

# **Staines Preparatory School**



## **Trips and Visits Policy**

**September 2023**

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Staines Preparatory School a supportive and effective learning environment.

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2023](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

## **Introduction**

Off-site visits are activities arranged by or on behalf of the school, and which take place outside the school grounds.

The School believes that off-site activities can supplement and enrich the curriculum by providing experiences, which would otherwise be impossible.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

Funding for most off-site activities is included in the School fees. However, for some trips there may be additional charges.

## **Aims**

The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working, including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

These visits begin with short excursions into the local area in the Early Years, and progress to residential experiences in Key Stage 2.

## **Curriculum links**

Across the curriculum there are a variety of activities that may take place off-site or may include visits to the School.

## **Inclusion**

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip 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 pupils.

### **Residential activities**

Children in the Upper School have the opportunity to take part in residential visits, some of which are in school time and linked to the curriculum, others are during the School holidays where there is an additional charge for these optional trips.

The School provides qualified instructors for all specialist activities undertaken.

Staff are seen to be acting “in loco parentis” throughout the trip.

### **How visits may be authorised**

Where staff propose an off-site activity, they must seek initial approval from the appropriate Head of School who will consult with the School Business Manager and Headmistress before any commitment is made on behalf of the School. A visit plan should be provided by the member of staff to allow for an informed decision to be made. (Refer to the *Visit Planner*).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, published advice and procedures available from the School Secretary's Office. The Headmistress (Educational visits coordinator) must approve all off-site trips.

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

The role is to:

- Consider and approve proposals for trips
- Ensure that appropriate documentation exists, including risk assessments (liaising with the Transport, Admin and H&S Managers when required)
- Ensure planning and documentation meets with School Policy
- Support trip leaders
- Assess emergency planning including the emergency contact for each visit
- Evaluate and monitor trips
- Review policies and systems annually, especially in the light of any incidents
- Ensure that DBS disclosures are in place as necessary
- Work with the group leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis
- EVCs must complete an OEAP EVC training course . The EVC reviews all trips planned and working closely with the Group Leader

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the Headmistress will seek the approval of the Governing Body before permitting the activity to take place.

Accommodation Guidelines: - The sleeping arrangements must be organised to be in line with current regulations, namely the group should ideally have adjoining rooms with teacher's quarters – the Group Leader must obtain a floor plan of the rooms reserved for the group's use in advance. The immediate accommodation area should be solely for the group's use. There must be separate male/female sleeping/bathroom facilities. The Group Leader will need to have checked that the accommodation has appropriate and safe heating and ventilation, during the

inspection trip. In addition balconies should be stable, windows secure and electrical connections safe. The group must be informed of the layout of the building and fire exits etc on arrival and a fire drill organised. There must be an audible fire alarm. Security arrangements must be checked by the Group Leader.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

The Headmistress, Deputy Head or Assistant Head will be involved in the planning and management of off-site visits.

They will:

- Ensure that risk assessments are completed.
- Support the Headmistress and governing body in their decisions on approval.
- Ensure competent staff lead and help with trips.
- Verify that all adults helping to supervise the trip are suitably qualified or experienced bearing in mind the ages of the children and the activities to be undertaken.
- Make sure that all necessary permissions and medical forms are obtained.
- Keep all necessary records of visits.
- Ensure all children have a clear understanding of behavioural expectations.
- Assess the suitability of the trip for pupils with special or medical needs.
- Will consider cover implications at school for staff attending the trip or residential.

### **Safeguarding**

School staff are aware that when pupils are engaged in school supported activities outside the school grounds, there is a need to ensure that all possible precautions are taken to safeguard the children's welfare. Adult volunteers accompanying residential trips are required to have an enhanced Disclosure Barring Service check. At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

Parents/Volunteers may be used for day trips. Such persons should be known to the school and 'no concerns expressed' about them taking part in a trip. All volunteers are required to read and sign that they have read the Child Protection and Safeguarding Policy as well as the trip risk assessment.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip. Appendix 1

### **Risk assessment**

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks that might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?
- Any additional risks and risk mitigation measures

Staff planning an off-site activity should wherever possible make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due

regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children.

Staff will also consider the venue's own approach to security and to health and safety, including fire precautions and evacuation. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve.

The School will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures. When planning a repeat visit or a series of activities, it is important to review the previous plan (no matter how well it worked in the past) to ensure that it meets current group needs and any other changes (e.g. time of year).

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

The School will ensure the staffing of visits enables leaders to supervise young people effectively. Decisions about the staffing and supervision should take account of:

- The nature and duration of the visit and the planned activities;
- The location and environment in which the activity is to take place;
- The nature of the group, including the number of young people and their age, level of development, sex, ability and needs (behavioural, medical, emotional and educational);
- Staff competence;
- The consequence of a member of staff being indisposed, particularly where they will be the sole leader with a group for any significant time.

Staffing ratios are a risk management issue and should be determined through the process of risk assessment. It is not possible to set down definitive staff/participant ratios for a particular age group or activity.

Any off-site activity should normally have sufficient adults taking part to provide adequate supervision. The following minimum ratios should act as a guideline:

- 1 adult to between 10 - 15 pupils in Years 4 to 6;
- 1 adult to between 8 - 12 pupils in Year 3;
- 1 adult to 6 - 8 pupils in Years 1 to 2;
- 1 adult to 4 children in Early Years.

This ratio could increase depending on the nature of the trip. The Early Years Foundation Stage (EYFS) Statutory Framework sets out legal minimum ratios for all providers working with children aged up to five. The appropriate ratio during an outing is always likely to be higher than the legal minimum: as with other age groups, this should be determined by risk assessment, which should be reviewed before each outing. It is not unusual for a ratio of 1:1 to be necessary for individual pupils, or pupils with additional needs. Please refer to supervision policy for further guidance on Early Years adult/child ratios.

Any trip will require a minimum of two adults. However, these are *minimum* requirements, and may *not* provide adequate supervision in all cases.

On all educational visits, we will make sure:

- At least 1 male and 1 female supervising adult is present (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips

- For EYFS settings at least 1 qualified paediatric first aider is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls

A risk assessment must also cover transport to and from the venue.

The coach company we use on a regular basis has provided us with a letter detailing all the health and safety measures it routinely takes, including:

- The provision and required use of seat belts.
- Proper vetting of the driver by the police.
- Proper insurance for the driver.
- Details of first aid and emergency equipment.
- Breakdown procedures.

### **Costing**

The costing of off-site activities should include any of the following that apply:

- transport;
- entrance fees;
- any additional insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- any refreshments the school has opted to pay for.

### **Transport**

Transport arrangements will allow a seat for each member of the party. It is the School's policy only to use vehicles fitted with seat or lap belts, and to insist that all passengers wear them.

Where private cars are used for transport, parents may be required to show their driving licence. The group leader is responsible for checking that the insurance of each driver covers such journeys, and double-checking that each driver is suitable and is in a fit condition to drive. Drivers are to complete the private car form.

Each seat on our minibus has a belt. We instruct all children, whether travelling by car, minibus or coach, to attach their seat belts. DfE has provided guidance on the requirements for driving minibuses which is included in the Minibus Risk assessment.

Children below 1.35m tall must use a booster seat in all vehicles, except coaches and minibuses.

Guidelines on the use of Public Transport:

- It is accepted that occasionally public transport may be the preferred method of transportation.
- In these cases Group Leaders must ensure that they have prepared the appropriate risk assessment which takes into account alternative routes/methods of travel in case of public transport cancellations/failure.
- Tickets for National Rail and London Underground should be organised at least one month in advance

### **Communication with parents**

For children over nursery age, written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the school if these take place during school hours and are a normal part of the child's education at school. However, parents should be told where their child will be when not on school premises, be provided with all appropriate information and of any extra safety measures required. Written individual consent is usually only requested for activities that need a higher level of risk management, those that take place outside

of school hours, high risk activities and residential visits. A 'one-off' blanket consent form is used for parents to sign when their child enrolls at the school.

Funding for most off-site activities is included in the fees. However, for some trips there are additional charges. This must be made clear to parents in all correspondence about the trip at the planning stage.

For residential trips, parents will be asked to give advance permission for emergency medical treatment to be administered by local medics if parents cannot be contacted for specific consent.

### **Further health and safety considerations**

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures/emergency response plan that will apply. Each adult should be provided with an emergency telephone number. This will normally be the School number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a party leaves school the School Office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity the Group Leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the Group Leader should discuss with the Headmistress the possibility of excluding that child from the activity.

More detailed guidance on procedures and requirements can be obtained from the *Health and Safety Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies (February 2014)*

### **Group leaders' planning**

Group leaders must read the appropriate guidance for off-site activities:

- *Health and Safety on Educational Visits: (2018)* and its supplements:

They must draw up a Visit Plan which records in writing Appendix 2 the arrangements that have been made.

### **Visit plan**

The visit plan for intended educational visits must include the following:

- Risk assessment.
- Applications for approval of visit.
- Report on preliminary visit where appropriate.
- General information, including details of those involved in the visit.
- Travel schedule.
- Accommodation plan (if applicable).
- Full plan of activities.
- Intended arrangements for supervision.
- Insurance arrangements if applicable
- Emergency contacts and procedures.
- General communications information - copies of letters to parents.
- Guidance notes for helpers.
- LOTC Quality badge (where an organisation does not hold the badge, additional checking is conducted and a provider form must be completed – see form in appendix).
- Event specific notes.
- An activity involving caving, climbing, trekking, skiing or water sports (other than rowing) must hold a licence as required by the Adventure Activities Licencing Regulations 2004 (for England, Scotland and Wales)

## **On the Day**

The following must be taken on all visits:

- Copies of the Risk Assessments (including emergency plan and communications plan)
- Names, ages, contact details, permission forms, medical notes & medical questionnaire returns where appropriate, individual medicines and other relevant details of all those going on the visit.
- First-aid boxes.
- Sick bucket, complete with bag and cleaning products, where appropriate.

All helpers should take a mobile phone, where appropriate, and be given:

- A list of those in their group
- A copy of the guidance notes
- A copy of the Risk Assessments
- An emergency contact number

Pupils with specific medical needs must be included in a group led by a teacher or Welfare Officer.

## **Monitoring and review**

On return from the trip, the trip leader must complete an Educational Trip Evaluation Form.

## **What to do in the event of an emergency**

The Group Leader is responsible for ensuring that there are first aiders present on site or that accompanying staff have first aid training, this may include online Educare Training. All trips undertaken by the EYFS must have a qualified Paediatric First Aider in attendance. Pupils who are thought to be particularly at risk due to certain health issues must be considered separately. Such pupils will be attended on a trip by those members of staff who have had the training in how to address those health issues.

In the event of an accident or injury, please treat the injured persons following the First Aid and Welfare Policy. If the injury or illness is serious contact the Ambulance on 999. All injuries, accidents and medical emergencies must be reported and recorded on your return to school. (All adults on the trip should have a copy of these guidelines)

- Establish nature and extent of the emergency
- Make sure that all other members of the party are accounted for and safe - If there are any injuries, establish their extent and administer First Aid
- Establish names of all injured and call relevant emergency services
- Advise all other party staff of the incident and that emergency procedures are in operation - Ensure that an adult from the party accompanies casualties to hospital
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base, if appropriate
- Arrange for one member of staff to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for
- Control access to telephones, make contact with Headmistress and give a full report
- Identify alternative phone numbers in case telephone lines become busy
- The school will arrange to contact parents of those involved. In serious incidents the parents of all party members should be informed
- Any contact with the media will be handled by the Headmistress
- The Group Leader should write down as soon as is possible all relevant details.
- A record should be kept of any witnesses. Any associated equipment should be kept in its original condition
- Legal liability should not be discussed or admitted
- All accident forms should be completed
- Parents should be informed of any delays which may occur as a result of the incident

The School reassess all the risk assessments for any trip and the measures that are taken to mitigate these.

For any overseas trips the Foreign and Commonwealth Office publish advice which we should follow. The Home Office may publish advice if they think trips should be cancelled or curtailed in the UK.



### **Mobile Devices and Social Media**

Pupils are not permitted to take phones, 5G, 4G, 4G or Wi-Fi enabled devices on educational trips at any time. The exception to this is on sports tours such as the Ski Trip. Devices may be used only in communal spaces for a specified time under adult supervision. Devices will be collected by the Group Leader and kept locked away when not in communal use. Pupils on the Year 5 and 6 residential trips make take a digital camera. Where possible the School will use school cameras and iPads.

Twitter - the school has an account which Group Leaders may have permission to access. Please speak with the Marketing Manager to gain access information. Twitter is a good way to keep parents abreast of what is happening whilst their children are away. Content on Twitter should always be in line with the school ethos and formal written English should be used. Please refer to the photo permissions list before posting any Tweets.

This policy is monitored by the Headmistress and will be reviewed yearly or before if necessary.  
This policy also applies to the **Early Years Foundation Stage**.



## Appendix 1

### Volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the Headmistress at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
  - Listen to and act on instructions from staff
  - Dress appropriately for the trip
  - Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
  - Pay attention to potential dangers and raise concerns with staff
  - Act responsibly and demonstrate good behaviour to pupils
  - Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible
- 
- Volunteers agree **not** to:
  - Exchange contact details with pupils unless told to by a member of staff
  - Engage in physical contact with pupils unless appropriate or required
  - Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
  - Use demeaning, offensive, abusive or insensitive language
  - Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
  - Allow themselves to be left alone with a pupil unless previously agreed with staff
  - Take photographs or record pupils without the permission of pupils and staff
  - Leave children unaccompanied
  - Make or receive telephone calls

As a volunteer, I have read and agree to this code of conduct and will follow the rules set out above.

Name: .....

Signed: .....

Date: .....

Headmistress: .....



# VISIT PLANNER - OFF-SITE

From (Teacher in charge of trip): .....

Name of trip: .....

Destination: .....

Contact name and number of destination: .....

Date of visit ..... Calendar checked with Secretary Yes / No

Year Group / Class / Form: .....

**Transport required:** Please circle your requirements and see Purchasing for a quotation

Coach (53 Seats) / Minibus (16 Children) / Minibus (16 Children)

Other: .....

**Staffing:** Ratio of Adults to Children (in accordance with Visits Policy)

Number of Children: ..... Number of adults .....

Names of adults: .....

.....

Depart from SPS: ..... Depart return journey: .....

Arrival time at destination: ..... Arrival back at SPS: .....

Packed Lunch required: Yes / No

What should the children be wearing: .....

Is pocked money required: Yes £ ..... No

**Costing:** ..... **Budget:** .....

**Approved by:**

Head of Lower / Upper School: ..... Date: .....

Headmistress: ..... Date: .....

Bursar: ..... Date: .....

**For office use only:**

- |                        |                          |                                |                          |
|------------------------|--------------------------|--------------------------------|--------------------------|
| Trip letter to parents | <input type="checkbox"/> | Risk Assessment                | <input type="checkbox"/> |
| Transport booked       | <input type="checkbox"/> | Minibus approved by Facilities | <input type="checkbox"/> |
| Emailed Peripatetics   | <input type="checkbox"/> | Invoice paid                   | <input type="checkbox"/> |

# VISIT PLANNER - ON-SITE



**To: The Bursar**

From (Teacher in charge of trip): .....

Year Group / Class / Form: .....

Visiting Company: .....

Contact name and number of company: .....

Date of visit ..... Calendar checked with Secretary Yes / No

Venue required (Please circle) Peter Roberts Hall / Burges Hall / Atrium

Other: .....

Cost of Event: .....

Arrival time: .....

Performance time: .....

Departure time: .....

Supervision Lunch required: .....

Any equipment required: .....

**Approved by:**

Head of Lower / Upper School: ..... Date: .....

Headmistress: ..... Date: .....

Bursar: ..... Date: .....

**For office use only:**

Facilities Arrangements approved by: ..... Date: .....

# Educational Visit Evaluation Form



Please complete this evaluation form within one week of the educational visit and submit to the Senior Leadership Team for review. This form will be attached to your original Risk Assessment.

Title of Educational Visit:		
Date Commenced:		
Which pupils participated?		
Was the original specification of the trip altered?	NO	YES - please describe
Were the intended learning outcomes achieved?	YES	NO - please state which outcomes were not achieved and why:
Did the pupils enjoy themselves?	YES	NO - please comment
Were there any unexpected outcomes achieved?	NO	YES - please describe
Please comment on the contribution of the multi-agency partners involved.		
Has feedback information been given to parents?	YES	NO - Please describe:

Were there any risk assessment issues?	YES	NO	Please describe:
Were there any safeguarding issues	YES	NO	Please describe:

Thank you for completing this evaluation form.

	Signed	Date
Trip Leader:		
Head of Lower / Upper School:		
Headmistress:		

## Use of a private car to transport young people

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

<b>2</b>	Signed: _____ Print name: _____
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<b>3</b>	Address: _____ _____ _____ _____
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<b>4</b>	Date: _____
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The employer and the establishment reserve the right at any time to request copies of any relevant documentation e.g. Vehicle Log Book V5, MOT, Insurance, Driving License

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

# PROVIDER FORM

## For completion by 'external providers'

Providers **that do not hold an LOtC Quality Badge** are required to complete and return this form in advance of the establishment making a commitment.

Establishment: . . . . . Staff member in charge: . . . . .

Date(s) of visit: . . . . . Name of provider: . . . . .

The provider or tour operator providing services to the establishment named above is asked to give careful consideration to the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications which do not apply to your provision.

Section A should be completed for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.

### SECTION A - ALL VISITS

#### Health, Safety, and Emergency Policy

- 1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection.
- 2. Accident and emergency procedures are maintained and records are available for inspection.

#### Vehicles

- 3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

#### Staffing

- 4. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability to work with young people.
- 5. There are adequate and regular opportunities for liaison between establishment staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to establishment staff.
- 6. The provider has never been dismissed from any employment or had a contract ended.

#### Insurance

- 7. The provider has public liability insurance for at least £5 million with a clause giving 'indemnity to principal'.

#### Accommodation (if provided)

- 8. UK accommodation has a current fire risk assessment and is safe from the hazards of fire.
- 9. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned.
- 10. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
- 11. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants' accommodation.

#### GDPR

- 12. The Provider complies with GDPR and will process the school's data appropriately.

### SECTION B - ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

- 13. Adventure Activities Licensing Authority (AALA) Licence covering dates of visit  YES  OUT OF SCOPE

14. If YES, AALA Licence number RFor AALA licensable activities in the UK, the specifications in this section are checked as part of the AALA inspection. However, providers licensed with AALA are asked to consider these specifications with respect to any activities or aspects of provision not covered by the licence.



**Activity management**

- 15. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.
- 16. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.
- 17. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser.
- 18. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is in line with current good practice within the UK, and this includes appropriate instructor competencies.
- 19. Participants will at all times have access to a person with an appropriate First Aid qualification. Staff are practiced and competent in accident and emergency procedures.
- 20. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
- 21. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.

**SECTION C - TOUR OPERATORS**

Where a tour operator delivers services to establishments using other providers eg. ski establishments, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in Sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

- 22. Sections A and B of this form, as appropriate, have been completed to show that checks have been made. Records are available for inspection.
- 23. The Tour Operator complies with the package travel regulations, including bonding to safeguard customers' monies.
- 24. ATOL, ABTA or other bonding body name and numbers.....

**SECTION D - OVERSEAS EXPEDITIONS**

- 25. The provider complies with 'Guidance for Overseas Expeditions, Edition 5' (GOE5).

If any of the above specifications cannot be met or are not applicable, please give details:
Details of any other accreditation, eg with National Governing Bodies, tourist boards, etc.

**DECLARATION**

**I hereby certify that I am an authorised signatory to enter into this Agreement and to bind the said company, firm, person or corporation to the terms and conditions herein.**

Signed: ..... Date: .....

Name (print): ..... Position in organisation: .....

Full name and address of company, firm, person or corporation: .....  
.....

Telephone : ..... Email: .....



# STAINES PREPARATORY SCHOOL

## S.T.A.G.E.D. Risk Assessment

RISK ASSESSMENT FOR:		DATE:	
ASSESSMENT BY:		RATIOS:	
REVIEW DATE:		FIRST AIDERS:	
LEARNING OUTSIDE OF THE CLASSROOM QUALITY BADGE (LOtC)		Y/N	LOtC Number

S.T.A.G.E.D.	Who is affected?	What are the issues?	How to manage?
Staffing			
Transport			
Activity			
Groups			
Environment			
Distance			

NAME	SIGNATURE	DATE

SIGNATURE & DATE OF EVC LEADER/HEADMISTRESS		
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