

Offsite Visit Policy

Lodge Farm Primary School



Written by:	Jessica Brosnan	Date: 15.7.21
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Lodge Farm Primary School's Policy for Offsite Visits and LOtC Activities

The Staff and Governors of Lodge Farm Primary School acknowledge the immense value of off-site visits and related activities to young people, and fully support and encourage those that are well planned and managed.

This document provides concise and supportive guidance for the planning and management of off-site visits and related activities. It is available electronically on the school's Shared Drive and on 'EVOLVE', along with a number of other supporting documents.

All visits and LOtC activities will be planned in such a way as to ensure that the benefits and intended learning outcomes are clearly identified and understood by the supervising adults beforehand and can form the basis for objective evaluation afterwards.

Lodge Farm uses Hertfordshire's Internet-based system, 'EVOLVE', to facilitate the efficient planning, management, approval, and evaluation of visits. All staff that lead or accompany visits can access their own 'EVOLVE' account, which is set up by Lodge Farm's Visits Coordinator (EVC).

Arrangements and considerations for all visits and LOtC activities will be recorded, either on 'EVOLVE', by means of standard operating procedures using generic risk assessments, or in standard lesson plan format, as deemed most appropriate by the Headteacher in order to minimise the associated bureaucracy.

Scope and Remit

It is a legal expectation that employees must work within the requirements of their employer's guidance. This policy relates to Hertfordshire's "Guidance for the Management of LOtC and Offsite Visits" and it is the expectation that all staff will follow its requirements

This policy applies to all members of Lodge Farm Primary School's staff, and other adults associated with Lodge Farm Primary School who take responsibility for children and young people participating in learning and recreational activities in environments that are different from where the young people are usually based. It therefore applies when organising and supervising children and young people taking part in off-site activities and visits, as well as when taking part in on-site activities outdoors.

This policy provides the key reference for sound planning for learning and recreational activities that involve taking groups of children and young people away from their usual operational base. It should be implemented when using places such as:

- Lodge Farm's own grounds
- the local environment
- places further afield e.g. visits to local libraries, theatres and museums etc.
- residential venues
- learning ventures abroad

and involves any one of the following:

- direct supervision of young people undertaking experiences beyond the boundary of their normal operational base;
- direct supervision of young people undertaking experiences that fall within the remit of Learning Outside the Classroom (LOtC);
- facilitating experiences for young people undertaking experiences beyond the boundary of their normal operational base;
- deploying staff who will supervise or facilitate experiences of or for young people undertaking experiences beyond the boundary of their normal operational base.

Staff must ensure the young people are supervised in accordance with the contents of this policy, regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

Roles and Responsibilities

Under the Health and Safety at Work Act (1974), health and safety responsibilities lie with the employer. An employer has the legal responsibility to carry out the duties imposed by the Act. However, employers can delegate the tasks necessary to discharge these duties, even though the overall responsibility for health and safety rests with the employer.

In Hertfordshire, the tasks of scrutinising and approving arrangements for Offsite Visits and LOtC activities are delegated to the Headteacher of the school.

The Head teacher will ensure that: -

- All off-site visits and LOtC activities comply with employer guidance and are notified or submitted for formal approval as required;
- All staff involved are competent to carry out such responsibilities as they may be allocated;
- There is a clearly designated person, Jessica Brosnan, as the EVC and that the designated person meets employer requirements, including undertaking EVC Training as recommended or required by the employer;
- If taking part in the visit or activity as either an Assistant Leader or as a group member, she is clear about their role and that they should follow the instructions of the designated Visit Leader (who will have sole charge of the visit);
- Suitable child protection procedures are in place, including vetting at an appropriate level of all voluntary helpers. Where access to the young people is regular or significant, CRB checks must be in place as required;
- She is assured that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained and competent to carry out such tasks as they are allocated;
- Sufficient time is assigned for staff to organise visits properly;
- A culture of apprenticeship /succession planning, to ensure sustainable visits and the development of competent visit leaders and EVCs, is supported within the establishment;
- The EVC is supported in ensuring that visits are effectively supervised with an appropriate level of staffing;
- The EVC is supported in ensuring that visit information has been shared with parents and that consent has been sought where necessary;
- Arrangements are made for the medical needs and special educational needs of all the young people and staff;
- Inclusion issues are addressed;
- Suitable transport arrangements are in place and meet any regulatory requirements;
- Insurance arrangements are appropriate;
- Details related to the visit (including person details of both participants staff) are accessible at all times to a designated 24/7 emergency contact(s) in case of a serious incident;
- That there are contingency plans in place should the visit plan be significantly changed or cancelled (Plan B);
- Arrangements are in place for the governing body to be informed of such visits as are required by the establishment visit policy;
- Staff are aware of the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors, and contractual relationships;
- Establishment visit policy should identify the types of visit that require a preliminary visit;
- Establishment visit policy should formally adopt a set format for recording written risk-benefit assessments. Such risk-benefit assessments should be proportional, suitable and sufficient and based on the 'Principles of Sensible Risk Management'. The adoption of materials made available by employers to reduce bureaucracy is good practice;
- Where the activities or visit involves a third party provider, appropriate assurances have been sought; national schemes e.g. LOtC Quality Badge, AALS licence, Adventuremark, or a clear

management Statement of Competence, are recognised in keeping with Hertfordshire's recommendations and make further seeking of provider assurances unnecessary

- All visits are evaluated with regard to best value, teaching and learning, quality experiences, addressing issues raised by any serious incident and to inform the operation of future visits;
- The establishment visit policy includes appropriate emergency procedures in case of a major incident
- The establishment visit policy includes a procedure to ensure that parents are appropriately informed in the event of a serious incident;
- Serious incidents are reported to the employer as required by employer guidance, meeting the requirements of RIDDOR.

Lodge Farm's Educational Visits Coordinator (EVC)

To help fulfil its health and safety obligations for visits, this establishment has a specifically designated EVC who supports the Head of Establishment.

At Lodge Farm Primary School, the EVC is Jessica Brosnan who is a member of the senior leadership team.

Lodge Farm's Educational Visit Coordinator (EVC) will: -

- Be specifically competent, with practical experience in leading and managing a range of visits similar to those typically run by Lodge Farm. Commonly, but not exclusively, such competence will be identified in a person on the senior leadership team of Lodge Farm. If the EVC role is reattached to an administrative post, or where a post holder is not an experienced visit leader, s/he will receive structured support in the form of regular (twice Termly) supervision meetings from a designated establishment colleague who has that practical experience
- Attend training, and update training, as required by the local authority (LA).
- Support the head of establishment in ensuring that competent staff are assigned to lead and accompany visits and with approval and other decisions.
- Ensure that a policy is in place for offsite visits and LOtC activities, that it is updated as necessary, and is readily available to staff and that procedures should aim to minimise bureaucracy, taking full advantage of any national schemes that provide assurances regarding safety and quality of provision.(e.g. there should be no need to seek assurances from adventure activity providers who hold the LOtC Quality Badge, or a current AALS Licence, or Adventuremark).
- Have an understanding of the Manifesto for LOtC and the supporting rationale
- Ensure Offsite and LOtC activities meet employer guidance requirements.
- Ensure the Headteacher, Visit Leaders, assisting staff and voluntary helpers understand that all staff involved in visits require access to training at an appropriate level to ensure that employers' guidance and establishment procedures are properly understood.
- Ensure Offsite activities must be led by competent leaders and that assistant supervisors are competent to carry out the tasks to which they are assigned.
- Organise the training of leaders and assistant leaders, including voluntary helpers.
- Support the Headteacher with approval and other decisions.
- Monitor visit planning and arrange for sample monitoring in the field as appropriate.
- Ensure CRB checks are in place where required.
- Provide sufficient guidance to visit and activity leaders regarding information for parents and parental consent.
- Ensure there is a 24/7 emergency contact(s) for each and every visit and that emergency arrangements are in place.
- Ensure that medical and first aid issues are addressed.
- Ensure that emergency arrangements include emergency contact access to all relevant visit records, including medical and next of kin information for all members of the party and including staff.

- Ensure that visits and LOtC activities are reviewed and evaluated; this process will require the reporting of accidents and incidents.
- Ensure that visit policies and procedures are reviewed on a regular basis and immediately following any serious incident or systems failure.
- Keep up to date via EVC training events and employer information updates.

The Visit Leader will:

- Have the overall responsibility for supervision and conduct of the visit. S/he must be an employee and not a volunteer.
- Be competent to take on such responsibilities and tasks as may be allocated or required for the duration of the visit/activity and be formally approved to do so.
- Plan and prepare for the visit, taking a lead on risk management. Lodge Farm sees it as good practice to involve all participating staff in the planning and risk management process for any given offsite visit or LOtC activity to ensure wider understanding. Lodge Farm also sees it as good practice to involve young people in these processes wherever appropriate;
- Define the roles and responsibilities of other staff (and young people) to ensure effective supervision, and appoint a deputy wherever possible;
- Ensure that where any accompanying staff includes someone with a close relationship to a member of the group, there are adequate safeguards to ensure that this will not compromise group management;
- Ensure that child protection issues are addressed. e.g. CRB checks;
- Collate, make available and disseminate relevant information to supporting staff, parents and young people as appropriate
- Make sure there is access to first aid at an appropriate level;
- Arrange pre-visit information meetings where appropriate;
- Evaluate all aspects of the visit, both during and after the event;
- Ensure that staff and other supervisors have been appropriately briefed on:
 1. the young people making up the group, including age, health characteristics, capabilities, special educational needs, behaviour and any other information that seems relevant in the context of the planned activities.
 2. the nature, location and duration of the activity.
- Ensure the visit is effectively supervised; the overarching duty of care remains with the accompanying establishment staff, even when partial responsibility is shared with a provider. Should the provider run the activity in a way that causes concern, the accompanying staff should consider stopping the activity at the first appropriate moment. Such an intervention will need to be used with great sensitivity and discretion to ensure that it does not result in young people being put at greater risk;
- Ensure that all staff and any third party providers have access to emergency contact and emergency procedure details.

The Governing Board

The role of Lodge Farm's Governing Body is to "enable and ensure" by acting as a "critical friend".

The Governing body will ensure that: -

- They have a clear understanding of whether the governing body is the direct employer of establishment staff; in which case the body will carry the same responsibilities as those of a Director of Children's Services;
- They have an understanding of how outdoor learning supports a wide range of learning outcomes;
- They have access to employer guidance as well as establishment policy, and a training package to support it;
- Establishment policy clarifies their involvement in the visit approval process;

- There is an EVC in place that meets with employer requirements;
- There are formal notification and approval procedures in place that meet with employer recommendations and requirements;
- The establishment visit policy supports the principles of inclusion;
- There are monitoring procedures in place.

Competence

Competence is a combination of experience, training/qualifications and common sense.

The competence of the visit leader is the single most important contributory factor in the safety of participants.

Consideration will be given to the following when assessing the competence of a member of staff to lead a visit:

- a) What experience has the leader in leading or accompanying similar or other visits?
- b) Is the leader competent in planning and managing visits?
- c) What are the leader's reasons for undertaking the visit?
- d) Is the leader an employee at Lodge Farm?
- e) Does the leader have the ability to manage the pastoral welfare of participants?
- f) Does the leader exhibit sound decision making abilities?
- g) What experience has the leader of the participants he/she intends to supervise?
- h) What experience has the leader of the environment and geographical area chosen?
- i) If appropriate, what is the leader's personal level of skill in the activity, and fitness level?
- j) Does the leader possess appropriate qualifications, especially if leading adventurous activities?
- k) Is the leader aware of all relevant guidelines and able to act on these?

Lodge Farm Primary School operates a process of apprenticeship and succession for all staff likely to be involved in organising, leading or accompanying offsite visits and LOtC activities.

Lodge Farm undertakes to ensure that all such staff, will undergo an induction process that typically entails Visit Leader Awareness training, either in-house or from the LA's Offsite Visits Adviser, access to (and training where required) the establishment's 'EVOLVE' site and practical experience of accompanying visits and LOtC activities *before* being tasked with leading a visit for themselves.

Planning

The extent of planning required is related to the complexity of the visit, based on STAGED: -

Staffing, Timings, Activity, Group, Environment, Distance.

Risk Assessment

Risks are expected to be reduced to an *acceptable* or *tolerable* level, and not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity.

Due to the complex nature of off-site visits, conventional 'risk assessment' as a stand-alone tool is not particularly useful and can on occasion be misleading. It is of greater benefit to consider the overall 'risk management' of visits by taking all aspects of visit planning and management into account. To achieve this, Lodge Farm uses a combination of the 'EVOLVE' visit form itself, and where appropriate, any event specific notes or attachments.

At Lodge Farm, visit planning includes consideration of the key question: '*What are the really important things that we need to do to keep us safe?*' It focuses on those issues that are specific to the individual event, taking into account the needs of the group (including special and medical needs), the experience

and competency of the staff team, and the leader in the context of the event. Significant issues are recorded on 'EVOLVE', either notes or as an attachment, and shared with all parties.

Planning that includes adventurous activity commonly involves delivery by an external provider and the provider will have responsibility for risk assessing and managing the activity. As such, the provider's risk assessment is not the concern of the establishment leader, does not need to be requested from the provider, and does not need to be attached to 'EVOLVE'.

Use of generic risk assessments

Generic risk assessments are probably sufficient to cover most eventualities likely to be encountered in the course of most offsite visits and LOtC activities. These can be located on EVOLVE.

At Lodge Farm, Staff compile their own "event-specific" risk assessments which can then be reviewed and re-used as required. All staff sign to confirm that they have read and understood the risk assessments. This is then uploaded to evolve as an additional document by the group leader.

Plan B

Alternative arrangements are included within the planning process where appropriate, for example, where weather conditions or water levels might be critical, or where an overcrowded venue might necessitate an alternative option.

Where appropriate, all alternative activities should be fully considered and risk assessed beforehand.

Use of a Provider assessment Form (OV6)

Hertfordshire County Council provides the OV6 'Provider Assessment Form' (see appendix) to help provide an audit trail for arrangements and checks.

Many providers have websites and offer information packs which contain the sorts of information asked for on the OV6, including a Safety Management statement, so it may not be necessary to use one.

The OV6 is a generic form, for use for all kinds of provider, so if one is sent to a provider, it should be specified that they only need to complete the parts applicable to them/their services.

Once an OV6 has been received, signed and dated by a manager or person in authority, it is not always necessary to send a new one to the same provider each time you use them. It is sufficient to annotate the existing form already held by the establishment to show the school has checked back with the provider and that there have been no major or significant changes since the form was originally signed; this will not apply if the time interval is not more than 12 months or so.

To reduce bureaucracy for both Visit Leaders and Providers, Lodge Farm takes advantage of national schemes that have been established to eliminate the need for questionnaires and forms as advised in LA guidance e.g. **LOtC Quality Badge, AALS Licence and 'Adventuremark'**.

Holding one of the above is a credible assurance of Health and Safety, and Visit Leaders should seek no further verification. The LOtC Quality Badge also covers learning quality.

Visit Leaders should **not** ask for copies of risk assessment documentation but may seek assurance of a provider's competence to deliver their activities safely by means of a Safety Management statement if this is not already provided.

National Institutions and Public Buildings: - by their very nature these venues and providers are extremely unlikely not to conform to current Health & Safety legislation so it should not be necessary to require them to complete an OV6 or send out copies of their risk assessment documents.

HCC Providers and Establishments: - OV6 forms are not required from HCC-run providers such as Cuffley Camp, Herts Young Mariners Base, Hudnall Park or The Old Coach House in Snowdonia.

Preliminary Visits

At Lodge Farm, wherever reasonably possible, the Visit Leader makes a preliminary visit to a venue or provider beforehand in order for them to familiarise themselves with the layout and surroundings, and any site-specific procedures or issues which may have an impact on the visit or members of the group.

The highest priority for preliminary visits will be where no serving member of staff from the establishment has visited before, then when the Visit Leader has no experience of the venue/activity.

Outcomes

Clarity regarding the intended outcomes of the visit will help to ensure that the potential benefits can be achieved. Up to four 'intended' outcomes must be recorded on 'EVOLVE' during the planning process, for subsequent evaluation.

Work that takes place outside the classroom can provide a very powerful means of developing learning in all curriculum areas, and raise attainment. Experiential learning can also provide opportunities for development in other areas, including:

- Relationships
- Emotional & spiritual
- Cross curricular
- Individual
- Teamwork
- Environmental

Preparatory work should take place in advance of the visit where appropriate. This, in conjunction with activity that will take place during the visit, should feed into any follow-up work.

['High Quality Outdoor Education'](#) can be used as a tool by visit leaders to assist in both identifying outcomes and in the evaluation of the learning taking place.

Staffing and Supervision

The LA requires establishments to ensure there is an **appropriate level of supervision at all times** for all visits and that such supervision is 'effective'. This must have been approved by the EVC and Head of Establishment and, where applicable, in accordance with Governing Body policy.

Ratios for Early Years are specified and must be adhered to; see [Statutory Framework for the Early Years Foundation Stage](#)

For all other visits the visit leader, EVC and Head of establishment will make a professional judgement regarding the number and suitability of staffing on an individual visit basis after consideration of the following factors:

- the type, level, and duration of activity;
- the nature and requirements of individuals within the group, including those with additional needs;
- the experience and competence of staff and other adults;
- the venue, time of year and prevailing/predicted conditions;
- the contingency or 'Plan B' options.

A visit must not go ahead where either the Visit Leader, EVC, or Headteacher is not satisfied that an appropriate level of supervision exists.

A useful 'starting point for consideration' is 1 adult :10 young people. Where departure from this starting point results in fewer staff, the justification should be recorded as a note on 'EVOLVE'.

Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

Particular consideration should be given to the additional implications that may arise if staff are to be accompanied by family members (or partners) on visits.

Staff and volunteers who work *in regulated activity* with, or have regular access to young people or vulnerable adults, must undergo an enhanced DBS check as part of their recruitment process.

The use of parents and other adults with a clear association with Lodge Farm, as helpers or supervisors on offsite visits or LOfC activities, is seen as a valuable means of encouraging or maintaining closer links with the local community and accessing a wider set of skills and experience than may exist amongst Lodge Farm's staff.

If non-regulated volunteers are helping with **any** off – site visit, this must be noted in the risk assessment and the mitigations which are in place to support all volunteers.

Remote Supervision

Young people must be supervised throughout all visits. At times they may be unaccompanied by a member of staff or other responsible adult, e.g. overnight during a residential trip. This is known as 'remote' supervision.

'Remotely supervised' activities can bring purposeful educational benefits, and the progression from dependence to independence is to be encouraged.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

The decision to allow remote supervision should be based on professional judgement taking into account such factors as:

- prior knowledge of the individuals (including their maturity and levels of responsibility);
- venue and conditions;
- the activity taking place;
- preparatory training;
- the competence of the supervising staff;
- the emergency systems in place.
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Emergency Procedures

Staff involved in a visit must be aware of, and adhere to, Lodge Farm's policy on emergency procedures.

Lodge Farm has available a mobile phone specifically for use during offsite visits. It is each Visit Leader's responsibility to ensure these 'phones have:

- the correct details programmed into them beforehand;
- fully-charged batteries (and chargers available if necessary)
- sufficient credit available for the duration of the visit

Beware of over-reliance on mobile 'phones; in event of an emergency a land-line should be used wherever possible.

For all "out of hours" and residential visits, there will be a nominated person(s) that can provide 24/7 cover as an Emergency Contact and that the person(s) so nominated will have 24/7 access to all details of the visit. This will include medical and next-of-kin information regarding staff as well as young people.

Consideration will be given to the following:

- Criteria for identifying the nominated Emergency Contact(s)
- Is more than one Emergency Contacts required?
- Procedure for lodging visit plans to enable them to be accessed in the event of an emergency?
- Have procedures been tested?
- Is it possible to demonstrate a proactive response, to any pattern that can be recognised within incidents?

Visit Leaders must also complete and carry an Emergency Contacts sheet (OV9- see appendix).

The Visit Leader must have an "Emergency Events" (see appendix) card, as issued by HCC.

First Aid

It is not always necessary that a qualified First Aider accompanies an offsite visit or LOtC activity. First aid issues for any LOtC activity should be considered as part of the risk management process and the exact requirements should be determined by ensuring that first aid support is available at an appropriate level. What is “appropriate” will be determined by:

- The nature of the activity.
- The nature of the group.
- The likely injuries associated with the activity.
- The extent to which the activity will isolate the group from normal ambulance support, or a known point where a qualified first aider will be available.

A very basic level of first aid support must be available at all times. This will require that one or more of the staff leading the activity:

- Know how to access qualified first aid support.
- Have a working knowledge of simple first aid and are competent to use the first aid materials carried with the group.

For some activities (most commonly in defined adventure activities), those leading such activities should hold a current first aid “qualification”. To be a “qualification”, the first aid course must include a formalised assessment process; otherwise any certification will have the status of a certificate of attendance. In practical terms, the course will be a minimum of 16 hours.

It is a legal requirement that all minibuses must carry a first aid kit.

Approval of Visits

Approval for **all** visits is delegated to the Head teacher of Lodge Farm.

However the following types of visit are required to be notified to the LA: -

- Overseas (anywhere that involves crossing a substantial area of open sea, including Northern Ireland, the Isle of Man, the Hebrides and the Channel Islands)
- Those involving one or more adventurous activities to be led by a member of Lodge Farm’s staff.

Regardless of whether a visit should be notified to the LA or not, there should be a clear, unambiguous audit trail for arrangements with clear evidence of approval. Such evidence will usually be recorded on EVOLVE but where this is not the case a signature of endorsement on a lesson plan will suffice.

The process for approval has three main stages:

1. Visit/activity proposed and planned by Visit Leader and accompanying colleagues;
2. Arrangements scrutinised by EVC until satisfied to recommend approval;
3. Arrangements re-scrutinised by Head and, when satisfied, approved.

An offsite visit or LOtC activity should not proceed without clear evidence of approval.

Endorsement may be required from the Governing Body; ‘Read Only’ access on EVOLVE for the relevant member(s) and a Note added for their attention will generate an e-mail alert. Endorsement will take the form of an additional Note from the member(s).

Where applicable, a visit may also need to be notified to the LA; this is done automatically by ‘EVOLVE’.

Additional monitoring

From time to time the EVC may recommend, or the Head/Governors/LA may decide to, sample monitoring by field visit as an additional means of ensuring safety of participants and quality of provision.

Consent

Annual consent is appropriate for regular routine activities that take place during normal school hours.

For EYFS, notification of local visits will be published on Tapestry two weeks before the trip and again a week before.

For Years 1 – 6 notification of local visits will be published on the Gateway two weeks before the trip and again a week before.

For all other visits, a full letter detailing the trip will be sent home. Financial voluntary contributions will be made and consent is to be obtained on an individual visit basis through the school Gateway. Information provided to parents prior to granting consent should include full details of the activities and any other significant information e.g. timings, staffing and other safeguarding arrangements.

Insurance

Advice regarding insurance may be sought from the Local Authority's Insurance department.

In addition to the standard public liability cover which Lodge Farm has in place, Hertfordshire County Council has taken out 'blanket' personal accident cover / travel insurance for all trips/visits at home or abroad. This cover applies to Lodge Farm which buys into the Council's Annual travel Insurance Scheme. Details are available from the County's insurance department on 01992 555480 or by email at insurance@hertscc.gov.uk

For all other visits, it is the responsibility of the Governing Body, Head of Establishment, and Educational Visits Coordinator to determine whether additional insurance should be taken out. The establishment should particularly consider the need for additional insurance for residential activities, or those involving adventurous activities or hazardous environments.

Inclusion

Lodge Farm endorses the following principles:

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

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification.

Visit Leaders are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage.

However, the Disability Discrimination Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises.

It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

Expectations of staff must be reasonable, so that what is required of them (to include a given young person) is within their competence and normal work practices.

Codes of Behavioural Conduct

Lodge Farm encourages the use of codes of behavioural conduct as a means of establishing appropriate expectations of young persons' behaviour. Such codes need to be explained to both the young people and those in a position of parental support before the visit, so reducing the opportunity for misunderstanding both expectations and the sanctions that may be invoked where the code is breached.

As part of encouraging social responsibility, young people are encouraged to sign up to a "behavioural contract" for all residential visits

As part of the request for consent, parents sign and accept responsibility for removing young people in prescribed circumstances.

Transport

Private Cars

Where a private (staff or parent) car is to be used to transport young people, then this must be approved by the Headteacher, and an [OV7D](#) Form (see appendix) must be completed and retained by the establishment on an annual basis.

Coaches

The LA does not 'approve' coach companies. Whilst UK legislation ensures that coach companies are fit for public use, the facilities available on coaches may vary. Lodge Farm has a list of particular companies used which provide a high level of service. This list is updated accordingly.

Minibuses

All drivers of minibuses should undertake HCC's Minibus Drivers' Assessment Scheme training, and keep that training current (5 yearly reassessments). This applies to pre & post 1997 licence holders operating under the section 19 permit scheme as 'volunteer drivers'. Post 1997 licence holders may drive a minibus provided:

- Drivers are aged 21 years or over.
- They have held their category B driving licence for at least two years.
- The minibus is being used by a non-commercial body for social purposes, but not for hire or reward.
- Drivers are not being paid to drive the minibus, other than out-of-pocket expenses.
- The minibus does not exceed 3.5 tonnes (or 4.25 tonnes if specialised equipment for the carriage of disabled passengers is included) gross vehicle weight.
- No trailer is towed.

When driving a minibus as an employee of HCC or on behalf of an HCC establishment, a full D1 PCV is required.

Public Transport

For public transport within the Greater London the visit leader must contact 'Transport for London', who offer special arrangements for establishment parties on London buses, Underground, Tramlink, and Docklands Light Railway, to cultural destinations. See [Transport for London](#) Tel. 020 7918 3954.

Swimming

Lodge Farm acknowledges the immense educational benefits that swimming activities can potentially bring to young people, and fully supports and encourages swimming activities that are correctly planned, managed, and conducted.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

All swimming activities and venues must be included within the visit plan, and life-guarding arrangements checked in advance. This is particularly important in respect of visits abroad, where for example, a hotel pool may be available.

Particular consideration should be given to the following factors:

- Unknown locations and hazards, especially overseas.
- Changing environmental conditions.
- Supervisor complacency & lack of transferable knowledge.

- Adherence to local advice.
- Preparation and knowledge of young people, i.e. is it a planned activity?

Young people must be supervised by a competent adult at all times whilst undertaking swimming activities.

Swimming pools (life-guarded)

LA notification is not required

- UK Swimming Pool safety is guided by various Health and Safety at Work Acts and Regulations. Pool operators have a duty to take all reasonable and practicable measures to ensure that teaching and coaching activities are conducted safely.
- Unless suitably qualified, Lodge Farm's staff should not have responsibility for life-guarding. However, they do retain a pastoral role for participants at all times either through direct or 'remote' supervision.
- For swimming lessons, the LA establishment should ensure the swimming teacher in charge or other pool employees/responsible adults supervising the participants are qualified according to current guidelines.

Open water swimming

LA notification is required via EVOLVE. The designated lifeguard must be dedicated exclusively to the group, and the location used must fall within the RNLI/RLSS definition of a 'safer bathing area'. Local advice must always be sought.

Weather, Clothing & Survival

Where appropriate, the leader must obtain and act upon recent weather forecasts and local advice.

Participants should be adequately clothed appropriate to:

- The time of year, prevailing weather conditions, altitude and exposure to elements;
- Likely changes in weather;
- The experience and strength of the party;
- The nature of the visit and environment.

When venturing away from immediate help, leaders should consider the need for:

- Comfort, insulation and shelter for a casualty;
- Comfort, insulation and shelter for the whole group;
- Provision of emergency food and drink;
- Torch;
- Possible need of signalling equipment and/or mobile phone (NB. Mobile phones may not work in remote areas);

It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (e.g. Plan B) to suit changed or changing circumstances - for example: over-busy lunch area, rain, rising water levels, etc.

Farm Visits

Visits to farms involve some risks, as do visits to other workplaces. All animals carry micro-organisms, such as E coli 0157 (a bacterium) and Cryptosporidium (a parasite), some of which can be transmitted to humans. These and Weil's Disease (from contaminated water) or Lyme Disease (from infected ticks) can cause serious illness. However, the risk of infection can be readily controlled by everyday measures. Preparation and planning will minimise the risks. Parents should be fully informed about the nature of the visit, how the risks will be managed and what to be aware of following a visit.

For advice about Lyme Disease see www.nhs.uk/conditions/Lyme-disease .

For advice about Weil's Disease see www.nhs.uk/conditions/Leptospirosis .

Visit leaders must inform women, including young women participants, about the risk of infection to anyone who is pregnant or has contact with animals that are giving, or have recently given, birth. This is particularly the case with sheep but also cattle and goats.

Water-Margin Activities

Water quality is important and can be affected by a number of factors such as rainfall or hot weather. Bacteria may derive from chemicals, sewage, dead animals or other causes. The visit leader must look round for any obvious signs such as cloudiness in the water, or froth on the surface. The visit leader must ensure that all pupils wash their hands before eating, and if appropriate shower upon return. If any members of the group fall ill following the visit parents or guardians must be advised to tell their GP where they've been and what activities were being completed. Ensure that the group have sufficient food and drink for the visit. In hot weather it is particularly important to drink water to avoid dehydration.

Appendix

Emergency Events Card

Emergency event card

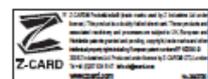
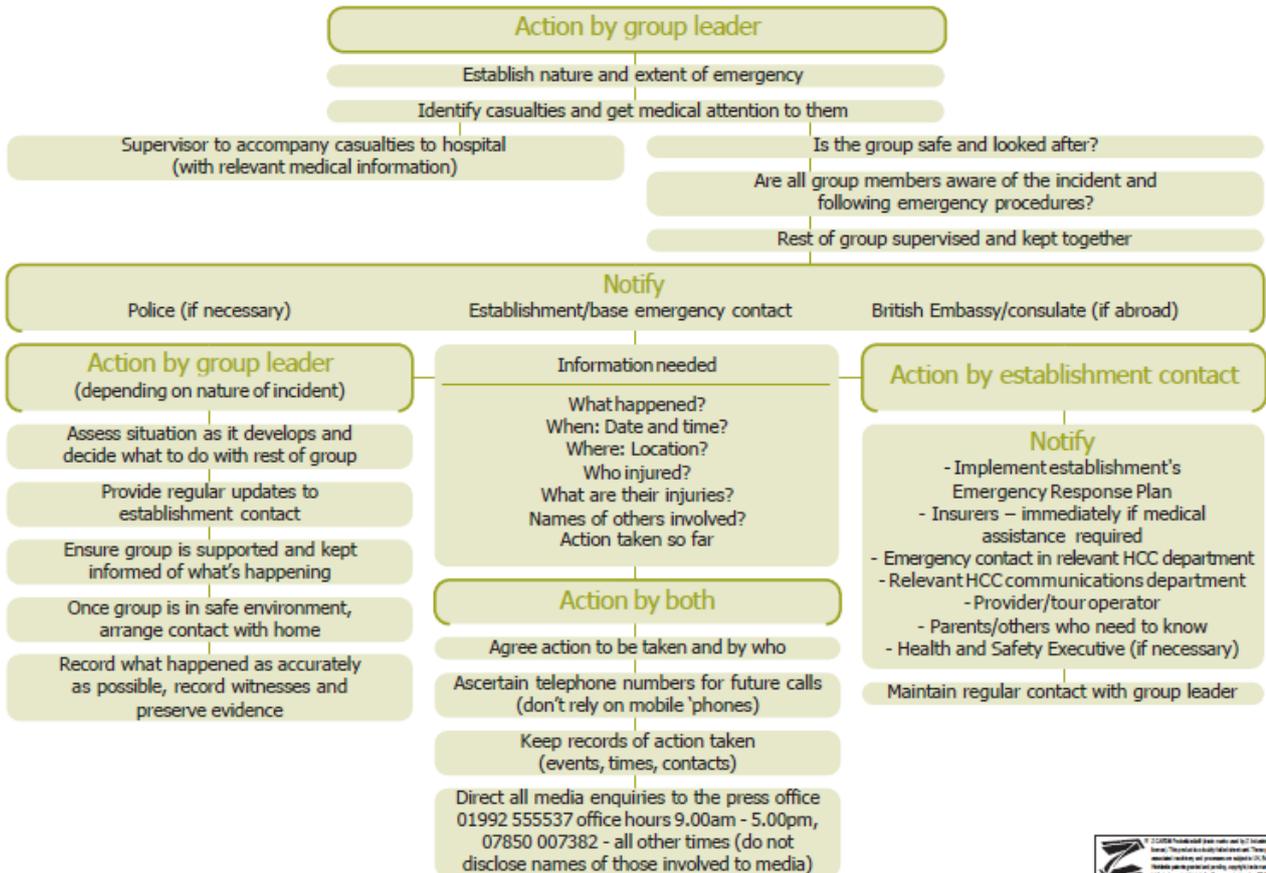
1. Ensure everyone in the group is safe from further danger
2. Ensure rescue, medical care and hospitalisation is provided, as necessary
3. Inform your establishment contact as soon as possible (number below) and ensure appropriate arrangements are made to inform parents/families/HCC. In case of fatality, the police should be informed
4. Keep a written record of all that happens
5. Ensure any equipment is retained in unaltered condition
6. Refer media enquiries to the county council press office (01992 555537 office hours 9.00am - 5.00pm, 07850 007382 - all other times)
7. Never admit liability of any sort
8. Do not allow anyone to see a party member without a witness being present
9. Ring the emergency assistance company, which is linked to your travel insurance policy, at the earliest opportunity

Keep this card with you at all times.

Establishment emergency contact number:

Emergency procedures framework

This diagram identifies the initial steps to be taken by the group leader and establishment contact in the event of an emergency.



PROVIDER ASSESSMENT FORM (OV6)



For completion by 'external providers' used by Hertfordshire County Council establishments

Hertfordshire recognises the LOtC Quality Badge scheme.

Providers that hold a current LOtC Quality Badge and are to be used by establishments from Hertfordshire County Council, are not required to complete this form.

Apart from national providers e.g. Science Museum, Royal Festival Hall, London Zoo, public buildings and facilities, and theatres, cinemas etc. licensed by their local authorities, providers that do not hold a LOtC Quality Badge may be required to complete and return this form in advance of the establishment making a commitment.

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 give careful consideration to 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. *Within the UK, the premises have been subject to a Fire Risk Assessment under the regulatory reform (Fire Safety Order) or, outside the UK, comply with fire, health and safety regulations in the country concerned.*
- 9. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
- 10. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants' accommodation.

11. The premises have adequate facilities to cater for those with disabilities.
Please give details:

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 Registration and 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

21. Where a tour operator delivers services to establishments using other providers e.g. 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 4 ('GOE4').
(See under 'Resources' tab under 'Guidance, Policies & Documents', under 'Resources' tab on Herts EVOLVE)

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

Details of any other accreditation, e.g. 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..... Fax

E-mail.....



FORM OV 7D (CSF4261) VOLUNTEER DRIVERS FORM
Establishment:

To: The Headteacher / Head of Establishment	
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I confirm that:

- I am willing to use my own vehicle for transporting pupils on school visits.
- I have a valid full driving licence suitable for the type of vehicle.
- I have Penalty Points on my licence (Please state number)
- I have a current valid insurance policy for the vehicle in which I intend to carry children / young people.
- I have checked with my insurers and have received confirmation of cover for this activity.
- The vehicle is roadworthy in all respects and has / will have a current MOT certificate (if it is more than 3 years old)
- Each young person will have a recognised seat with seatbelt (and booster cushion where appropriate) and that the vehicle cannot carry more than 8 passengers.

I understand that I am not covered under the above establishment's Insurance for the use of my vehicle.

Under the terms of the Data Protection Act 1998 we must inform you of the following:

By signing this form you are giving your consent to the above-named establishment and/or Hertfordshire County Council to process the information on the form. The processing involved will only be for the purpose of monitoring health and safety in accordance with relevant legislation. This may involve sharing of information you provide with local regulatory bodies.

Signed: _____ Date: _____ Name: (print) _____
--

Address:

For office use only: Original documents seen? <ul style="list-style-type: none"> • Driving Licence • Insurance Certificate • Registration Document • MOT Certificate 	Y / N (date)
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Hertfordshire Children's Services and the establishment reserve the right at any time to request copies of any relevant documentation i.e. Driving Licence, Insurance Certificate, Registration Document and MOT Certificate.



FORM OV 9 (CSF4263) EMERGENCY CONTACT INFORMATION
Establishment: Visit:

To be completed before the visit. Copies to be held by the group leader and establishment contact.
 (May not be needed if the information is already included on EVOLVE, in which case the Visit Leader may carry a print-out of the relevant visit summary form.)

1. Name of Group Leader: Home Phone No: _____ Mobile No: _____
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2. Departure and Return:	Date	Time	Location
Departure:			
Return:			

3. Group:	Adults:	Young People:	Total:

4. Do you have an emergency contact list (OV 8) for everyone in the group? (If no, obtain one. If yes, attach it to this sheet).	YES/NO

5. Emergency contact information:			
Establishment:	Work Tel:	Home Tel:	Mobile:
Manager			
Deputy/other			
Visits Co-ordinator			

Travel Company:	
Name: _____	Tel: _____
Address: _____	Fax: _____
Website: _____	Tel: _____
Company Travel Rep name: _____	Mobile: _____

Hotel/Accommodation:	
Name:	Tel:
Address:	
Hotel contact (e.g. Manager):	
Insurance / Emergency Assistance:	
	Tel:
	Fax:
Local Emergency Telephone Numbers:	
National Emergency Number: (e.g. Europe 112)	
Police:	
Doctor:	
Hospital:	
Embassy / consulate:	
Others:	
Other emergency numbers (e.g. telephone tree, Children's Services emergency contact):	

REMEMBER: IN AN EMERGENCY

Record all actions taken, with times.
Direct all press enquiries through CS Communications Team
Tel: 01992 555537 (office hours) / 07850 007382 (all other times)