

# ROEDEAN

## VISITS OUT OF SCHOOL POLICY

### AIMS

Out of school visits, including outdoor and adventurous activities, make a valuable contribution to all pupils' personal, social and educational development. Visits may form part of a subject course, possible during the working day, or provide leisure activities. We hope they will:

- Support the girls' academic work and broaden their interests.
- Encourage them to work constructively with others, think through problems and rise to a variety of challenges.
- Foster increased confidence and self-esteem.
- Enable girls to make friends through shared interests, use their leisure time wisely and share enjoyable and memorable experiences.

### RESPONSIBILITIES WITHIN SCHOOL

- Permission for running all overseas and new residential and adventurous trips must be granted by the Council after discussion with the Headmistress using Form 10.
- Permission for other visits, including the choice of suitable dates and times, is granted after completion of a Proposal Form (Form 1), bearing in mind the need to avoid clashes of interest and to prevent particular groups of girls being overloaded.
- Responsibility for oversight of visits, especially those that are adventurous, residential or overseas lies with the Bursar. The Bursar must be satisfied that visits are organised efficiently, paying particular attention to: safety, staffing and supervision, the code of behaviour, information supplied to girls and parents, accident and emergency procedures and the provision in school.
- The Bursar's department provides information/guidance on insurance, billing/collecting money from parents and advises on requirements for staff minibuss drivers. The Offsite Activity Finance Form (Form 3) must be completed. The party leader has responsibility for planning, organising and running the trip and for providing all necessary information to pupils, adult leaders, parents and staff in school (see Notes 1 & 2).
- The Health Centre provides information/ guidance on providing First Aid for pupils including the provision of a First Aid pack relevant to the visit; advice about training and maintenance of a list of First Aiders trained at the appropriate level (in collaboration with the Bursar's Department) and information about the specific medical needs of the pupils attending the visit.
- In the event of an accident the most senior member of staff will, legally, be held responsible, regardless of who is named as the party leader. If the senior member of staff present is aware that problems are developing s/he has a responsibility to take charge.

### PLANNING VISITS AND ASSESSING RISKS

- Off site visits inevitably carry some element of risk but we aim to provide a suitably safe and structured framework within which girls and staff can benefit fully from the activities offered.

# ROEDEAN

- Each trip should have a clearly identified purpose with an activity programme suited to the age, experience, needs and abilities of the girls involved.
- Staff organising visits have a legal duty to assess the risks involved and take appropriate measures to control them (see Note 2 and Form 2). A written risk assessment is required for every trip out of school. A pre-trip planning visit may also be necessary.
- Activity centres providing caving, climbing (including scrambling) trekking or water sports (other than on placid inland waters) should be licensed under the 1996 Adventure Activities Licensing Regulations. If a new centre is to be used it must first be checked thoroughly (see Appendix 1). Adventurous, residential and overseas trips need particularly careful planning using Form 6.
- Details of the insurance should be known to parents and available to those who wish to inspect them.
- Details of the vetting checks and CRB clearance of staff working at residences where pupils may stay on overnight visits should be checked by the party organiser in cooperation with Roedean's Child Protection Officer.

## **STAFFING: OUR DUTY OF CARE**

- All staff accompanying a trip have a duty of care to the girls. They must provide welfare, support and supervision throughout the visit and, acting in loco parentis, must exercise the same level of care as would a reasonable and careful parent.
- The age of the pupil and the nature and location of the activity help determine the degree of supervision required (see Note 4B).
- Current good practice favours the 'Apprenticeship Model' of training staff to run trips. Less experienced staff should work alongside those with more experience to develop competence in running off-site trips.
- Staff accompanying the trip should know the girls and be suitably competent, experienced and, where necessary, qualified (including First Aid). Adventurous trips may require staff to hold a specialist NGB qualification.
- For outdoor trips at least one member of staff should be a trained First Aider and, where swimming is involved, there should be a qualified Life Saver.
- Opportunities for INSET should enable staff to improve their competence and qualifications.

## **PREPARING THE PUPILS**

- Girls must know and understand the ground rules for each visit which should cover safety, legal and environmental issues, the standards of behaviour expected by the school and any centre used and the requirements necessary for the smooth running of the trip.
- For adventurous, residential and overseas trips there should be a written code of behaviour (see Note 4).
- Girls must receive the training and instruction that are necessary to ensure their safety and well being on the trip and must know what kit is needed and how to use any specialist items. This will include note and relevant action relating to special and medical needs.

# ROEDEAN

# ROEDEAN

## **INFORMATION TO PARENTS**

### *NON-ADVENTUROUS DAY TRIPS*

Parents give blanket permission for day/part day curriculum and cultural visits, games matches and weekend activities (see Forms 4A, 4B). They should be informed of more expensive trips (over £10) by letter, be given the choice to opt out and should give permission for their daughter to participate.

### *ADVENTUROUS DAY TRIPS + RESIDENTIAL AND OVERSEAS TRIPS*

Parents must be supplied with full details (see Note 5). Written permission for their daughter's participation must be obtained together with consent for her to receive emergency medical treatment during the visit (see Form 5). If the trip costs more than £10 they should be given the choice to opt out.

For these trips parents should also sign an agreement regarding the code of behaviour and accept that a girl whose behaviour is dangerous or brings harm to the school's reputation may be returned home or to school immediately at their expense.

A meeting for parents might be considered appropriate for overseas trips.

## **COPING WITH ACCIDENTS AND EMERGENCIES**

- On each visit there should be a clear and known action plan for emergencies (see Note 6 and Form 7). This is extremely important and should always be followed.
- Accident/incident recording and reporting should be carried out promptly and systematically (see Note 7).
- All staff must have an accessible list of participants with them throughout the trip (including their medical needs) and, on day trips, an emergency contact phone number for the School Office or the member of staff on duty at weekends.
- On residential and overseas trips at least the Trip Leader must also carry an emergency file (see Note 6) including Emergency Contact Details (Form 8) and Next of Kin Information (Form 9).
- On residential and overseas trips, designated contact staff should have access to the trip's Emergency File, normally kept in the School Office and/or with the Head's PA.
- Contact with the parents of a very seriously injured girl should be made via the Head or the most senior member of staff available. Particularly careful arrangements must be made for visits during the holidays.
- If there is a lucky escape/near miss it should be recorded and considered in the post-visit evaluation so that appropriate precautions can be taken in future.

## **EVALUATION OF TRIPS AND REVIEWING POLICIES**

- It is hoped that party leaders will evaluate visits, for example through discussion with participants or by keeping a list of modifications for the future. This should allow the best use to be made of opportunities available, ensure future trips run smoothly, help to resolve problems encountered and show where INSET would be helpful.

# ROEDEAN

- Policies need to be reviewed regularly by the Senior Leadership Team and staff leading specialist trips. Procedures may need to be changed to keep abreast of current legislation and ideas on good practice.

## **Note 1: DAY/PART DAY TRIPS: ORGANISATION**

*(excluding Adventurous Trips)*

- Fill in Form 1 to obtain clearance for the trip/date/times. (Not needed for routine Weekend Activities or for Games Matches.)
- Make necessary preliminary bookings; do not confirm anything that commits you to payment until permission via Form 1 (and parents if necessary) has been confirmed.
- Undertake preliminary visit if necessary. Always plan activities in advance.
- As early as possible liaise with Domestic Bursar regarding Risk Assessment (Form 2), staffing and safety.
- Cost trip (admission, staff, transport etc) Form 3. (Note 5)
- Check with Housemistresses whether girls have permission to participate in trips such as your proposed one and obtain individual parental permission as necessary by letter via School Secretary. Include in the letter the approximate cost of the trip and if it is over £10 give the parents the opportunity to opt out.
- Liaise with Bursary regarding cheque payments and billing.
- Arrange transport with Transport Manager.
- Brief girls and accompanying staff. Make sure that responsibilities, expectations of behaviour, roles and supervision arrangements, especially during remote supervision and any free time, are clear.
- Liaise with House staff and parents re travel plans of any girls joining/leaving trip at venue other than school.
- Liaise with catering re early/late/packed/cancelled meals and special dietary needs.
- Liaise with Health Centre to obtain First Aid Kit and Housemistresses re girls' medical needs.
- Liaise with Fiona Walker regarding staff lesson cover.
- Circulate information via Form 11.
- Check the arrangements for insurance with the venue and Roedean

## **Note 2: RESIDENTIAL TRIPS: ORGANISATION**

*(including Adventurous Trips)*

- For 'new' UK Residential and all Overseas trips, obtain permission to run the trip from Head/Council. (Form 10)
- Fill in Form 1 to obtain clearance for the trip/date/times.
- Make necessary preliminary bookings; do not confirm anything that commits you to payment until permission via Form 1 (and parents if necessary) has been confirmed.
- Undertake preliminary visit for new trips/areas/venues. Always plan activities in advance.
- Ascertain the level of vetting and CRB clearance of staff working at centres where the girls will be resident or active; discuss this with Roedean's Child Protection Officer.

# ROEDEAN

- As early as possible liaise with Estates Bursar regarding Risk Assessment (Form 2), staffing (Note 4), safety and further planning.
- Cost trip fully (Form 3).
- Inform parents of details of trip (Note 5) by letter sent via School Secretary. Give them the opportunity to opt out on the basis of cost if necessary.
- Obtain parental permission for each girls by completed Permission/Medical Release Form (Form 5) including agreement from the parents about about clear expectations of the pupil's behaviour and the consequences of pupils not meeting these expectations.
- Liaise with the Bursary regarding collecting parental cheques and making payments.
- Arrange transport with Tour Company and/or with Transport Manager and minibus drivers.
- Brief girls and accompanying staff (Note 4). Make sure that responsibilities, expectations of behaviour, roles and supervision arrangements, especially during remote supervision and any free time, are clear.
- Liaise with catering regarding early/late/packed/cancelled meals and special dietary needs.
- Liaise with Health Centre to obtain First Aid Kit and medical supplies and Housemistresses regarding girls' medical needs.
- Liaise with Deputy Head and House Staff regarding arrangements for leaving from/returning to school during holidays, Exeat weekends, including arrangements for packing normal end of term luggage.
- Liaise with Fiona Walker regarding staff lesson cover.
- Photocopy all parental permission/medical release forms, passports, travel ticket and insurance documents. Leave copies with Head and Bursar.
- Liaise with Head regarding Emergency Plan (Note 6), Emergency Action Form (Form 7) and Emergency File for School (Note 8).
- Circulate information as outlined below.
- Check the arrangements for insurance with the venue and Roedean

## *INFORMATION TO CIRCULATE IN SCHOOL*

- Adventurous Trips require completion for Form 11.
- For Residential and Overseas Trips an Emergency File should be left with the Head at least one week before departure. (Note 8).
- For Residential and Overseas Trips a list summarising the following points should be put on the Staff Board and circulated to House staff:
  1. Date and place of visit.
  2. Departure time and outline of transport being used.
  3. Any special meals arrangements at school.
  4. Clothing and equipment needed.
  5. Outline itinerary.
  6. Meeting and return arrangements. Time back at school. Arrangements for parental collection.
  7. Names of staff and girls involved.

# ROEDEAN

## **Note 3: RISK ASSESSMENT**

Risk assessment involves a careful examination of hazards which, on off-site visits, could cause harm to people. The aim of Risk Assessment is to prevent problems occurring by identifying, in advance, what the risks are and thinking through, in advance, how they can be minimised. Risk Assessments allow trip leaders to decide whether they have done what is reasonably practicable to prevent accident or injury on the trip. By carrying out Risk Assessments well in advance, they can inform trip planning by allowing time to solve any problems identified, if necessary through modification of the planned activity programme. Completing a Risk Assessment is a legal requirement and part of staff's duty of care to the girls in their charge. It is also a safeguard for staff, showing the care and attention that has gone into planning an off-site trip. It is essential that those statements made in the Risk Assessment are followed carefully throughout the trip.

- A HAZARD is anything that has the potential to cause injury or harm including Child Protection issues(see Risk Assessment Checklist for examples).
- A RISK is the likelihood, great or small, of the hazard causing a problem. It is necessary to take into account how serious the consequences of the problem could be.
- A BALANCE MUST BE FOUND between the risk as described above and the cost in money, time, disruption, effort of the precautions needed to avoid it or reduce it to an acceptable level. If the risk is high, considerable time and effort may be needed to make the activity feasible and safe and consideration must be given as to whether it is appropriate for the group.

### *FIVE EASY STEPS TO RISK ASSESSMENT*

- Identify the hazards.
- Assess the risks and consider who will be affected and how seriously.
- Work out the measures of control, remembering that part of control is awareness of the risk.
- Fill in a risk assessment form.
- Monitor and review all risk assessments periodically. After a visit consider whether anything should be altered to improve the safety and smooth running of the venture next time.

### *TYPES OF RISK ASSESSMENT*

- **GENERIC:** The basic Risk Assessment pertaining to all Activities in a particular category, for example Sixth Form Lectures, Ice Skating trips or Duke of Edinburgh Expeditions. Copies of written generic Risk Assessments for non-adventurous day trips can be obtained from the Estates Bursar and are included in this document.
- **SPECIFIC:** A written assessment of the specific risks associated with a particular trip, related to the specific location/venue, group, time of year, presence of free time. It is most important that this is undertaken and followed with great care.
- **ONGOING:** Risk Assessment 'on the hoof' (the constant assessment or reassessment of risk throughout the trip, which may require implementation of an alternative plan). This is not written at the time but lessons learnt should be written down afterwards as part

# ROEDEAN

of the trip evaluation and incorporated into the specific written Risk Assessment for future similar trips.

## *RISK ASSESSMENT TEMPLATES FOR OUT OF SCHOOL ACTIVITIES*

The following templates have been produced to assist staff in preparing risk assessments for visits and other out of school activities. The templates have been grouped into three sections:

- |                 |  |
|-----------------|--|
| Section One -   | includes many foreseeable risks associated with general out of school activities.                          |
| Section Two -   | covers additional risks associated with overseas visits.   |
| Section Three - | covers additional risks associated with adventurous activities in general, including lowland hill walking. |

The templates do not constitute exhaustive registers of risks and actions to be taken. They should be used as a basic framework, and adapted as necessary to take into account all reasonably foreseeable risks relevant to the activity being planned. For example, Section Two covers a number of general risks associated with overseas travel, but does not cover risks specific to any individual country. Similarly, Section Three covers general adventurous activities, but does not include risks associated with specific activities such as canoeing, rock climbing, abseiling etc. The templates also do not include risks associated with sports, or leisure activities involving an element of risk, for example go-karting or paintball).

Although there are a number of commonly-used formats for risk assessments, the format adopted for these templates provides a robust evaluation process without being over-complicated. In developing a risk assessment using this model, the following points should be taken into consideration:

### Each activity

- Potential hazards presented by that activity
- Persons at risk from those hazards
- Any existing control measures (legislation, standards, regulations, procedures and so on which have been established to control the risks arising from those hazards)
- An assessment of whether the existing measures alone are sufficient to control the risks
- If the existing control measures are not considered to be sufficient, details of additional controls required to reduce the risks to an acceptable level.

It should be remembered that the objective of risk assessment is to anticipate and manage risk (as distinct from total risk aversion).

But - If risks cannot be reduced to an acceptable level, that activity should not go ahead.

# ROEDEAN

## **Note 4: STAFFING/ADULT RATIOS FOR OUT OF SCHOOL VISITS**

- Overseas Visits - 1:10 or better.
- Outdoor, Adventurous Activities (Duke of Edinburgh) - 1:10 or better.
- Normal, everyday activities with some element of risk (for example, Ice Skating) or where girls are outside (shopping) - 1:12 or better. If Upper Three to Upper Four are involved, take an extra adult if possible.
- Normal, sedentary indoor pursuits (for example theatre trips) - 1:15 or better. Ratios for Roedean Junior School – 1:2/3 for children aged under 5, 1:6 for year 1-3, 1:10 for year 4-5.
- With Roedean Junior School, Upper Three to Lower Five there must be at least two adults in addition to the Driver on a coach trip.
- With Upper Five to Six Two, one adult and the driver are permitted for local trips (no further than thirty minutes from School) though two are preferred.
- For any trip travelling by coach more than thirty minutes from School, the minimum requirement is two adults in addition to the driver.
- Staff leading groups should heed requests for Activity Centres and places to be visited which may require closer supervision.

## *BASIC CODE OF BEHAVIOUR FOR GIRLS ON SCHOOLS TRIPS*

### Coach Travel:

- Board the coach only when staff give permission.
- Stay silent while instructions are given and the register is called.
- Stay sitting down with seat belt fastened throughout the journey. Keep your feet on the floor.
- Put all rubbish in rubbish bags. Keep the ashtrays empty.
- When you get off the coach, take your possessions with you unless you have been given specific permission to leave them on board.
- Thank the driver and the staff who have accompanied you.
- When leaving the coach be careful not to block pavements. Beware of other traffic around you.

### General:

- Listen to instructions and obey them.
- Never leave the group without permission.
- Make sure you have any emergency phone numbers and know what you should do and where you should go in an emergency.
- Pay careful attention to meeting places and times. You must be in the right place at the right time.
- Look after your possessions.
- Be courteous and well behaved towards staff, each other and members of the public; give a good impression of yourselves and the School.
- Booster seats are required for children from age 3 – 12 years old who are less than 135 cm in height.

# ROEDEAN

## Mobile Phones:

- It is now expected that some girls will carry mobile phones on trips out of school. If phones may not be taken or must be switched off, girls should be warned in advance.
- Advise girls that, in the event of a serious accident/incident, they should use the phone only to contact Emergency Services and School Staff. Staff, not girls, must contact the relatives of those affected since contact by an upset school friend would add to their anxiety and distress.

## **Note 5: CHECK LIST OF INFORMATION TO PARENTS**

This should be given in a letter to parents before obtaining their written permission for their daughter to take part in residential or overseas trips.

Letters should be approved by the Head and sent out in good time before the trip via the School Secretary.

Only points marked \* are required in a letter informing parents of a day trip in open countryside or obtaining their permission for participation in an adventurous day trip.

1. Purpose of trip.
2. Dates. Times of departure and return.
3. Destinations. For residential/overseas trips include the address and phone number.
4. Method of travel. For residential/overseas trips include the name of any travel company used.
5. Emergency contact arrangements on the visit and at school.
6. Names of party leader; number of accompanying staff and any other adults involved.
7. An outline of the itinerary and the activities planned. Activities involving particular hazards should be specified.
8. Approximate trip cost (err on the generous side) and arrangements for collecting payment/billing. (For day trips – any cost to be added to the bill.) Note the opportunity for parents to opt out of the trip on financial grounds.
9. \*For residential/overseas trips include advice on pocket money (and for other trips if relevant).
10. Insurance. Parents should be able to request a copy of the schedule.
11. \*Clothing and equipment needed. Any prohibited items, which may
12. include mobile phones.
13. Code of behaviour. (In outline only for day trips.) For residential/overseas visits, parents should sign in agreement to this and acknowledge that their daughter will be returned home at their expense should her behaviour endanger others or the School's good name. On residential and overseas trips parents should give their written consent for emergency medical treatment.
14. Specify to whom and by when (allow time to chase) permission forms should be returned.
15. Parents with any questions/concerns about the trip should be encouraged to contact the trip leader in good time beforehand.

# ROEDEAN

16. (Parental permission to apply First Aid on a school visit is covered by the permission given to the school by the parents/ guardians on arrival at the school with the exception of adventurous day trips residential and overseas trips which require the completion of Form 5).

## **Note 6: EMERGENCY PROCEDURES**

Emergencies vary in type and severity. They may include lost pupils, lost or stolen possessions, illness, accident or a fatality. These procedures are for guidance; not all apply to all emergencies.

### *IF AN ACCIDENT OCCURS, YOUR PRIORITIES ARE:*

- Assess the situation to ascertain the nature and extent of the problem.
- Safeguard the welfare of the rest of the group, making sure they are all accounted for.
- Attend to the casualties giving prompt First Aid and care.
- Inform the Emergency Services. An adult from the party should accompany a casualty requiring hospital treatment.

### *OTHER IMPORTANT POINTS:*

- Phone the Emergency Services to relay the information in the Emergency Action Plan (Form 7).
- Phone School, or the contact phone number arranged (Senior Leadership Team) for holiday visits (Form 7).
- If the incident is serious, contact with School will trigger the School's Critical Incident Procedure. It will be reported to the girl's parents by the Head or most appropriate senior member of staff. If it is very serious, that person should also contact the parents of other girls on the trip.
- Restrict other group members' access to telephones and explain that they must not phone out on their mobiles until School has been informed and there has been time for adults to contact parents and others directly involved.
- If the accident is very serious, those not injured should, if possible, return to their local base, leaving one adult at the incident site to liaise with the Emergency Services.
- If the party cannot return to their local base, this should be contacted.
- The party leader and other adults involved should do their best to write down all details of the incident while they are still fresh in their minds. A record should be kept of the names and addresses of any witnesses. Equipment involved in an accident must be left in its original condition.
- If required, give statement of fact to the Police. Do not discuss or admit legal liability.
- Refer any requests from the media to a designated individual at School. One member of staff with the party should be appointed to liaise with this individual.
- Complete all accident forms.
- Contact insurers (this may be done by someone at school).

### Note:

Keep guidelines to hand to help you act calmly and systematically after a major incident. After a major incident it is appropriate for the School to organise the provision of professional support

# ROEDEAN

for those involved in the visit. Lessons learned from incidents and their management should be built into future planning.

## *KEEP THE FOLLOWING WITH YOU AT ALL TIMES*

- List of all members of the party, clearly marked to show sub-groups if applicable. All adults must have this with them on all trips, all the time.
- School contact phone number.
- First Aid kit.
- Pencil and paper.
- A mobile phone.
- For trips in open country and/or outside the local area – a map.
- In addition, for residential and overseas trips, at least the party leader should have:
  - A copy of Notes 6 and 7.
  - Copies of Forms 7,8 and 9.
  - Copies of all Parental Permission/Medical Release Forms.

## *FACTORS WHICH WILL BE CONSIDERED FOLLOWING AN ACCIDENT:*

- Could the accident have been prevented? Was it foreseeable?
- Was the activity appropriate to the age/experience/ability of group members?
- Were people given adequate warning and advice about the use of equipment?
- Was the activity undertaken with the prior agreement of parent or guardian (where appropriate)?
- Was the conduct of the activity following normal/accepted practice for that age/ability group?
- Were risks assessed prior to the activity and control procedures identified, bearing in mind cost?
- Did the group leader work within policy guidelines?
- Did the injured person receive swift and effective attention?

## **Note 7: INCIDENT RECORDING AND REPORTING PROCEDURE FOR VISITS OUT OF SCHOOL (ACTION MUST BE TAKEN PROMPTLY)**

### *ACCIDENT FORM*

- All accidents must be recorded on an Accident Form held by the Bursar or Health Centre by the most appropriate member of staff.
- For visits based at a Centre, they should also be recorded in the Centre's Accident Book.
- On overseas visits an Accident Book should be filled in if available at the site in addition to an Accident Form.

### *AN ACCIDENT REPORT*

- A written report should be prepared giving details of any accident or serious illness. It should be written by the most appropriate adult, for example the party leader or the instructor in charge when the accident happened.
- The party leader must check that the following details are included:
- Names of people involved.

# ROEDEAN

- Circumstances in which the accident/illness occurred.
- Exactly what happened, and when.
- What injuries were sustained.
- The action that was taken.
- Any relevant contact names/addresses/phone numbers.
- Details of any problems or concerns that remain.
- Copies of the report must be given to:
  - The Head and Deputy Head for information and to help them manage concern from pupils and parents.
  - Events Coordinator to incorporate lessons learnt into the planning of future trips.
  - The Health Centre, for the casualty's medical records and to facilitate proper after care.
  - The Bursar, to provide information for insurance claims.

## *REPORTING OTHER INCIDENTS*

The Head must be informed of any serious incident that occurs. It would be sensible to mention more minor problems (for example, lost pupils who were subsequently found unharmed!) so that the Head is aware of what happened.

## *NEAR MISSES*

If a serious incident was narrowly averted, it should be reported to the headmistress and a record kept of what happened. When planning future similar visits, it should be taken into account so as to minimise the risk of a recurrence.

## *A RIDDOR FORM FOR THE HEALTH AND SAFETY OFFICER*

This must be completed following a fatality as the result of an accident, a serious injury or a specified dangerous occurrence. If staying at a Centre, it will be completed by Centre staff. If the incident occurred on a day trip the form is completed at School. Forms are kept and completed by the Bursar. Information **MUST** be made available **VERY PROMPTLY**.

## **Note 8: RESIDENTIAL AND OVERSEAS TRIPS**

### *INFORMATION IN THE SCHOOL EMERGENCY FILE*

The File should be taken to the designated office at least one week before the trip departs (and by the last Monday of term for a trip departing during the school holidays)

- Copy of Emergency Contact Form (Form 8).
- Staff contact phone numbers, including mobiles.
- Copy of itinerary.
- Details of accommodation including phone numbers and full addresses.
- Details of transport: methods, firms, times, contact addresses and phone numbers.

# ROEDEAN

- Details of any tour company used including UK address and phone Number, name and contact details of Tour Rep and any Emergency Contact information issued to the Tour Leader.
- Copy of Risk Assessments (Form 2)
- Information on supervision arrangements especially for remote supervision or free time.
- Copy of all Parental Permission/Medical Release Forms (Form 5).
- Copy of Next of Kin Summary Information Form (Form 9).
- Details of the Insurance arrangements for the trip

# ROEDEAN

## Appendix 1: THE USE OF ACTIVITY CENTRES TO PROVIDE SPECIALIST OUTDOOR ACTIVITIES

**(With reference to Activity Centres(Young Persons’ Safety Act and Adventure Activities: Licensing Regulation 1996)**

This Appendix will be of interest to staff organising Adventurous Trips.

*THE FOLLOWING ACTIVITIES FALL WITHIN THE SCOPE OF THESE REGULATIONS:*

- CAVING (other than underground passages principally used as show places open to the public)
- CLIMBING (except on purpose designed walls or towers) and rock scrambling)
- TREKKING (including walking, pony trekking and mountain biking in moor or mountain country which is remote, over 30 minutes walking time from road or refuge)
- WATERSPORTS (canoeing, rafting and sailing when carried out on the sea, tidal waters or larger non-placid inland waters)

*BACKGROUND (Extract from “Guidance to the Licensing Authority on the Adventure Activities Licensing Regulation 1996, HSE Books, 0 7176 4*

“The aim of the adventure activities licensing scheme is to give assurance that good safety management practice is being followed so that young people can continue to have opportunities to experience exciting and stimulating activities outdoors while not being exposed to avoidable risks of death and disabling injury. Requirements on providers are drawn from existing health and safety legislation. Anyone who provides, in return for payment, adventure activities within the scheme to young people under 18 must have a licence and abide by its conditions. The scheme is aimed at those who sell adventure activities to schools and to the public. It does not cover activities offered by voluntary associations to their members, school to their pupils or provision for young people accompanied by their parents or guardian”.

*ADDITIONAL REFERENCE*

AALA Website [www.aala.org.uk](http://www.aala.org.uk)

*ESTABLISHING THE SUITABILITY OF AN ACTIVITY CENTRE*

This is a checklist of key points to help ensure compliance with the Adventurous Activities Licensing Regulations 1996. In a well run Activity Centre the management will be happy to provide this information. It might also be appropriate to obtain references from past users.

- Risk assessments are developed and available for inspection.
- The provider can supply the Party Leader with an AALA License number if relevant activities are included in the programme.

# ROEDEAN

- Staff with whom the group will work are qualified (including First Aid) with appropriate NGB qualification at instructor level recommended by NGB for activities to be undertaken.
- Where activities have no NGB Standard, providers have published a Code of Practice (including training and assessment procedures) available for inspection.
- Staff/student ratios conform to NGB Standard or, in absence of this, provider's Code of Practice.
- Staff have experience, competence and professionalism to work with group's age range and abilities.
- Persons involved in First Aid administration hold relevant, current qualifications.
- Procedures are in place to ensure all staff working with young people have undergone CRB checks.
- Premises have a current fire certificate, or recent local Fire Authority advice has been fully adopted.
- All equipment and resources is fit for purpose, adequately maintained and in accordance with statutory requirements and current good practice, with records kept of maintenance checks.
- Vehicles and trailers are kept in a roadworthy condition, comply with existing regulations and appropriately insured.
- The party leader will have regular opportunity to liaise with the provider and designated staff to discuss the programme.
- There are appropriate alternative options for bad weather, staff illness and other unforeseen events.
- The Centre has a Code of Conduct for visiting groups which will be provided for the Party Leader.
- There is a documented definition of responsibilities between providers and visiting groups regarding safety, supervision, the programme and general welfare which the party leader will be given.
- The provider complies with relevant safety regulations, for example 1974 Health & Safety at Work Act, Environmental Health requirements and has a published Health & Safety Policy.

# ROEDEAN

- The provider complies with requirements for public liability insurance cover (currently this should be at least £2M).
- There are documented procedures for dealing with accidents, near misses and emergencies and that records are available for inspection.
- The provider encourages responsible attitudes to the environment as an integral part of the programme.

## OUTDOOR ACTIVITIES

### *Nationally accepted standards (summary)*

#### **CAVING**

##### **Hazard level**

Cave/mine systems with pitches over 18m  
Cave/mine systems with pitches less than 18m  
Cave/mine systems without pitches  
Show cave/tourist mines – adventure trips  
Beyond public areas with made-up lit paths

##### **Group instructor/leader**

CIC holder  
LCMLA Level 2  
LCMLA Level 1  
as above, depending on level of activity

#### **CLIMBING**

##### **Hazard level**

Rock climbing – multipitch  
Gyhl scrambling, gorge walking or sea level transversing  
Rock climbing – single pitch  
Other climbing, abseiling or scrambling

##### **Group instructor/leader**

MIA  
as above or in-house assessed, depending on level of activity  
SPA  
As above, or in-house assessed, depending on man-made structures or natural features

#### **TREKKING – on foot**

##### **Hazard level**

Mountain country – Winter  
Mountain country – Summer  
  
Lowland country

##### **Group instructor/leader**

MIC or Winter ML  
As above or MIA or Summer ML or European ML  
As above or BETA or in-house assessed

# ROEDEAN

## **WATERSPORTS – canoeing and kayaking**

### **Hazard level**

Advanced sea  
Sea – journeys  
Large Lochs – journeys (kayaks only, see below for open canoes)  
Sea and large lochs – activities close to beaches  
Sheltered tidal waters  
Large lochs – journeys (open canoes)  
Advanced surf (>1 metre)  
Surf  
Advanced white water (Grade III or above)  
White water (Grade II)  
Sheltered inland water

### **Group instructor/leader**

Level 3 Sea Coach with 5 star (Sea)  
Level 3 Sea Coach  
Level 3 Coach  
  
Level 2 Coach training suitable for area with 4 star (Sea)  
Level 2 Coach  
Level 3 Canoe Coach with 5 Star Canoe  
Level 3 Surf Coach  
As above or trainee Level 3 Surf  
Level 3 Coach with 5 Star (Inland)  
Level 3 Coach  
Level 2 Coach

## **WATERSPORTS – small boat sailing**

### **Hazard level**

Sea/tidal waters – coastal journeys  
Sea/tidal water – from a harbour or suitable beach  
Inland waters

### **Group instructor/leader**

Advanced Instructor Coastal  
Instructor Coastal  
  
Instructor Inland

## **WATERSPORTS – windsurfing**

### **Hazard level**

Sea/tidal waters  
Inland waters Instructor

### **Group instructor/leader**

Instructor Level 1 Open Sea  
Level 1 Inland

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## Appendix 2: SELECTED SOURCES OF ADVICE AND INFORMATION

### PUBLICATIONS

Health and Safety of Pupils on Educational visits (HASPEV) DfES (Copy available from Bursar):  
*Strongly recommended for people taking adventurous, residential & overseas trips.*

\*Standards of LEAs (and Independent School Governors) for overseeing Educational visits:  
2002 HASPEV Supplement 1.

\*Standards for Adventure (Recommended for leaders of Adventurous Trips):  
2002 HASPEV Supplement 2.

\*Handbook for Group Leaders (recommended reading for all those leading trips. (Clearly divided into sections so that relevant parts are easy to see. Copy available from the Domestic Bursar.  
2002 HASPEV Supplement 3.

Health and Safety, Responsibilities and Powers. DfES 2001:  
Concerns whole school issues. Those particularly relevant to off-site visits are now covered in the 3 HASPEV supplements above.

*\*These are available to download from [www.teachernet.gov.uk/visits](http://www.teachernet.gov.uk/visits). (HSW has downloaded them)*

### WEBSITES

[www.teachernet.gov.uk/visits](http://www.teachernet.gov.uk/visits):

Up to date general advice from DfES including the 2002 HASPEV supplements.

[www.teachernet.gov.uk/medical](http://www.teachernet.gov.uk/medical):

Supporting pupils with medical needs.

[www.devon.gov.uk/ddcs/outdoor](http://www.devon.gov.uk/ddcs/outdoor):

Helpful information on specific activities including their risk assessment.

[www.malcol.org.isaaa](http://www.malcol.org.isaaa):

Independent Schools' Activities Association.

[www.aala.org.uk](http://www.aala.org.uk):

Adventurous Activities Licensing Authority.

[www.fco.gov.uk](http://www.fco.gov.uk):

Foreign and Commonwealth Office.

[www.rospa.com/pdfs/road/minibus.pdf](http://www.rospa.com/pdfs/road/minibus.pdf):

ROSPA et al. 2002 *Minibus Code of Practice*.