participants have no distinct waist a full body harness should be worn. This activity is not recommended for participants under the age of 14.

Instructor Qualification

The minimum leader qualification would be the Mountaineering Instructor Award (MIA).

This Award is for use by instructors wishing to teach all aspects of summer mountaineering in the UK and Ireland. Included in the Award are elements of teaching climbing (including lead climbing) and scrambling in the mountains, rescue procedures and higher standard personal skills such as navigation and climbing. The Award follows on from the Mountain Leader Award (which is a prerequisite) and is a natural progression for those who have completed the Single Pitch Award

Awarding Body

Mountain Training- Mountain Training is the collection of awarding bodies for skills courses and qualifications in walking, climbing and mountaineering in the UK and Ireland

Siabod Cottage

Capel Curig
Conwy
LL24 0ES

www.mountain-training.org

Phone: 01690 720272
info@mountain-training.org

Sailing

General

Sailing is only to take place between 1 March – 30th October in fair weather and in daylight. The maximum wind force and sea state that sailing may take place in will depend on the area, craft and experience of the crew as well as the prevailing weather conditions.

Comprehensive SOPs or SMSs including risk assessments, that detail the component parts of each activity and the safe systems employed to avoid accident or injury, must be in place. Correctly equipped and crewed safety boats are to be provided at a ratio of 1 safety boat per 6 training craft.

Personal buoyancy to an approved standard must be worn when afloat. Non-slip footwear and appropriate clothing for the weather should be worn.

Instructor Qualification

The requirements for instructors, supervisors, qualified helmsmen and safety boats will vary dependant on the activity and are based on RYA requirements. Staff in charge of sailing activities must physically check the qualification(s) held by the staff to ensure they are suitable and in date before the activity starts.

For inland waters RYA Inland Waterways Instructor is the minimum leader requirement.
For Sea/tidal waters from harbour or beach, Instructor Coastal is the minimum leader requirement.
For Coastal Journeys Advanced Instructor Coastal (with tidal endorsement) is the minimum leader requirement.

National Governing Body

Royal Yachting Association
RYA House
Ensign Way
Hamble-le-Rice
Hants
SO31 4YA

www.rya.org.uk

Tel: 023 8060 4100
training@rya.org.uk

Appendix 5 – External Provider Checklist
LOUGHBOROUGH SCHOOLS FOUNDATION

Providers **that do not hold an LOtC Quality Badge** and that are to be used by _____ (insert school), are required to complete and return this form in advance of the establishment making a commitment. A scanned photo attached to an email is preferred as a form of return.

Establishment …… Staff member in charge ……

Date(s) of visit …… Name of provider …….

The provider or tour operator providing services to the establishment named above is asked to consider the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications which do not apply to your provision.

Section A should be completed for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.

SECTION A - ALL VISITS

Health, Safety, and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection.

2. Accident and emergency procedures are maintained, and records are available for inspection.

Vehicles

3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

Staffing

4. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability to work with young people.

5. There are adequate and regular opportunities for liaison between establishment staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to establishment staff.

6. The provider has never been dismissed from any employment or had a contract ended.

Insurance

7. The provider has public liability insurance for at least £5 million with a clause giving 'indemnity to principal'.

Accommodation (if provided)

8. UK accommodation has a current Fire Risk Assessment and is safe from the hazards of fire.

9. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned.

10. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.

11. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants' accommodation.

SECTION B - ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

12. Adventure Activities Licensing Authority (AALA) Licence covering dates of visit ☐ YES ☐ OUT OF SCOPE

13. If YES, AALA Licence number R ……

For AALA licensable activities in the UK, the specifications in this section are checked as part of the AALA inspection. However, providers licensed with AALA are asked to consider these specifications with respect to any activities or aspects of provision not covered by the licence.

Activity management

14. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.

15. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.

16. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser.

17. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is in line with current good practice within the UK, and this includes appropriate instructor competencies.

18. Participants will at all times have access to a person with an appropriate First Aid qualification. Staff are practiced and competent in accident and emergency procedures.

19. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.

20. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.

SECTION C - TOUR OPERATORS

Where a tour operator delivers services to establishments using other providers eg. ski establishments, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in Sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

22. Sections A and B of this form, as appropriate, have been completed to show that checks have been made. Records are available for inspection.

23. The Tour Operator complies with the package travel regulations, including bonding to safeguard customers' monies.

24. ATOL, ABTA or other bonding body name and numbers ……

SECTION D - OVERSEAS EXPEDITIONS

25. The provider complies with 'Guidance for Overseas Expeditions, Edition 3' (GOE3).

If any of the above specifications cannot be met or are not applicable, please give details:

Details of any other accreditation, eg with National Governing Bodies, tourist boards, etc.

DECLARATION

I hereby certify that I am an authorised signatory to enter into this Agreement and to bind the said company, firm, person or corporation to the terms and conditions herein.

Signed ..... Date ……

Name (print) ..... Position in organisation ……

Full name and address of company, firm, person or corporation ……

……

Tel ..... E-mail .....