

Purpose of the Procedure

To protect the safety and welfare of young people and staff participating in visits arranged by The Write Time as part of a structured education programme and comply with the DfE guidance supplied in Health and Safety of Pupils on Educational Visits 1998 and Health and Safety at Work Act 1974.

Headteacher / Outreach Development Tutor or Teacher:

The Headteacher must ensure that the visit complies with The Write Time procedures, and guidelines provided by the DfE document 'Health and Safety of Pupils on Educational Visits' and any LEA guidelines.

The Teacher or Outreach development Tutor leading the trip **will** ensure that:

- All necessary actions have been completed before the visit begins.
- The risk assessment/Nominated Point of Contact form (see the end of the policy document) has been completed and appropriate safety measures are in place.
- The trip leader has experience in supervising the behaviours of the young people and will organise the group effectively.
- The ratio of staff to young people is appropriate, and their details and consent have been obtained.
- Parents/carers have signed the consent forms and have received adequate information including an information leaflet/booklet.
- Adequate insurance cover has been arranged.
- Arrangements have been made for the medical needs and special educational needs of all young people.
- Adequate first aid provision will be available.
- The mode of transport is appropriate.
- Travel times out and back are known for participants and parents, including pick-up and drop-off points.
- They have a contact number for participants and parents, an address for the venue and a route plan.
- Emergency procedures have been agreed upon, and details of the names of all adults and young people travelling in the group, and contact details for parents and next of kin are carried out by the group leader and are sent to them before the trip departs.
- There is a contingency plan for any delays including a late return home.
- Written approval by the Headteacher authorising the visit has been given to the Trip Leader.

Trip Leader

The nominated Trip Leader has overall responsibility for the organisation, supervision and conduct of the visit and should have regard to the health and safety of the group.

The Trip Leader should:

- Liaise with the Headteacher during the planning and organisation of the visit to ensure it meets the necessary specification.
- Obtain written authorisation of the visit from the Headteacher.
- Strictly adhere to organisational guidelines and policies together with DfES guidance.
- Clearly define in writing each member of staff's role and ensure all tasks have been assigned.
- Ensure staff have sufficient information regarding the itinerary and background information of the young people.

- Put strategies in place to manage the behaviour of young people.
- Be aware of child protection issues.
- Ensure that adequate first aid provision is available.
- Undertake and complete the planning of the visit including the briefing of staff, young people and parents/carers in writing where they cannot attend the briefing.
- Undertake and complete a comprehensive risk assessment.
- Ensure they have adequate information to assess the suitability of the trip for the young people.
- Ensure there is an adequate staffing ratio for young people.
- Have a contingency plan to terminate the visit if there is a risk to the health and safety of the pupils.
- Ensure they have emergency contact and medical information for all participants including the staff. Student medical needs are listed on the 'Parent/ Carer, Learner Form' that is in student confidential files.
- Ensure that accompanying staff receive or have received appropriate training.

Other Staff

Other staff should do their best to ensure the health and safety of everybody in the group and act with the appropriate standard of care as laid down in the Children's Act, 2004. They should:

- Try to ensure the health and safety of everyone in the group.
- Follow the instructions of the Trip Leader and help to manage the behaviour of the young people.
- Consider stopping the visit or activity by notifying the Trip Leader if they think the risk to the health and safety of the pupils in their charge is unacceptable.

Young People

The Trip Leader must make it clear to young people that they must:

- Not take unnecessary risks.
- Follow the instructions of the staff including those at the venue of the visit.
- Adhere to the ground rules agreed upon with the staff before the visit.
- Dress and behave sensibly and responsibly.
- If abroad be sensitive to local codes and customs.
- Look out for anything that may harm themselves or anybody else in the group and tell the staff about it.
- Read, understand and sign a Group Agreement.

Planning Visits

All visits whether they are residential or for a few hours require detailed, formal planning to minimise any potential risks to the health and safety of the participants.

Stages in the planning process for organisers

1. Identify the objectives of the visit, together with:

- possible date, duration.
- programme ideas.
- venue.
- staffing. costs.

2. Discuss the visit with the Headteacher/ Project Manager to seek approval in principle, for further planning.
3. When approval has been given initiate the full planning process for the visit to include:
 - Dates and duration.
 - Venue.
 - Accommodation (if applicable).
 - Activities/ programme ideas.
 - Risk Assessment.
 - Insurance requirements.
 - Method of transport most suitable.
 - Times of travel and return.
 - Contingency plan for later return or change of plans.
 - Costs.
 - Communication and information for parents/carers.
 - Information needed by providers.
 - Staff Ratio needed.
 - Supervision of young people.
 - Allocation of responsibilities to the staff team.
 - Inspection of licences of outdoor/residential centres.
 - Emergency procedures.
 - Equipment needed.
 - Preparing young people.
 - Medical requirements of young people.
 - Administration of medicines.
 - Additional requirements for visits abroad.
 - Ground rules/Group Agreement.
 - Arrangements for pupils to be sent home early.
4. Before the visit, it is essential that you provide the NPC Headteacher with the following:
 - Insurance Notification Form and Emergency Numbers
 - Copy of Parental Information Sheet
 - Copies of Consent Forms for all young people and parents on the

The Planning Process

This section provides guidance in relation to all aspects of the planning process. All aspects must be taken into consideration when planning visits. It should be read in conjunction with the DfE Guidance for Planning Educational Visits HASPEV chapter 2 and any LEA guidance.

Risk assessment

1. If feasible you should undertake an exploratory visit to the Centre/ venue to carry out a risk assessment.
2. If a visit is not possible the risk assessment must be carried out using written information from the venue, feedback from other educational providers who have visited.

3. Locations and venues that are visited regularly still need to undergo a re-assessment of risk as some factors will change from visit to visit.
4. First aid should form part of the risk assessment. It is essential that one member of staff supervising the group is first aid qualified and has delegated responsibility for first aid arrangements. For non-active activities, one member of staff should have had Basic Emergency First Aid Training and know whom the first aider in the establishment visited and their contact number.
5. An adequate first aid kit must be carried in minibuses as a legal requirement. Each form group has their own First Aid kit specifically for school trips; this must be taken on all off-site trips and activities. Any usage whilst off-site must be reported to the School Office Lead so that supplies can be restocked. Minimum contents include:
 - 6 individually wrapped sterile adhesive dressings.
 - 1 large sterile un-medicated wound dressing (18cm x18cm approx.)
 - 2 triangular bandages.
 - 2 safety pins.
 - individually wrapped moist cleaning wipes.
 - 1 pair of disposable gloves.
 - a resubscribe (for hygienic mouth-to-mouth resuscitation). a leaflet giving general advice on first aid.
 - 1 x sun cream in case of hot weather
6. Details of the nearest doctor, dentist and hospital should be obtained and kept with the paperwork needed during the visit.
7. The Trip Leader must ensure that the staff are trained, and young people are familiarised with procedures that have been put into place to minimise any risk of accident or harm during any stage of the visit, from transport to activities to accommodation. Personnel details and consent should be obtained for all adults accompanying the trip, and parents or volunteers.

Supervision of young people

1. The Trip Leader, and other accompanying staff, are responsible for the group throughout the trip/visit. The Write Time recommend a minimum ratio of 1:3 for any off-site activities, however, this may change due to student needs and can only be signed off by the Headteacher. This will ensure that there are adequate staff numbers to manage any emergency and minimise the need for staff to be solely responsible for the supervision of the young people. If you think there is a need to deviate from this ratio, reasons must be discussed with the Headteacher/ Project Manager
2. A gender balance should be reflected in the staff team when leading a visit comprising of mixed sexes.
3. All staff involved in the supervision of young people whilst on a visit must always understand their roles and responsibilities. The Trip Leader must consult closely with the staff to ensure everybody understands how the young people will be monitored and supervised during the visit.
4. Whilst on a visit regular head counts should take place and if the young people are allowed some free time regular rendezvous times should be established. A member of staff should always be available at a nominated location in case a young person needs to meet with them.
5. The staff must ensure the young people understand what they must do if they become separated from the group. They should always carry the contact details of the TWT/trip leader.
6. The staff must ensure there is adequate supervision in place whilst young people are being transported to the location of the visit. This includes ensuring that:

- Staff are present in vehicles transporting young people. (A driver must not have any responsibility for supervision).
- Seats in public transport should be booked in advance to ensure the group can sit together.
- Staff have a clear supervision plan for transport on ferries, boats and trains where the young people have more freedom to roam.
- Young people are made aware of the risks and hazards before the visit.

Transport

1. The following factors should be considered when planning the mode of transport for the visit:
 - competence and training of the driver
 - whether the driver holds the appropriate valid licence.
 - distance to be travelled, number of driving hours required or the journey and length of the driver's day.
 - type of journey, local or long distance.
 - stopping points over long journeys for toilet and refreshments.
 - weather and traffic conditions
 - supervision
 - insurance
2. A copy of the insurance cover and the Public Service Vehicle (PSV) operators' licence for private transport providers must be obtained, checked and kept on file.
3. If young people are to be transported in staff cars it is essential that the organiser check that staff have a valid and current licence and have business use on their policy of insurance and that the car is fitted with seat belts and that the vehicle is roadworthy and in strict compliance with legal requirements. Staff shouldn't be alone with a young person.
4. It is essential that all young people transported by road be in vehicles fitted with fully functional seat restraints, which comply with legal requirements. The staff must ensure that seat belts are always fastened whilst the vehicle is moving.
5. The organiser must ensure a contingency plan is in place in case of breakdown or delay as a result of transportation problems (including contingency funds).
6. The parents of young people to be transported by car have been informed and given their consent. In the case of an emergency (e.g., transport to hospital) prior consent is not required.

Young people with medical needs

1. All staff supervising the visit should be aware of the young people's medical needs and any emergency medical procedures.
2. Parents must be requested to provide written details of:
 - Medical Conditions
 - Medication being taken Dosage/times
 - Allergies/phobias
 - Dietary requirements Toileting difficulties
 Written consent must be obtained from parents confirming whether the young person is to administer their own medicine or staff need to administer

The Trip Leader is responsible for the administration of medicines to young people by themselves or by a responsible adult where the parent/guardian has given written permission. **Communication with parents/carers**

Information

1. All parents/carers of young people participating in the visit must be given full details in writing of the residential and an opportunity to ask any questions. This may be done through group meetings or home visits.
2. The following information should be given in writing to the parents:
 - Date of the visit
 - Objectives for the visit
 - Time of departure and return
 - The location where the young people will be collected and returned Transport arrangements including the name of the travel company Size of the group
 - Staff Ratio and Supervision
 - Accommodation details and contact
 - Names of staff leading the visit
 - Details of the activities and programme
 - Expected standards of behaviour of the young people
 - Clothing and equipment to bring
 - Money to be taken
 - Arrangements for Administration of medicines
 - Items not to be taken
 - Insurance cover
 - Mobile contact number for the Trip Leader
 - Contact number for the Trip Manager
 - Emergency Procedures
 - Procedures for early return of pupils e.g., through illness or behaviour
 - The extent of remote supervision
3. It is advisable to get parents to sign a second copy of the written information as a check that they have received it.
4. Parents of young people under the age of 16 years must arrange to pick up their young person at the end of the visit if it ends after education hours.
5. Parents must co-operate by completing the Parental Consent form for all trips. **If the parents withhold consent the young person will not be taken on the visit.**
6. Young people should be encouraged to contact their parents/carers whilst away on a residential visit to inform them that they have arrived safely, and everything is OK.

Preparing young people for the visit

1. The Trip Leader must ensure that the young people can undertake the planned activity and that their behaviour will not put anybody at risk.
2. Pupils should be made aware of:

- Reasons for the visit
 - Standards of behaviour expected and the consequences of non-compliance
 - Risks and safety precautions are in place to minimise these
 - Appropriate and inappropriate personal and social conduct
 - Relevant foreign culture, customs and legislation (if applicable)
 - Supervision procedures
 - Emergency procedures
 - Procedure if they have a problem
 - Learning consequences will be imposed if they put the group or members of the public at risk as a result of their behaviour.
3. If the young people are to be allowed a degree of freedom whilst on the visit (Remote Supervision) they must be adequately prepared in case of an incident. Pupils should be equipped with the following:
- Telephone numbers and emergency contacts if lost
 - Money
 - Maps and Directions
 - Identity Card
 - Understanding of the rendezvous points where staff will be available
 - The mobile telephone number of the Project Manager/Group Leaders.

Types of Visits

Adventurous activities using licensed providers

1. If the visit involves a programme of hazardous activities provided by an Outdoor Education Centre, it is essential that you check that the Centre is licensed by the Adventure Activities Licensing Authority (AALA).

2. In 1996 it became a legal requirement under The Activity Centres (Young Persons' Safety) Act 1995 that only registered and licensed providers with the AALA can offer activities to young people under the age of 18 years.
3. Licensable activities The Write Time may take part in are the following:

CLIMBING (On natural outdoor features)	WATER (On most lakes, fast flowing rivers and the sea)	TREKKING (In remote Mooreland or mountain areas)	CAVING
Rock climbing Abseiling Ice Climbing Gorge walking Ghyll Scrambling Sea level traversing	Canoeing Kayaking Dragon Boating Wave skiing White water rafting Improvised rafting Sailing Sail boarding Windsurfing	Hill walking Mountaineering Fell running Orienteering Pony Trekking Mountain biking Off-Piste Skiing	Caving Pot holing Mine exploration

4. A copy of the licence should be retained on file and the licence should be checked for the following:
 - Is the Centre licensed for the activities you have been offered?
 - Are there any geographical or seasonal restrictions?
5. The Trip Leader should also obtain a copy of the insurance policy covering the provider.
6. The Licence guarantees a minimum standard e.g., for staffing, but it is advisable to check this is sufficient for the group of young people.
7. If you have any concerns regarding the licensing of the Centre, you can contact the AALA for further assistance (029 2075 5715) Web site: www.aala.org.uk

Adventure activities using non-licensable providers

8. Not all providers are required to hold a licence. Voluntary bodies and schools providing for their own members and pupils are exempt.
9. If an organiser is considering using a non-licensable provider for an activity programme it is to be discussed in the first instance with the Director before any plans are made for the visit.

Swimming activities

10. Activities that involve swimming and playing in the sea or other waters are potentially dangerous.

[illegible]

Risk Assessment

RISK / PRIORITY INDICATOR KEY

* **Severity multiplied by Likelihood = Risk Rating (R)**

Hazard **Severity** Rating **(S)**

Likelihood of Occurrence **Rating (L)**

Risk Rating

SEVERITY (CONSEQUENCE)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (Lost time injury, illness, damage, lost business)
4. High (Major injury / damage, Lost time business interruption, disablement)
5. Very High (Fatality / Business closure)

LIKELIHOOD
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

SUMMARY		SUGGESTED TIMEFRAME
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months

Risk Assessment

5. Almost certain / imminent	1-5	Low	Whenever viable to do so
------------------------------	-----	-----	--------------------------

Reviews

Reviews must be completed according to the suggested timeframe in the MATRIX.

High – Review after every session

Medium – review every 3-6 months

Low – Review every year

Date	Comments

NPC template



Nominated Point Of Contact (NPC)

Staff names	
NPC Name	
Staff contact details	
Young people names	
Activity	
Address	
Contact details for the venue	
Expected Time of Departure from TWT	
Cut-off time for TWT group to leave	
Expected Time of Arrival at Venue	
Expected Time of Departure from Venue	
Expected Time of Arrival back at TWT	



Checklist

Insurance in place (Y/N)	
Medical forms originals off site (Y/N)	
Consent from parents in place (Y/N)	
Transport details (Y/N and please refer to attached documents)	
TWT Risk Assessment in place (including venue's risk assessment) (Y/N)	
First Aid (Y/N)	

Time Of Arrival Call

Date	Time of call from lead staff member	Actual time of call (noted by NPC)	Cut-off time before NPC starts making calls	Actual time of call

Time Of Departure Call

Date	Time of call from lead staff member	Actual time of call (noted by NPC)	Cut-off time before NPC starts making calls	Actual time of call

Medical Needs

All staff supervising the visit should be aware of the student's medical needs and any emergency medical procedures. The lead staff member on the trip is responsible for filling out the list below. They



must also seek out MORE INFORMATION FROM THE STUDENT'S SEN PLAN, if they have one. This should include, but is not limited to:

- Medical Conditions, including ADHD, Asperger's, ASD etc.
- Medication being taken
- Dosage/times
- Allergies/phobias
- Dietary requirements

NAME	ADDITIONAL NEEDS

I confirm that the knowledge I have stated above is to the best of my knowledge and can be accurately relied upon by The Write Time as and when the time of need arrives.

Lead Staff signature _____ Date _____

I confirm that the knowledge that the lead staff member has provided is accurate to the best of my knowledge and can be accurately relied upon by The Write Time as and when the time of need arrives.

NPC Signature _____ Date _____

Notes:

e.g. anything out of the ordinary about the trip, e.g. NPC having to call past cut-off, students leaving early, safeguarding issue etc

Debrief (outcomes and actions):

-



Signature:

We, the lead staff member, and the NPC, can confirm that a debrief did occur, that the NPC document was adhered to, and that any actions/outcomes that have come out from this activity will be actioned and if necessary, brought forward to the next activity:

Lead Staff signature _____ Date _____

NPC signature _____ Date _____