
Policy: Offsite Policy and Guidance

1. Introduction

- 1.1. West Buckland School endorses the [The National Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom](#) . All employees must follow that guidance as well as the requirements stated in this policy. If there appears to be any conflict between the National Guidance and this policy, the West Buckland policy must be followed, and clarification should be sought from the Educational Visits Co-ordinator (EVC). In the Senior School the EVC is the Deputy Head, and in the Prep School it is the prep School Deputy Head.

- 1.2. West Buckland School also endorses the following statements made in government literature:
 - a) Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.
 - b) It is important that children learn to understand and manage the risks that are a normal part of life.
 - c) Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.
 - d) Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

2. General Guidance

The Deputy Head is the *Educational Visits Co-ordinator (EVC)* at the school and has responsibility for all off-site activity. Advice can be obtained from him or reference can be made to the documents mentioned above. Those staff who are not experienced in taking school trips or who are planning complicated residential and foreign trips should use the EVC to help plan their offsite activity.

3. Leadership and Staffing of trips

- 3.1. All offsite trips **must** have a designated leader, even if planning has been shared. The sole leader **must** be identified as having the ultimate responsibility for making the final call on difficult decisions - and this should be the person designated as Visit Leader. For residential trips in particular a designated deputy should be appointed who has the information and the capability to take over from the leader if (s)he is incapacitated.

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- 3.2. The EVC must determine the competence of the trip leader. Being competent means that the Leader has demonstrated the ability to operate to recognised standards of good practice, and has sufficient relevant experience and knowledge of the group, the activity and the venue. There are several ways of demonstrating competence, and this is outlined in the National Guidance.
- 3.3. The choice of other adults on a trip should be based on their expertise and experience of the destination environment and their knowledge of the pupils. Experience of other similar trips is also important. It is good practice for the visit leader to designate roles and responsibilities to other helping staff. All staff and helpers must be competent to carry out their defined roles and responsibilities. It is particularly important to consider the competence of both newly qualified and newly appointed staff. All other adults participating on the trip should have suitable DBS clearance. Wherever possible the gender of the participating adults should reflect the pupils on the trip. Parents should be informed if this is impossible.

4. Planning a visit

- 4.1. Notification of all off-site activity is to be made to the Deputy Head. Most of these visits will be calendared in the previous term. The calendar committee will meet at the end of each term to review the activities which are proposed for the next term. Subsequent planning of activities during the term should be completed well in advance of the event with the help of the Deputy Head.
- 4.2. Permission must be sought from the Deputy Head to organise the trip and he can provide advice to staff. Planning for residential trips in the holidays would normally commence a year in advance. The Deputy Head asks for proposals in the Autumn term in the year prior to a holiday activity. The approved trips for an academic year are published to staff, pupils and parents to allow all to plan for the trip well in advance. A calendar of the approved trips is published, and a copy is posted in the staffroom.
- 4.3. There are significant benefits to using a tour company for international trips. These benefits include protection by ATOL and ABTA, but also organisational help on the ground. If a trip organiser intends to run a trip without a tour company, they should discuss this with the EVC. All companies used should be registered with the [School Travel Forum](#).
- 4.4. When planning an activity through a provider which involves caving, climbing, trekking, skiing or water sports (other than rowing), colleagues must check that the

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provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).

4.5. In most cases the planning for a residential trip should involve a preliminary visit. This will back up research and enable organisers to clarify issues face to face. The cost of this can be built into the pricing structure of the visit. Where a preliminary visit is not reasonably practicable for day trips or residential trips, you should consider how you will gather sufficient information to make an adequate assessment of the risk benefit management issues. Further information can be obtained from the [National Guidance](#) .

Providers and centres should have the appropriate [quality badges](#), and initial planning should look for this information.

4.6. In planning residential trips a 10% contingency should be built into the charged costs.

5. Inclusion

In accordance with the Equality Act 2010, West Buckland takes all reasonably practicable measures to include all pupils on a trip, irrespective of medical need and disability. However the school reserves the right to bar a pupil from participation in offsite activity for behavioural reasons not related to a disability, for example arising from social or domestic circumstances. ([See the National Guidance](#))

6. Consent Forms, Payments and Communicating with Parents

6.1. Day trips in term time

A consent form is sent to parents as their child joins the school. It covers the majority of off-site activities which are part of the school's curriculum and take place during the normal school day or weekends. The trips and activities covered by this consent include;

- a) off-site sporting fixtures at any time
- b) all offsite calendared activities, apart from adventurous activities organised by the Outdoor Learning Department

6.2. Details of the sports fixtures are publicised in the school calendar, though changes and additions to sporting fixtures frequently occur during a term. Details of these

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changes can be found on the school website. Parents can tell the school that they do not want their child to take part in any particular special school trip or activity. It is good practice to inform parents that a visit or activity is to take place, most easily by email, (and this may be a useful opportunity to remind them they have given consent, and to give them an opportunity to withdraw from it).

7. Residential Trips (and all trips where a charge is necessary)

- 7.1. Special consent forms are necessary if a term time or holiday event incurs an extra cost to the parent, if there is clear risk attached, or if the trip occurs overnight. A consent slip will be added to the letter emailed or sent to parents and this must be returned to school. Please note that a faxed parental signature is acceptable, but an email or telephone message is not acceptable in law. Payments for residential trips cannot be added to the school bill.
- 7.2. A letter asking for a significant deposit is necessary for holiday trips and expeditions. There should be no assumption a family has signed up for a trip until the deposit is received. The viability of a trip is only clear when all deposits are received. This initial letter should include the section shown in Appendix 1 of this document. This explains the school's arrangements for staged payment, and how illness or misbehaviour forces a child to withdraw or be withdrawn from a trip.

8. Medical Issues

A medical form is sent to parents when they join the school. These details are entered into iSAMS and are available to all who take trips. Subsequently, every August a form is sent to parents asking them to inform the school of any changes to medical details in the last 12 months. Trip leaders should be aware of significant medical issues concerning all participants on an offsite trip. Residential trips require a separate medical form, issued in the preceding weeks before a trip by the trip organiser, (See Appendix 3). This form includes a section for parents to consent to the administration of over the counter drugs for pain relief etc. **No staff should administer any drugs unless basic training is provided by the school nurse.** For more information about the medical care of pupils on offsite activity please refer to the **Medical Issues on Offsite Activity Policy**.

9. First Aid

First Aid kits are available in the staffroom for all offsite activity. Staff who take trips off-site are encouraged to undertake further training and gain qualifications approved by the Health and Safety Executive. This especially applies to staff taking pupils on residential trips or on potentially hazardous activities.

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10. Risk Benefit Assessment

10.1 Health and Safety law requires the school to assess the risks and benefits to the health and safety of staff and others affected by their activities. The terms “risk assessment” and “risk management” are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity. Generic risk assessments exist for all sporting activities, (all teachers involved in sporting activities have access to these risk assessments). The Outdoor Education department holds risk assessments for all their activities. Generic risk assessments also exist for a range of school activities, from theatre and museum visits, shopping trips, to a range of geography field trips. There are also generic risk assessments for both minibus and coach journeys.

10.2 Written risk assessments should be submitted for new school activities. The form for this purpose can be obtained electronically in the offsite activity folder in Firefly. It is also included as Appendix 2 of this document. The completed forms must be submitted to the Deputy Head at least two days before the activity takes place. Copies of all these risk assessments are held in the common room work area. Risk assessments need to be reviewed frequently based on the experience of previous visits. All staff participating on a trip should have access to the risk assessment and be involved in the preparations for the trip.

10.3 Risk assessments must be seen as dynamic, and it is this which steers how decisions are taken while the visit is taking place. Whilst decisions will be informed by the written risk assessment, it will be a dynamic process and is not required to be written down. It involves professional judgements, informed by competence based on training and experience, and will be in response to changing circumstances. It is critical that the planned control measures are monitored and implemented or adapted as events dictate. A sound understanding of this process underlines the requirement that leaders must be competent to undertake the responsibilities they are allocated.

10.4 Quite often outside providers are involved in providing activities for our pupils. Unless a visit leader is qualified to understand, assess and, if necessary, challenge a provider’s risk assessment documents, there is little purpose in asking for copies. Trip leaders have a duty of care to ensure that any provider they use meets acceptable standards. For further advice on how to do this, see the document ‘Using external providers and facilities’ in section 4 of the [national guidance](#). Any provider or facility should be selected in line with this document.

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What is very useful for a visit leader is information that adds to their knowledge and understanding of the venue, facilities or activities and helps the visit leadership team to plan appropriate supervision for their particular group. For example:

- Are there any particular hazards or threats that need to be considered in the establishment's risk-benefit assessment and emergency procedures?
- What options are available if the conditions on the day don't allow for the planned activities?

Such information is better gained through a pre-visit or through dialogue with the provider, rather than through attempting to glean it from their risk assessment documents.

10.5 Trip organisers should be reassured that legal action for negligence against schools is only likely to be successful if:

- a) the school has not taken care of a child in a way that a prudent parent would have done;
- b) as a result, the child has been injured; and
- c) the injury was a foreseeable consequence.

10.6 Risk review. Trip leaders should provide a reflective report on any incidents that occur during the trip, giving clear details to explain the incident and the actions taken. The form to be used is included as appendix 6. It is circulated by the EVC at the time of the trip. A contemporary note should be provided for any serious incidents of misbehaviour or safeguarding concerns.

[The extensive National Guidance](#) on risk assessment makes clear that "Exposure to well managed risk helps children and young people learn important life skills, including how to manage risks for themselves."

11. Group Management, Supervision and Ratios,

11.1. The Visit Leader/Activity Leader retains a "duty of care" for the group at all times. In delegating supervisory roles to other adults, it is good practice for the Visit Leader to:

- a) allocate supervisory responsibility to each adult for named young people.
- b) arrange the party into smaller and more easily managed sub-groups.
- c) ensure that each adult knows which sub group and which young people they are responsible for.
- d) ensure that each young person knows which adult is responsible for them.

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- e) ensure that all adults understand that they are responsible to the Visit Leader for the supervision of the young people assigned to them.
- f) ensure that all adults and young people are aware of the expected standards of behaviour.

There is a lot of good advice to help Visit leaders in the National Guidance.

11.2. Those organising trips should be aware that there is no such thing as unsupervised time on an offsite trip. School staff are responsible for the pupils at all times. Pupils should usually be in groups when not directly supervised, and they need to know how to contact the teachers who are looking after them. Pupils should have the school mobile numbers that are carried by the staff. They should be clear where they can and cannot go. Pupils should be clear about the sanctions which could be imposed if there is bad behaviour contrary to rules and the code of conduct.

On residential trips there should be clear expectations of pupils regarding bed times, lights out, movement after lights out etc. Parents are informed in the letter launching the trip that bad behaviour could result in the pupil being sent home. (See the form of words that staff must use in their letter to parents, appendix one).

11.3. If there is a transfer of responsibility from staff to parent and vice versa, there needs to be careful consideration of how this is achieved. It must be clear to all who has responsibility and duty of care for the pupils. Reference to this will be made in the risk assessment. Pupils should never be dropped in laybys or other locations when the parent is not in attendance. If in doubt the pupil should return to school with the rest of the party.

11.4. There are no absolute rules on ratios. As a guide, the old government guidance in HASPEV (1998) states:

- a) School years 1 - 3, 1:6
- b) School years 4 - 6, 1:10/15
- c) School years 7 onwards, 1:15/20

This would change in hazardous environments such as water margins. Supervision might be as low as 1:6 for some activities run by the Outdoor Education Department. One needs to consider the risks to establish appropriate ratios. A useful framework for assessing requirements for ratios and effective supervision is **SAGED**:

- a) Staffing requirements – Trained? Experienced? Competent? Ratios?
- b) Activity characteristics – specialist? Insurance issues? Licensable?

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- c) **Group characteristics** – prior experience? Ability? Behaviour? Special and medical needs?
- d) **Environmental conditions** – like last time? impact of weather? Water levels?
- e) **Distance from support mechanisms in place at the home base** – Transport? Residential?

The suitable ratio will vary according to the pupils on the trip and the experience of the staff.

For further guidance see the National Guidance, take the [link of this page](#)

12. Insurance

Information about the school insurance policy can be obtained in the Bursar's section of the handbook. If staff are unsure as to whether a visit or activity is covered by this policy, they should make an enquiry through the assistant bursar. Most activities and trips undertaken by pupils at West Buckland School are covered by the policy.

13. Critical Incidents

A small card is made available to all staff taking groups offsite. This provides information and guidance to help staff liaise with the school base. It also details how to deal with medical emergencies, missing persons and dealing with the media. Contact details of the school insurers, including details of emergency assistance provider is also included. All staff are provided with a copy of this card, extra copies are kept in the school reception. Staff should ensure they carry this help when taking pupils offsite, especially trips abroad.

14. Code of Conduct

On residential trips a clear code of conduct needs to be established which is then communicated to parents and pupils. Pupils are often very good at devising their own code of conduct, and will then stick to the code more readily.

15. Alcohol

15.1 Reference should be made to the policy document on alcohol in the electronic staff handbook. Staff should seek guidance on this issue from the Deputy Head. The expectations on the trip should be clear to all. Senior pupils might be allowed to consume a small amount of alcohol under the direct supervision of a member of staff as part of a meal. Some staff might prefer to ban all consumption of alcohol on their trip, and in no situation should there be free consumption of alcohol without staff supervision. Reference to alcohol needs to be made on the risk assessment, and in the communication to parents.

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15.2 Staff should be clear about whether they can or cannot consume alcohol on a trip. If staff are on duty they should not be consuming alcohol. If ratios and the environment allows, it might be possible for some of the staff on a trip to consume a drink. There must always be one member of staff who remains on duty, and in many cases it will be necessary for at least two members of staff to be on duty and remain sober.

16. Transport

Guidance is given in the handbook document titled: **Off-site events and activities - Advice and precautions**. Be clear where responsibility for a pupil starts and stops, for example if a parent is dropping a pupil off at an event. Never drop a pupil in a lay-by or similar location unless the parent is waiting for them. It is acceptable to drop a pupil at a recognised school bus stop in easy walking distance of home.

17. Minibuses

Guidance is given in the handbook documents titled: **School Transport and Advice: use of minibus and coaches**. The following should be noted when planning a trip:

- a) For long journeys of two hours or more, two members of staff must be available in each minibus to manage the pupils and share the driving. For journeys over two hours there is an expectation that the driving is shared. Any queries about this should be directed to the EVC who will consider amendments to this expectations where appropriate.
- b) When transporting junior pupils, (Years 7-9 and Prep), in any journey beyond North Devon / Tiverton, two adults should be available in each minibus, or in any convoy of minibuses, an extra member of staff is available in case of incidents.
- c) A coach or driver must be hired when a journey starts after 1600 on a school day to a destination outside the North Devon / Tiverton area, (unless the staff have not worked that day)
- d) Staff should always take the school minibus mobile on their trip and ensure it is switched on. (As an alternative they can take their own mobile, leaving the number on the booking sheet). Staff should never drink alcohol and drive a school minibus.

18. Residential Trips

18.1. These trips require careful planning and inevitably require extra paperwork. In addition to the points made above, please consider the following:

- a) When communicating with parents about a proposed residential trip there is a special medical and consent form which must be completed by the parents. This

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form is found in the handbook and is included as Appendix 3. Copies of these completed forms must be submitted to the Deputy Head with the rest of the documentation for the trip.

- b) For elaborate trips a parents meeting is a good way to allay fears and answer questions. This is essential for homestay trips.
- c) Once all consent and medical forms have been returned, the member of staff in charge of the trip can submit the Planning and Notification form to the EVC. (Appendix 5)
- d) If a centre/provider/establishment is to be used, there is a form in the handbook which must be submitted to establish whether appropriate safety procedures are in place and whether the centre has the relevant accreditation, (see Appendix 4). This must be returned well before the departure date of the trip. The completed form must be submitted to the EVC.
- e) School contact details are provided for all residential trip leaders. During term time this is usually the Deputy Head, and during holidays a rota is provided from the SLT

18.2. Parents should have the number of the 'home agent' on a trip- ie. the school contact number. For a day trip returning in school time one can assume this will be the office and/ or common room. In the holidays an SLT contact number is provided for the trip organiser, though there should be no expectation of an immediate response.

18.3. In all overseas trips a 1:10 ratio should be maintained and at least two staff should be present on the trip.

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Date: Autumn 2013

Reviewed: Autumn 2016&17&18

Next Review Date: Autumn 2019

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Appendix 1**Form of words to be included in the initial letter to parents, covering payment issues and misbehaviour of pupils**

- *'This trip is budgeted to cost '£xxxx'. This includes a contingency which should cover fluctuations in currency and unexpected changes to costs. In very rare circumstances a surcharge will be necessary, and this will be fully explained to parents. Where the quoted price exceeds expenditure, the school will endeavour to return the balance.*
- *The payment schedule for this trip is attached - please make a note of the dates and return a signed copy to the trip leader.*
- *Please note that, should you choose voluntarily to withdraw your son or daughter from the trip prior to departure, all monies paid up to that point may be forfeit, dependent upon the notice given and the specific booking conditions of the provider company. There has been the rare occasion when a child has been withdrawn from a trip at the School's request, in which circumstance the same has applied. (These rare events are usually when the Headmaster takes the view that the well-being of the whole party is threatened by the recent behaviour of a pupil).*
- *When misbehaviour of a pupil on a trip threatens the well-being of the party, the school reserves the right to send that pupil home early. All costs for the return journey of the pupil, and where necessary an accompanying member of staff, must be borne by the parents. The parents will be billed to recoup these costs.*
- *Cancellation on medical grounds supported by a doctor would normally be covered by insurance, subject to the conditions of the cover specific to the trip.*
- *We will always seek to replace anyone withdrawing from a trip, but this can be difficult, especially at late notice.*
- *The payment schedule is intended to spread the burden. Please be on time when payments are due, for the School cannot assume liability for the cost and delays may put a pupil's place at risk.*

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Appendix 2 Risk Assessment Form for Offsite Activity
RISK ASSESSMENT WEST BUCKLAND SCHOOL

	POTENTIAL OUTCOME		
LIKELIHOOD OF EVENT	Minor Cuts, sprains, bruises, minor burns, property damage	Major Non-life threatening. Fractures, dislocations. Muscle strains. Cuts, burns needing medical treatment	Severe Life-threatening. Loss of limb, major fracture, exposure, hypothermia. Penetrating eye injury. Death
Unlikely	Very low	Low	Medium
Possible	Low	Medium	High
Likely	Medium	High	Very High

Trip to: Number of pupils: Number of Staff or other adults: Date(s) of the trip: Signed	Date of review: Signed
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Hazards	Risk level and consequences	Control Measures

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Appendix 3**Parental Consent and Medical Form for a Residential School Visit**

Please complete and return this form to the Party Leader no later than

Staff organiser's contact details: **West Buckland School, Barnstaple, EX32 0SX**

Pupil Name(please print) :..... Date of Birth:

Address:.....

.....

.....

Parental Phone contacts, (please give as many contacts as possible):

Landline

Mobiles

Email

Expedition/Trip to

I understand the nature of the activities and I agree to (*Pupil's Name*) joining the above trip.

Alternative Emergency Contact

Name

Address

.....

Tel No. Mobile:.....

Medical Information: Name of Family GP.....

Address of surgery

.....

Tel. No.

Is your son/daughter currently taking any medication? Yes / No

Does your son/daughter suffer from Hayfever? Yes / No

Asthma? Yes / No

(Note a separate named inhaler should be provided to the accompanying staff)

Fits or fainting? Yes / No

Travel Sickness? Yes / No

Other illness/disability? Yes / No

Is your son/daughter allergic to Elastoplast? Yes / No

Antibiotics? Yes / No

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Other medicines?	Yes / No
Other (e.g. peanuts)?	Yes / No
Does your son/daughter have any special dietary requirements?	Yes / No
Date of last tetanus injection	

If you have answered yes to any of the above questions, please give details below.

Please also give details of any significant medical issues concerning your son/daughter

The members of staff on the trip will be carrying a first aid kit. Please indicate your agreement or otherwise for the staff to dispense the following 'over the counter' treatments/medication in the event of a mild illness/injury:

Insect bite cream/repellent	Yes/No
Imodium or similar diarrhoea treatment	Yes/No
Paracetamol / Calpol	Yes/No
Ibuprofen	Yes/No
Anti-histamine tablets	Yes/No
Suntan cream	Yes/No
Indigestion (antacid) tablets / liquid	Yes/No
Travel sickness tablets- Cinnarizine	Yes/No

Declaration

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Signed..... Date.....

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Appendix 4 Form submitted to external providers
Provider Questionnaire

To be completed by providers of outdoor education, visits and off-site activities to schools and education establishments.

Name of provider organisation:

The provider named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed. Please complete in full, putting “yes” “no” or “N/A” as appropriate in the right hand column.

Section A should be completed for all visits. Section B (Adventure Activities), Section C (Tour Operators) and Section D (Expeditions) should be completed if applicable.

Section A - All Providers	Yes, No or N/A
Health, Safety and Emergency Policy	
1. The provider complies with the relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits/activities, 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.	
3. The provider operates a policy for staff recruitment, induction and training that ensures that all staff with a responsibility for participants have the experience and competence to undertake their duties.	
4. There is a clear and communicated definition of responsibilities between the provider’s staff and visiting staff regarding supervision and welfare of participants.	
5. The provider has a Code of Conduct which will be employed where appropriate and supplied in advance of any booking. Visiting groups should adhere to the Code of Conduct.	
Staffing	
6. The provider has a safeguarding policy covering staff recruitment, induction and training. To support this policy all reasonable steps are taken to check staff/volunteers, who will have access to young people, for relevant criminal history and suitability for work with young people. (i.e. UK DBS checks)	
7. There are adequate and regular opportunities for liaison between school/organisation staff and the provider’s staff to agree learning outcomes and to agree if necessary any changes to the programme.	
Insurance	
8. The provider has public liability insurance for a minimum of £5 million. (The Provider MUST NOT require the visit leader and / or participants to sign any form of insurance disclaimer / waiver. If such a form is used, the provider MUST send the form in advance of the booking, before any payment is made, to the visit leader.)	
Inclusion & Environment	
9. The provider will take all reasonable steps to allow inclusion and participation of any young people who have special needs or have a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001 and Disability Discrimination Act 2005.	
10. The provider encourages responsible attitudes to the environment and/or promotes wider sustainability issues as an integral part of the programme.	
Vehicles	
11. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.	

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12. Where applicable drivers are PCV qualified or operate with a small bus permit and local minibus driving assessment.	
13. All drivers are appropriately insured and hold a valid licence to drive them on behalf of the provider.	
Accommodation (if residential or main use accommodation is provided)	
14. A fire risk assessment has been completed, reviewed appropriately and meets the requirements of the Regulatory Reform (Fire Safety) Order 2005.	
15. Security arrangements have been assessed and all reasonable steps taken to prevent unauthorised persons entering the accommodation.	
16. Separate male and female sleeping accommodation and washing facilities are provided. Staff accommodation is suitably located to ensure adequate supervision.	
Section B – Adventurous Activities and Field Studies in Outdoor Environments.	
Activity Management	
17. The ratios of staff to young people for the activities confirm to those recommended by the appropriate National Governing Bodies (NGB) & LA, or, in the absence of this, the provider's Code of Practice informed by risk assessment.	
18. The provider maintains a written code of practice for activities, which is consistent with relevant NGB guidelines or in their absence, recognised national/best practise standards.	
19. Staff competences are confirmed by the appropriate NGB qualification for the activity to be undertaken, or staff have had their competences confirmed by an appropriately experienced and qualified technical adviser.	
20. The provider has made an assessment of the first aid needs of employees and visitors/participants. There will be adequate and appropriate facilities along with access to a person with a valid and appropriate level of first aid qualification. Staff are practised and competent in accident and emergency procedures.	
21. All equipment used in activities is suited to the task, adequately maintained and monitored in accordance with statutory requirements and current good practice, with records kept on maintenance checks where necessary.	
AALA Licence For AALA licensable activities in the UK, the specifications in this section are checked as part of an AALA inspection. However, providers registered with AALA are asked to consider these applications with respect to any activities or aspects of their provision offered that are not covered by the licence.	
22. Adventure Activities Licensing Authority (AALA) Licence held. Licence No:..... Expiry Date:.....	
Section C – Tour Operators / Package Holidays Where a tour operator delivers services using other providers e.g. ski schools, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in A and B of this form and that these providers operators to standards which meet the relevant regulations which apply to the country of operation.	
23. Sections A and B of the form, as appropriate, have been completed to show that checks have been made, records of which are available for inspection.	
24. The Tour Operator complies with package Travel Regulations, including bonding to safeguard customers' monies.	
25. Security in the case of Insolvency - There is an on-going legal requirement to have sufficient evidence of security for the protection of pre-payments in the event of insolvency under The Package Travel, Package Holidays and Package Tours Regulations 1992. This states that businesses offering "packages" must be able to provide this evidence at all times. Please tick to confirm that this is understood and will be complied with.	
26. ATOL, ABTA or other bonding body name and numbers:	
27. If abroad, the accommodation complies with fire, health and safety regulations, which apply in the country, concerned.	
Section D Expeditions	
28. The provider has completed sections A and B of this form and agrees to provide additional written assurance which are specific to the expedition being proposed and which will be made clear to the provider by the LA Outdoor Education Adviser.	

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If any of the above specifications cannot be met, please give details below. Also please give details of any other accreditation with national governing bodies, tourist boards etc.

Organisation:

Signed:

Date:

Name:

Position:

Phone:

Email:

Thank you for completing this form.

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PLANNING AND NOTIFICATION OF OFF-SITE ACTIVITY REQUIRING AN OVERNIGHT STAY

VISIT / AREA **DATES**.....

ACCOMMODATION Name

Address

.....

.....

.....

Tel nos.

PURPOSE (Brief detail of activity)

.....

If staying at an outdoor activity centre, have you checked their standards of service and accreditation? (See The Deputy Head for the appropriate form to be submitted to the centre)

Please attach a copy of the completed form.

PERSONNEL Age range of pupils

male female

Numbers: pupils

adults

Names of WBS staff
and other adults

Outdoor Education qualifications
(if appropriate to activity)

.....

.....

.....

.....

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.....

TRANSPORT *Private car / School Minibus / Hire Minibus / Coach / Rail /

Tour Company: Name

ABTA Yes / No

EMERGENCY SMT CONTACT Name.....

(Arranged by Deputy Head)

Tel no

CHECKLIST Research

Risk Assessment (Seek help from Deputy Head if necessary)

Finance

Insurance

Equipment

First Aid

To be lodged with Deputy Head prior to departure:

Nominal Roll, or copies of Parent Consent Form

Contact address and tel. no. for parents of each pupil who are not at home during the trip.

Detailed itinerary

Risk Assessment

I confirm that:

- Parental consent has been obtained for an overnight stay.
- Parents have completed and returned a medical questionnaire and consent form.
- Travel insurance will be effected in respect of *travel *personal *medical *cancellation *organiser's liability. (* delete as appropriate)

Policy: Offsite Policy and Guidance
Appendix 6 Review form to be submitted to the EVC after a trip

Trip Destination	
Date(s)	
Purpose of the trip	
Pupils in attendance (number and Year group(s))	
Staff in attendance, and any comment on the quality of staff help	
Would you run this trip to this destination again?	
Brief summary of successes and benefits of the trip	
Detail of any safeguarding issues, (including supervision of pupils, pupil behaviour)	
Other health and safety issues	
Signature and date	