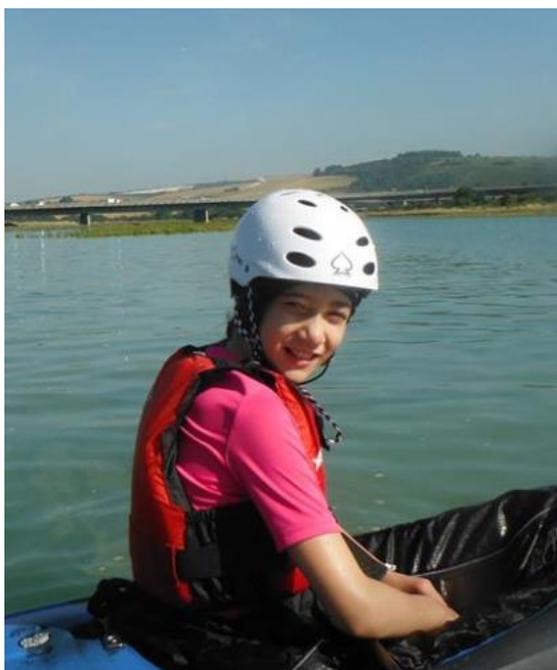


WEST SUSSEX COUNTY COUNCIL

Regulations and Notes of Guidance for Off-Site Educational Visits and Related Activities with EVOLVE

2017



Outdoor Education Adviser, September 2017

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[OE2 Provider Form](#) - For Providers without LOTC Quality Badge

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[Private Car](#) - Use of a private car to transport participants

[Emergency Card \(Visit Leader\)](#)

[Emergency Card \(Home Contacts\)](#)

[Contacts](#)

1. General

'Learning outside the classroom (LOtC) is best seen not as a subject in its own right, but as a tool for teaching and learning.'

Elaine Skates CEO Council for Learning Outside of the Classroom 2017.

The purpose of this document is to link the requirements of West Sussex County Council with National Guidance and EVOLVE.

West Sussex County Council, the Local Authority (LA), acknowledges the immense enriching value of Learning Outside the Classroom (LOtC) and off-site educational visits, and related activities, to children and young people. The LA fully supports and encourages educational visits that are well planned and managed with clear benefits to the development of children and young people both academically and socially.

This document provides guidance to maintained schools, and other schools that have bought into WSCC's services through a Service Level Agreement, in the planning and management of on-site learning outside the classroom, off-site educational visits and related activities. It replaces and updates the authority's previously published regulations and notes of guidance for off-site activities.

West Sussex County Council has formally adopted the National Guidance available at www.oeapng.info as its guidance to its employees. Reference is made to National Guidance throughout this document.

It is a legal expectation that employees **must** work within the requirements of their employer's guidance; therefore, employees of West Sussex County Council must follow the requirements and principles identified in the National Guidance, as well as the requirements of this document.

Where another employer (such as the Governing Body of a voluntary aided school or academy trust) wishes to opt into West Sussex guidance, systems and processes for supporting and monitoring Learning Outside the Classroom (LOtC) activities, they should produce a policy statement that makes this clear.

The LA uses the web-based system EVOLVE (www.westsussexvisits.org) to facilitate the efficient planning, management, approval, and evaluation of LOtC and educational visits. All staff should be given their own EVOLVE account, which is created by their school's Educational Visits Coordinator (EVC).

The EVOLVE website must be used for all significant activities and visits (e.g. those that are abroad, or adventurous, or residential) and those that take place out of county. The majority of schools also use EVOLVE for visits where transport is involved.

In addition to the National Guidance website, reference is also made to a number of separate sources, including but not limited to those of:

- Outdoor Education Advisers' Panel: www.oeap.info;
- National Library: www.national-library.info;
- Department for Education: www.gov.uk/government/organisations/departments-for-education;
- Council for Learning Outside the Classroom www.lotc.org.uk

In order to be concise, hyperlinks are used throughout this document. All documents are also available on the [West Sussex Services for Schools \(WSSfS\)](#) website and on the EVOLVE website, where the most up to date version of these documents may be found.

The WSCC Guidance for Adventurous Activities 2017 contains considerable detailed information on requirements for many adventurous activities. It is available on EVOLVE and the [West Sussex Services for Schools \(WSSfS\)](#) website.

2. Responsibilities

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer:

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools, the Alternative Provision College, and statutory youth groups, the employer is WSCC (the LA). These schools **must** adhere to this guidance document. The LA does not have the capacity to undertake 'field observation' of visits, and this task is therefore delegated to the Head of School and/or EVC.
- For academies, foundation schools, voluntary aided schools, FE Colleges and voluntary youth groups, the employer is usually the governing body or proprietor. Although welcome to do so, these schools are not obliged to use the guidance of the LA. If the school has signed up to a Service Level Agreement with the West Sussex Outdoor Education Adviser it is expected the school will comply with LA guidance. If not using LA guidance, independent schools are advised to ensure that their systems and procedures are as equally robust as those of the LA.

All persons involved in a visit have a specific responsibility which they should be clear about prior to the visit taking place, the following links to National Guidance summarise those responsibilities [Planning Basics \(PDF\)](#) and [Checklists \(PDF\)](#), in addition the WSCC Planning Checklist for Off-Site Activities is available on EVOLVE.

3. Role of the Educational Visits Coordinator (EVC)

To help fulfil its health and safety obligations for off-site educational visits, schools should appoint an Educational Visits Coordinator (EVC) who will support the Head of School. In small schools the EVC may also be the Head of School. Should the school choose not to appoint an EVC, those functions will automatically fall to the Head of School.

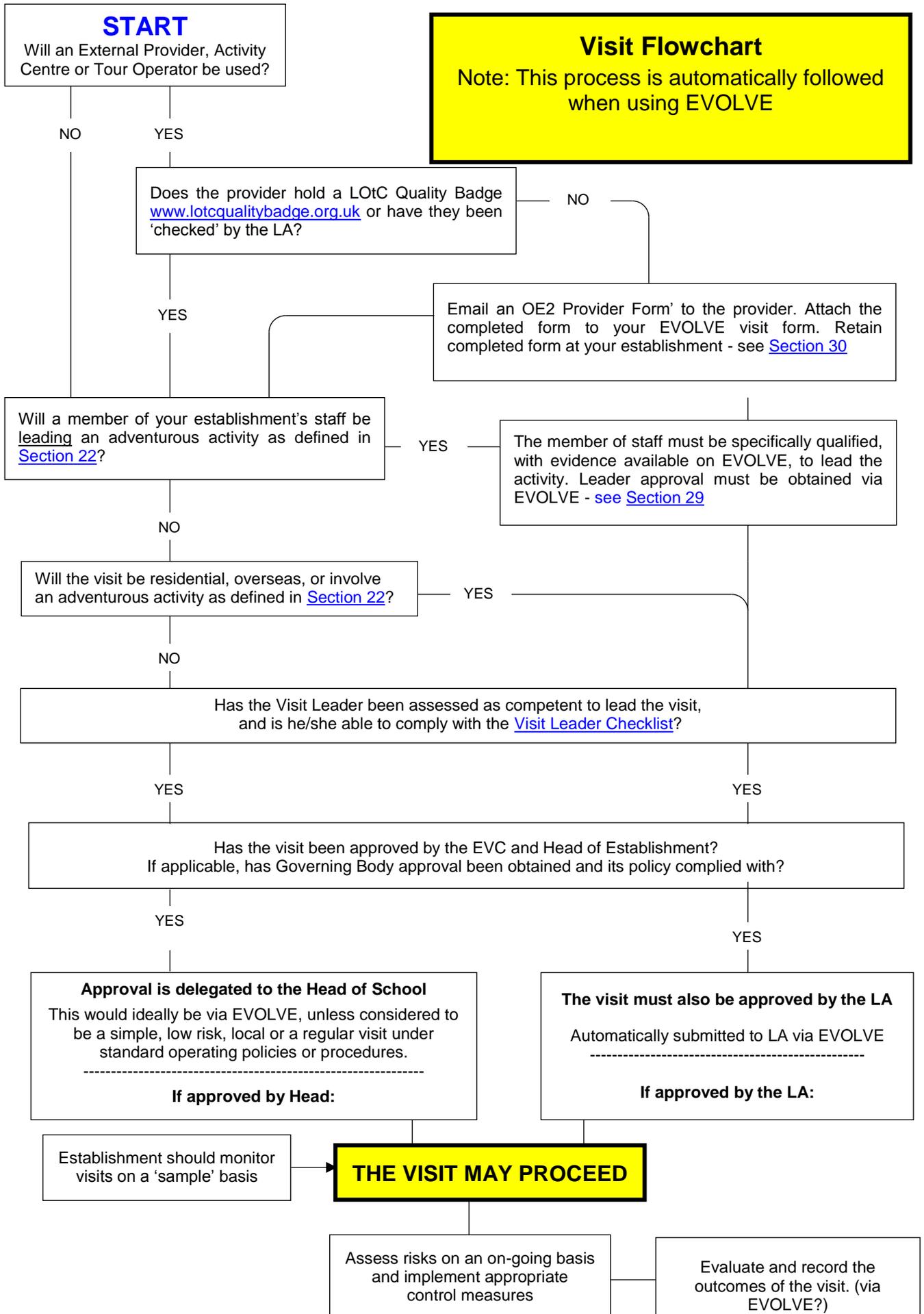
The EVC should be specifically competent, ideally with practical experience of leading and managing a range of visits similar to those typically run by the school. Commonly, but not exclusively, such competence will be identified in a person from the senior management of the school.

The EVC is expected to attend the one day training course and an update/refresher every three years.

The EVC should support the Head of School in ensuring that competent staff are assigned to lead and accompany visits, see [Section 11](#), and with approval and other decisions.

The EVC should ensure that a policy is in place for educational and off-site visits, and that this is updated as necessary, and readily available to staff, ideally this policy should also be uploaded to the EVOLVE site.

For further information please refer to the National Guidance definition for the [Educational Visits Coordinator](#).



Outdoor Education Adviser, September 2017

4. Approval of Visits

Based on the visit type, EVOLVE automatically directs the flow for approval. Approval is delegated to the Head of School for all visits, except for the following visit types:

- Overseas;
- Residential;
- Visits involving an adventurous activity as defined in [Section 22](#).

The above three categories are 'authorised' within the school, but are 'approved' by West Sussex County Council (the LA) via EVOLVE.

In approving visits the Head of School and EVC should ensure that the Visit Leader has been appropriately inducted and trained, and is competent to lead the visit, see [Section 11](#)

A member of staff intending to supervise or instruct an adventurous activity, as defined in [Section 22](#) must have uploaded the evidence of their qualifications to their profile on EVOLVE, see [Section 29](#)

The Governing Body must approve all significant off-site educational visits which must be recorded in the minutes of the meeting.

5. Outcomes

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

Learning that takes place outside the classroom can provide a very powerful means of teaching in all curriculum areas, and raise attainment. Learning Outside the Classroom can also provide opportunities for development in other areas, these has been summarised in [High Quality Outdoor Education](#) (2015) as:

- Enjoyment;
- Confidence and character;
- Health and well-being;
- Social and emotional awareness;
- Environmental awareness;
- Activity skills;
- Personal qualities;
- Skills for life;
- Increased motivation and appetite for learning;
- Broadened horizons.

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 enrich learning. National Guidance offers support on the [Evaluation of LOtC](#).

[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.

6. Inclusion

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

You are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Disability Discrimination Act 2010 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 child or young person should not impinge unduly on the planned purpose of the activity. The following links offer some guidance on this matter [CLOtC](#) and [National Guidance](#).

7. Charging

Education in the UK is free. The Local Authority has issued a full statement outlining its policy on charging. It covers what a Governing Body may and may not charge for when activities take place either during or outside of school hours, including residential activities. The need to have a charging and remissions policies and requests for voluntary contributions are also addressed. Further information is also available via the National Guidance site [Charging for Outdoor Learning](#).

8. Planning

EVOLVE is an effective and efficient planning tool and enables the Visit Leader, EVC and Head of School to plan, monitor, contribute and support the activity.

The extent of planning and risk assessment required is related to the complexity of the visit, National Guidance summarises the planning cycle:

- [Visit Leader Checklist](#)
- [RADAR](#) model: based on the 'STAGED' (**S**taffing, **T**imings, **A**ctivity, **G**roup, **E**nvironment, **D**istance) approach to planning.

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, for further support visit [Managing Risk in Play Provision](#).

Many aspects of planning will already be in place in the form of existing policies and guidance, such as the school's own policy, LA policy, etc.

Due to the complex nature of off-site visits, a conventional risk assessment process 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 the visit by taking all aspects of visit planning and management into account. This can be achieved effectively through a combination of the EVOLVE visit form itself, and where appropriate, any event specific notes or attachments (e.g. using the [Event Specific Notes](#)).

Visit planning includes consideration of the question: '*What are the really important things that we need to do to keep us safe?*' It should focus on those issues that are

individual to the specific event, taking into account the needs of the group (including special and medical needs), the experience and competency of the staff team, and the Visit Leader in the context of the event. Significant issues must be recorded on EVOLVE, either as a note or as an attached document, and shared with all relevant parties. **This planning process by the Visit Leader may be compared to the expectations of a teacher or youth worker to plan a lesson/session which is relevant to the needs of the group.**

Planning that includes adventurous activity commonly involves delivery by an external provider (see [Section 30](#)). The external provider has responsibility for risk assessing and managing the activity. A 'checked' external provider's risk assessment does not need to be attached to an EVOLVE visit form. An [OE2 form](#) must be sent to an 'unchecked' provider.

Alternative arrangements (Plan B) should be 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.

It is good practice to involve participants in the planning and organisation of visits, as in doing so they will make more informed decisions, and learn to manage risk for themselves. They will also have greater ownership of the event. This approach is endorsed by the Health and Safety Executive in [Principles of Sensible Risk Management](#) and referred to in the document Responsibilities of the Visit Leaders in [National Guidance](#).

9. Safety During the Visit

Prior to the visit, staff must ensure that all participants understand what is expected of them. This includes any rules that will be in place. These should be re-emphasised as appropriate during the visit.

Monitoring of the visit must be ongoing, and this contributes towards enjoyment, learning and safety.

It is 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.

Following the visit, the Visit Leader should record any significant issues, as a note on EVOLVE or in some other means to evidence (e.g. minutes of staff meeting, post event review), for both reference and to inform future visits. The DfE document [A Handbook for Group Leaders](#) provides useful information as does the National Guidance document [Responsibilities of Visit Leader](#)

10. Parent/Carer Consent

Schools:

Written consent from parents/carers is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children) because most of these activities take place during school hours and are a

normal part of a pupil's education at school. However, parents/carers should be told where their child will be at all times and of any extra safety measures required.

Written consent must be requested for activities that need a higher level of risk management or those that take place outside school hours.

Schools can ask parents/carers to sign a generic consent form, for those regular routine visits that are within walking distance, low risk or are a normal fixture (swimming or games) at the start of each academic year. Other types of off-site educational visit, adventurous activities, off-site sporting fixtures outside the school day, residential visits, trips abroad and all off-site activities for nursery schools, will need evidence of specific approval and up to date information (next-of-kin telephone numbers, medical information and doctor's details) from parents/carers.

Parents/carers must be told in advance of each activity the WSCC parental consent form can be used as a template.

Other establishments:

Annual consent may be appropriate for regular routine activities.

For all other visits, consent should be obtained on an individual visit basis. Information provided to parents/carers prior to them granting consent must include full details of the activities and any other significant information.

11. Competence to Lead

The competence of the Visit Leader is the single most important contributory factor in the safety of participants.

The EVC and/or Head of School must therefore consider the following when assessing the competence of a member of staff to lead a visit:

- a) What experience does the member of staff have of leading or accompanying similar or other visits? (Check visit history on EVOLVE).
- 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 (paid or unpaid)?
- 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) Does the leader possess appropriate qualifications?
- j) If appropriate, what is the leader's personal level of skill in the activity, and fitness level?
- k) If leading adventurous activities has the leader's qualifications been scanned and uploaded onto their personal profile section on EVOLVE?

- l) Is the leader aware of all relevant guidelines and able to act on these?

National Guidance includes a useful document available from [Assessment of Competence](#).

12. Staffing and Supervision

On all visits there must be effective supervision that has been approved by the EVC and Head of School, and where applicable, in accordance with the Governing Body policy.

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

For all other visits the Visit Leader, EVC and Head of School 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 the Visit Leader, EVC, or Head of School is not satisfied that an appropriate level of supervision exists.

Visit Leaders, EVCs and Heads of School often find it helpful to have a starting point or maximum ratio of children or young people to an adult. In the past this has been published by the Department for Education and WSCC as being:

Key stage one 1:6
Key stage two 1:15
Key stages three to five 1:20

Where departure from the maximum or starting point results in fewer staff, the justification should be recorded as a note on EVOLVE or in the risk assessment documentation for that visit.

Good practice expects a mixed gender of staffing for a mixed gender of participants and this is a requirement for all secondary aged groups.

Educational Visits abroad must have a maximum of 10 participants to an adult leader with a minimum of two adults accompanying.

National Guidance offers a summary document on the above available from [here](#).

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 frequently or intensively with, or have regular access to young people or vulnerable adults, must undergo an enhanced DBS check (The Disclosure and Barring Service) as part of their recruitment process. For the purpose of this guidance:

- 'frequently' is defined as once a week or more.
- 'intensively' is defined as four or more days in a month, or overnight.

All volunteer helpers must be given an induction and made aware of the school's policies and procedures for Health and Safety. National Guidance offers advice on guidance on the above in the two following documents [Group Management and Supervision](#) and [Vetting and DBS Checks](#).

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. Duke of Edinburgh's Award expeditions, down time in a shopping mall, etc. 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 reasonable practicable safety precautions are taken.

The decision to allow remote supervision should be based on professional judgements that take 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/contingency systems in place.

The maximum group size for an unaccompanied group of young people should be no more than eight and the recommended minimum number is groups of four.

When recording a remotely supervised visit on EVOLVE, there must still be a named Visit Leader. This will be the member of staff that has made a professional judgement regarding the level of responsibility and maturity of the participants, and decided that in their opinion it is reasonable for them to be undertaking the specific activity unaccompanied by an adult. A 'note' should be added to EVOLVE specifying that remote supervision applies.

13. First Aid

For all off-site visits there should be a responsible adult with a good working knowledge of first aid appropriate to the environment (e.g. urban, remote, water, etc.).

A basic level of first aid may be suitable for routine urban visits; however the nature of the visit may indicate that a higher level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed.

Based on the nature of the particular visit, the EVC or Visit Leader should make a professional judgement regarding the level of first aid required. For non-routine visits there must be a known adult with an up to date emergency first aid at work (one day/6 hour course) qualification.

For EYFS visits, there must always be at least one member of staff present who holds a current paediatric first aid certificate. National Guidance offers advice and guidance on first aid [here](#).

A first aid kit appropriate to the activity must also be carried along with the means to record any incident.

14. Insurance

Advice regarding insurance may be sought from the Local Authority's Insurance section. Contact: Sharon Andrews 0330 222 2723 sharon.andrews@westsussex.gov.uk in addition National Guidance offers advice available from [here](#).

School Journey insurance cover is compulsory for all residential visits, adventurous activities and visits abroad, but is at the discretion of the school for all other visit types.

The West Sussex Off-Site Activity (School Journeys) Policy for all maintained schools is with AIG Insurance Company, under **policy number 0010627635** for the period 29th September – 28th September inclusive.

It is the responsibility of the individual school to ensure they have opted into the Council's Off-Site Activity (School Journeys) Policy via the West Sussex Services for Schools site or obtained an equivalent alternative.

In the event of an incident or medical emergency a 24 hour claim helpline is available via **Lifeline Plus Assistance 01273 552922** – please quote the policy number above.

Claims are dealt with by AIG Insurance however all claims must be referred to the West Sussex Insurance team in the first instance. Please contact Sharon Andrews in the Insurance team on 0330 222 2723 to record your claim and for additional support as required.

It is recommended schools obtain a copy of the policy document available on EVOLVE under the tab 'Resources and example risk assessment' with its 24/7 emergency telephone numbers, before undertaking any journey. Children, young people, teachers, youth workers, leaders, Governors, support staff and any accompanying adults of an insured school are covered under the policy. For visits abroad, cover is also included within the policy.

For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all participants must hold a valid EHIC (European Health Insurance Card). You can apply for an EHIC via this [link](#).

15. Transport

Refer to the National Guidance document [Transport: General Considerations](#).

Private Cars

Where a private car (staff or parent/carer) is to be used to transport children or young people it must be approved by the Head of School, and a [private car form](#) (or equivalent) must be completed, and retained by the school. This should be renewed on an annual basis and new details updated as appropriate. A summary document produced in National Guidance is available from [here](#) and the WSCC Schools Model Policy is available on EVOLVE.

Coaches

West Sussex does not approve coach companies. Whilst UK legislation ensures that coach companies are fit for public use, the facilities available on coaches may vary. Liaising with other schools within West Sussex that have used a particular company (via a search on EVOLVE) will help to determine the level of service that may be provided.

Staff supervising coach groups have a particular role to play in supporting the drivers. They should ensure a safety briefing is given by the driver before departure. The distribution of staff/adults throughout the coach is important and everyone must wear seatbelts where fitted. When travelling through the night staff should insist the resting driver takes their rest break away from the front of the coach ideally in a double seat made available to them. Staff should organise a rota through the night to sit at the front with the driver to help navigate, chat and to monitor the drivers' alertness.

Minibuses

Schools that own or hire a minibus must have an operational policy in place for the use of minibuses on visits. The National Guidance document [Transport in Minibuses](#) is a useful resource along with information available from the Driving and Vehicle Licensing Agency (DVLA) available [here](#). The Royal Society for the Prevention of Accidents (RoSPA) provides a very useful guide to good practice available from [here](#). Finally the Community Transport Association offers guidance on the Minibus Driver Awareness Scheme (MiDAS) via their [website](#).

All those wishing to drive minibuses for UK based visits should undertake some form and training and assessment to ensure they are both competent and comfortable

driving a larger vehicle. They should keep their training current through attendance on a refresher course once every three years. This applies to pre and 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, and 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;
- Maximum of 16 passenger seats;
- No trailer is towed.

If any of the above provisions are not met, then a full D1 or PCV licence is required.. All minibuses should have a Section 19 permit available from the LA via Alex Rackham-Jones alex.rackham-jones@westsussex.gov.uk or 03302 223419.

16. Farm Visits

Farm visits offer a unique opportunity to explore how modern farming practices impact on us, our food and the countryside. Due to the nature of visiting farms and the fact that many of them are 'working farms' the Visits Leader and EVC should take into account the particular hazards presented to them including access to animals and machinery. Two useful sources of information are the Farming and Countryside Education website www.face-online.org.uk and the National Guidance document '[Farm Visits](#)'.

17. Water Margin Activities

Water margin activities are those that take place near or in water, such as a walk along a riverbank or seashore, collecting samples from ponds and streams, paddling or walking in gentle, shallow* water. It does not apply to swimming and other activities that require water safety or rescue qualifications and equipment, or water-going craft.

* shallow means up to the knees of the participants.

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

At the outset the Visit Leader, EVC and Head of School must decide whether the activity:

- a) Falls within the definition in bold above - in which case the guidance below applies,
or
- b) Exceeds the definition in bold above - in which case this is a water-based adventurous activity and [Section 24](#) applies.

All staff involved in water-margin activities must be conversant with the guidance contained within [Group Safety at Water Margins](#) and this document must be made available to all supervising adults in advance of the visit.

As with all visits, where appropriate, there should be a suitable contingency 'Plan B' that could be used where conditions dictate, and for which parental/carer consent has been obtained where necessary.

Local Authority approval is not always required for water-margin activities, but the Visit Leader must have previous relevant experience, and must have been assessed as competent to lead the activity by the school's EVC and/or Head.

18. Residential Visits

West Sussex County Council acknowledges the significant enriching and educational benefits that residential visits can bring to children and young people, and fully supports and encourages residential visits that are correctly planned, managed, and conducted.

In addition to considering the benefits of the activity, staff should also ensure that reasonable practicable safety precautions are taken. To support the planning process for residential visits a mind map is available via the EVOLVE National Library [residential visits mind map](#)

19. Overseas Visits

For all overseas visits it is essential that consideration is given to the following:

- a) Culture, food and drink, local customs, religion, expected behaviour/dress, gender issues, sanitary arrangements, corruption, political stability, local financial information, alcohol and drugs.
- b) Accommodation suitability, security, safety precautions and emergency evacuation.
- c) Transport systems have been assessed as safe for use.

The Visit Leader should consider the relevant country information from the Foreign and Commonwealth Office website www.gov.uk/fco by clicking on the 'Travel Advice' link on the home page. All relevant FCO information should be circulated amongst the staff team. Additional information is available via National Guidance at [Overseas visits](#).

For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all participants must hold a valid EHIC (European Health Insurance Card). You can apply for an EHIC via this [link](#).

For exchange visits:

- West Sussex has adopted the Outdoor Education Advisers' Panel guidance document [Young People's Exchange Visits](#), West Sussex schools are required to adhere to all relevant aspects of this guidance;
- Refer to the British Council (Learning) www.britishcouncil.org.

Overseas Expeditions are dealt with in greater detail in [Section 27](#).

20. Weather, Clothing and Emergency Equipment

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

Participants, including staff, should be adequately dressed appropriate to:

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

When travelling away from immediate help, staff 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;
- the possible need of signalling equipment and/or mobile phone (N.B. 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 to suit changed or changing circumstances for example rain, rising water levels, etc.

21. Swimming

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

Children and young people must be supervised by a competent adult at all times whilst undertaking swimming activities. The following criteria apply:
Swimming pools (lifeguarded):

- UK swimming pool safety is guided by various health and safety regulations. Pool operators have a duty to take all reasonable and practicable measures to ensure that teaching and coaching activities are conducted safely.
- For publicly lifeguarded pools abroad, the school's Visit Leader must seek assurances that appropriate lifeguard cover is in place prior to participants entering the water.
- Unless suitably qualified, the school's Visit Leader must not have responsibility for lifeguarding. However, they do retain a pastoral role for participants at all times either through direct or remote supervision.
- For swimming lessons, the school should ensure the swimming teacher in charge or other pool employees/responsible adults

supervising the participants are qualified according to the **WSSC Supervision of Swimming Sessions in Schools or Public Swimming Pools 2016**, which available via EVOLVE or the West Sussex Services for Schools site.

Hotel (and other) swimming pools

Schools should check the lifeguarding position in advance. West Sussex County Council approval is not required for this activity if a qualified pool lifeguard is provided.

If lifeguarding arrangements are not provided at the pool then the Visit Leader will bear the full responsibility for ensuring swimming safety, and approval to lead the activity will be required via EVOLVE. Evidence of the qualifications held by the leader in charge must be available in their personal profile on EVOLVE.

The following awards and qualifications apply:

For free swimming activity:

- A valid RLSS UK National Pool Lifeguard Qualification (NPLQ) or equivalent in the country visited see www.rlss.org.uk for further information.

For structured or programmed activity

- A valid RLSS UK National Rescue Award for Swimming Teachers and Coaches (NRASTC) or equivalent see www.rlss.org.uk for further information.

The role of the lifeguard is:

- To directly supervise the pool and the pool users, exercising appropriate levels of control. (Note: the lifeguard should remain on the poolside at all times except in the case of an emergency);
- If necessary, brief pool users in advance regarding rules (e.g. no diving, running, etc.);
- To communicate effectively with pool users;
- To anticipate problems and prevent accidents;
- To intervene to prevent behaviour which is unsafe;
- To carry out a rescue from the water;
- To give immediate first aid to any casualty.

The above must be accomplished in the context of the normal operating procedures and the emergency plan for the pool, which should be considered before swimming takes place. Full familiarisation of the systems described should be walked through at the pool.

Staff must be aware of the procedures to be followed in the event of an emergency, and who at the venue will provide back up. Staff should also know if they have exclusive use of the pool, as other pool users may increase their supervision role.

If a young person holds an appropriate qualification then their role could be to provide the necessary 'emergency lifeguard action'. However, the overall supervision will remain the responsibility of the school's staff.

Open water swimming (i.e. not in a swimming pool and not a 'water-margin' activity)

West Sussex County Council approval is required and qualifications must be evidenced on EVOLVE.

Particular consideration should be given to the following factors:

- Unknown locations and hazards, especially overseas;
- changing environmental conditions;
- supervisor complacency;
- adherence to local advice;
- Preparation and knowledge of young people, i.e. is it a planned activity?

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.

For free swimming activity:

- A valid National Vocational Beach Lifeguard Qualification (NVBLQ) or equivalent in the country visited, see www.rlss.org.uk for further information. Note this is for sea beaches only, not inland water. **Or**
- A valid NPLQ qualification with an Open Water Lifeguard module or equivalent in the country visited, see www.rlss.org.uk for further information. Note this is for inland open waters and not sea beach venues.

National Guidance provides the following reference document [Natural Water Bathing](#).

22. Definition of an 'Adventurous Activity'

The following activities are regarded as an 'adventurous activity' and require LA approval (through EVOLVE):

- All activities in 'open country' or 'wild country';
- Water based activities;
- Camping;
- Canoeing/kayaking/stand up paddle boarding;
- Sailing/windsurfing/kite surfing;
- Rafting or improvised rafting;
- Use of powered safety/rescue craft;
- All other forms of boating (excluding commercial transport);
- Water skiing;
- Snorkel and aqualung/sub-aqua activities;
- Hill walking and mountaineering;
- Rock climbing (including indoor climbing walls);
- Abseiling;
- River/gorge walking or scrambling;
- Coastering/coastal scrambling/sea level traversing;
- Underground exploration/caving;
- Shooting and archery;
- Snow sports (skiing, snowboarding, and related activities), including artificial slopes;
- Air activities (excluding commercial flights);
- Horse riding;
- Motor sport – all forms;
- High level ropes courses (N.B. not recommended for primary aged children);
- Off road cycling;
- 'Extreme' sports;
- Other activities (e.g. initiative exercises) involving skills inherent in any of the above.

For the purposes of West Sussex County Council approval, the following activities are not regarded as adventurous and therefore do not require approval from the Local Authority, unless they form all or part of a residential visit. However, these activities must be supervised by a member of staff who has previous relevant experience and who in the opinion of the EVC and Head of School is competent to supervise the activity:

- Walking in parks or on non-remote country paths;
- Field studies - unless in the environments stated above;
- Swimming in publicly lifeguarded pools;
- Theme parks;
- Pedal go-karts;
- Ice skating (rink);
- Farm visits;
- Local traffic survey;
- Museum, library, etc.;
- Physical Education and sports fixtures (other than the above);
- Water-margin activities as defined in [Section 17](#).

Please contact the Outdoor Education Adviser if there is uncertainty over whether a particular activity is considered to be 'adventurous' and requiring approval.

23. Adventurous Activities

This section should be read in conjunction with WSCC's Adventurous Activities Reference Document available via EVOLVE.

The responsibility for the safety of participants on an adventurous activity will rest with either:

- a) **An external provider** - see [Section 30](#)
The provider must hold a [LOtC Quality Badge](#) or complete an [OE2 Provider Form](#)
Note: If a Provider holds an [AALA licence](#) (and/or any other accreditation) but not a LOtC Quality Badge, then an OE2 Provider Form is still required.

Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a pastoral duty of care.

Or

- b) **A member of your school's staff** - see [Section 29](#)
This person must be specifically approved by West Sussex County Council to lead the activity and their qualifications are recorded on their personal profile on EVOLVE.

24. Water Based Activities

For clarification between water-margin and water-based activities see [Section 17](#)

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

The following are not regarded as adventurous activities for the purposes of LA approval:

- Swimming in publicly lifeguarded pools - see [Section 21](#);
- Water margin activities as defined in [Section 17](#);
- Commercial craft, tourist boat trips, and similar activities for which young people would not normally wear personal buoyancy.

With the exception of the above, all other forms of water-based activities are regarded as adventurous activities, and as such require LA approval via EVOLVE.

In order to participate in water based activities, participants should normally be water confident. Participants who lack water confidence may still be able to take part subject to consideration of all factors, including the activity itself and the supervision arrangements. The level of water confidence of all participants must be known by the activity leader prior to the commencement of water based activities.

The Activity Leader must have knowledge of the water conditions and hazards (and potential changes) that might be encountered, and prepare accordingly. Local advice must be sought where appropriate, e.g. coastguard, harbour master, other site users, etc.

Personal buoyancy conforming to recommendations of the appropriate National Governing Body must be worn at all times by all participants in water based activities, except, at the discretion of the activity leader, where the activity:

- a) takes place in a swimming pool;
- b) is swimming;
- c) is an activity for which personal buoyancy would not normally be worn by young people.

25. Open and Wild Country Activities

Open Country is defined as:

- open, uncultivated, non-mountainous high or remote country known variously as upland, moor, bog, fell, hill or down;
- areas enclosed by well-defined geographical or man-made boundaries such as classified roads (areas that merge with mountain regions and do not have well defined boundaries are excluded);
- areas of remoteness that are easily exited in a few hours, returning to a refuge or an accessible road;
- areas where movement on steep or rocky terrain is not required (in either a planned or unplanned situation).

Wild Country is defined as being mountainous country where a group will be dependent on themselves and remote from any immediate help. It is any place which is moorland (open uncultivated land at any height above sea level) or on a mountain above 600 metres and from which it would take more than 30 minutes travelling time to walk back to an accessible road (an Ambulance could use it at the time of year proposed) or refuge (telephone plus shelter).

These activities are regarded as adventurous and therefore these visits require approval from the Local Authority.

The following minimum levels of technical competence apply where a member of the school's own staff intends to lead an open country activity:

- For leaders of walking groups outside the UK or Ireland, please contact the Outdoor Education Adviser for further guidance;
- For leaders of walking groups in mountainous terrain within the UK and Ireland a Mountain Leader Award (Summer or Winter as appropriate) www.mountain-training.org;
- For leaders of walking groups in summer conditions in Open Country Hill and Moorland Leader (formerly Walking Group Leader) www.mountain-training.org;
- For leaders of walking groups in terrain 'easier' than that defined above the leader must demonstrate an appropriate level of competence. This may include one or more of the following:

- Sports Leaders UK Level 3 Qualification in Lowland Walk Leadership. This is appropriate for leading non-camping groups in lowland area see www.sportsleaders.org.
- Sports Leaders UK Level 3 Qualification in Lowland Expedition Leadership (formerly BEL, BELA or BETA), this is appropriate for leading groups in lowland areas and for organising base and mobile camps.
- Evidence of recent, relevant experience, appropriately corroborated.

An up to date 16 hour outdoor first aid certificate is required to validate all of the above qualifications.

26. Snow Sports

Snow sports (e.g. skiing and snowboarding) are regarded as adventurous activities, and such visits will require LA approval. Reputable ABTA bonded tour operators, that are School Travel Forum assured and hold a LOTC Quality Badge are strongly recommended for a snow sport visit abroad.

A member of staff intending to organise a snow sport visit (but not instruct, lead or supervise on snow) must have attended a Snowsport Course Organiser (SCO) course, administered by Snowsport England www.snowsportengland.org.uk and they must have previously accompanied at least one educational snow sport visit.

There are advantages and significant educational benefits from well planned, snow sport activities taking place during the term time.

Young people may only participate in snow sports when under the direction of an appropriately qualified and competent person. This would normally be an instructor employed by the local snow sports school. Schools should therefore consider booking the minimum of fully instructed lessons of 4-5 hours duration per day when arranging a residential course.

A member of staff intending to lead skiing, or snowboarding, (i.e. supervising a practice session after ski school instruction with a maximum of 10 participants) must be qualified as below and have ensured a copy of their qualification has been attached to their personal profile on EVOLVE, see [Section 29](#).

Skiing: The minimum qualification to lead skiing on snow is:

- The Alpine Ski Course Leader Award (ASCL) www.snowsportengland.org.uk
- Or
- The Alpine Ski Leader Award (ASL) www.snowsportscotland.org.

Snowboarding: The minimum qualification to lead snowboarding on snow is:

- The Snowboard Leader Award (SBL) www.snowsportscotland.org

An up to date 16 hour outdoor first aid certificate is required to validate all of the above qualifications.

WSSC strongly recommends that children and young people, participating in snow sport activities, wear helmets unless a risk assessed approach deems it appropriate not to do so. Additionally, their accompanying staff should be expected to model good practice by wearing a helmet also. Cross-country skiing does not require this consideration unless a risk assessment indicated otherwise.

Children and young people on educational visits should not participate in off-piste activities.

Important: Owing to unacceptable liability waiver requirements in the USA, West Sussex schools considering such a venue must acquire evidence from the UK tour operator that their insurance company accepts full responsibility in the event of a claim.

27. Overseas Expeditions

Overseas Expeditions (for the purposes of this document) are defined as those which, typically, involve journeying in remote areas of the world and/or in developing countries.

There are stringent requirements on Overseas Expedition providers, and schools may therefore need to allow up to 18 months for LA approval to be granted. A note for the attention of the LA should be added to the EVOLVE Visit Form as soon as possible during the planning stages.

Overseas Expeditions will ideally be delivered by a provider that:

- Holds an LOTC Quality Badge www.lotcqualitybadge.org.uk
- Or
- Provides a statement of compliance with Expedition Providers Association's Code of practice, details of which are available on EVOLVE.

For providers that do not hold a LOTC Quality Badge, the OEAP guidance on [Overseas Expeditions](#) should be referred to when the proposal is initiated. This document contains information for both schools and providers, and includes a checklist of vital aspects that must be considered prior to the school making a commitment with an external provider. Overseas expedition providers are required to comply with the minimum standards specified in this document.

When planning an expedition and selecting a provider, schools should particularly consider the educational aims of the visit, that appropriate progression takes place, and that the requirements relating to 'Best Value' are met.

Visit Leaders may find it beneficial to attend the Off-Site Safety Management course (OSSM) administered by the [Royal Geographical Society](#) and delivered by the Outdoor Education Adviser in West Sussex.

28. Emergency Procedures

Schools should ensure that their health and safety policy includes off-site visits.

Staff involved in a visit must be aware of, and adhere to, their school's emergency response plan and procedures. The WSCC recommended template, available via EVOLVE, for creating a school's emergency plan should be used.

For visits that take place outside normal school hours:

- A completed [Emergency Card – Visit Leader](#) (or equivalent) must be with the Visit Leader at all times, **and**
- A completed [Emergency Card – Home Contacts](#) (or equivalent) must be with the emergency home contact(s) at all times, especially where access to EVOLVE is not possible.

In an emergency, if it is not possible to reach any of the school's designated emergency contact, the leader should call the West Sussex 24 hour emergency number 02031 622286.

In the event of an incident or medical emergency a 24 hour **claim helpline** is available call Lifeline Plus Assistance on 01273 552922.

A useful reference guide is available [A Handbook for Group Leaders](#)

29. Approval of Staff to Lead an Adventurous Activity

Procedure for obtaining approval

Staff who wish to lead (i.e. supervise or instruct) an adventurous activity, as defined in [Section 22](#), must first upload details and scanned colour copies of all of their relevant qualifications (e.g. instructor certificates, first aid, etc.) to the 'My Details' (personal profile) section of their EVOLVE account.

The Visit Leader should complete the Visit Form on EVOLVE as usual. During this process, EVOLVE will ask for an Activity Leader Form (ALF) to be completed, which will request further details regarding the proposed visit (e.g. dates, venues, numbers, etc.). The ALF will then be embedded within the Visit Form for that particular visit.

On receipt of a Visit Form (and embedded ALF), the LA will view the proposed activity in the context of the leader's competencies and qualifications.

Where approval to lead the activity is not granted, the Visit Form will be returned to the EVC, via EVOLVE, with an attached note. The activity must not take place until the visit form has been properly approved.

Criteria for approval

Approval will normally be given where the leader of the activity has recent relevant experience, and is appropriately qualified through the relevant National Governing Body. They will have been judged by the EVC and/or Head of School to be fit and trustworthy to take on this responsibility.

In some cases approval may be granted where no qualification is held. In this case the person concerned will be deemed by the Head of School and/or LA to have a sufficient level of competence in addition to recent relevant experience.

In cases where no National Governing Body exists, the LA will make a decision based on factors which may include: technical advice, the leader's stated competence, observed competence, past experience, and attendance at training courses.

Approval will always be subject to a requirement that the leader must act, at all times, within the remit of his/her qualification(s), and in accordance with National Governing Body Guidelines, where these exist. Approval may also be subject to other conditions which will be specified by the LA on the EVOLVE Visit Form.

Where there is insufficient information for the LA to make a decision regarding approval, then the applicant may be asked to provide further information (e.g. evidence of awards, experience, and log book details, etc.). In some cases a meeting with the applicant may be requested by the LA.

Approval to lead an adventurous activity is specific to the technical aspects of the adventurous activity detailed. It is not an indication in respect of other aspects of the visit such as general management and supervision skills, the assessment of which will be the responsibility of Head of School and/or the EVC.

A 'Competent Assistant' certificate may need to be signed by the designated leader in charge, to indicate their assessment of their assistant. Such accreditation should be uploaded onto the relevant personal profile in advance of a visit form being completed.

30. Using an External Provider

An External Provider may be necessary when there is an element of adventurous activity instruction, staffing, or guiding, not being led by the school's own staff, for example:

- Activity Centre;
- Snow Sports Travel Company;
- Educational Tour Operator;
- Overseas Expedition Provider;
- Climbing Wall where instruction is provided by climbing wall staff;
- Freelance instructor of adventurous activities;
- Youth Hostel (where adventurous activities instruction is provided);
- Voluntary organisation (e.g. Scout Association), where adventurous activities instruction is provided.

The decision about the use of an external provider is the responsibility of the Visit Leader, EVC, and Head of School. The LA makes an annual check on external providers that are regularly used by schools from West Sussex. It does not, however, approve external providers or tour operators. Schools may find it useful to search for an external provider on EVOLVE, and liaise with other schools that have used a particular provider.

To confirm that the provider complies with the WSCC recommended criteria, the school must ensure that either:

- An [OE2 External Provider Form](#) has been satisfactorily completed and signed by the provider and a copy of their Public Liability insurance certificate (indicating a minimum of £5million cover) is available.

Or

- The Provider holds a LOTC Quality Badge www.lotcqualitybadge.org.uk and a copy of their Public Liability insurance certificate (indicating a minimum of £5million cover) is available.

The only further action necessary is to ensure the suitability of the provider/venue in relation to the intended aims or learning outcomes for the particular group.

For external providers that are not checked by WSCC or those that do not hold a LOTC Quality Badge, the actions below must be followed:

- Download an [OE2 External Provider Form](#) from EVOLVE;
- Send the [OE2 External Provider Form](#) to the provider (email, fax, post);
- On its return check that it has been satisfactorily completed and signed;
- Scan and attach the [OE2 External Provider Form](#) to EVOLVE along with a copy of the Public Liability Insurance certificate;
- Keep the [OE2 External Provider Form](#) on file together with all other relevant documentation.

Important: If the provider has made any alterations to the wording of the [OE2 External Provider Form](#) or is unable to comply, then you must discuss this with the provider, and if necessary seek advice from the LA prior to making a commitment with the provider.

The [OE2 External Provider Form](#) should be sent to the provider at the time of making a provisional booking and no deposits should be committed prior to its satisfactory completion and return.

The satisfactory completion of an [OE2 External Provider Form](#) does not necessarily signify that the service on offer will be appropriate for the children or young people from your school. A pre-visit and recommendations from previous users will help you decide on its suitability.

In some instances, for example where a school intends to use an external individual volunteer for services, then this person may be regarded as a temporary member of staff and the procedure outlined in [Section 29](#) may be appropriate.

The above procedure is not sufficient for Overseas Expeditions (i.e. those which typically take place in remote areas of the world and/or in developing countries), for which separate arrangements are applicable and must be complied with, see [Section 27](#).

31. The Duke of Edinburgh's Award Expeditions

West Sussex County Council is a Licensed Organisation (LO) for the delivery of The Duke of Edinburgh's Award (DofE). As such, the safety management for all DofE Expeditions run by West Sussex DofE Centres must be approved by the LO before the expedition leaves. Those expeditions entering areas of wild country or travelling overseas must have received LO approval prior to submitting a DofE Green Form or Blue Form.

Notification for DofE Expeditions must be via EVOLVE. Approval will only be given if a completed DofE Expedition Notification Form (WSSCC/DOE/SF5), Green Form or Blue Form has been attached to the DofE Section of the EVOLVE form.

DofE Teams must be led by appropriately qualified staff as defined in [Section 25](#)

Non walking expeditions e.g. sailing, canoeing, cycling, riding, etc. must be led by appropriately qualified instructors as per [Section 23](#). At least one of the staff must hold an expedition based award.

Due to the nature of the work with DofE Expedition Teams and the need for them to work remotely the ratios below must be adhered to:

- For lowland countryside expeditions at least one Lowland Leader or LEL (formerly BEL, BELA, BETA) qualified person per 14 young people supported by at least one competent assistant;
- For open and wild country expeditions at least one HML or ML qualified person (dependent on area) per 10 young people supported by at least one competent assistant.
- For other modes of travel the ratios listed in the Adventurous Activities Reference Document must be adhered to.

All DofE Expedition Visit Leaders must be a DofE Supervisor from the school, a maximum of 42 DofE Participants is allowed per DofE Supervisor. Expeditions involving more than 42 young people may not be approved as it detracts from the ethos of self-sufficiency of the DofE and reduces the quality of experience.

All qualifying DofE Expeditions must be assessed by a recognised DofE Assessor, a maximum of one assessor per three DofE Teams is recommended.

For DofE specific queries please contact the WSSCC DofE Manager.

Queries related to qualifications, ratios or any other aspect of risk management should be sent to the Outdoor Education Adviser.

PROVIDER STANDARDS FORM OE2



For completion by providers of outdoor education, visit venues and off-site activities to West Sussex schools and education establishments

Name & address 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 tick all specifications you meet, cross any you cannot meet or write N/A against any specification, which does not apply to your provision.

Section A must be completed for all visits. Section B (adventurous activities) must be completed if applicable.

Section A – ALL PROVIDERS

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work etc Act 1974 and has a health and safety policy and risk assessments which are available for inspection.
2. Accident and emergency procedures are maintained and records are available for inspection.
3. The staff have the experience, competence and professionalism to work with the age range and abilities of prospective groups.
4. The provider has a Code of Conduct, which can be provided in advance of any booking and to which visiting groups should adhere.
5. All reasonable checks, including Disclosure and Barring Service checks, are made on staff that have frequent and intensive access to young people
6. There are adequate and regular opportunities for liaison between visiting 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 visiting staff.
7. The provider has public liability insurance for at least £5million, (***please attach a copy of your certificate of public liability insurance cover***) (***please note £10 million may be required for sub aqua and airborne activities***).
8. The provider will take all reasonable steps to allow inclusion and participation for 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.
9. The provider encourages responsible attitudes to the environment as an integral part of the programme.
10. All vehicles are roadworthy and meet statutory requirements. Drivers are PCV qualified or operate with a small bus permit and local minibuss driving assessment.

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

Details of any accreditation e.g.: 'Learning Outside the Classroom' Quality Badge Award, AALA license number, National Governing Body, BAPA, Tourist Board etc.:

*I certify that the organisation I represent complies fully with the requirements set out above, **except where I have deleted or crossed out the item.** The organisation will observe the above conditions during any visit from a West Sussex establishment*

Signed:

Date:

Name:

Position in Org:

Email (general):

Website:

***Thank you for completing this form.
Please return it, along with a copy of your Public Liability Insurance Certificate, to the school/establishment that sent it to you, or alternatively send it to:-***



Outdoor Education
The Grange, 2nd Floor,
County Hall
CHICHESTER
West Sussex
PO19 1RG
e-mail: outdoor.education@westsussex.gov.uk
Tel: 03302 227009

EVENT SPECIFIC NOTES (risk assessment/risk management form)

What are the really important things we need to do to keep ourselves safe?

Visit details..... Carried out by
 Date

ISSUE Consider STAGED: Staff, Timings, Activity, Group, Environment, Distance	HOW TO MANAGE IT	WHO TO BE INFORMED		
		PARENTS	STAFF	PARTICIPANTS

You must also ensure that appropriate persons are aware of any generic procedures, but these do not need to be repeated here

Use of a private car to transport young people

1	To: The Head of _____ School
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I confirm that I am willing to use my own vehicle for transporting children and young people on educational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.

2	Signed: _____ Print name: _____
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3	Address: _____ _____ _____ _____
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4	Date: _____
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WSCC and the school reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence

	Insurance cover required
For teachers, youth workers, or other LA employees	<i>'Use by the Policyholder in connection with the business of the Policyholder'</i>
For parents and other volunteers	<i>'Use for social, domestic and pleasure purposes'</i>

Emergency Telephone Card (Visit Leader)

This 'card' must be taken by the Visit Leader

In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their school's emergency contact person. This should normally be a senior member of staff at the school. Their telephone number should be inserted on the card.

In the event of an incident that does involve serious injury or fatality, any member of the group is at serious risk or has gone missing for a significant and unacceptable period, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
 2. Safeguard uninjured members of the group (including self);
 3. Attend to any casualties;
 4. Call emergency services, if appropriate.
(999 or appropriate local number if abroad, Europe 112);
 5. Request support from WSCC.
- (In hours: +44 **(0) 1243 642104**, Out of hours: +44 **(0) 2031 622286**)

<p>Emergency Contact Numbers </p> <p>Give your name and telephone number, where you are calling from and details of what has happened and where, and details of those involved.</p> <p>Emergency services (including Mountain rescue)</p> <p>UK – 999 Europe – 112</p> <p>For support from WSCC: In hours – +44 (0) 1243 642104 Out of hours - +44 (0) 2031 622286</p>

<p>Trip Emergency Contact Numbers </p> <p>Give your name and telephone number, where you are calling from and details of what has happened and where, & details of those involved.</p> <p>Daytime (8.00am – 5.00pm)</p> <p>.....</p> <p>Out of hours (5.00pm – 8.00am)</p> <p>.....</p> <p>Alternative contact</p> <p>.....</p>
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Then:

- Contact your school, EVC or Emergency Contact (see below) and seek further advice. If you are unable to do this, WSCC will contact your school on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental or other enquiries to WSCC and for continuing contact with WSCC during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by WSCC.
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale. It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

EMERGENCY CARD (HOME CONTACT)

Emergency Card (Emergency Contact)

For visits that take place outside normal school hours.

This card or equivalent must remain with the school's emergency contact at all times, if access to EVOLVE is not possible.

The school's Emergency Contact should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants, including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other school contacts who may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention and you require support from WSCC:

- Inform the Visit Leader that someone will phone him/her back within 30 minutes;

It is the responsibility of the Visit Leader to contact West Sussex. However circumstances may prevent this. If you are not 100% positive that West Sussex has been contacted, please contact WSCC for support on: In hours +44 (0) 1243 642104 Out of hours +44 (0) 2031 622286 and state that you require immediate assistance from the Emergency Management Team. Give brief details of the incident.

- You should contact the Head of School (if this is not you);
- WSCC will establish as required:
 - a Tactical Management Group who will oversee the incident;
 - an Area Support Team who will provide direct support to the school; and
 - a Travelling Team who will provide direct support to the group.Senior officers are briefed for these roles and will provide continuous support from the moment they are contacted.
- The Head of School should consider the appropriate time to contact the parents/carers of the participants involved on the visit. Advice and support can be sought from the communications unit at County Hall, Chichester, in dealing with this.
- The Tactical Management Group (TMG) will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The TMG will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the TMG would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental or other enquiries to West Sussex and for continuing contact with West Sussex during the incident.
- West Sussex will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, school, and parents/carers. If appropriate, support and counselling will be arranged for families, participants and staff.

Name	Home	Mobile
Head of School		
Deputy Head of School		
WSCC Emergency Contact	In hours +44 (0) 1243 642104 Out of hours +44 (0) 2031 622286	
Chair of Governing Body (optional)		
EVC		
Others:		

Contacts

EVOLVE	www.westsussexvisits.org
Health, Safety and Workplace Wellbeing Consultant	Paul Lindridge Paul.lindridge@westsussex.gov.uk
Insurance	Sharon Andrews 03302 222723 Sharon.andrews@westsussex.gov.uk
WSCC Emergency Contact	In hours +44 (0) 1243 642104 Out of hours +44 (0) 2031 622286
WSCC Outdoor Education Adviser	Simon Whitmore 03302 227009 simon.whitmore@westsussex.gov.uk

National Library

www.national-library.info

LOtC

www.lotc.org.uk

LOtC Quality Badge

www.lotcqualitybadge.org.uk

Outdoor Education Advisers' Panel

www.oeap.info