



The Crypt School

Safety Policy for Offsite Visits / Outdoor Educational Activities

Lead Person: Senior Deputy Headmaster
Governing Body Committee: Pupil Welfare

Aims and purposes of Offsite Visits

The school has a strong commitment to the added value of learning outside the classroom and beyond the school premises.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventurous Activities.

Approval Procedure

The Governing Body has delegated the consideration and approval of offsite visits and activities to the Headmaster. The Headmaster has nominated the Senior Deputy Headteacher as the Off-site Visits Co-ordinator (OVC) and the Governing Body has approved this appointment.

Before a visit is advertised to parents the Headmaster and governors will approve the initial plan. The Headmaster will also approve the completed plan and risk assessments for the visit before departure.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list kept by the School. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that DBS screening is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and OVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

Risk Assessment

The Visit Leader will identify the risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing.

Parental Consents

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra safety measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The school has a standard form, which will be used for this purpose.

As part of the parent consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has policies for Charging and Remissions, and Inclusion, which applies to all visits.

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

Emergency Procedures

The school will appoint a member of the Senior Management Team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

Review by the Local Authority

The school is supported in its arrangements for offsite visits by Safety, Health and Environment (SHE) at Gloucestershire County Council. Where necessary the school will seek advice from SHE.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to SHE prior to departure. SHE will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken. Any advice provided will be fully considered prior to the trip taking place.

Charging for Activities and Visits

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

The school has a policy on remission of charges stating how much they are prepared to contribute etc.

STATUTORY FRAMEWORK

1. Under health and safety law, the employer in an establishment is responsible for the health, safety and welfare of their employees and anyone else on their premises or who may be affected by their activities.
2. As employer, the Governing Body is responsible for the actions of its employees whilst acting in the course of their employment, this includes the safety and well being of young people in its care and volunteers assisting in the delivery of educational visits.
3. Department for Education health and safety advice on legal duties and powers for local authorities, head teachers, staff and governing bodies can be found at www.education.gov.uk/schools/adminandfinance/healthandsafety.
4. The "Special Educational Needs and Disability Act 2001" requires that schools do not discriminate against pupils for reasons relating to their disabilities, and that "reasonable adjustments" are made so as to ensure that disabled pupils are not substantially disadvantaged in comparison with pupils who are not disabled.

Evaluation

All visits will be evaluated by the Group Leader with the OVC. A short exception report will be made available for the Governing Body.

The OVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

The Group Leader is responsible for presenting a financial account for the visit, which will be audited as part of the school's procedures.

Approved – Pupil Welfare Committee, October 2024

Review cycle – 2 years

Next scheduled review – October 2026

Associated Forms & links to other policies

1. Appendices 1-7
2. Forms 1-9 on school K-drive under educational visits
3. Parental Consent Form and Indemnity.
4. Health and Safety Policy
5. School Behaviour Policy and School Rules
6. Various Guidance documents provided on the K-drive

Appendix 1

ROLES AND RESPONSIBILITIES AT CRYPT SCHOOL

1. The Employer

Under health and safety law, the employer in an establishment is responsible for the health, safety and welfare of their employees and anyone else on their premises or who may be affected by their activities.

As employer, the Governing Body is responsible for the actions of its employees whilst acting in the course of their employment. By association, this includes the safety and well-being of young people in its care and volunteers assisting in the delivery of educational visits.

Although employers retain responsibility for health and safety, they can delegate tasks to Heads or other staff.

2. The LA

The Group Director has overall responsibility for health and safety of staff and young people involved in visits where GCC has a legal duty of care to the participants. To help ensure responsibilities are met, the LA will:

- ensure GCC has standards for offsite visits and journeys available to all establishments, Operational Services and the DofE Operating Authority;
- provide an emergency response service to support establishments in the event of a critical incident.;
- administer and maintain a commissioned database for offsite visits (Gloucestershire e-visit);
- monitor accident and incident reports from offsite visits, and where a serious incident occurs initiate an investigation and contribute to that investigation.

The LA also provides an offsite visit advice service, which is provided by SHE and includes:

- provision and maintenance of the visits guidance reviewed in line with government guidance, case law and good practice;
- review of submitted offsite visits documentation with feedback where required;
- helpline and support in planning visits in order to manage risks, and responding to incidents;
- provision of competent health and safety advice in respect of visits;
- monitoring a percentage of offsite visits in practice;
- provision of training;
- monitoring and review of the visits process, feeding back into further developments and initiatives.

3. Responsibilities of Establishments

The requirements and recommendations stated here are summarised within the roles that are common to most establishments and settings that will use guidance of this nature. Establishments and settings that do not fit this model should interpret the guidance to meet their specific needs, ensuring that the underpinning principles and key requirements and recommendations remain in place.

4. The Governing Body

A Governing Body (or Management Board) should ensure that they have a clear understanding of who is the employer at the establishment, the LA or the governors. If they are the employer they will carry all the responsibilities of an employer. Once established, governors must ensure:

- the establishment has guidance in place, either their own or (most commonly) formally adopt the LA guidance;
- assure itself that appropriate risk management procedures are in place;
- there are Policies in place that cover visits, inclusion and charging and remissions;
- there is a OVC in place;
- There are approval procedures in place at establishment level and notification procedures in place between the establishment and the LA;

5. **The Head**

Each Head (or Manager) is responsible for ensuring that Governing Body and LA guidance is implemented. They should have an establishment Visit Policy that makes a formal statement linking their policy to employer guidance, as well as setting out internal procedures to implement both policy and guidance.

In establishments where there is no Governing Body, the Head assumes the responsibilities listed in the paragraph above.

Heads must nominate an OVC within the establishment or in the absence of an OVC assume the role themselves.

Before a visit is advertised to parents the Head must approve the initial plan, and also approve the completed plan and risk assessments for the visit before departure. Before approving a visit the Head must be satisfied:

- that the visit leader is an employee who is competent to lead the visit;
- the suitability, number and competence of all adults accompanying or instructing the party;
- that adequate child protection measures are in place;
- proper and effective support structures in the event of difficulty or emergency;
- LA notification is arranged, where required,
- that appropriate insurance cover is in place;
- Recognise that support must be provided by the LA's public relations unit when dealing with media enquires
- that visits are evaluated to inform future visits.

6. **Offsite Visits Coordinator (OVC)**

Due to the nature of the role, OVCs must have experience of practical offsite activity and visit leadership, and appropriate status within the establishment that enables them to guide the working practices of their colleagues.

The role of OVC cannot be seen as purely administrative. Functions of the OVC which are administrative in nature may be delegated to an appropriate member of staff, but the responsibility to ensure that these functions have been carried out remains with the OVC.

The OVC should ensure that all offsite activities put in place by their establishment meet the requirements of the guidance, as well as the requirements of establishment policy and procedures. OVCs should therefore be a focal point of visit planning within their establishment. They are also the routine contact for dialogue with the LA.

The functions of the OVC include:

- taking the lead on developing and reviewing establishments procedures;
- supporting the Heads and Governors with approval decisions;
- assessing the competence and confidence of visit staff to lead and supervise;
- organising the training and induction of leaders and others going on the visit;

- ensuring that emergency arrangements and emergency contacts for each visit are in place;
- ensuring that individual visits are reviewed and evaluated including accident/incident/near miss reports;
- monitoring of Visit Leader planning and sample monitoring of visits in practice.

7. **Visit Leader**

The visit leader has overall responsibility for the management of the visit. The visit leader is accountable, and therefore they should be an employee, or legally contracted, and thus part of a chain of specified roles and responsibilities.

A Visit/Activity Leader must:

- follow employer guidance and establishment policy and procedures.
- ensure that the activity is properly planned and that the plan includes appropriate assessment of foreseeable risks and control measures and precautions are identified.
- ensure that the roles and responsibilities of other staff (and young people) are properly communicated, ensuring effective supervision.
- make appropriate and adequate preparations for emergencies in conjunction with the OVC and ensure that all accompanying Leaders are familiar with these procedures;
- arrange for clearly understood delegation to an assistant leader in their absence;
- ensure that accompanying adults are aware of young people's special educational, medical or dietary needs;
- carry out continuous risk management while the visit takes place.

8. **Visit Staff**

Staff must recognise that they act as employees whenever the visit takes place and have a legal duty to take care of their own health and safety and that of others affected by what they do. They should follow any procedures put in place by the establishment or as directed by the visit leader. They should ensure the visit leader is informed of any relevant incidents affecting, or likely to affect, young people on the visit.

9. **Adult Volunteer**

Volunteers must:

- understand and agree to the expectations of them;
- understand their relationship to the young people, the visit leader and staff;
- recognise the limits of their responsibilities;
- follow instructions from the visit leader and staff;
- ensure they are not left in sole charge of young people unless this has been agreed and risk assessed;
- raise concerns for young person welfare with the visit leader.

Adult volunteers must understand that the principle of 'duty of care' will apply to all who are in a supervisory capacity, though it is likely that courts would expect a greater level of care from staff than voluntary helpers.

10. **Young People**

Whilst taking part in educational visits young people also have responsibilities. They should be made aware of these responsibilities by the visit Leader or other member of staff, for their own health and safety and for that of the group.

Young people should:

- follow instructions of the visit Leader and other members of staff;

- dress and behave sensibly and responsibly;
- look out for anything that might hurt or threaten anyone in the group and tell the visit leader about it.
- not take unnecessary risks;
- if abroad, be sensitive to local codes and customs;

11. **Parents**

Those in a position of parental authority should be aware of the following:

- Their right to full information;
- Their need to provide full information about their child;
- The requirements for parental consent (where applicable);
- The need for parents and young people to have a proper understanding of behavioural expectations and sanctions which may be set out in a Code of Conduct;
- The need to provide the Visit Leader with a 24/7 home emergency contact number.

Appendix 2

Monitoring and Review

In most cases, monitoring just means that assurance checks are being done to ensure that suitable planning is in place, that plans have been effectively implemented and to check the extent of compliance with standards. Monitoring can also be reacting to accidents, incidents and near misses to ensure we learn from mistakes.

1. Monitoring undertaken by the LA

- Review and revision as necessary of the offsite visits guidance setting the standards that must be followed in line with government guidance, case law and good practice;
- Reviewing establishments arrangements for managing trips and visits as part of general health and safety audits;
- Monitoring the Gloucestershire e-visit offsite visits database;
- SHE review of visit notifications using the database or notification forms and risk assessments;
- SHE monitoring establishments' compliance against the standards for submitting notifications, to give at least 20 days' notice;
- SHE monitoring its own performance to review notifications within 5 days (against the target of 95%);
- SHE may make arrangements for 'during activity inspections' to monitor establishments' adherence to standards;
- SHE investigate activity providers for any licensing, accreditation or affiliation with relevant bodies as necessary;
- The LA monitors accident and incident reports from offsite visits and, where a serious incident occurs, may initiate an investigation;
- The LA also provides an emergency response service to support establishments in the event of critical incidents. This service monitors any external incidents or crisis that could have an impact on trips and visits (e.g. Icelandic volcanic ash cloud that grounded flights in 2010).

2. Monitoring under the Establishment's control

- In each establishment there should be systems in place to monitor performance against GCC standards;
- Periodic review of establishment's policies and procedures;
- Visits included in meeting agendas so that the Governing Body are aware of which visits may require specific approval or involvement as a critical friend;
- Before a visit is advertised to parents the Head (or OVC) must review and approve the initial plan;
- Before a visit can proceed, the Head (or OVC) reviews the completed plan and risk assessments and is satisfied that there are adequate emergency and contingency arrangements in place;
- Timely submission of visits for review by SHE and monitoring that any subsequent advice is considered and implemented as necessary;
- Establishments review the competence of staff. This includes maintaining evidence of competence, such as relevant awards or qualifications, in-house validation, or experience confirmed by assessment;
- When using an activity provider, Visit Leaders are expected to obtain assurances that they comply with quality and safety standards (see Section 9);
- It may be appropriate to carry out an exploratory visit, for example, where leading a visit to an unfamiliar location;
- Establishments should decide the extent of monitoring through 'during activity' assessment by the OVC and/or Head/manager or arrangements for peer monitoring on a sample basis;
- After the visit, there should be arrangements for reviewing the visit and activities and evaluate the outcomes to identify any improvements for the organisations of future visits, including accident, incident and near miss reporting.

Appendix 3

APPROVAL OF EDUCATIONAL VISITS

1. The approval process begins at the point when a visit is first proposed, and both the Senior Deputy Head and the SLT Cover Supervisor must approve the "School Journey Request Form," before any agreement is entered into with providers and before the trip is advertised to students and parents.
2. Subsequently the Head approves all visits on the basis of the details provided in the Educational Visits Details Form.
3. For residential trip or visits, and for trips involving hazardous activities, an LA SHE review must have occurred using the on-line system
4. The Educational Visits Details Form must be signed by the Head and a Governor, ideally one month before the visit. It is recognised that there may be circumstances in which a trip leader has less time for available for approval. Refusal to approve a trip will occur where the Head is given reason to suspect that insufficient thought has been given to matters of planning and Health and Safety.

CONTRACTORS (PROVIDERS)

5. Contractors for educational visits might be tour operators, expedition providers, outdoor education centres, local farms, civic museums, and national bodies such as the RSPCA, YHA etc. Contractors are responsible for assessing the risks of those parts of the visit appearing in the contract. Assurances should be obtained from providers that risks have been assessed and that the provider's staff are competent to instruct and lead pupils of the group's age range on the activity. It is good practice to seek details of their safety management systems. Contractors should also provide details of any independent, inspection-based external verification. However, checks by the school do not relieve the contractor of any responsibility or liability. If the Head does not feel competent to assess the validity of contractors' safety systems or assurances, he should seek advice from the LA's outdoor education adviser.
6. **Use of Tour Operators.** The OVC and trip leader should check that the company shows due diligence in checking, for example, the safety and suitability of the accommodation and transport. Details of insurance should be obtained and checked.
7. Some contractors may offer a pre-visit to overseas or other sites for group leaders free of charge. These may be arranged in conjunction with the local tourism authority. This can enable the group leader to gain a direct experience of the venue and environment and assist their appraisal of the contractor's risk assessment.
8. With any overseas trip or any UK trip costing over £3000 the trip organiser should obtain 3 quotes. If it is not possible to obtain 3 quotes then the trip must be referred to the Bursar with an explanation why the procedure can't be followed. Once the quotes are received it will be up to the trip organiser to evaluate the quotes to ensure best value for money. It is not necessary to always choose the cheapest quote but in all circumstances where this is not the case the trip leader must clearly state why the quotation has been chosen e.g. reference may be made to quality, appropriate experience in running the trip, health and safety etc. In all cases where there is a connected party within the company quoting for the trip to the trip organiser or where there are any enhancements offered to the trip organiser personally (i.e. not as part of the trip) the decision on which quotation to accept must be made by the Headmaster. (See the hospitality policy).

Appendix 4

EMERGENCY PROCEDURES

1. The trip leader/deputy trip leader must contact the nominated member of the Leadership Group acting as base contact for the visit. A serious accident or incident is defined as: an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury; circumstances in which a party member might be at serious risk; serious illness; or any situation in which the press or media are involved. Key points are:

Care of The Group:

- a) Ensure safety from further danger.
- b) Arrange search, rescue, medical care or hospitalisation as necessary.
- c) Ensure welfare of all concerned.

Next Steps:

- d) Inform emergency contact person as soon as possible. This will be a nominated member of the Leadership Group. Have the telephone number on you at all times
- e) If you cannot make contact, telephone the LA, explain that it is an emergency and ask to speak to a senior education officer.
- f) Information required: what has happened, to who, where, when, what has happened since. Telephone number where you can be contacted.
- g) In the case of fatality, notify the local police.
- h) Retain all equipment involved in an unaltered fashion.

Warnings and Advice

- i) Do not let party members (staff and pupils) telephone home until after contact has been made with the school or LA.
- j) Never admit liability of any sort.
- k) Do not allow anyone to see any party member without an independent witness being present.
- l) No one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.
- m) If someone tries to force a confrontation, do not say anything and call the police.
- n) Be as compassionate as possible with anyone involved.
- o) Keep a written record of all that happens.

Appendix 5

INVESTIGATION OF SERIOUS INCIDENTS

When a serious incident has taken place on an educational visit in the UK or abroad, the school will undertake its own investigation. This is good practice. An investigation should also occur where no serious injury occurred but where the risk of injury was high.

The purpose of the investigation will be to:

Determine the causes of the incident.

- a) Determine whether there are lessons to be learned.
- b) Provide information to parents of injured pupils and bereaved parents.
- c) Exchange information with statutory investigation bodies as required e.g. police, coroner, Health & Safety Executive.
 - a. Manage media enquiries.
 - b. Provide early information to the DfE (contact the Pupil Health & Safety Team on 0870 0012345) who will consider the need for national dissemination of lessons learned.
- d) The investigation should begin as soon as possible, while key witnesses have good recall of the facts. Care should be taken not to disrupt any parallel investigations by the police, HSE, coroner, etc.
- e) There is usually no reason to wait for those parallel investigations to be complete before starting the investigation. However, before publishing any report, the school should check with the police, HSE, coroner etc. to ensure that publication will not jeopardise their investigations or any action that they may decide to take. When the investigation is complete, it is good practice to share lessons learned with all schools in the area, with other LAs and with the DfE.
- f) Local legal advice (and sometimes insurer's advice) will often suggest the merits of restricting information where it may be used for legal action. This should not mean keeping bereaved parents uninformed even where the school may fear legal action.
- g) It is good practice to identify an official who will act as the key point of contact for bereaved parents and parents of injured pupils. This official should be sensitive to the family's needs and should preferably have some counselling competence. He or she should inform the family of the progress of the investigation, answering their questions as helpfully as possible, and providing them with the facts.
- h) Bereaved parents will need to know all the facts. In the long term, they will not be able to complete the grieving process if their questions remain unanswered. They will also need to know that any lessons learned will be applied. Denial of information is likely to compound and perpetuate their grief, and to increase the likelihood that they will resort to legal action.

REPORTING ACCIDENTS AND INCIDENTS

The school policy should be observed for reporting accidents. Incidents should be reported to the Head ASAP, as part of regular feedback to ensure dissemination of good practice and the sharing of lessons learned from difficult situations. In the event of a serious accident or injury, all paperwork pertaining to the trip should be kept by the OVC until: all pupils who participated on the trip are 19 years of age, and a minimum of three years have passed. Details pertaining to

other trips should be kept until the end of the subsequent academic year.

INSURANCE

The school uses its own insurance scheme for all trips and visits.

Appendix 6

RATIOS - LEVELS OF SUPERVISION

The selection of teachers and other adults to accompany an educational visit is one of the most important factors that secures safety. Applying a simple formula to determine staff numbers is not a substitute for proper risk assessment. Risk assessments should justify why only minimum ratios should apply. When approving visits, the Head will take account of the age, maturity, experience of the pupils involved in the context of the planned activities, needs of pupils, including those with special educational needs, the environment and conditions, nature of the venue and the experience of staff. If a trip is residential or finishes beyond midnight for a mixed group (male /female) a leader of each gender is required.

Local visits or day trips/visit: A ratio of 1: 20 as a minimum.

For residential, and overnight: a ratio of 1:15 as a minimum, with a minimum of 1 teacher and 1 adult for residential and overnight visits and a minimum of 2 teachers for overseas visits.

For visits abroad: a ratio of 1:10 as a minimum, with a minimum of two teachers (except for exchanges where 1:30 is deemed acceptable).

If a member of staff is leading or instructing an adventurous activity: supervision levels must meet the regulations of the sport's National Governing Body.

Appendix 7

RISK ASSESSMENT

Risk assessment and risk management are legal requirements. For educational visits they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt or becomes ill. The control measures should be understood by those involved. Risk assessments should explicitly cover how special educational needs and medical needs are to be addressed. The programme of a visit, as set out in the risk assessment and the consent form, should not be deviated from and should include details of contingency measures – plan B. The Health & Safety Executive has produced a leaflet “5 Steps to Risk Assessment” (<http://www.hse.gov.uk/pubns/indg163.pdf>) as a simple guide. It recommends that risk assessments be recorded and reviewed. Generic forms are held on the K - drive.

Risk assessment for educational visits can be usefully considered as having three levels:

- a. Generic activity risk assessments, which are likely to apply to the activity wherever and whenever it takes place.
- b. Visit/site specific risk assessments which will differ from place to place and group to group.
- c. Ongoing risk assessments that take account of, for example, illness of staff or pupils, changes of weather, availability of preferred activity.

The risk assessment should be reviewed after the trip to inform other visits

Visit/Site Specific Risk Assessment. These are usually undertaken by the school for each venue and are amended as necessary for different groups. They should be prepared or agreed by someone trained and competent to assess risks, such as the OVC. Visit and site specific risk assessments should inform school based policies and procedures. These school-based procedures should complement, and not conflict with, those of the LA. Examples:

- a. **Medical Needs of Pupils.** Control measures include ensuring the group leader is aware of the known health problems of the group; sufficient medication is provided; there are sufficient adults competent in dealing with the medical problems in the group; and there are contingency measures in place for the group to be adequately supervised if an adult has to accompany a child to hospital.
- b. **Behaviour of Pupils.** Control measures include a code of rules and behaviour, agreed as far as practicable with pupils; rules for supervision (including model behaviour and example set by adults); and competence of supervisors to ensure disciplinary standards.
- c. **Weather etc.** Control measures include obtaining local intelligence of tides; potential for flooding or flash floods; likelihood of sudden weather changes in mountains; streams that can change from benign to torrents in a short time etc; planning the itinerary to take the possibility of change into account; suitable clothing; ensure pupils understand the risks and the reasons for the control measures, and having a plan B pre-assessed in case plan A has become too hazardous.
- d. **Crossing Roads, Railways, Rivers Etc.** Control measures include local intelligence; information on where the controlled or otherwise less dangerous crossing places are; ensuring appropriate levels of supervision and that pupils are aware of, and comply with, rules.
- e. **Group Management Decisions.** Control measures include establishing meeting and collecting points; code of rules and behaviour agreements; cultural considerations such as dress codes, holy days; induction requirements for support staff etc.

f. **Ongoing Risk Assessments and Reassessments.** The group leader, or other adults with responsibility, should reassess risks while the visit is taking place. Ongoing risk assessments normally consist of judgements and decisions made as the need arises. They should be informed by the generic and visit or site specific risk assessments and take account of local expertise on e.g. tides, potential for flooding etc. They are not usually recorded until after the visit and should be reviewed to inform future planning. Examples of the need for ongoing risk assessment:

- Changing weather, tiredness or illness within the group, behaviour, issues with other groups at same venue etc. Control measures would often include deciding to change to the pre-assessed plan B or swapping activities on the itinerary so that the activity can be carried out on a different day.
- Emergencies. Control measures would include establishing the nature and extent of the emergency as quickly as possible; ensuring that all the group are safe and looked after; establishing whether anyone has been hurt and getting immediate medical attention for them; ensuring that all group members who need to know are aware of the incident and that all group members are following the emergency procedures; ensuring that if a teacher accompanies casualties to hospital, the rest of the group are adequately supervised at all times and kept together; and informing the emergency contact in the school.

Group leaders are always in charge. They should trust their own knowledge of the young people and use their own professional judgement. This may include challenging an activity leader where the group leader's knowledge of the group is superior, or intervening to prompt a change of plan, including stopping an activity if it has become too hazardous.