

The Dartmoor Federation comprises:

- Boasley Cross Primary School
- Bridestowe Primary School
- Exbourne Church of England Primary School
- Lydford Primary School
- Northlew & Ashbury Parochial Church of England Primary
- Okehampton College



Lydford Primary



Primary School



Boasley Cross
Devon



PRIMARY SCHOOL



Okehampton College

Management of Outdoor Education, Visits and Off-Site Activities Policy

This policy was adopted by The Dartmoor Federation Governing Board on

3rd March 2017

1. Introduction

This policy covers all off-site visits and activities organised through the college and for which the Governing Board and Executive Principal are responsible. The Governing Board endorses the Devon County Council /Torbay Council policy document “*Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2016*” (OEVOSA) as the basis for the college’s policy for the management of visits and off-site activities. The purpose of this policy is to explain *how* the overall OEVOSA policy will be applied in practical terms at a local level, and in particular, the specific roles, responsibilities and arrangements that will apply at the schools of the Dartmoor Federation. This policy also complements and should be read in conjunction with the Federation’s Health & Safety and Safeguarding Policies.

2. Responsibilities of the Executive Principal

The Executive Principal will:

- ensure all visits and off-site activities have specific and appropriate educational objectives have overall responsibility for the approval of all visits and activities, based on compliance with the OEVOSA document and recognised good practice, even where this task may have been delegated to another named person
- ensure that all off-site visits, and especially residential visits, are carried out with reference to the Safeguarding Policy and Staff Code of Conduct
- ensure that there is a suitably experienced and competent Educational Visits Co-ordinator (EVC) to oversee adherence to the OEVOSA policy and that the tasks associated with this role are clearly outlined in this policy
- ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group
- provide relevant induction, training and other Continuous Professional Development opportunities for staff involved in the provision of visits and off-site activities

- ensure that for all off-site visits and activities risks have been assessed, the significant findings of these assessments recorded and any appropriate safety measures implemented accordingly

3. Responsibilities of the Educational Visits Co-ordinator

Although holding the ultimate responsibility, the Executive Principal has delegated specified tasks to a suitably experienced and competent EVC for each site within the Federation. The EVCs for the 6 schools within the Federation are:

- Okehampton College: Andrew Sweeney, Assistant Principal
- Boasley Cross Primary: Deidre Peterson, Head of School
- Bridestowe Primary: Amy Scrivener, Head of School
- Exbourne C of E Primary: Cherie Gilbert, Head of School
- Lydford Primary: Barbara Earnshaw, Head of School
- Northlew & Ashbury Parochial C of E Primary: Hugh Lea, Head of School

The EVC is responsible for carrying out the following agreed tasks and attending the relevant training and update training provided by the Local Authority (LA).

The functions delegated to the EVC are:

- to be the principal contact with the LA over planned visits
- to establish monitoring systems to ensure that educational visits are undertaken in accordance with OEVOSA and the college specific arrangements named in this policy
- to ensure that the management of visits and off-site activities is informed by an appropriate risk assessment
- to draw up the Standard Operating Procedures for ‘routine and regular’ visits and activities
- to manage and update the Evolve website, including updating staff lists and training records
- to ensure that approval and endorsement arrangements for all visits are in accordance with OEVOSA requirements
- to provide staff with support, advice and information that they need to comply with OEVOSA requirements
- to ensure that leaders and staff have any relevant qualifications and are competent to lead and support particular visits and activities as outlined in OEVOSA
- to ensure that procedures to inform parents and to obtain their consent where necessary are in place
- to ensure that appropriate emergency arrangements are in place for visits and off-site activities
- to review accident and incident reports relating to visits and off-site activities to ensure that any lessons are learnt
- to ensure that any third party provider / contractor / coach has been vetted for competence in accordance with the requirements of OEVOSA.
- To lead annual ‘Visit Leadership’ training for all active and future Visit Leaders

4. Responsibilities of the Visit Leader

The Visit Leader will:

- have overall responsibility for the supervision and conduct of the visit or activity
- obtain approval and, where appropriate, LA endorsement for the visit in line with OEVOSA and the specific arrangements of this policy prior to undertaking the activity
- assess the risks to staff, young people and members of the public presented by the visit or activity in order to identify and implement any safety measures. This process will be undertaken in line with the arrangements described in section 8 of this policy
- carry out specific activities in accordance with the detail of OEVOSA

- use the school planning checklist provided in OEVOSA to ensure all procedures have been followed
- vet any third party provider / contractor / coach for competence in accordance with the requirements of OEVOSA
- brief all supervising staff, volunteers and pupils in roles, responsibilities and expectations
inform parents about the visit and gain their consent in accordance with arrangements described in OEVOSA
- establish appropriate emergency and contingency arrangements for the planned visit or activity which will include the identification of sufficient First Aid cover
- continually re-assess risks during the activity and make adjustments accordingly
- for category B and category C trips a deputy visit leader is identified and works alongside the trip leader from planning to the evaluation of the trip

5. Responsibilities of additional members of staff taking part in visits and off-site activities

Members of staff, volunteers and parent helpers should:

- Assist the Visit Leader to ensure the health, safety and welfare of others including young people on the visit
- Take time to understand their roles and responsibilities whilst taking part in a visit or activity.

6. Responsibilities of pupils

Whilst taking part in off-site activities pupils also have responsibilities about which they should be made aware by the Visit Leader or other members of staff, for their own health and safety and that of the group. Young people should:

- Avoid unnecessary risks
- Follow instructions of the party leader and other members of staff
- Behave sensibly, keeping to any agreed code of conduct
- Inform a member of staff of safety concerns
- Evidence of students in-school behaviour will determine whether a student can go on a trip. Students and parents will be informed at the planning stage of any trip that if there is evidence through their in-school behaviour that they pose a risk to their own safety or the safety of others they will not be allowed to go. Student behaviour will be monitored by the trip leader in the days/weeks leading up to a trip and risk assessments evaluated.

7. Responsibilities of parents

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity parents should:

- support the application of any agreed code of conduct
- inform the party leader about any medical, psychological or physical condition relevant to the visit
- provide an emergency contact number
- provide consent in accordance with the requirements of OEVOSA

8. Risk Assessment

The Federation is committed to a wide variety of outdoor activities across all phases, many of which will be repeated over each academic year where the risks will be very similar or the same. Therefore, when visits are ‘routine and regular’ in that they occur repeatedly each academic year, the measures taken to control these risks will be listed in a set of ‘Standard Operating Procedures’ (SOP). These SOP will be established *separately for each site within the Federation by the EVC for that site*. These are the control measures that will then apply to all such ‘routine and regular’ visits and off-site activities from that site. They will be

brought to the attention of anyone undertaking the role of Visit Leader via an annual briefing led by the EVC.

In assessing the risks presented by a planned visit or activity, the Visit Leader must judge if the SOP are adequate for controlling the risks. For each visit/activity, the SOP document will be generated electronically and the Visit Leader will either confirm these as adequate for the proposed visit/activity or the additional control measures needed will be listed in the final enhanced risk assessment column.

This process will be undertaken by the Visit Leader who, whilst being supported by the EVC, will be competent and equipped to complete this task. To meet statutory requirements and to ensure sufficient communication with other staff involved, this risk assessment will be recorded using the agreed risk assessment format.

9. Approval of off-site activities

The EVC with delegated powers from the Executive Principal will be responsible for approving all off-site activities subject to assurances that arrangements are in line with this policy and risks are adequately controlled. This includes approving the Visit Leader for each visit or off-site activity.

There are 3 categories of visit:

Category A:

Non-adventurous visits i.e. visits to local places of worship, farms, public places etc
Non-adventurous residential visits i.e. cultural visits to towns/cities etc

Category B:

Adventurous visits where activities are delivered by school staff (i.e. Ten Tors, kayaking etc)
Adventurous day visits led by external providers (i.e. visits to climbing centres, a pony trekking centre etc)
Adventurous residential visits to outdoor centres

Category C:

Visits of all types outside the United Kingdom

In-line with the requirements of OEVOSA, details of Category B and C visits will be uploaded to the Evolve on-line system to facilitate the approval by the EVC with delegated powers from the Executive Principal, ahead of final endorsement by the Local Authority Adviser for Outdoor Education. The policy of Dartmoor Federation is that Category A visits will be uploaded to the Evolve system to allow Governors, Senior Leaders and the EVCs to monitor the management of off-site visits.

10. Safeguarding

The safety and welfare of children is paramount. In the event of a safeguarding issue or concern being identified during the trip or visit, the Visit Leader should follow their site's child protection/safeguarding policy and procedures. All staff and volunteers on the trip should be made aware of these before the trip or activity takes place. Arrangements should be in place to enable contact with the relevant site's Designated Safeguarding Lead (DSL) outside normal hours if necessary. Contact details should be communicated to all staff/volunteers on the trip (as well as the Visit Leader) in case the safeguarding concern is about the Visit Leader.

11. The provision of training and information

A copy of this policy, along with the overall OEVOSA document, will be made available to all staff within the Federation who may be responsible for participating in off-site visits and activities and to any parent requesting a copy. Access will also be made available to the

overarching OEVOSA policy, and additional guidance information, via the Babcock LDP website: www.babcock-education.co.uk/lkp

The Executive Principal will ensure that staff leading or participating in visits are competent for the activities involved. When required, specific training will be undertaken and competencies maintained in accordance with the requirements of OEVOSA. This process will be overseen by the EVC with delegated powers from the Executive Principal and records of qualifications will be uploaded to the Evolve system. Anyone undertaking the role of Visit Leader will attend an annual briefing led by their EVC.

12. Action in the case of emergency

The EVC will ensure that suitable emergency arrangements are in place before approving visits. The Visit Leader will identify these arrangements via a process of risk assessment as described in section 8 above. Where necessary, this assessment must include the identification of contingency plans. It will also include the identification of sufficient First Aiders, as well as emergency contact details which must include a school contact for outside normal hours if necessary. Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the school health and safety policy. Accidents and incidents will subsequently be reviewed within the school to identify any learning points.

13. Monitoring and review

The Governors will review this policy:

- Every two years
- After any significant changes to the management of outdoor education locally
- After any significant changes to the OEVOSA document
- After an incident

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Chair for the Governing Board

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Date

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Executive Principal

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Date

Appendix A – Okehampton College Standard Operating Procedures

Appendix B – Boasley Cross Primary School Standard Operating Procedures (to follow)

Appendix C – Bridestowe Primary School Standard Operating Procedures (to follow)

Appendix D – Exbourne C of E Primary School Standard Operating Procedures (to follow)

Appendix E – Lydford Primary School Standard Operating Procedures (to follow)

Appendix F – Northlew & Ashbury Parochial C of E Primary School Standard Operating Procedures (to follow)



Name of assessor / Visit Leader	Signature	Date:
Proposed Activity / Visit	Date/s of visit/activity:	
<p align="center">Standard Operating Procedure</p> <p>Risk assessment declaration: <i>All staff agree to supporting the trip leader and deputy leader in running the named trip above in line with the following Standard Operating Procedure. The trip leader will also complete an enhanced risk assessment.</i></p>		

Identify the hazard	Identify who might be harmed	Standard Operating Procedures <i>These control measures will apply to all routine and expected visits when they are relevant.</i>	Enhanced Risk Assessment <i>The Visit Leader should consider if the SOP are adequate for the proposed visit/activity. Where they are not, the additional control measures should be listed below.</i>
Management Arrangements			
Management arrangements for all visits	Pupils	<ul style="list-style-type: none"> • All activities will be undertaken in accordance with general requirements of the <i>Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2016</i>. Planning Checklist used to check that all reasonable steps have been taken to manage the risks. 	

<p>Injuries or incident arising from lack of staff competence / inadequate supervision / inadequate management arrangements / incompetent external providers</p>		<ul style="list-style-type: none"> • Visit Leader identified who will assess if these Standard Operating Procedures are adequate for the envisaged activity/visit. If not, a specific, enhanced risk assessment will be undertaken and recorded. • For Category C visits, an enhanced risk assessment will always be undertaken and recorded. • Visit leader will be competent for the scope of the specific visit undertaken. Where visits require the Visit Leader to have additional specific competencies, this will be detailed in the activity specific enhanced risk assessment • Minimum staff/pupil's ratios will be in accordance with Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2016, state minimum ratios for: <ul style="list-style-type: none"> ○ Category A Visits – 1:15 ○ Category A Visits post-16 – 1:15 ○ Category B and/or residential – 1:10 • Where children of supervising staff participate in the visit, these will be the same age and ability as the remainder of the group and hence can participate as equals • Where visits require a higher level of supervision, this will be detailed in the activity specific enhanced risk assessment. Where visits involve any degree of 'remote supervision', this will be detailed in the activity specific enhanced risk assessment • Group control measures used to supervise pupils will be to assign each member of staff a number of students to regularly register with and to be an initial safeguarding point of contact. 	
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		<ul style="list-style-type: none"> • Annual parental consent is obtained for all visits that require transport out of the locality of the school and/or occur out of school hours • One off specific parental consent is obtained for all residential visits and all Category B activities • Arrangements overseen by Educational Visits Coordinator Andrew Sweeney who attended training <i>June 2016 and who attends termly update briefings with Devon County Council advisors.</i> • All visits are approved by the Andrew Sweeney and the SLT. • Arrangements for Category B and C Visits endorsed by Babcock LDP <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an activity specific enhanced risk assessment.</i></p>	
Emergency arrangements Incidents of injuries being exacerbated by absence of First Aid and emergency arrangements	Pupils and staff	<ul style="list-style-type: none"> • At least one member of staff will be a competent First Aider • Sufficient staffing to allow for dealing with emergencies • Consent process includes specific medical/medicinal information. Any specific medical needs will be considered in an activity specific enhanced risk assessment • First Aid kit and mobile phone carried. Emergency procedure card carried with First Aid kit. • Visit Leader has staff/pupil list plus parent/guardian contact details with them • Emergency contact available to assist both in and out of school hours and will include two out of hours 	

		<p>emergency contact numbers for designated SLT. Visit timetable, location and staff/pupil list known to this emergency contact</p> <ul style="list-style-type: none"> • Visit Leader has staff/pupil list plus parent/guardian contact details with them • Pupils briefed in what to do should they become separated from the group. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an activity specific enhanced risk assessment.</i></p>	
Using external providers incompetent external providers / failure to coordinate supervision with external provider	Pupils	<ul style="list-style-type: none"> • The Visit Leader will ensure that the proposed locations for the visit are suitable for the activity and manageable for the group. Wherever practicable, this will be achieved by undertaking a preliminary visit to the location. Where this is not possible, the method of assessing locations/venues will be detailed in the activity specific enhanced risk assessment • Where an external provider controls or determines activities, including accommodation, the SOE5 self-declaration questionnaire will be used to vet this provider unless this provider has the LoTC accreditation • SOE5 or LoTC accreditation to verify that DBS checks undertaken for all external coaching or centre staff who have regular contact with children • SOE5 or LoTC accreditation to verify that £5million public liability in place and that coaching staff are suitably qualified. 	

		<ul style="list-style-type: none"> • Staff, including volunteers, will be briefed about their roles, responsibilities and any specific risks about which they should be aware. Emergency contact information shared. • External providers briefed in roles and responsibilities and handover procedures. Emergency contact information shared. • Pupils briefed about appropriate conduct and specific risks about which they should be aware <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an activity specific enhanced risk assessment.</i></p>	
Weather Cold, wet, sun exposure.	Staff and pupils	<ul style="list-style-type: none"> • Spare clothing for pupils who may not come prepared for with suitable clothing • Weather forecast checked ahead of visit and programme adjusted accordingly. Any specific controls for extreme weather will be considered in an activity specific enhanced risk assessment. • Dynamic risk assessment to review arrangements in light of weather changes during the visit. • Where over-exposure to the sun is possible, sun block carried (at least SPF 30). Access to drinking water ensured for all group. Loose fitting clothing with head covering worn. Suitable breaks out of the sun ensured in the timetable for the day. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an activity specific enhanced risk assessment.</i></p>	

<i>Travel Arrangements</i>			
Travel by coach Road traffic collisions / injuries sustained by failure to wear seatbelt / pupils left behind	Staff and pupils	<ul style="list-style-type: none"> ▪ Staff briefed on roles and responsibilities during journey and any stops made. ▪ Pupils briefed in expectations ▪ Head counts when getting on and off coach plus before departure from any stop or location. One staff member embarks first, with other staff ensuring order outside the coach; reverse process for disembarkation. ▪ Suitable embarkation points are used such as coach park or area with wide pavement. ▪ Visit Leader will determine staff seating arrangement to best manage supervision. Double decker buses will have staff on each deck. Staff/pupil supervision ratio will disregard driver. ▪ Departure and return times made known to pupils, staff and parents ▪ Visit Leader to liaise with driver to plan rest stops/breaks. ▪ Arrangements for travel sickness will be considered in the enhanced risk assessment by the visit leader. ▪ Contingency plans in place in the event of lateness or incident ▪ Communications with transport provider available in case visit needs to be curtailed early. ▪ Mobile phone communication available ▪ Coach is hired from reputable company in line with DCC trips policy. ▪ Coaches have seat belts - pupils instructed to wear seatbelts and staff checks to make sure that they do so. 	

		<i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i>	
Travel by car / use of private vehicles Road traffic collisions / injuries sustained by failure to wear seatbelt / safeguarding concerns	Staff and pupils / members of the public	<ul style="list-style-type: none"> ▪ Driver ensures that pupils wear seatbelts. ▪ Pupils briefed about behavioural expectations and not distracting the driver ▪ Departure and return times made known to pupils, staff and parents ▪ Route planned and agreed with all parties. Expected travel times known to all parties. Drivers will not diverge without good reason and without communicating change ▪ Contingency plans in place in the event of lateness or incident including allowing extra time for delays. Specific arrangements will be considered in the enhanced risk assessment by the visit leader. ▪ Where multiple vehicles used, a lead vehicle will be identified and vehicles will not overtake. ▪ Each car to carry: emergency contact details, charged mobile phone, sick bag. First Aid kit to be available in any convoy. ▪ Driver confirms that they are insured for work related journeys via self-declaration ▪ Self-declaration obtained that vehicle is taxed and MOT is valid. ▪ Standard letter and self-declaration sent out and returned for volunteer drivers ▪ Volunteer drivers considered for the suitability by Visit Leader and Headteacher ▪ Child protection issues are addressed by not having any pupil alone with driver other than their own child. Specific arrangements will be considered in the enhanced risk assessment by the visit leader. ▪ If this is unavoidable, then the child must not ride in the front of the car. 	

		<ul style="list-style-type: none"> ▪ DBS checks undertaken for those who drive pupils DBS checks must be undertaken for those who regularly transport children. DCC/Torbay recommends that DBS checks undertaken for all drivers <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	
Travel by minibus Road traffic collisions / lack of driver competence / injuries sustained by failure to wear seatbelt / driver fatigue	Staff and pupils / members of the public	<ul style="list-style-type: none"> ▪ Minibus driver(s) are competent to drive and have the correct licence for the minibus being used D1 exemption or and has passed DCC test ▪ Minibus is maintained in accordance with manufacturer's requirements and checked prior to each journey: lights/horn/seatbelts/windscreen/tyres/spare tyre/jack/fuel. ▪ First Aid kit and fire extinguisher carried. ▪ Pupils instructed to wear seatbelts and staff checks to make sure that they do so. ▪ Vehicle loading is within maximum permitted as described by manufacturer and aisles are not blocked. ▪ Towing only undertaken when side emergency exit is available and D1 exemption not being used ▪ Head counts when getting on and off minibus plus before departure from any stop or location. ▪ Suitable embarkation points from nearside door are used such as car or coach park or area with wide pavement Staff/pupil supervision ratio will disregard driver unless activity specific enhanced risk assessment undertaken ▪ Sufficient stops planned for longer journeys to avoid driving when tired [max 4.5 hours without 45 minute break or 3 x 15 minute break. Maximum of 9 hours in one day] 	

		<ul style="list-style-type: none"> ▪ Arrangements for travel sickness will be considered in the enhanced risk assessment by the visit leader. ▪ Luggage stored without obstructing aisles. ▪ All exits unlocked when carrying passengers. <p>Passenger movements around minibus limited.</p> <p><i>Additional controls for driving minibus abroad:</i></p> <ul style="list-style-type: none"> ▪ Minibus driver(s) are competent to drive abroad in that they have full D or D1 entitlement ▪ Minibus has calibrated tachograph ▪ The following documentation is available in the vehicle: comprehensive insurance certificate; waybill; a Model Control Document; Own Account Certificate; evidence of 5 star breakdown cover; driver/s licences; V5; tachograph calibration certificate. ▪ The following safety measures are physically available: fire extinguisher; first aid kit; warning triangle; spare set of bulbs; high visibility jacket for the driver. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	
Service stations and other breaks in journey Injury through poor behaviour / pupils being separated or left behind / vehicle pedestrian conflict in car/lorry park	Pupils – especially young pupils	<ul style="list-style-type: none"> ▪ Brief pupils re purpose and timings of stop ▪ Staff briefed on roles and responsibilities during stop ▪ Clear expectations for behaviour established ▪ Brief pupils how and where to contact staff – establish permanent meeting point in service area and ensure that it is manned until final departure ▪ Brief pupils to remain in pairs or small groups ▪ Remind pupils about moving traffic and other hazards and establish no go areas. These to be established via dynamic risk assessment by staff at the service area. ▪ Staff/pupil supervision ratio arrangements will be considered in the enhanced risk assessment by the visit 	

		<p>leader.</p> <ul style="list-style-type: none"> ▪ Careful headcount before departure. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	
Road transport - breakdown or road traffic collision Secondary collision from passing vehicles / vehicle/pedestrian contact	Staff and pupils	<p>Coach:</p> <ul style="list-style-type: none"> ▪ Liaise with coach driver on safest place for group; either to stay on the coach or evacuate to an area behind barriers and away from road. On motorway, the only reason for not evacuating the coach would be that the area beyond the crash barrier created a greater danger. ▪ Visit Leader has over-riding decision until arrival of emergency services when instruction will be take from them. <p>Minibus:</p> <ul style="list-style-type: none"> ▪ Visit Leader to judge safest place for group; either to stay on the minibus or evacuate to an area behind barriers and away from moving traffic. On motorway, the only reason for not evacuating would be that the area beyond the crash barrier created a greater danger. ▪ Visit Leader to take instruction from emergency services upon their arrival <p>Car:</p> <ul style="list-style-type: none"> ▪ Driver to judge safest place for group; either to stay in the vehicle or evacuate to an area behind barriers and away from moving traffic. On motorway, the only reason for not evacuating would be that the area beyond the crash barrier created a greater danger. ▪ Driver to take instruction from emergency services upon their arrival. 	

		<ul style="list-style-type: none"> ▪ If travelling in convoy, the Visit Leader to be notified at earliest opportunity. ▪ Contact the emergency contact at the school base with details of what has happened and what your plan. Arrange regular updates. School to contact parents/guardians to inform them of incident and of changes in expected timetable. ▪ Make a careful check of all individuals in party. If you suspect that there may be shock or delayed shock seek the advice of emergency services present and if desirable take pupils to hospital for check up. ▪ Ensure that a competent member of staff accompanies any injured pupils to hospital ▪ Ascertain extent of injuries and of release times for the uninjured/lightly injured. ▪ Ensure regular updates fed back to school and hence parents/guardians. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	
Travel by ferry Injury through poor behaviour / swept overboard / pupils being separated or left behind / vehicle/pedestrian conflict on vehicle deck	Staff and pupils	<ul style="list-style-type: none"> ▪ Staff/pupil supervision ratio arrangements will be considered in the enhanced risk assessment by the visit leader. ▪ Staff briefed on roles and responsibilities during crossing. Rota to be established during night trips so that supervising adult is always awake ▪ Close supervision on vehicle deck when embarking/disembarking vehicle. No pupil access to this area unsupervised ▪ Clear expectations for behaviour established and on identification of any off-limits areas. Extent of these to be established via dynamic risk assessment by staff on the ferry. 	

		<ul style="list-style-type: none"> ▪ Open deck areas to be off-limits unless accompanied by an adult. ▪ Meeting point established which is staffed throughout the crossing and pupils briefed accordingly. ▪ Pupils to remain in pairs or small groups ▪ Careful head count before disembarkation ▪ In emergency follow instructions from ship's crew. ▪ Clarify procedures as far as possible with both staff and pupils before arrival at ferry. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	
Travel by air Injury through poor behaviour / pupils being separated or left behind / vehicle pedestrian conflict in car parking areas	Staff and pupils	<ul style="list-style-type: none"> ▪ Brief pupils re air safety and security requirements in airports and in flight ▪ Staff briefed on roles and responsibilities during time in airports ▪ Clear expectations for behaviour established ▪ Meeting points established and staffed throughout time in the airport and pupils briefed accordingly. ▪ Brief pupils to remain in pairs or small groups ▪ Remind pupils about moving traffic and other hazards and establish no go areas. ▪ Staff/pupil supervision ratio arrangements will be considered in the enhanced risk assessment by the visit leader. ▪ Headcounts at regular intervals. ▪ Pupils briefed and monitored on need for adequate exercise and drink on longer flights. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	

<p>Travel on foot</p> <p>Vehicle pedestrian conflict / pupils separated and lost in crowds</p>	<p>Staff supervising at front and rear / pupils – especially young pupils / staff leading on road walking routes</p>	<ul style="list-style-type: none"> ▪ Brief pupils in hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other pedestrians ▪ Staff briefed on roles and responsibilities for walking route. Means of communication between staff will be established before the visit departs. ▪ Staff/pupil supervision ratio arrangements will be considered in the enhanced risk assessment by the visit leader. ▪ Emergency plan is in place for eventuality of separation of child from group ▪ Route planned and walked ahead avoid fast roads, blind spots and other hazards. Pavements used wherever possible ▪ Designated crossing points used wherever possible ▪ When walking on road, group will walk on right facing traffic ▪ Pupils walk in controlled groups with staff member at front of group with another at the rear who is looking out for stragglers. Other staff evenly spread throughout the group ▪ Ongoing dynamic assessment by Visit Leader and/or staff at front of group controls varied accordingly ▪ Means of identification used to identify members of group quickly in crowded environment will be considered in the enhanced risk assessment. ▪ Regular headcounts taken. ▪ When walking in dark or semi-darkness, leaders at front and staff member at rear have torches. High visibility clothing will be worn. Specific arrangements outlined in the enhanced risk assessment. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	
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Use of public transport, including trains and underground Injury through poor behaviour / pupils being separated or left behind / pupils lost in crowded environments	Pupils – especially young pupils	<ul style="list-style-type: none"> ▪ Route planned to identify potential for problems and to account for delays ▪ Timetables considered ahead of time to ensure particular trains/connections will not be missed. Contingency plan for alternatives if train /connections missed. ▪ Brief pupils in hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other public transport users and to be aware of dangers ▪ Staff briefed on roles and responsibilities for travel route. Means of communication between staff will be established before the visit departs. ▪ Staff/pupil supervision ratio arrangements will be considered in the enhanced risk assessment by the visit leader. ▪ Party to move through crowded areas with adult in lead and adult at back of the group. ▪ Meeting points established and staffed throughout time in station concourse and pupils briefed accordingly. ▪ Brief pupils to remain in pairs or small groups ▪ Means of identification used to identify members of group quickly in crowded environment ▪ Regular headcounts taken. ▪ Large groups divided into small groups with adequate staffing for ease of management ▪ Emergency plan is in place for eventuality of separation of child from group. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	

Accommodation Arrangements			
Hazards arising from accommodation failing to meet statutory minimum standards Fire / building regulations / safer recruitment practices / welfare and security failings	All participants and staff.	<ul style="list-style-type: none"> ▪ Accommodation provider to complete form "SOE5" as self-declaration statement to provide assurance that accommodation meets required standards provider holds the LoTC Quality Badge ▪ Accommodation has tourist board rating or external validation of standards ▪ Pre-visit check carried out to confirm standards are satisfactory. ▪ Upon arrival, and ongoing throughout visit, visual inspection of windows, balconies, stairways, electrical fittings, hazards in grounds or in immediate surroundings, washing and toilet facilities, heating and catering facilities ▪ Pupils briefed to report any faulty items found in rooms to staff ▪ Shortcomings in provision will be discussed with accommodation manager ▪ SOE3 parental consent information checked to ensure dietary requirements met. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	
Supervision and privacy Safeguarding concerns / incidents arising from lack of supervision Sexual assault / vexatious accusations	All participants and staff	<ul style="list-style-type: none"> ▪ Separate male and female sleeping accommodation and washing facilities are provided. ▪ Separate staff accommodation is suitably located to ensure adequate supervision but also ability for pupils to raise concerns if needed ▪ Mixed parties are accompanied by at least one adult of each sex 	

of sexual assault / sexual grooming / violence/incident arising from failure to supervise		<ul style="list-style-type: none"> ▪ A bedroom plan detailing who is allocated to which room will be completed by the first day of the visit at the latest and shared with all staff at the earliest opportunity ▪ Staff have access to pupil sleeping area at all times ▪ Staff/pupil supervision ratio arrangements will be considered in the enhanced risk assessment by the visit leader. ▪ Dormitories are for the exclusive use of the group concerned. Arrangements to be outlined in the enhanced risk assessment. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	
Fire in the building Fire / explosion / inability to escape from fire due to blocked means of escape / inability to escape from fire due to unfamiliarity with building	All participants and staff.	<ul style="list-style-type: none"> ▪ Accommodation provider to complete form "SOE5" as self-declaration statement to provide assurance that accommodation meets required standards provider holds the LoTC Quality Badge ▪ Identify requirements at time of booking and check during pre visit and on arrival ▪ On arrival Visit Leader to check physical fire safety arrangements: <ul style="list-style-type: none"> ○ walk escape routes to check that fire exits clearly marked and escape doors open easily ○ fire alarm sounders on each floor and in public areas ○ fire extinguishers available on each floor and in public areas ○ emergency lighting provided and working ○ Staircases and corridors protected by fire doors in good condition. ▪ Briefing to all pupils about fire evacuation on arrival arrangements and expected standards of behaviour. Briefing to include a walk through fire practice which 	

		<p>indicates location of assembly point and lay-out of escape routes</p> <ul style="list-style-type: none"> ▪ A group list is held by Visit Leader to ensure registration of whole party after an evacuation of the building. Arrangements shared with other staff. ▪ Decide whether or not pupils' doors should be locked from the inside. Arrangements to be outlined in the enhanced risk assessment. ▪ Fire exits should be openable from the inside whilst remaining secure from the outside. ▪ Shortcomings in provision will be discussed with accommodation manager <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	
Attack or disturbance by intruder Sexual assault / abduction / violence / property theft	All participants and staff	<ul style="list-style-type: none"> ▪ Accommodation provider to complete form "SOE5" as self-declaration statement to provide assurance that accommodation meets required standards provider holds the LoTC Quality Badge ▪ On arrival Visit Leader to check physical security arrangements to ensure that reasonable steps taken to prevent unauthorised persons entering the accommodation ▪ The accommodation is locked at night or there is a night porter on duty. ▪ Ensure that all windows and doors are secured from external entry without compromising means of fire escape ▪ If windows lead onto balconies, only staff or reliable pupils occupy these rooms. ▪ If other guests share the accommodation, sole occupancy of the floor will be sought, and have designated staff rooms adjacent to pupils 	

		<ul style="list-style-type: none"> ▪ Decide whether or not pupils' doors should be locked from the inside. ▪ Fire exits should be openable from the inside whilst remaining secure from the outside ▪ Roles and responsibilities for staff identified. ▪ Pupils briefed to inform staff in the event of an emergency and where they can be found. ▪ Staff to check pupils at "lights out". <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	
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Name of Executive Principal:	Sign:	Date:
Name of Designated Safeguarding Lead:	Sign:	Date: