

## Purpose of the Procedure

To protect the safety and welfare of young people and staff participating in visits arranged by The Write Time as part of a structured education programme and comply with the DfE guidance supplied in Health and Safety of Pupils on Educational Visits 1998 and Health and Safety at Work Act 1974.

## Headteacher / Outreach Development Tutor or Teacher:

The Headteacher must ensure that the visit complies with The Write Time procedures, and guidelines provided by the DfE document 'Health and Safety of Pupils on Educational Visits' and any LEA guidelines.

The Teacher or Outreach development Tutor leading the trip **will** ensure that:

- All necessary actions have been completed before the visit begins;
- The risk assessment/Nominated Point of Contact form (see end of policy document) has been completed and appropriate safety measures are in place;
- The trip leader has experience in supervising the behaviours of the young people and will organise the group effectively;
- The ratio of staff to young people is appropriate, their details and consent have been obtained;
- Parents/carers have signed the consent forms and have received adequate information including an information leaflet/booklet;
- Adequate insurance cover has been arranged;
- Arrangements have been made for the medical needs and special educational needs of all the young people;
- Adequate first aid provision will be available.
- The mode of transport is appropriate;
- Travel times out and back are known for participants and parents, including pick up and drop off points;
- They have a contact number for participants and parents, address for the venue and route plan;
- Emergency procedures have been agreed, and details of the names of all adults and young people travelling in the group, contact details for parents and next of kin are carried by the group leader and are sent to them before the trip departs;
- There is a contingency plan for any delays including a late return home;
- Written approval by the AP Provision Manager authorising the visit has been given to the Trip Leader.

## Trip Leader

The nominated Trip Leader has overall responsibility for the organisation, supervision and conduct of the visit and should have regard to the health and safety of the group.

The Trip Leader should:

- Liaise with the Headteacher during the planning and organisation of the visit to ensure it meets the necessary specification;
- Obtain written authorisation of the visit from the Headteacher;
- Strictly adhere to organisational guidelines and policies together with DfES guidance;

- Clearly define in writing each member of staff's role and ensure all tasks have been assigned;
- Ensure staff have sufficient information regarding the itinerary and background information of the young people;
- Put strategies in place to manage the behaviour of the young people;
- Be aware of child protection issues;
- Ensure that adequate first aid provision is available;
- Undertake and complete the planning of the visit including the briefing of staff, young people and parents/ carers in writing where they cannot attend the briefing;
- Undertake and complete a comprehensive risk assessment;
- Ensure they have adequate information to assess the suitability of the trip for the young people;
- Ensure there is an adequate staffing ratio to young people;
- Have a contingency plan to terminate the visit if there is a risk to the health and safety of the pupils;
- Ensure they have emergency contact and medical information for all participants including the staff; Student medical needs are listed on the 'Parent/ Carer, Learner Form' that is located in student confidential files.
- Ensure that accompanying staff receive or have received appropriate training.

### **Other Staff**

Other staff should do their best to ensure the health and safety of everybody in the group and act with the appropriate standard of care as laid down in the Children's Act, 2004. They should:

- Try to ensure the health and safety of everyone in the group;
- Follow the instructions of the Trip Leader and help to manage behaviour of the young people;
- Consider stopping the visit or activity by notifying the Trip Leader, if they think the risk to health and safety of the pupils in their charge is unacceptable.

### **Young People**

The Trip Leader must make it clear to young people that they must:

- Not take unnecessary risks;
- Follow the instructions of the staff including those at the venue of the visit;
- Adhere to the ground rules agreed with the staff prior to the visit;
- Dress and behave sensibly and responsibly;
- If abroad be sensitive to local codes and customs;
- Look out for anything that may harm themselves or anybody else in the group and tell the staff about it;
- Read, understand and sign a Code of Conduct.

### **PLANNING VISITS**

All visits whether they are residential or for a few hours require detailed, formal planning in order to minimise any potential risks to the health and safety of the participants.

#### **Stages in the planning process for organisers**

1. Identify the objectives of the visit, together with:

- possible date, duration;
  - programme ideas;
  - venue;
  - staffing; costs.
2. Discuss the visit with the Headteacher/ Project Manager to seek approval in principle, for further planning.
  3. When approval has been given initiate the full planning process for the visit to include:
    - Dates and duration;
    - Venue;
    - Accommodation (if applicable);
    - Activities/ programme ideas;
    - Risk Assessment;
    - Insurance requirements;
    - Method of transport most suitable;
    - Times of travel and return;
    - Contingency plan for later return or change of plans;
    - Costs;
    - Communication and information for parents/carers;
    - Information needed by providers;
    - Staff Ratio needed;
    - Supervision of young people;
    - Allocation of responsibilities to the staff team;
    - Inspection of licences of outdoor/residential centres;
    - Emergency procedures;
    - Equipment needed;
    - Preparing young people;
    - Medical requirements of young people;
    - Administration of medicines;
    - Additional requirements for visits abroad;
    - Ground rules/Code of Conduct;
    - Arrangements for pupils to be sent home early;
  4. Prior to the visit, it is essential that you provide the AP Headteacher with the following:
    - Insurance Notification Form and Emergency Numbers
    - Copy of Parental Information Sheet
    - Copies of Consent Forms for all young people and parents on the

### THE PLANNING PROCESS

This section provides guidance in relation to all aspects of the planning process. All aspects must be taken into consideration when planning visits. It should be read in conjunction with the DfE Guidance for Planning Educational Visits HASPEV chapter 2 and any LEA guidance.

### Risk assessment

1. If feasible you should undertake an exploratory visit to the Centre/ venue to carry out a risk assessment.
2. If a visit is not possible the risk assessment must be carried out using written information from the venue, feedback from other educational providers who have visited
3. Locations and venues that are visited on a regular basis still need to undergo a re-assessment of risk as some factors will change from visit to visit.
4. First aid should form part of the risk assessment. It is essential that one member of staff supervising the group is first aid qualified and has delegated responsibility for first aid arrangements. For non-active activities, one member of staff should have had Basic Emergency First Aid Training and know who is the first-aider in the establishment visited and their contact number.
5. An adequate first aid kit should be carried at all times, and must be carried in minibuses as a legal requirement. Minimum contents include:
  - 6 individually wrapped sterile adhesive dressings;
  - 1 large sterile un-medicated wound dressing (18cm x18cm approx);
  - 2 triangular bandages;
  - 2 safety pins;
  - individually wrapped moist cleaning wipes;
  - 1 pair of disposable gloves;
  - a resuscaide (for hygienic mouth to mouth resuscitation); a leaflet giving general advice on first aid.
6. Details of the nearest doctor, dentist and hospital should be obtained and kept with the paperwork needed during the visit.
7. The Trip Leader must ensure that the staff are trained and young people are familiarised with procedures that have been put into place to minimise any risk of accident or harm during any stage of the visit, from transport to activities to accommodation. Personnel details and consent should be obtained for all adults accompanying the trip, and parents or volunteers.

### Supervision of young people

1. The Group Leader, and other accompanying staff, are responsible for the group throughout the trip/visit. The Write Time AP recommend a minimum ratio of 2/3 staff : 10 young people for visits involving young people. This will ensure that there are adequate staff numbers to manage any emergency situation and minimise the need for staff to be solely responsible for the supervision of the young people. If you think there is a need to deviate from this ratio, reasons must be discussed with the Headteacher/ Project Manager
2. A gender balance should be reflected in the staff team when leading a visit comprising of mixed sexes.
3. All staff involved in the supervision of young people whilst on a visit must understand their roles and responsibilities at all times. The Trip Leader must consult closely with the staff to ensure everybody understands how the young people will be monitored and supervised during the visit.

4. Whilst on a visit regular head counts should take place and if the young people are allowed some free time regular rendezvous times should be established. A member of staff should always be available at a nominated location in case a young person needs to meet with them.
5. The staff must ensure the young people understand what they must do if they become separated from the group. They should carry the mobile phone number of the Trip Leader with them at all times.
6. The staff must ensure there is adequate supervision in place whilst young people are being transported to the location of the visit. This includes ensuring that:
  - Staff are present in vehicles transporting young people. (A driver must not have any responsibility for supervision).
  - Seats in public transport should be booked in advance to ensure the group can sit together.
  - Staff have a clear supervision plan for transport on ferries, boats and trains where the young people have more freedom to roam.
  - Young people are made aware of the risks and hazards before the visit.

### Transport

1. The following factors should be taken into account when planning the mode of transport for the visit:
  - competence and training of the driver
  - whether the driver holds the appropriate valid licence;
  - distance to be travelled, number of driving hours required or the journey and length of the driver's day;
  - type of journey, local or long distance;
  - stopping points over long journeys for toilet and refreshments;
  - weather and traffic conditions
  - supervision
  - insurance
2. A copy of the insurance cover and the Public Service Vehicle (PSV) operators' licence for private transport providers must be obtained, checked and kept on file.
3. If young people are to be transported in staff cars it is essential that the organiser check that staff have a valid and current licence and have business use on their policy of insurance and that the car is fitted with seat belts and that the vehicle is roadworthy and in strict compliance with legal requirements. It is advisable that staff are not alone with a young person.
4. It is essential that all young people transported by road be in vehicles fitted with fully functional seat restraints, which comply to legal requirements. The staff must ensure that seat belts are fastened at all times whilst the vehicle is moving.
5. The organiser must ensure a contingency plan is in place in case of breakdown or delay as a result of transportation problems (including contingency funds).
6. The parents of young people to be transported by car have been informed and given their consent. In the case of an emergency (e.g. transport to hospital) prior consent is not required.

## **Young people with medical needs**

1. All staff supervising the visit should be aware of the young people's medical needs and any emergency medical procedures.
2. Parents must be requested to provide written details of:
  - Medical Conditions
  - Medication being taken
  - Dosage/times
  - Allergies/phobias
  - Dietary requirements
  - Toileting difficultiesWritten consent must be obtained from parents confirming whether the young person is to administer their own medicine or staff need to administer
3. The Trip Leader is responsible for the administration of medicines to young people by themselves or by a responsible adult where the parent/guardian has given written permission.

## **Communication with parents / carers**

### **Information**

1. All parents/carers of young people participating in the visit must be given full details in writing of the residential and an opportunity to ask any questions. This may be done through group meetings or home visits.
2. The following information should be given in writing to the parents:
  - Date of the visit
  - Objectives for the visit
  - Time of departure and return
  - Location where the young people will be collected and returned
  - Transport arrangements including name of the travel company
  - Size of the group
  - Staff Ratio and Supervision
  - Accommodation details and contact
  - Names of staff leading the visit
  - Details of the activities and programme
  - Expected standards of behaviour of the young people
  - Clothing and equipment to bring
  - Money to be taken
  - Arrangements for Administration of medicines
  - Items not to be taken
  - Insurance cover
  - Mobile contact number for the Trip Leader
  - Contact number for the Trip Manager
  - Emergency Procedures

- Procedures for early return of pupils e.g. through illness or behaviour
  - Extent of remote supervision
3. It is advisable to get parents to sign a second copy of the written information as a check that they have received it.
  4. Parents of young people under the age of 16 years must arrange to pick up their young person at the end of the visit, if it ends after education hours.
  5. Parents must co-operate by completing the Parental Consent form for all trips. **If the parents withhold consent the young person should not be taken on the visit.**
  6. Young people should be encouraged to contact their parents/carers whilst away on a residential visit to inform them that they have arrived safely and everything is OK.

### Preparing young people for the visit

1. The Trip Leader must ensure that the young people are capable of undertaking the planned activity and that their behaviour will not put anybody at risk.
2. Pupils should be made aware of:
  - Reasons for the visit
  - Standards of behaviour expected and the consequences of non-compliance
  - Risks, and safety precautions in place to minimise these
  - Appropriate and inappropriate personal and social conduct
  - Relevant foreign culture, customs and legislation (if applicable)
  - Supervision procedures
  - Emergency procedures
  - Procedure if they have a problem
  - Sanctions that will be imposed if they put the group or members of the public at risk as a result of their behaviour
3. If the young people are to be allowed a degree of freedom whilst on the visit (Remote Supervision) they must be adequately prepared in case of an incident. Pupils should be equipped with the following:
  - Telephone numbers and emergency contacts if lost
  - Money
  - Maps and Directions
  - Identity Card
  - Understanding of the rendezvous points where staff will be available □ The mobile telephone number of the Project Manager/Group Leaders.

### TYPES OF VISITS

#### Adventurous activities using licensed providers

1. If the visit involves a programme of hazardous activities provided by an Outdoor Education Centre, it is essential that you check that the Centre is licensed with the Adventure Activities Licensing Authority (AALA).
2. In 1996 it became a legal requirement under The Activity Centres (Young Persons' Safety) Act 1995 that only registered and licensed providers with the AALA can offer activities to young people under the age of 18 years.
3. Licensable activities The Write Time AP the following:

<b>CLIMBING</b> (on natural outdoor features)	<b>WATER</b> (On most lakes, fast flowing rivers and the sea)	<b>TREKKING</b> (in remote Mooreland or mountain areas)	<b>CAVING</b>
Rock climbing Abseiling Ice Climbing Gorge walking Ghyll Scrambling Sea level traversing	Canoeing Kayaking Dragon Boating Wave skiing White water rafting Improvised rafting Sailing Sail boarding Windsurfing	Hill walking Mountaineering Fell running Orienteering Pony Trekking Mountain biking Off Piste Skiing	Caving Pot holing Mine exploration

4. A copy of the licence should be retained on file and the licence should be checked for the following:
  - Is the Centre licensed for the activities you have been offered?
  - Are there any geographical or seasonal restrictions?
5. The Trip Leader should also obtain a copy of the insurance policy covering the provider.
6. The Licence guarantees a minimum standard e.g. for staffing, but it is advisable to check this is sufficient for the group of young people.
7. If you have any concerns regarding the licensing of the Centre you can contact the AALA for further assistance (029 2075 5715) Web site: [www.aala.org.uk](http://www.aala.org.uk)

### **Adventure activities using non licensable providers**

8. Not all providers are required to hold a licence. Voluntary bodies and schools providing for their own members and pupils are exempt.
9. If an organiser is considering using a non-licensable provider for an activity programme it is to be discussed in the first instance with the Director before any plans are made for the visit.

### Swimming activities

10. Activities that involve swimming and playing in the sea or other waters are potentially dangerous.
11. Trip Leaders must obtain consent from parents/carers for swimming activities and must ensure they know the swimming ability of each young person on the visit. Student swimming ability is listed on Parent/ Carer, Learner forms.
12. The Trip Leader must ensure there is a relevant person with a life saving award involved in the supervision of the young people during the activity.