

**EDUCATIONAL VISIT PLANNING:**  
**MANAGEMENT AUTHORISATION REQUEST**

Team Leader:

Destination:

Purpose:

Details of any planned activities (if relevant):

Date / Time(s):                      Depart:

Return:

If overnight,                      Number of nights: -

Type of accommodation:

Proposed Travel Arrangements:

Proposed Contractor (if known):

Supervision Arrangements (Teachers / Adults):				
Name	Leader, Supervisor?	First Aid Qualified?	Approved Minibus Driver?	Other Qualifications / Experience (relevant)

Number of Pupils:

Male	Female	Year Group / Age Range

## Form 'A'

<b>Financial Arrangements:</b>			
<b>Expenditure</b>		<b>Income</b>	
Transport		No. of pupils x cost requested per head (£)	
Admissions		Total from pupils (£)	
Insurance		Concessions x cost per head	
Staff Cover		Other income (grants, funds):	
Accommodation			
<b>Total expenditure</b>		<b>Total Income</b>	<b>£0</b>
<b>Comments (if any)</b>			

**Attachments: Proposed Letter to Parents**

**Authorisations:**

**Team Leader**

**Date:**

**Educational Visits Co-ordinator**

**Chris White**

**Date:**

**Finance Officer**

**David Williscroft**

**Date:**

**Head Teacher**

**Trevor Scott**

**Date:**

**Educational Visit Risk Assessment**

<b>Visit Description</b>		<b>Team Leader</b>		<b>Year Group</b>	
<b>Date of Visit</b>		<b>Male Staff</b>		<b>Female Staff</b>	<b>Number of pupils</b>

<b>Hazard</b>	<b>Persons at Risk</b>	<b>Risk Description</b>	<b>Gross / Initial risk</b>		<b>Risk Level</b>	<b>Current Mitigating Action (Existing Controls /Precautions)</b>	<b>Net risk</b>		<b>Risk Level</b>	<b>Owner</b>
			<b>Likelihood</b>	<b>Impact/Severity</b>			<b>Likelihood</b>	<b>Impact/Severity</b>		

<b>Assessed by (Print)</b>		<b>Signed</b>		<b>Date assessed</b>	
<b>Approved by EVC (Print)</b>		<b>Signed</b>		<b>Date</b>	

## Form 'B' Educational Visit Risk Assessment:

### Risk Scoring Grid

<b>Impact / Severity</b>	<b>High</b>	<b>6</b>	<b>7</b>	<b>9</b>
	<b>Med</b>	<b>3</b>	<b>5</b>	<b>8</b>
	<b>Low</b>	<b>1</b>	<b>2</b>	<b>4</b>
		<b>Low</b>	<b>Med</b>	<b>High</b>
<b>Likelihood</b>				

**Notes:**

**1. Hazards**

- Look only for hazards that you could reasonably expect to result in significant harm, i.e. requiring at least a hospital visit.
- Consider the stages of the visit in chronological order, examining the activities that take place at each stage. For example: assembling; journey, including rest stops; arrival; accommodation (if appropriate); activities; breaks; re-assembly; return journey (if different from outbound) and finally dispersion.

**2. Persons at Risk**

- Staff / Students / All.

**3. Risk Description**

- What harm could result to the Persons at Risk if there were no controls in place to control the Hazard.

**4. Gross Risk Level**

- The level of risk from a hazard when no control measures in place.

**5. Current Mitigating Action (Existing Control measures)**

- Consider the physical geography e.g. upon arrival at destination are there pavements, barriers etc.; if residential, is there adequate security within the accommodation.
- Consider the management systems that are in place e.g. Ratio of staff to pupils, First Aid training etc.

**6. Net Risk Level**

- The residual level of risk from a hazard with the Mitigating Actions (Existing Control Measures in place.)

**7. What actions can be taken to further reduce the risk?**

- Can the risk be removed completely?
- Is there a less risky option?
- Can access to the hazard be prevented?
- Can arrangements be made to reduce exposure to the hazard?
- Can particular clothing or equipment be provided?
- Do specific warnings need to be included in meetings for pupils / parents?

## Emergency Contacts

## Form 'C'

(Page 3 of 3)

For visits within normal school hours it will be assumed that the school will be the nominated Emergency Contact. If there is a possibility that a visit may overrun the school day, Emergency Contact must be arranged. The level and duration of the visit or activity will dictate whether all or some of the following is required.

<b>Name</b>		<b>Name</b>	
<b>Tel No. Day</b>		<b>Tel No. Day</b>	
<b>Tel No. Evening</b>		<b>Tel No. Evening</b>	
<b>Mobile</b>		<b>Mobile</b>	

<b>Name</b>		<b>Name</b>	
<b>Tel No. Day</b>		<b>Tel No. Day</b>	
<b>Tel No. Evening</b>		<b>Tel No. Evening</b>	
<b>Mobile</b>		<b>Mobile</b>	

***Emergency contacts must be fully aware of their obligations and be available with the necessary paperwork at all or stated times. All contacts must be conversant with the Emergency Procedures as required in the Authority's Off-Site Policy and Guidance. Visits abroad and residential visits in the UK over 36 hours in duration should have at least 4 Emergency Contacts.***

## Approval

	Category A	Category B1	Category B2&3	Category C(all)
Head Teacher				
Chair of Governors				
Date				

### ***Please Note:***

***A detailed list of ALL participants, addresses and contact numbers will need to be lodged at school for all Category B & C visits before the visit is due to take place.***

## HEAD TEACHER'S RESPONSIBILITIES

The Head Teacher should ensure that:

- Adequate child protection procedures are in place
- All necessary actions have been completed before the visit begins
- A suitable risk assessment has been completed and appropriate safety measures and emergency procedures are in place
- Training needs have been assessed by a competent person and the needs of the staff and students have been considered
- The group leader has experience in supervising the age groups going on the visit and will organise the group effectively
- The group leader or another teacher / instructor is suitably competent to instruct the activity and is familiar with the location / centre where the activity will take place.
- Group leaders are allowed sufficient time to organise visits properly
- Non-teacher supervisors on the visit are appropriate people to supervise children
- Ratio of supervisors to students is appropriate
- The LA and governing body has approved the visit, if appropriate
- Parents have signed consent forms
- Arrangements have been made for the medical needs and special educational needs of all the students
- Adequate first-aid provision will be available
- The mode of transport is appropriate
- Travel times out and back are known, including pick-up and drop-off points
- There is adequate insurance cover
- The school has: the address and telephone number of the visit's venue; a contact name; details of companies providing transport, including flight numbers
- A school contact has been nominated and the group leader has details
- The group leader, supervisors and nominated school contact have a copy of the emergency procedures
- The group leader, supervisors and nominated school contact have the names of all the adults and students travelling in the group and the contact details of parents and the teachers' and other supervisors' next of kin
- There is a contingency plan for any delays including a late return home
- The financial and cash handling aspects of the trip meet the requirements of the Governors Policy for Purchasing and Financial Management and the DfES policy for Charging and Remissions.

## **APPENDIX B**

### **TEAM LEADER'S RESPONSIBILITIES**

The team leader must:

- Obtain the Head Teacher's prior consent
- Follow LA and Governing Body policies
- Appoint a deputy
- Clearly define each group supervisor's role and ensure all tasks have been assigned
- Be able to control and lead students of the relevant age range
- Where tuition is given by school staff, be suitably competent to instruct students in an activity
- Where tuition is given by external provider, ensure that their competency has been demonstrated
- Wherever possible, be familiar with the location / centre where the activity will take place\*
- Be aware of child protection issues
- Ensure that adequate First-Aid provision will be available
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents
- Undertake and complete a comprehensive risk assessment
- Review regularly undertaken visits / activities and advise the Head Teacher where adjustments may be necessary
- Ensure that teachers and other supervisors are fully aware of what the proposed visit involves
- Have enough information on the students to assess their suitability or be satisfied that their suitability has been assessed and confirmed
- Ensure the ratio of supervisors to students is appropriate for the needs of the group
- Consider stopping the visit if the risk to the health or safety of the students is unacceptable and have in place procedures for such an eventuality
- Ensure that the group supervisors have details of the school contact
- Ensure that group supervisors and the school contact have a copy of the emergency procedures
- Ensure that the group's supervisors have the details of student's special educational or medical needs which will be necessary for them to carry out their tasks effectively
- Observe the guidance set out for teachers and other adults in the main policy

**(\*) If, despite sufficient warning, the Team Leader cannot arrange a pre-visit, evidence of risk assessment must be sought from the centre to be visited. Where the location / accommodation is re-arranged with insufficient warning, the Team Leader must complete a risk assessment at the earliest opportunity and take the decision to continue or abandon the visit.**

## APPENDIX C: Example of Educational Visit Risk Assessment

<b>Visit Description</b>	Scuba Diving	<b>Team Leader</b>	John Smith			<b>Year Group</b>	7 - 9
<b>Date of Visit</b>	8 <sup>th</sup> – 12 <sup>th</sup> October 2002	<b>Male Staff</b>	2	<b>Female Staff</b>	1	<b>Number of students</b>	19

Hazard	Persons at Risk	Risk Description	Gross / Initial risk		Risk Level	Current Mitigating Action (Existing Controls /Precautions)	Net risk		Risk Level	Owner
			Likelihood	Impact/Severity			Likelihood	Impact/Severity		
Coach Accident	All	Range of potential injuries from minor cuts to death.	Med	High	High	Using Licensed Contractor and following LA Code of Practice for travelling by Coach	Low	Med	Low	Head Teacher / EVC
Loss of students during rest stops	Pupils	<ul style="list-style-type: none"> <li>– Pupils left without supervision</li> <li>– Potential for injury in traffic accident.</li> <li>– Potential abduction</li> </ul>	Med	Med	Med	Management procedure requiring a register of pupils and headcounts before departing stop. Ensure Mobile Phone communication between multiple coaches	Low	Low	Low	Team Leader
Disembarkation on major road	All	Range of potential injuries from minor cuts to death.	Med	High	High	Ensure that participants disembark away from passing traffic Warn pupils of the dangers Pupil Code of Conduct.	Low	Med	Low	Team Leader
Scuba diving	All	Range of injury potential from minor to death	Med	High	High	Under Instructor or Dive Master at all times. Signed liability forms	Low	Med	Low	Team Leader / Instructor
Carriage of scuba equipment	All	Cuts, bruising and potentially fractures if equipment dropped on limbs etc.	Med	High	High	Training is provided in care and use of equipment	Low	Med	Low	Team Leader / Instructor

<b>Assessed by (Print)</b>	John Smith	<b>Signed</b>	<i>J. Smith</i>	<b>Date assessed</b>	7 <sup>th</sup> July 2002
<b>Approved by EVC (Print)</b>	Mel Jones	<b>Signed</b>	<i>M. R. Jones</i>	<b>Date</b>	21 <sup>st</sup> July 2002

# Appendix D

## Grades of Adventure Activities, as defined by DfES

In order to discharge their responsibility for the safe supervision of adventure activities, Local Authority's (L.A's) should determine which activities entail a level of risk sufficient to bring additional procedures into play beyond those applied to off-site visits generally.

These additional procedures may involve training, induction and formal assessment of leader competence, and obtaining and heeding expert technical advice.

A broad range of activities could be considered "adventurous". The categorisation here is intended to assist L.A's, Head Teachers and EVC's to determine an appropriate course of action in respect of activities presenting different levels of potential risk.

### **Grade 'A' Adventure Activities**

Activities that present no special risks and can be supervised by a teacher (who has been judged competent to lead educational visits, generally) are considered to be Grade 'A'. In accordance with good practice, these activities are conducted following the LA's or school's standard visits procedures.

Examples might include:

*Walking in parks or on non-remote country paths*

*Field studies in environments presenting no particular hazards*

### **Grade 'B' Adventure Activities**

Activities where safe supervision requires that the leader should, as a minimum, have undergone an additional familiarisation or induction and been approved as appropriately competent by the L.A. A National Governing Body (NGB) award such as the Basic Leadership Award (BELA) may also be relevant as a measure of competence for teachers supervising Grade 'B' activities.

Examples of activities might include:

*Walking in "open country"*

*Camping in summer*

*Cycling on roads or non-remote off-road terrain*

*Climbing on indoor climbing walls*

*Low level initiative challenges*

### **Grade 'C' Adventure Activities**

Activities for which safe supervision requires that the leader should normally have undergone a recognised course of training, have gained relevant experience and have been judged competent, either by the appropriate National Governing Body (NGB) or by a person acting on behalf of the LA as a technical advisor for the activity. The process of training, accumulation of experience and assessment may lead to the award of a recognised NGB qualification. Alternatively, it may lead to a local or site specific validation.

Activities in Grade 'C' include all those within the activities scope of the Adventure Activities Licensing Regulations 1996, as well as other activities for which this rigour of assessment of leader competence is appropriate.

Examples of the latter might include:

*Remote hill or moorland walking*

*Camping in winter*

*Swimming in the sea or open water*

*Climbing / Abseiling outdoors*