



## OFF-SITE EDUCATIONAL VISITS POLICY

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This policy meets all the requirements of SEN and Disability (SEND) Code of Practice. It will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

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## 1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our college which require learners to leave the college premises, having been authorised to do so by the Principal of LifeBridge ASEND or other designated member of the Senior Leadership Team. For the purpose of this policy 'educational visits' are planned off site educational experiences designed to enrich and enhance the curriculum. Activities such as swimming, climbing, caving, water sports and some other sporting activities will be deemed to have an 'adventurous' element and will be planned and risk assessed accordingly.

Educational visits are a valuable way to supplement and enhance our curriculum, contribute to learning experiences, develop life and employability skills, promote independence, provide enriching social and cultural experiences and form an integral part of our approach to further our learners' education and personal growth.

All our educational trips and visits will be worthwhile and educationally valid. They will be appropriate and relevant to the age, maturity, capabilities and needs of the learners participating and will be compatible with the ethos of LifeBridge ASEND.

LifeBridge ASEND is committed to collaborative working, ensuring every young person can access high quality learning experiences. This policy will be used in conjunction with the policies and procedures of other establishments where activities are provided for our learners.

All activities involving young people learning outside the classroom are associated with the possibility of accidents / misadventure. This policy aims to minimise the potential for accidents / misadventure, but it must be recognised that risk cannot be totally eliminated. Challenge must always be appropriate and risk reduced to an acceptable level.

This policy, and the accompanying appendices, sets out LifeBridge ASEND's approach to planning and operating off-site educational visits. This policy will be shared with the Governing Body and reviewed every two years subject to legislative changes or other advice that may require an earlier review.

## 2. Legislation and Guidance

LifeBridge ASEND, including associated employees, have a statutory responsibility for Health and Safety. The Governing Body is the employer in respect of LifeBridge ASEND and holds the legal responsibility for health and safety. LifeBridge ASEND recognises and accepts that off-site visits and activities may present risks to the health and welfare of learners, supervising adults and others. Educational trips and visits will therefore be planned and operated in accordance with this policy and procedures followed so that everyone involved understands their roles and responsibility and learners can participate fully in learning outside of the classroom.

This policy has due regard to all relevant legislation and statutory guidance including but not limited to:

the Department for Education's guidance on [health and safety on educational visits](#),

Health and Safety at Work Act 1974

Management of Health and Safety at Work Act 1999

Equality Act 2010

SEND Code of Practice and the Special Educational Needs and Disability Act 2001 (SENDA)

### **3. Roles and Responsibilities**

#### **3.1 The Principal of LifeBridge ASEND**

The Principal of LifeBridge ASEND (or a designated member of the Senior Leadership Team) is responsible for:

approving staff requests for educational visits, including having authority to approve any educational visit of less than 24 hours duration;

making sure staff, including the Educational Visits Co-ordinator (EVC), have received any necessary training;

communicating with the governing body to approve any visits, including residential visits, of more than 24 hours.

#### **3.2 The Educational Visits Co-ordinator (EVC)**

The role of Educational Visits Co-ordinator (EVC) will be undertaken by the Assistant Head of LifeBridge ASEND or will be undertaken by the Principal of LifeBridge ASEND in the absence of a designated EVC. The EVC will:

oversee and guide other staff to arrange and organise educational visits;

ensure a competent and suitable lead has been designated for each visit, taking account of the planned arrangements for the visit and the number and nature of the group involved;

ensuring that risk assessments have been undertaken by the Visit Leader and associated paperwork completed;

assist with assessing the suitability of external activity providers;

advising the Principal of LifeBridge ASEND and governing body (if applicable) when they are approving visits;

assisting the Principal of LifeBridge ASEND with ensuring that appropriate Disclosure and Barring Service (DBS) checks and safeguarding requirements are fulfilled;

access any necessary training, advice and guidance;

assist with the evaluation of visits if appropriate once complete, from planning to the visit itself, and use this to improve future arrangements.

#### **3.3 Visit Lead**

Every educational visit will have one member of staff designated as the Visit Lead. The Visit Leader will have responsibility for the allocation of the supervision of learners and conduct of the visit including direct responsibility for the learners' health, safety and welfare.

The Visit Leader will:

ensure approval has been obtained from the Principal of LifeBridge ASEND or a member of the Senior Leadership Team (and Governing Body if applicable) for the visit to proceed:

be suitably competent to control, lead or instruct the learners on the visit;

plan and make preparations for the proposed visit, taking into account the health and safety risks to learners, staff, volunteers and others and undertake completion of the Risk Assessment Form (see Appendix 3);

assign staff and volunteer roles for the supervision of learners as needed. Ensure that the ratio of supervision to learners is appropriate for the needs of the group relative to the activity to be undertaken;

be aware of safeguarding issues and considering the need for staff / volunteers to be DBS (enhanced)checked;

make sure the college has accurate information about the visit destination and this is included in the risk assessment. Ensure that supervisors have the details of emergency procedures / LifeBridge contact details;

make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed for cultural requirements, physical disability, special educational or medical needs;

Identify and record significant hazards and the safety measures required to reduce risk to tolerable level;

make sure parents and carers are given key and accurate information about educational visits, including any costs or necessary equipment not supplied by the college or a third party;

ensure that a signed parental / carer consent form has been obtained, together with all the relevant medical information, for all young people participating in an 'adventurous activity' or a residential visit.

ensure parents or carers have been adequately informed for any overnight, adventurous or overseas visit and included in the planning process where appropriate;

communicate key details about the visit and all locations to members of staff and accompanying adults, learners and parents/carers, including roles and responsibilities and expected behaviour;

ensure that adequate arrangements are implemented for the safety and well-being of all participants, including accompanying adults, whilst on the visit;

ensure the overall maintenance of good order and discipline during the visit;

seek appropriate assurances from External Providers and ensure there is a clear agreement in place about who responds to what;

if there is any swimming during a visit / activity, this must be specifically addressed in the Risk Assessment and will require the presence of a qualified first aider;

ensure compliance with the emergency procedures as set out in section 7 and ensure that all accompanying staff are familiar with this procedure;

assist the EVC with monitoring visits, including accident and near miss reporting, and review visit arrangements and outcomes. This evaluation will inform future visits and staff training;

consider stopping the visit at any time if the risk to the Health and Safety of participants is unacceptable.

### **3.4 Staff**

Staff have a responsibility for the welfare and health and safety of themselves, learners and accompanying adults who take part in visits. Staff should understand the need to prepare thoroughly for visits and activities, as well as how to act while taking part. Staff have a duty of care to intervene where unsafe practice is observed or it is felt likely to occur.

Staff will:

seek and obtain approval for all educational visits from the Principal of LifeBridge ASEND (or designated member of the Senior leadership Team) if undertaking the role of Visit Leader;

assist the Visit Leader in carrying out required risk assessments and completing any associated paperwork;

assist with communicating with parents and carers and make sure learners' needs are considered during the planning process;

pay due regard to the health and safety of themselves and those around them;

Report to the Visit Leader any concerns they may have relating to behaviour or well-being during the visit;

help manage learner behaviour and discipline as required whilst on the visit;

share any concerns or worries with the Visit Lead and others, as appropriate.

### **3.5 Parents and carers**

Parents should, when appropriate, be included in the planning for an off-site visit where appropriate. They should be able to make an informed choice about whether their son / daughter should go on a visit. The Visit Leader should ensure that parents are given sufficient information either verbally / in writing and / or are invited to any briefing sessions.

Written parental consent will be required for visits / activities that take place outside of normal college hours, including overnight / residential, and for any visits / activities requiring a higher-than-normal level of risk assessment including activities of an 'adventurous nature'.

By agreeing that learners can take part in educational visits, parents/carers agree that they will:

provide all information required, such as emergency contact details and health/medicine information if applicable;  
sign and return consent forms and any other documentation required in a timely manner;

share any concerns or information about the learner that may affect or impact their ability to safely take part in the visit.

### **3.6 Learners**

Learners should clearly understand what is expected of them and what the visit will entail. They must understand the standard of behaviour expected of them and why rules must be followed. They must be informed about potential dangers and how they should act to ensure their own safety.

The Visit Leader must make it clear to the learners that their responsibilities include:

not taking unnecessary risks;

following the instructions of the leader and other supervisors, including those at any venues for the visit;

dressing and behaving sensibly and responsibly;

if abroad, being sensitive to local codes and customs;

looking out for anything that might hurt or threaten the safety of any member of the party and informing the visit leader or supervisor about it;

Any learner whose behaviour may be considered to be a danger to themselves or the group may be unable to participate (see section 4.1 equal opportunities).

### **3.7 Volunteers and other responsible adults**

Occasionally, LifeBridge ASEND may utilise volunteers to assist with a visit.

The EVC will be satisfied that the volunteers chosen are 'responsible adults'. There may be a need for training and appropriate DBS checks if the volunteer could find themselves unsupervised with learners. An induction into LifeBridge's requirements and the specific requirements of the visit and the attendees is essential. This must include:

- a guide to behaviour management and introduction to the needs to young people;
- a guide to the supervision strategies used;
- who (and how, when, where) to report to, work with, and communicate with;
- exact roles and responsibilities;
- an understanding of their duty of care;
- a review of the relevant risk assessment documentation by all accompanying adults;
- any additional information according to the circumstances of the visit.

### **4. Planning and Preparation**

The decision on whether or not a visit will take place will be made by the Principal of LifeBridge ASEND or designated member of the Senior Leadership Team (and the Governing Body if required) and be based on factors including:

- educational purpose and value;
- cost (including any potential cost to parents/carers);
- timing in the college year and any potential clashes;
- disruption to the normal running of the college;
- health and safety considerations;
- staff-to-learner ratio;
- any other factors deemed appropriate and relevant.

In the first instance, an Educational Visit Proposal Form (refer to appendix 2) must be completed and submitted for approval (by the Principal of LifeBridge ASEND or Governing Body) at least two weeks prior to a visit taking place (three months if an overnight / residential visit).

The visit planning process document (appendix 1) should be referred to for planning and approval of a visit. As part of the planning stage, information will be gathered by staff proposing the visit, including but not exhaustive of:

- location and travel distance;
- travel plans or options;
- full cost breakdown, including multiple options where available;

resources, including staffing, the need for volunteers, and physical supplies;

accommodation options, where needed;

adequate insurance detailed, where need;

risk assessment plans and first aid provision;

what safety measures can be put in place in order to reduce any risks;

In cases where visits involve activities for more than 24 hours, an overnight stay, residential and / or travel overseas, the Principal of LifeBridge ASEND will seek approval of the governing body.

We will evaluate visits where appropriate, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

#### **4.1 Equal opportunities**

All learners, regardless of background, ability or needs, should have the opportunity to take part in every aspect of our college life, including off-site visits. All learners at LifeBridge ASEND have an EHC plan and identified SEND needs.

The visit lead, wherever possible, will aim to ensure that any reasonable adjustments are made to accommodate all learners who wish to participate. We will adjust the visit programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and learners. The safety of all our college community, external establishments and the public is paramount. There may be an occasion when a learner is not permitted to attend a visit when their behaviour may be such that they would present a danger to themselves or others.



## **5. Risk Assessments**

We will carry out a full risk assessment at least two weeks before the start of all visits. This will be completed using the college's risk assessment template which can be found on the LifeBridge ASEND shared drive and in Appendix 3. The main purpose of completing the risk assessment is to identify the significant hazard, identify who might be harmed, evaluate the risk level, identify controls that are in place and implement additional controls if needed. For any overnight / residential visits, the risk assessment will be completed at least two months in advance.

The risk assessment will include any specific medical issues and allergies (for staff and learners), the role of additional support provided on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

This will be completed using the college's risk assessment template (which can be found on the LifeBridge ASEND shared drive) and in appendix 3, and approved by the Principal of LifeBridge ASEND/ designated member of the Senior Leadership Team / EVC). Existing risk assessments (saved on the LifeBridge ASEND shared drive) or those provided by the destination itself might also be used to support this process.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process.

Visit Leaders will raise any concerns or questions about potential risks and safety measures with the Principal of LifeBridge ASEND, the EVC and, where appropriate, third party vendors.

Every risk assessment form will have to be approved by the EVC, a copy taken on the visit and another copy available for the EVC (this may be stored electronically on the LifeBridge ASEND shared drive).

For repetitive activities, a generic risk assessment may be completed however this may be subject to change dependent on attendees and meeting individual needs. It is important for visit leads and accompanying adults to recognise that a visit that has been run successfully many times does not endanger complacency. Therefore, generic risk assessments must be reviewed and updated by the Visit Lead if there are any changes such as attendees, supervision or adverse weather conditions.

Staff attending a visit must be made aware of the risk assessment in place and are to seek clarification from the Visit Leader or Principal of LifeBridge / SLT if any further information is required / or to be added.

Once the risk assessment has been approved by the Educational Visits Co-ordinator, and the governing board where relevant, staff will communicate with parents/carers and provide visit information.

The risk assessment process must be seen as 'on-going' and 'dynamic'. Professional judgements must be made regularly during activities / on the visit. If the control measures are not sufficient, the activity must not proceed.

### **5.1 Staff ratios**

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

At least one male and one female supervising adult is present (for mixed learner groups) wherever possible. In cases where staffing allocation does not allow this, the Principal of LifeBridge ASEND or member of SLT will determine if the visit can still proceed taking into consideration the needs of the learners and the facilities available such as toilets and changing rooms.

### **5.2 First aid**

First aid which is appropriate to the activity being undertaken should be available and accessible at all times. The level of first aid cover and the number of qualified first aiders required will be identified by the Risk Assessment. At

least one supervising adult able to administer first aid should be present on all visits. If a first aider is not available to support on a visit, there may be occasions when the visit may still proceed if deemed to be low risk and only once fully risk assessed. On this occasion, it will be sufficient that the Visit Leader has a good working knowledge of first aid and a suitable stocked first aid kit is carried.

Appropriate first aid equipment will be taken on all visits, and first aid kits carried on minibuses, in accordance with the college's health and safety policy.

### **5.3 Medication**

The College Administration of Medication Policy should be referred to in conjunction with this policy. The Visit Leader will assign one person on the visit team to be responsible for the management of medicines. This person should receive any necessary training (eg use of EpiPen). He/she should be familiar with the College's policy and instructions from parents or doctors and be briefed by parents on dealing with medical conditions which require management e.g. diabetes / asthma.

Single college medical consent forms for low risk visits and regular activities ask parents and carers to provide details of any medical conditions their son/daughter has, medication he/she takes and to allow emergency treatment if necessary.

For all higher risk visits and residential trips an 'Off-site visits personal & medical information and parental consent form' will be sent. Consent is sought for a member of staff to administer medication if necessary, or for their son / daughter to self-administer medication where appropriate and for emergency treatment. The Visit Leader will liaise with the parents/carers to ensure there are sufficient supplies of any necessary medicines on the visit, that they are correctly labelled, stored, and administered and any precautions or side effects of the medication noted. A record of their use will be kept.

Medicines taken abroad should be properly labelled and where relevant accompanied by a copy of the prescription. Where medication includes delivery by a syringe, a doctor's note should be obtained to show at border security. In some countries it is possible to obtain medicines over the counter which would require a prescription in the UK. These should not normally be used unless prescribed by a qualified medical practitioner. Where staff or learners have a pre-existing medical condition, the College's insurance policy should be checked to ensure they are covered by the policy.

### **5.4 Adventure activities: caving, climbing, trekking, and watersports**

These kinds of activities should be identified and risk assessed as part of the visit beforehand. Staff managing or leading visits must not decide to add such activities during a visit. The abilities of the young people will be considered when assessing risk.

Parent / carer consent must be obtained in writing prior to any learner participating in an activity deemed to be 'adventurous'.

Organisations need a licence to provide some adventure activities. Organisations who hold the Learning Outside the Classroom (LOtC) Quality Badge should hold a licence for the activity they provide. More information [about licensing](#) can be found on the Health and Safety Executive (HSE) website. The Visit Leader should seek clarification from any external provider about the licences they hold and also that appropriate insurance cover is in place.

When planning watersports, the Visit Leader must consider the need for:

- Instructors
- Lifeguards

The Visit Leader should ensure that particular care is taken when using hotel swimming pools and other water leisure activities which may not have a trained lifeguard. Although there are no swimming pool specific health and safety laws, the Outdoor Education Advisers' Panel (OEAP) provides advice when undertaking adventure

specialist activities, including swimming.

## **6. Transport**

In selecting the most appropriate method of transport for the visit the following should be taken into account when completing risk assessments:

passenger safety;

competence of the driver if travelling in motor vehicles including minibuses and whether he/she holds the appropriate licence;

the number of driving hours required for the journey and the length of the driver day;

the number of drivers needed;

the type of journey (locally and long distance);

arrangements in case of breakdown or delay;

insurance arrangements;

welfare breaks on long journeys;

supervision on or around transport;

the weather and road conditions;

the use of public transport and the impact of any strikes / delays / other users.

A young person's GP may say they don't have to wear a seat belt for a medical reason. If this is the case, they will be provided by their GP with a 'Certificate of Exemption from Compulsory Seat Belt Wearing'. This must be carried on any visits by the young person if they are travelling on a mode of transport where a seatbelt is required.

### **6.1 Young people being transported by staff / accompanying adults in their own vehicle**

Drivers must hold a current valid driving licence;

it must be confirmed that there is appropriate insurance cover for the driver's use of the vehicle;

all adults and young people travelling in the vehicle must wear seatbelts in accordance with the law;

parents / carers must have consented to their son / daughter being transported in this way. Parents / carers must be made aware ;

### **6.2 Bus / Coach hire**

The operator must hold a PSV licence, appropriate to the type of vehicle and / or nature of the journey being undertaken. Every passenger must have their own seat. All passengers must wear seatbelts in accordance with the law.

### **6.3 Minibuses**

The Visit Leader should refer to the minibus policy if applicable when assessing risk and also to any associated

insurance documentation. Any member of staff driving a minibus with over 16 seats must hold a category D1 entitlement on their driving licence. Members of staff who do not hold a category D1 on their driving licence may be able to transport passengers in the people carrier / minibus so long as:

the driver is over 21 years of age;

the driver has held their driving licence for at least two years;

it has no more than 16 seats and the total weight of the minibus including passengers is not more than 3.5 tonnes – plus up to 750kg of equipment for disabled passengers, for example a wheelchair ramp;

It is not towing a trailer.

For other conditions of use please refer to the following site:

<https://www.gov.uk/driving-a-minibus>

## **7. Emergency procedures and accident / incident reporting**

Occasionally, circumstances that could not have been foreseen by even the most experienced leader may be encountered that lead to an accident / incident or misadventure.

In the first instance, college must be contacted immediately or as soon as practically possible. Parents / carers will be informed of any accidents or incidents by either the Principal of LifeBridge / Visit Lead or a college representative dependent on circumstances. The Visit Lead / supervisors and learners will follow procedures of the establishment / venue if attending an external facility. For any overnight or long distance trips an additional risk assessment may be required and provided by the external provider where applicable.

Even the best planned visit can be disrupted by unforeseen events such as illness of staff or learners. Careful emergency planning can, however, mitigate the trauma of being caught up in an emergency. Staff on educational visits must be given college and parent / carer telephone numbers that they can use at any time of day or night in the event of an emergency.

Visit leaders, accompanying adults or any group members should not discuss any matter relating to an incident, accident or emergency with the media unless authorised to do so by the Principal of LifeBridge on behalf of the Governing Body. Under no circumstances should the name of any casualty be divulged to the media.

The college Educational Visits Co-ordinator, Principal of LifeBridge ASEND or other appropriate 'named person' within the college should be provided with the programme for the visit, contact telephone numbers while on the journey, the planned emergency safety procedures and a full list of all participants and their home contact details.

In order to ensure swift and accurate communication in case of emergency, the Principal of LifeBridge ASEND should be contacted in the first instance. In their absence, a member of the Senior Leadership Team should be alerted. They will in turn inform the appropriate course of action and will consult with the Governing body where necessary.

It is recommended that paperwork, including parental authorisation for emergency medical treatment, insurance documentation, medical insurance cards such as EHICs for EU journeys and passports for all overseas trips, be carried at all times by staff, instead of being left behind in accommodation. This will prevent any delays in accessing treatment.

Additionally, separate copies of all such documentation should be kept at college so they can be made available at short notice, should the need arise. It is important to reassess risks as the visit proceeds. Changes in the weather need to be monitored.

Changes to the itinerary may introduce new hazards not covered in the original risk assessment. Regular head counting of learners should take place, particularly before leaving a venue.

See Government advice on handling the press in such circumstances. Further, see more detailed advice on managing emergency situations on the OEAP website.

## **8. External Providers and facilities**

External providers and facilities may be chosen to support, enhance or supplement LifeBridge ASEND's own resources to maximise the outcomes from a visit. As part of visit planning, any external providers and facilities should be thoroughly researched and judged suitable to meet the needs and requirements of the group attending, and relevant safety standards. Visit Leaders should also consider how the supervising staff and the provider will work together.

The Council for Learning Outside the Classroom (LOtC) awards the Learning Outside the Classroom Quality Badge to organisations who meet nationally recognised standards. If an organisation does not hold the badge, the Visit Leader must check that they're an appropriate organisation to use.

Any provider used must meet acceptable standards of quality and safety, including any of the following areas that are relevant to the provider and the planned visit. When selecting an external provider, Visit Leaders should consider the following:

their insurance cover;

that they meet legal requirements;

their health and safety and emergency policies;

their risk assessments;

control measures;

their use of vehicles;

staff competence;

Safeguarding (including DBS checks if required);

suitability of accommodation if applicable;

any sub-contracting arrangements they have;

emergency procedures;

that they have a licence where needed;

health and safety policies and procedures (including measures to prevent coronavirus infection if applicable);

data protection considerations

If an external provider is being used the following points must be taken into account:

Approval to use an external provider must be obtained from the Principal of LifeBridge or Governing Body. External providers are responsible for assessing the risk of those parts of the visit that they are contracted to provide.

Financial arrangements are to be made between the 'provider' and LifeBridge – not the learners' parents.

If using air transport ensure that there is an Air Travel Organisers Licence (ATOL) in place.

If using a tour operator ensure they are approved by a bonding agency (e.g. ABTA).

Further information to help in assessing providers and/or facilities for certain specialist activities can be found in section 7 of OEAP National Guidance.

## 9. Residential visits

The Principal of LifeBridge ASEND, together with the governing body, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the visit lead will make sure:

staff have received any necessary training;

all necessary consent forms, permissions and medical forms are obtained at least 1 month before the start of the visit;

all adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks;

parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

The dates and time of departure and return to college

The full address and contact details of the destination

Planned activities and options

Meal provision

Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)

Clothing and equipment provided, and what pupils must bring themselves

Public health requirements, including any required vaccinations

Accommodation options and arrangements

The names of staff attending and contact details where applicable

For visits abroad, we will make sure that any organisation providing activities hold the LOtC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

The visit lead should ensure that the visit is planned in such a way as to provide adequate supervision at all times. In the event of an incident it is good practice to make notes as soon as is reasonably possible after the event to help in the recording of the incident on the accident report form.

### 9.1 Visits abroad

No visits abroad can take place without the approval of the Governing Body. Visits abroad can have extra risks and need a higher level of risk assessment.

As part of the initial risk assessment, the Visit Leader should make sure any organisation used abroad that is providing activities holds the LOtC Quality badge or similar local accreditation.

The Health and Safety Executive does not cover incidents overseas. However, it can investigate work done in Britain to support the visit, like risk assessments. College staff could also be liable under civil law for any injuries to the participants due to negligence.

If the visit includes significant risks, such as challenging terrain, going to remote places or extreme climates, LifeBridge ASEND will follow the guide to the British Standard for adventurous activities outside the United Kingdom as the basis for the planning and risk assessment. Organisations employed by the college should follow this too. If they have LOTC Quality Badge then they follow this standard. LifeBridge ASEND will also consider the Foreign and Commonwealth Office's detailed guidance on safer adventure travel and volunteering overseas and foreign travel advice when organising visits abroad.

## **9.2 Accommodation**

If accommodation is being used whilst on an overnight or residential visit, the following needs to be in place:

UK accommodation must be covered by a fire certificate;

if abroad, accommodation must comply with the health and safety regulations for that country;

appropriate security arrangements must be in place for possessions and for learners/staff;

separate male and female accommodation and washing facilities must be in place;

staff accommodation must be close at hand.

Parents or carers should have full details of accommodation arrangements if this is appropriate and be involved in the planning process as part of the Risk Assessment.

## **10. Charging**

The costs involved will be considered when planning any visit and parents / carers will not be charged for off-site visits or activities which are part of our education programme. LifeBridge ASEND may charge for optional extras that are not included as part of our education programmes, such as board or lodgings on a residential activity or extended day services such as an 'after college activity club' (please refer to our Charging and Remissions Policy). On occasion, we may seek voluntary contributions in support of an activity or visit. There is no obligation to contribute, and learners will not be treated differently according to whether their parents / carers have made any contribution. Written information will be provided to parents / carers explaining the nature of the proposed visit or activity, the likely value in educational terms and the financial contribution per learner which would be required if the activity were to take place. There is no obligation for parents/carers to contribute, and no learner will be excluded because parents/carers are unwilling or unable to contribute. However, there may be an occasion when an activity or visit will need to be cancelled if there are insufficient contributions.

There is no limit to the level of voluntary contribution, and any voluntary contributions received may be used to subsidise learners of lesser means and to pay the travel and accommodation costs of accompanying staff.

## **11. Insurance**

LifeBridge has Public Liability Insurance however Visit Leaders are advised to seek clarification that staff and learners are adequately covered and that parents / carers are informed of the insurance cover that LifeBridge ASEND has in place.



## Appendix 1 - Educational Visit Planning Process

<p><b>Submit Educational Visit Proposal Form (see Appendix 2) to the Principal of LifeBridge ASEND / Governing Body for overnight / residential</b></p>	<p>The Educational Visit Proposal Form should include general details of visit</p> <p>Please also consider transport arrangements. For example, if proposing the use of a minibus for the visit, is there one available and a designated driver?</p> <p>No visit can take place without the approval of Principal of LifeBridge ASEND or a member of the Senior Leadership Team.</p> <p>For some adventurous activities and residential / overnight activities, approval may be required by governors.</p>
<p><b>Visit proposal discussed with Principal of LifeBridge / SLT / Governing Body if applicable</b></p>	<p>Decision will be reached based on considerations of, but not limited to:</p> <ul style="list-style-type: none"> <li>● Visit suitability and location including transport requirements</li> <li>● Budget / costs involved</li> <li>● Learner needs</li> <li>● Staffing implications and supervision available</li> <li>● Whole college overview (diary-events-courses)</li> </ul>
<p><b>Visit proposal agreed/not agreed by Principal of LifeBridge ASEND</b></p>	<p>Visit Leader and Educational Visits Co-ordinator (EVC) informed of decision</p>
<p><b>Visit Leader to complete risk assessment in line with policy</b></p>	<p>Visit Leader to complete the risk assessment template. In accordance with the Off-site Educational Visits policy, additional associated documentation may be required.</p> <p>Event Specific Risk Assessment (ESRA) to be completed. E.g. If the group is going hill walking, what are the risks? Or if visiting a museum, what are the risks? How can the risks be reduced to an acceptable level).</p> <p>Learner essential information to be included on the risk assessment (<i>or reference to one page profiles confirming that the individual needs of learners have been assessed</i>)</p> <p>Send out letter to parents / carers (<i>if required</i>)</p> <p style="text-align: center;">-</p>

<p><b>GAP Planning</b></p>	<p>Calendar:</p> <p>Ensure the visit has been added to the college diary including a list of all learners and staff attending.</p> <p>Duties:</p> <p>Visit Leader to ensure they and all other staff going out on the trip have swapped break duty/dinner duty and confirmed the arrangements for this via recording in the college diary or via email to SLT.</p> <p>Staffing:</p> <p>Ensure you have notified colleagues whose teaching activities / sessions will be affected by the visit, including those sessions affected by colleagues who will be accompanying the visit (e.g. Learning Support Mentors / Job Coaches) and copy SLT into the email.</p> <p>Cover:</p> <p>ensure cover work has been left for any teaching sessions and copy SLT into the email.</p> <p>Lunches / snacks:</p> <p>Ensure you have made suitable arrangements for lunch for attendees if out all day. This includes asking learners to bring a packed lunch or spending money if this is appropriate, their usual arrangement and has been agreed with parents / carers. Ensure any dietary / allergies have been considered e.g. nut allergies.</p>
<p><b>Risk Assessment approved by the Educational Visits Co-ordinator (EVC)</b></p>	<p>The risk assessment form should be submitted a minimum of two weeks before the visit takes place to the EVC.</p> <p>No visit should proceed until the risk assessment form has been approved.</p>

**Appendix 2 - Education Visit Proposal Form**

Educational Visit Proposal Form



Reason for visit	
Visit Leader	
Dates	
Times	
Venue/Location	
Learners Involved Parental consent required yes/no	
Do any of the learners have mobility/medical needs? Who will be responsible for collecting / administering meds?	
Staff Involved	
Cover Requirements	
Transport (including costs)	
Costs	
Other	

Visit Agreed by:

Date:

**Appendix 3 - Blank Risk Assessment Form**

<b>Task/Activity:</b>	<b>Date assessment completed:</b>	<b>Review Date:</b> After visit
<b>Brief Details of Task/Activity</b>	<b>Assessment completed by:</b>	<b>Signature Visit Leader:</b>  <b>Signature Educational Visits Co-Ordinator (EVC):</b>

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>

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CATEGORIES OF LIKELIHOOD	
<b>Highly Likely</b>	Expected to happen/reoccur, possibly frequently.
<b>Possible</b>	Might happen/reoccur at some time depends on circumstances.
<b>Unlikely</b>	Not expected to happen/reoccur but possible in certain circumstances.
<b>Very Unlikely</b>	Would only occur in very exceptional circumstances.
CATEGORIES OF CONSEQUENCE SEVERITY	
<b>Catastrophic</b>	Incident could result in <u>one or more fatalities</u> .
<b>Major</b>	Major injury resulting in incapacity, hospitalisation >24 hours.
<b>Significant</b>	Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours.
<b>Minor</b>	Small cut, bruise, abrasion, basic first aid treatment provided.
<b>Negligible</b>	Some discomfort, self help. No treatment required.

RISK RATING				
	Highly Likely	Possible	Unlikely	Very Unlikely
<b>Catastrophic</b>	<b>A</b>	<b>A</b>	<b>B</b>	<b>E</b>
<b>Major</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>E</b>
<b>Significant</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Minor</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>E</b>
<b>Negligible</b>	<b>E</b>	<b>E</b>	<b>E</b>	<b>E</b>

RISK CLASSIFICATIONS	
<b>A</b>	<b>Unacceptable risk</b> , requires immediate attention. Work should not be started or continued until the level of risk has been reduced.
<b>B</b>	<b>High risk</b> , requires immediate attention. Control measures must be identified and put into place as soon as possible.

<b>C</b>	<b>Medium risk</b> , requires attention as soon as possible. The risk should be only be tolerated in the short term and only when further control measures are being planned and introduced, Timescales must be short.
<b>D</b>	<b>Low risks</b> , confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further.
<b>E</b>	<b>Trivial risk</b> , no further action required but review at regular intervals to ensure controls remain effective.