



OFF-SITE VISITS AND OUTDOOR LEARNING POLICY AND PRACTICE

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OFF-SITE VISIT AND OUTDOOR LEARNING POLICY AND PRACTICE

1. The value and benefits of undertaking off-site visits and outdoor learning

The governors and staff recognise the value of well planned and managed Outdoor Learning and Off-site Visits for young people and is part of our school ethos:

Ethos Statement: At Merrydale Infant School we are committed to provide a stimulating and caring learning environment to ensure our children achieve their highest potential to be successful in life. Excellence in learning is supported by developing moral values and respect through a variety of differing experiences including those beyond the local school community.

2. Policy and Practice

This document is a statement of the procedures and guidelines in place to ensure that outdoor learning and off-site visits take place within safe and meaningful context. In particular it ensures that:

- Off-site Visits/Activities have an identifiable benefit, with clear objectives.
- All those involved in the organisation and running of Off-site Visits/ activities or Outdoor Learning will comply with OEAP (Outdoor Education Advisory Panel) National Guidance, LCC (Leicester City Council) Off-site Visits Policy and the establishments' guidelines relating to the health and well-being of children and young people undertaking such activities.
- The management of all visits/activities will be based on the outcome of suitable and sufficient planning, with reference to both this document and the Leicester City Off-site Visits Policy.
- Systematic written procedures, based on reasonable and sensible risk/benefit management process and underpinned by establishment induction and training, support staff when leading Outdoor Learning. These procedures and any associated risk assessments are reviewed as and when necessary but not less than annually.

- Standards and procedures exist to ensure that staff and accompanying adults lead activities/sessions within their own proven area of competence.
- While undertaking outdoor learning it is the responsibility of all staff to ensure that the risk to participants is minimised by a process of continuous vigilance and ongoing risk management.
- Equipment used is fit for purpose and systematically checked, maintained and replaced when necessary.
- When appropriate, staff should hold an appropriate current first aid qualification and have access to a first aid kit at all times.
- Cost: The cost of a trip will be covered by either parent contribution, through pupil premium funding for children entitled to that funding or through a contribution from school funds.

3. Management structure and lines of responsibility

In compliance with both DfE 'Health and Safety: Advice on legal duties and powers' and LCC Off-site Visits Policy the establishment will appoint a trained Educational Visits Co-ordinator (EVC) and will ensure they attend a refresher course every three years following their initial EVC training.

The Educational Visits Co-ordinator is: Mark Tipple-Johnson

The tasks of the EVC are outlined in the LCC Off-site Visits Policy

4. Approval and notification of Outdoor Learning and Off-site Visits:

Every off-site visit or outdoor activity must be approved by the Head or in his absence the next most senior member of the Senior Management team, usually the deputy.

For the purposes of approval off-site visits are classified into 3 categories:

Category A – Local and regular activities which are defined in this policy in terms of the nature of the activity and their location e.g. sports fixtures, swimming, local parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments etc

All of these visits must be put on EVOLVE

For the purposes of this policy the establishment defines '**regular and routine**' (Category A) activity as:

*Those activities that take place as part of a planned curriculum – to include...
Visits to the Libraries, Arts Galleries, Swimming Pools and Leisure Centres, City Schools,
Sports Fixtures, all activities on the delivery site of a non-adventurous nature*

That can operate within the following locations: *Within the local neighbourhood or
Leicester City*

Beyond these areas of working it is recommended that the LCC Off-site Visits Guidance is used as a framework to plan and operate off-site visits and the visit becomes a category B visit.

- For 'regular and routine' activities staff will be trained in the operation of this policy.
- 'Regular and routine' visits will include those that take place as part of a planned programme of activity over a given period of time.

Category B – Usually annual visits to attractions or locations beyond the City or County e.g. Visits to the seaside, major visitor attractions e.g Conkers or Twinlakes , UK cities.

All of these visits MUST be entered on EVOLVE and will require the approval of the Head.

Category C – Includes: All **residential visits, visits abroad** and activities in **hazardous environments** or involving '**adventurous**' activities.

All of these visits MUST be approved using EVOLVE and will require the approval of the Head and LCC.

5. Process of Approval and notification

Category A and B Notification of Regular and Routine visits:

1. The EVC will be informed via Evolve
2. Approval will be given via Evolve?
3. School visits take considerable planning and the longer the timescale the better it is to write to parents, book coaches, to let the kitchen's know and to ensure the impact to school i.e. if extra cover staff is needed.
4. All staff going on the visit must have time to become familiar with the risk assessment.

Category C Visits, to be approved by:

First stage Approval:

Mark Tipple-Johnson- EVC

Second Stage Approval:

Leicester City Council Outdoor Education Adviser

For **Category C** visits Visit Leaders should complete the following:

Complete the On-line Approval on EVOLVE;

Risk Assessments that should include:

- Travel
- All Visits
- Accommodation – if staying overnight
- Any other Risk Assessment appropriate to the activity programme or location

Activity programme

Programme planning information, as appropriate.

Give minimum 6 weeks notice.

Provider Form or use LOfC Quality Badge.
Parental consent form completed

6. Staff Training and Induction

All staff are encouraged to improve and extend their qualifications and experience in appropriate areas. Such training needs will be identified as a part of active supervision and observation of sessions by the Head, and as part of the staff Continuing Professional Development process.

7. Staff management and communications

Staff will be issued written information and briefings when appropriate and can liaise with the SLt and other staff members if necessary to support this policy and safe and effective offsite visits.

8. Staff responsibilities

Staff are directly responsible for the well-being of young people and the quality of the experience they provide and they should have the minimum level of competence, as stated in this Code of Practice and LCC Guidance, for the activities they undertake.

9. Staff Competence

- The Headteacher should be satisfied that staff are sufficiently competent to lead the activity/session. Specific levels of competence may be required depending on any activities being led, see Generic risk assessments on the EVOLVE system.
- In addition, it is important that supervising staff are competent and understand their roles and responsibility and are briefed regarding the outcome of risk assessments. Appropriate levels of first aid cover must be available according to the activity and establishment risk assessment.
- All staff in sole supervision of young people must have undergone suitable DBS checks as part of their recruitment procedures, including the taking up of references. These should be part of the establishment's wider recruitment processes. It should never be planned that one child is left alone with one adult for safety and common sense reasons.

10. Consent and management of group information

DfE guidance ('Health and Safety: Advice on legal duties and powers', 2014) states:

“Written consent from parents 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) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required. Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. The parents can be asked to sign a “one-off” consent form which schools can ask parents to sign when a child enrolls at the school. This will cover a child's participation in any of these types of activities throughout their time at the school. These include adventure activities, off-site sporting fixtures outside the school day, residential visits and all off-site activities

for nursery schools which take place at any time (including during school holidays or at the weekend).

Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form.”

NCC (National Curriculum Council) recommends that all establishments obtain consent on an annual basis for activities that take place outside of the school day (Sports fixtures/Theatre visits/day visits that don't return within the school day), adventurous activities a long with residential and visits abroad.

Schools can use the DfE consent form or continue to be use their own Consent form as a basis for such consent. In addition, the establishment will inform parents and seek consent for each category of visit by:

- For **Category A and B visits** This will be in the form of a letter to parents outlining the range of off-site activities to be undertaken over a period of time or on a specific date.
- For **Category C visits**, for example residential visits, adventurous activities or visits abroad.

Consent specific to these types of activities is always asked of parents/carers.

- Personal information on all participants is known (as regards any medical, dietary or special requirements) this is to assist safe inclusion of all participants.
- Ensure that appropriate enquiries are made of any establishment or company being used for residential or adventurous activities. (Use the Provider Form, or the Learning Outside the Classroom Quality Badge Scheme as guidance)
- All visits are logged on the EVOLVE Online system or establishment reporting process is completed for any off-site visit, or series of visits, and the appropriate approvals are obtained from the headteacher. In the event of any off-site visit or activity being undertaken, a nominated member of the establishment staff must be informed.
- The Head or other nominated member of staff should have access to the following information, prior to and during and off-site visit taking place:
 - a) Names, addresses, dates of birth and phone number of all children taking part.
 - b) Names of all staff attending, with contact phone numbers.
 - c) Full details of the venue, Coach Company, departure and arrival times, with appropriate phone numbers.
 - d) The staff member in charge of the visit should have easy access to emergency contact numbers of all parents/carers and the nominated establishment contact person.

Appropriate details should be placed in an accessible location or available electronically.

- When planning the number of adults needed to lead/accompany a visit undertake a risk assessment to inform the appropriate staff/young person ratios.
- DBS checks should be obtained on all individuals helping on activities with children, as appropriate.

- Ensure appropriate briefings and instructions are given to the group and accompanying adults to ensure a safe and high quality experience.
- Ensure all young people are informed of the nature and purpose of the visit. Discuss programme and arrangements with young people and staff during the preliminary planning, when a record should be kept of any discussions.

OFF-SITE VISITS PROCEDURES – ALL VISITS/ACTIVITIES

Pre – session/activity planning and considerations

Before any off-site activities are undertaken staff must ensure the following guidelines are followed:

- Ensure that the visit complies with this code of practice and LCC Off-sites visits Policy, both the policy and a summary can be found in the Resources section of EVOLVE.
- It is recommended that a pre-visit should be made to any new venues, or by staff using existing venues for the first time if they are not accompanied by someone who has previously visited the venue.
- When additional specific planning and risk assessments are required reference should be made to the Generic Risk assessments prepared by Leicester City Council, found on EVOLVE, in the 'Resources' section under 'Guidance, Policies and Documents'.
- Ensure that a parent/carer and young people are made aware of the nature, purpose and detail of the off-site visit/activity and are briefed/notified accordingly and consent obtained, as appropriate.

During the visit the Visit Leader will:

- Ensure children and young people are wearing appropriate clothing/equipment for the activity being undertaken. Merrydale Infant children wear high visibility tabards unless there is a specific reason that this is not allowed.
- Ensure that the visit is managed in order that risks are reduced to staff and young people, as far as is reasonably practicable.
- Curtail the visit or stop the activity if the risk to the health and well-being of any participant reaches an unacceptable level.
- Ensure that participants, including staff, are aware of the need to be involved in the process of on-going risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all time.
- Contact the Establishment or nominated contact person if you anticipate returning later than estimated. Your 'late back' procedure should be followed.

Use of appropriate equipment:

- Consider possible weather conditions and plan appropriate programme, clothing and equipment
- Provide clear information r.e. suitable clothing and equipment to group members

- Staff to check that appropriate equipment and clothing is being worn, and that it is suitable for the activity and prevailing conditions
- Plan for young people who may not bring suitable clothing – check before departure and/or bring spares

Management of on-going conditions:

- Daily weather forecast obtained and plans adjusted accordingly.
- Ongoing risk assessment carried out by Visit Leader during the activity.
- Be considerate to other site/venue users and seek advice on venues for off-site activities from your line manager, Head or Outdoor Education Adviser prior to the session. Such sites must be risk assessed before use.

Group ability and management

- Pre - plan supervision before visit and brief staff
- Discuss itinerary and arrangements and code of conduct with young people and staff
- Young people understand arrangements, that they are part of a group and need to follow instructions
- Ratios are set as part of the risk assessment, in line with National Guidance
- In conjunction with any assistant staff, provide adequate supervision of young people in your charge during the activity session.
- Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, fluorescent tabards etc)
- During a briefing on the day include what to do if separated from the Group.
- Head counts should be undertaken very regularly by leaders particularly at arrival/departure points, and when separating and reforming groups.
- Obtain and have ready access to emergency contact numbers, information on medical conditions and any special requirements of group members.
- Make necessary arrangements for individual young people with additional needs including in risk assessment and additional staffing as necessary
- Pre-existing medical conditions and required medication known. Details circulated amongst supervising staff, for both staff and pupils
- Staff know where Individual medication is. It must be kept secure (e.g. Asthma inhalers)
- Programme arranged with due regard to mobility and special needs of all members of the group

Incident management and containing emergencies

- Ensure all participants, including staff, are aware of the emergency procedures and risk assessments for this visit and understand their role how it may affect them, especially in an emergency. All staff have the emergency number : Crisis Line 01163737599
- Brief participants again at the beginning of the visit.
- Ensure that provision is made for any incident, including First Aid, and a procedure is known and understood in the event of an emergency or other serious incident.

- Ensure sufficient supervisors to deal with an incident and take charge of the rest of the group
- Charged Mobile phones should be carried by staff.
- List of young people and contact details of parents/carers are held by visit leader, deputy leader and establishment contact, after-hours emergency person and contact number must be available. Usually headteacher's mobile number and crisis line
- Emergency plan for lost or missing young people known and understood by group leaders.

Illness of injury – Young people and Staff

- At least 1 staff member with each group prepared to take lead in first aid. Check first aid certificate current, and that an appropriate first aid kit is taken,
- First Aid certificate uploaded to EVOLVE
- Staff must know and understand the Establishment Emergency procedures. For staff this must be part of their induction training or briefing
- First aid and travel sickness equipment carried, young people with travel sickness known
- Member of staff identified to remain at the venue or accompany young person/staff member to hospital if necessary. Return by staff/establishment vehicle or public transport. Establishment emergency contact informed.
- Supervision re-organised to take into account the member(s) of staff now missing.
- Group return home early if supervision levels fall below the required standard for safety to be maintained.

Contact with animals, insects and plants

- Avoid known high risk situations
- Take necessary avoidance action if encountered
- Ensure those with known allergies carry medication
- Wash hands after contact, especially before eating

There will never be Indirect/ remote supervision :

During a visit accompanying adults will:

Ensure they undertake the roles and tasks given to them so as not to put themselves or others at unacceptable risk and continually monitor the group.

During a visit all participants will:

Ensure they co-operate with the Group Leader and follow the instructions given to them in order to maintain the lowest acceptable risks to the health and safety of all participants.

Develop their knowledge and understanding related to responsible participation in risk reduction.

12. POST VISIT ACTIVITY

Where appropriate ensure that the visit is reviewed and a report is made to the Head

indicating the extent to which the intended visit aims were achieved and any incidents of any significance.

Ensure that pertinent information acquired from or about the visit or activity is drawn to the attention of the Educational Visits Co-ordinator and shared with colleagues for consideration in the planning of future educational visits and activities.

13. OFF –SITE TRAVEL PROCEDURES

BY FOOT (Derived from the LCC generic Risk assessment on 'Travel – On foot'. It will be important to make such procedures specific to the establishment and location of activities)

General considerations:

- 'Walk on foot' planned to avoid fast roads wherever possible.
- Pavements must be used where available and the dangers of being on the road explained to young people
- Supervision on pavements, roads and especially crossing of any fast roads is pre-planned
- Young people briefed r.e. hazards and behaviour required
- Safety when crossing roads on journeys is a key issue. Where possible pedestrian crossings or footbridges should be used and young people made aware of the rules outlined in the Highway and Green Cross codes
- Consideration could be given as to whether easily visible clothing could be worn by young people

Walking on roads:

- Face oncoming traffic
- Staff must be present at front and rear of the group, ideally wearing fluorescent waistcoats
- On the approach to a right hand bend, the front member of staff should go on ahead to warn approaching traffic of the presence of the group
- Young people must be cautioned as to the dangers and have the dangers explained to them beforehand.
- Everybody must keep well in to the side

BY PUBLIC TRANSPORT

Becoming separated and lost:

- Journey is planned and assessed – (key specific risk points identified at this point)
- Careful supervision particularly in crowded areas and entry, exit and change points with head counts
- Young people know their group and leader(s) and the route they are taking.
- On buses, trains, ferries and boats clear guidelines concerning levels of remote supervision must be given and planned for in the risk assessments.
- The safety of young people whilst waiting to be picked up and at drop off points or getting on and off transport must be considered.

- Young people should never be on their own.

Emergency and medical issues:

- Emergency plan in place – young people briefed where they are going, what to do if separated from group, or if there is an incident.
- Young people must be made aware of safety rules and expected standards of behaviour
- Young people should be made aware of emergency procedures and should remain under the direct supervision of the group leader
- Travel sickness pills can only be given if prior consent by parents/carers has been obtained

Taxi: it is very unlikely that Taxis are used. If they are, the headteacher EVC must be consulted for initial consent before the visit continues

Buses and Trams: it is very unlikely that public transport is used. If they are, the headteacher EVC must be consulted for initial consent before the visit continues

BY COACH AND MINIBUS

Traffic accident – Injury to passengers:

- Coaches/Minibuses have seat belts, which staff ensure are used.
- On double-decker coaches supervisors should be positioned on both decks.
- Young People not to stand in the aisle or distract driver.
- All bags are secure and clear of exit routes

Accident injury due to poor supervision:

- Supervision within risk assessed ratios
- Brief passengers on expected behaviour, e.g. not to distract the driver, to remain seated whilst vehicle is in motion, etc and action in case of emergencies
- Loading should be from the front back, with the rear seats only used when the coach/minibus is full
- Suitable embarkation points used (e.g. coach park, onto wide pavement)
- Make sure staff sit in different areas of the coach/minibus to ensure supervision of young people

Injury / disorientation in an emergency:

- Evacuation and emergency procedures are known by all before departure
- Make sure luggage is stowed safely without blocking emergency exits
- Make sure there is a mobile phone on the coach (if you are going abroad, take a mobile phone that works where you are going)
- Make sure young people are evacuated safely off and away from the coach and road if it has to pull onto the hard

Action in case of injury or incident while travelling

On a normal Road

- On normal road keep pupils safe by remaining on the transport if it is safe to do so.
- If not then move the young people to a safe location protected from oncoming traffic.
- When moving young people to a safe place follow the Highway Code and use staff to supervise the young people to avoid danger.
- Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at all time.
- Follow school emergency procedures and deal with any casualties as best as you can until emergency help arrives.

On a Motorway

- Get the party behind the side crash barrier as soon as possible
- Those that cannot be moved safely to behind the crash barrier must remain in the vehicle, but move to the front. Ensure control room and rescue services know how many people are on the vehicle- and details of any special circumstances (e.g. no. of wheelchairs etc.)
- Follow school emergency procedures and deal with any casualties as best as you can until emergency help arrives.

If a minibus is self-drive or Establishment operated ensure a risk assessment and operating procedures are in place, see LCC Minibus Risk Assessment and complete

OFF-SITE VISIT MANAGEMENT CATEGORIES (LCC)

Category	CATEGORY 'A'	CATEGORY 'B'	CATEGORY 'C'
	REGULAR AND ROUTINE	OCCASIONAL OR 'ONE-OFF'	
Example	Local and regular activities which must be defined in terms of the nature of the activity and their location e.g. sports fixtures, swimming, local parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments etc	Usually annual visits to attractions or locations beyond the City of County e.g. Visits to the seaside, major visitor attractions, UK cities.	Includes all residential visits, visits abroad and activities in hazardous environments or involving 'adventurous' activities.
Risk Management	If not covered by School/Establishment/Centre Policy, risk assessment and planning completed. Enter on EVOLVE system or use school form, or similar.	Consider Generic Risk Assessments for: <ul style="list-style-type: none"> • All Visits • Travel • Specific Activity being led or location working in. • Enter on EVOLVE system 	Consider Generic Risk Assessments for: <ul style="list-style-type: none"> • All Visits • Travel • Accommodation • Specific Activity being led or location working in. • Check providers through Provider Form or LOtC Quality Badge • Enter on EVOLVE system
Consent	Covered by annual consent/notification to parents, is clarified in School/Centre Policy and is part of the curriculum/offer.	No consent requires if part of the curriculum (schools only), but specific notification to parents/carers recommended.	Inform parents/carers and obtain Specific consent from parents/carers –

Appendix 1

ACTIVITY AND LEVELS OF APPROVAL (LCC)

CATEGORY	LEVEL OF APPROVAL	ACTIVITY	ENVIRONMENT / LOCATION
A	HEAD OF ESTABLISHMENT MUST be entered on EVOLVE	<ul style="list-style-type: none"> • Sports fixtures, within the county • School Swimming – formal teaching in life-guarded pools • Regular visits to libraries, places of worship, study support centres, local parks and open spaces, local shops etc. • Fieldwork in environments with no technical hazards. (e.g Bradgate Park, Leicester City Centre etc.) • Visits to local/city museums and Space Centre 	<ul style="list-style-type: none"> • Local parks, residential areas and shopping areas.
B	HEAD OF ESTABLISHMENT MUST be entered on EVOLVE	<ul style="list-style-type: none"> • Full Day Visits to museums, attractions and parks some distance from the City. (Conkers, Farm Visits etc.) • Theme Parks and other tourist attractions • Seaside resorts • Zoos • Ice skating • Swimming in public, lifeguarded, pools • Walking in 'normal' country • London 	<ul style="list-style-type: none"> • Walks in 'non-remote' country Non-remote Country – enclosed farmland, fields, low land forest – not moorland, mountain (above 600m) and/or where it is possible to be more than 30mins from a road or refuge. • 'Water Margin' activity
C	OVC, HEAD OF ESTABLISHMENT AND NCC MUST be entered on EVOLVE	<ul style="list-style-type: none"> • Any visit/activity involving a Residential (overnight stay) element including Camping and 'school sleep overs'. • Any visit abroad • Any visit involving 'adventurous activities', led either by a Centre, an outside provider or staff member 	<ul style="list-style-type: none"> • Visits to hazardous environments • Overseas Expeditions • Any water-base activity • Any activity in Winter mountain conditions • Open Country/Remote terrain more than 30mins from a road (above 600m) • Near cliffs or steep terrain • Areas subject to extremes of weather or environmental change • Swimming in non-lifeguarded pools or open water

Appendix 2

DEFINITION OF ADVENTUROUS ACTIVITIES – ALL REQUIRE NCC APPROVAL ON EVOLVE Appendix 3

ADVENTUROUS ACTIVITIES REQUIRING AN AALA LICENSE

Rock Climbing Abseiling Ice Climbing Gorge Walking Ghyll Scrambling Sea Level Traversing (Coasteering)	Canoeing Kayaking Dragon Boating Wave Skiing White-water Rafting Improvised Rafting Sailing Windsurfing Kite surfing Use of powered craft All the above in 'specified' waters.	Hillwalking Mountaineering Fell Running Off Road Cycling Off-piste Skiing Pony Trekking – remote country Orienteering – remote country	Pot-holing Mine Exploration Caving
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NON-LICENSABLE ADVENTUROUS ACTIVITIES

<u>Motorsports:</u> Quadbiking Go-Karts etc Airsports Horse Riding	Archery Rifle Shooting Fencing Martial Arts	<u>Remote areas:</u> Expeditions Fieldwork in 'remote country' and in water Open water swimming	Climbing Walls High Level Ropes Courses Snowsports Dry Slope Skiing Grass Skiing Water Skiing Snorkeling - Scuba Diving
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These are not exhaustive lists. If you are in doubt about the level of activity you are undertaking contact the Outdoor Education Adviser, Martin Smith, 0115 947 6202 for further advice. (www.martin.smith@colleget.org.uk)

If you are planning to undertake any of the activities outlined below, please contact the Outdoor Education Adviser before making any bookings.

- **Paint Balling**
- **High ropes Courses**
- **Air Sports – paragliding, parascending, gliding, parachuting**

Visit Leader Requirements Appendix 4

If you are designated as the Visit Leader, you should:

- Be specifically competent for the type of visit, and for any activities you plan to lead.
- Be approved by your employer to carry out the lead role, including for any specific activities you will lead.
- Be able to use the chosen environment or venue(s) to provide a wide range of learning or development outcomes.
- Liaise with your establishment's Educational Visits Co-ordinator (EVC) to ensure that the visit has clear aims and is planned to appropriately balance benefits and risks, and that all staff accompanying the visit meet establishment requirements.
- Ensure that there is effective supervision.
- Take a lead on risk management. It is good practice to involve all the visit leadership team to ensure wide understanding and to give clarity about what they need **to do**. It is also good practice to involve young people wherever appropriate.
- Define the roles and responsibilities of other leaders and helpers (and participants) to ensure effective supervision throughout the visit, appointing a deputy wherever possible.
- Ensure that any Activity Leaders are competent and confident to lead their planned activities, and are approved to do so if this is necessary (e.g. for adventure activities).
- Ensure that child protection issues are addressed (e.g. good safeguarding practice is followed and adults are appropriately vetted and checked).
- Provide relevant information to other leaders including the aims and how they can contribute to achieving these, the location, the participants (age, health information, capabilities, special needs, safeguarding and behavioural issues)
- Ensure that informed parental consent has been obtained as necessary.
- Provide relevant information to parents and participants, and arrange pre-visit information meetings where appropriate.
- Make sure there is access to first aid at an appropriate level.
- Ensure that if the visit leadership team includes someone with a close

relationship to a member of the group, this is managed to avoid any possible compromise of effective supervision.

- Ensure that all leaders and any third party providers have access to emergency contact and emergency procedure details.
- Evaluate all aspects of the visit, both during and after the event.
- Report any accidents, incidents or near misses.

Corona Virus Appendix 5

Coronavirus

This document provides guidance for planning and managing outdoor learning, offsite visits and learning outside the classroom during the Coronavirus (COVID-19) pandemic. It must be read within the context of current government guidance, which is likely to change as the situation develops.

Government Guidance

It is essential that current government guidance is followed. It should therefore be monitored for any changes.

The latest UK government advice and information about Coronavirus is available at:

www.gov.uk/coronavirus

Guidance for Education and Childcare Settings

The Department for Education (DfE) has issued a range of guidance for teachers, school leaders, carers, parents and students at:

www.gov.uk/coronavirus/education-and-childcare

This includes guidance for the full opening of schools, at:

www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/guidance-for-full-opening-schools

It also includes guidance about implementing protective measures, at:

www.gov.uk/government/publications/coronavirus-covid-19-implementingprotective-measures-in-education-and-childcare-settings

and guidance about safe working, at:

www.gov.uk/government/publications/safe-working-in-education-childcare-andchildrens-social-care

DfE has also issued specific travel advice for educational settings:

www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-foreducational-settings

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4.4k Coronavirus

Good Practice folder

Equivalent Welsh government guidance is available at:

<https://gov.wales/coronavirus>

<https://gov.wales/education-coronavirus>

<https://gov.wales/coronavirus-travel-guidance-education-settings-and-students>

Guidance for Out-of-School Settings

DofE has issued guidance on protective measures for providers of community activities, holiday or after-school clubs and other out-of-school settings, at:

www.gov.uk/government/publications/protective-measures-for-holiday-or-afterschool-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak

and for parents and carers of children attending such settings, at:

www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak

Outdoor Learning and Off-Site Visits during the Pandemic

Learning outdoors has many educational and health benefits. During the pandemic, it also provides opportunities for 'social distancing' and fresh air, and so establishments should consider how they can maximise the amount of time that children and young people spend outdoors.

Current (July 2020) government travel guidance for educational settings advises against all overseas and domestic visits for children under 18. It is therefore not currently advisable to use venues which involve travel except for walking or cycling. However, in addition to using their own playgrounds and gardens, many schools routinely use outdoor areas adjacent to and nearby the school for educational activities, sometimes designated as a 'Local Learning Area'. It should be possible to continue to use most venues that are in walking distance, within current limitations. It might also be possible to negotiate temporary exclusive use of an outdoor area close to an establishment, with the landowner.

Establishments should use their judgement, informed by government guidance about protective measures and safe working during the pandemic, to decide what is appropriate in their particular circumstances. In making this decision, it is helpful to consider the 'SAGE' variables (Staff, Activity, Group, Environment) - see document 1b "Foundations".

There are many ideas and resources for activities available, for example:

- The following OEAP documents available in National Guidance

[7.3b "How to Take Your Learning Outside the Classroom"](#)

[7.3c "Learning Outside the Classroom – Activity Cards"](#)

[7.3d "Taking Learning Outside the Classroom – Adapting Activities"](#)

- Council for Learning Outside the Classroom
www.lotc.org.uk/resources/education-resources
- Learning Through Landscapes
www.ltl.org.uk/free-resources
- National Trust
www.nationaltrust.org.uk/features/50-things-to-do-before-youre-11--activity-list

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Planning and Managing Activities during the Pandemic

The following guidance for planning and managing activities is specific to operating during the COVID-19 pandemic. You should also be familiar with other National Guidance documents relevant to your role, as the normal principles of good practice still apply.

You should review your standard operating procedures to ensure that they include the measures that you need to take to reduce the risks from COVID-19.

It is particularly important to follow government guidance about 'social distancing', group sizes, personal protective equipment and hygiene, whether indoors or outdoors, on-site or off-site.

You should consider avoiding activities which have a high likelihood of minor injuries, so as to reduce the need for first aid, close contact with participants, or visits to hospital.

If the planned activity is in an area open to the public, you should consider carefully how you will ensure that your group is isolated from the public.

The same attention should be given to hygiene when outdoors as when indoors.

For example:

- Regularly washing/sanitising hands including when going outside, before and after touching shared objects such as activity equipment, before eating, after using the toilet, when getting on or off transport such as a minibus, when returning inside;
- Avoiding touching objects shared by the public – for example, a member of staff could hold a gate open to avoid everyone touching it;
- Avoiding activities which involve touching each other (e.g. holding hands);
- Sanitising equipment before it is used.

Consider carrying, or having easily available, antiseptic hand gel, antiseptic wipes, tissues, bags for waste, gloves and face masks and possibly disposable aprons and

eye protection, in case staff need to administer first aid or give direct support or personal care to a participant.

Be aware that antiseptic hand gel usually contains a high proportion of alcohol, and could therefore be a temptation for abuse by some young people. It should be used under close staff supervision.

During some activities, it may be possible to designate or mark out 'zones' within which individual participants work, to avoid contact between them.

It is important to keep parents informed about your plans and the precautions you are taking, both indoors and outdoors, as they will naturally be concerned.

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Visits

DfE currently advises against all overseas and domestic visits for children under 18

– see www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-foreducational-settings.

Its guidance for the full opening of schools in the autumn term of 2020 states that they will then be able to resume non-overnight domestic educational visits. It is not currently known when establishments will be allowed to resume overnight or overseas visits with children under 18.

When planning a visit, you should take the current government guidance into account as part of your process of risk assessment, and then check it regularly in the days and weeks leading up to the visit, and during a residential visit, and make any changes necessary to your plans.

Parents and participants may naturally be concerned, so you should discuss their concerns with them and keep them informed about the situation and how you plan to mitigate any risks.

Because of COVID-19, there may be a higher than normal risk of leaders being unable to go on a visit, and so you may need to take this into account when planning the staffing of visits.

If you are planning a visit which involves another group (perhaps a group overseas), such as an exchange visit, or if you are planning to host or work with another group (perhaps an overseas group visiting the UK), you should keep in contact with them and be aware that they might need to change or cancel the arrangement.

If you plan to visit a venue such as a museum or gallery, or to attend a public event such as a concert or sporting fixture, or to stay in accommodation such as a hostel

or hotel, or if you are using a tour operator or activity provider, discuss the potential effects of COVID-19 with them at the time of booking, and keep in touch with them during the run-up to the visit.

You should check that any provider you intend to use has assessed the risk of coronavirus and implemented control measures to prevent infection. Some providers may not have had the benefit of the advice and support available to education establishments, and so may not be fully aware of the measures that are expected. You should consider making a preliminary visit to check the measures in place and to discuss any issues with the provider. See document

[4.4g "Selecting External Providers and Facilities"](#).

Travel

In normal times, using public transport for a visit has many educational, environmental and social benefits. However, the government currently advises that public transport should be avoided if possible.

Where walking or cycling is not possible, dedicated transport (such as a minibus or coach) should therefore be used. The following guidance is taken from the DfE advice for home to school transport.

"Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on

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public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.

The approach to dedicated transport should align as far as possible with the principles underpinning ... the approach being adopted for your school. It is important to consider:

- how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school;
- use of hand sanitiser upon boarding and/or disembarking;
- additional cleaning of vehicles;
- organised queuing and boarding where possible;
- distancing within vehicles wherever possible;
- the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of

their group or who they do not normally meet.”

Managing the Financial Risks

If you make any bookings or financial commitments, you should clarify how the terms and conditions will apply if you, or the provider, have to cancel, or are prevented from going ahead because of COVID-19 or its effects – for example, due to government guidance or a ‘lockdown’. You should also ensure that parents are clear about any financial consequences of cancellation. See document [3.2i “Contracts and Waivers”](#).

If the visit involves any significant financial commitments, such as travel or accommodation, you should discuss the potential effects of COVID-19 with your travel insurance provider. For example, will the insurance cover the cost of cancellation, curtailment or delay due to changes in government guidance or virus control measures (such as members of the group being isolated at home or in a hotel and prevented from travelling, or due to a ‘lockdown’)? See document [4.4c “Insurance”](#).

The Association of British Insurers has published advice on the travel insurance implications of COVID-19, mainly focused on overseas travel, at:

www.abi.org.uk/products-and-issues/topics-and-issues/coronavirus-qa

Overseas Visits

See also document [7r “Overseas Visits”](#).

Current government guidance for educational settings advises against all overseas visits for children under 18. You should monitor the government's foreign travel advice for any country you plan to travel to or through: www.gov.uk/foreign-traveladvice

Liaise closely with your travel provider about the situation in the country that you are planning to visit and consider the alternatives and options should that visit no longer be able to proceed.

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Specific advice for people travelling overseas during the pandemic, and on protecting themselves on their return, is at:

www.gov.uk/guidance/travel-advice-novel-coronavirus

The advice given above about cancellation terms and conditions, and insurance, is particularly important for overseas visits.

The Association of British Travel Agents (ABTA) has published guidance about travelling overseas at: www.abta.com/news/coronavirus-outbreak