

**Tees Valley Education Trust**

**Guidance for Off-Site Visits and  
Related Activities Using 'EVOLVE'**

**The on-line application system**

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## Forms

[Provider Form](#)..... For Providers without LOTC Quality Badge

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[Emergency Card \(Visit Leader\)](#)

[Emergency Card \(Home Contacts\)](#)

## [Contacts](#)

# 1 General

Tees Valley Education acknowledges the immense value of off-site visits and related activities to young people, and fully supports and encourages those that are well planned and managed.

This document provides concise and supportive guidance for the planning and management of off-site visits and related activities.

The Trust uses the web-based system 'EVOLVE' to facilitate the efficient planning, management, approval, and evaluation of visits. All staff that lead or accompany visits can access their own EVOLVE account, which is set up by the Educational Visits Coordinator (EVC). As well as being an efficient tool for planning and approving visits, EVOLVE also contains a variety of features including: search and report facilities, downloadable resources and information, staff records and visit history, gateway access for parents.

EVOLVE: [Evolve - Middlesbrough Council](#)

## **National Guidance**

The Trust has adopted the OEAP National Guidance, references are made throughout the document, including but not limited to those of:

- Outdoor Education Advisers' Panel [National Guidance](#)
- National Library [www.national-library.info](http://www.national-library.info)
- Department for Education [www.dfe.gov.uk](http://www.dfe.gov.uk)
- Council for Learning Outside the Classroom [www.lotc.org.uk](http://www.lotc.org.uk)

In order to be concise, hyperlinks are used throughout this document. All documents are also available on EVOLVE.

# 2 Role of the Educational Visits Coordinator

To help fulfil its health and safety obligations for visits, academies must appoint an Educational Visits Coordinator (EVC) who will support the Head Teacher. (In small establishments the EVC may also be the Head Teacher or a member of SLT)

The EVC should be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the Trust. Commonly, but not exclusively, such competence will be identified in a person on the senior management team of the Trust.

The EVC should attend training, and revalidation training every three years.

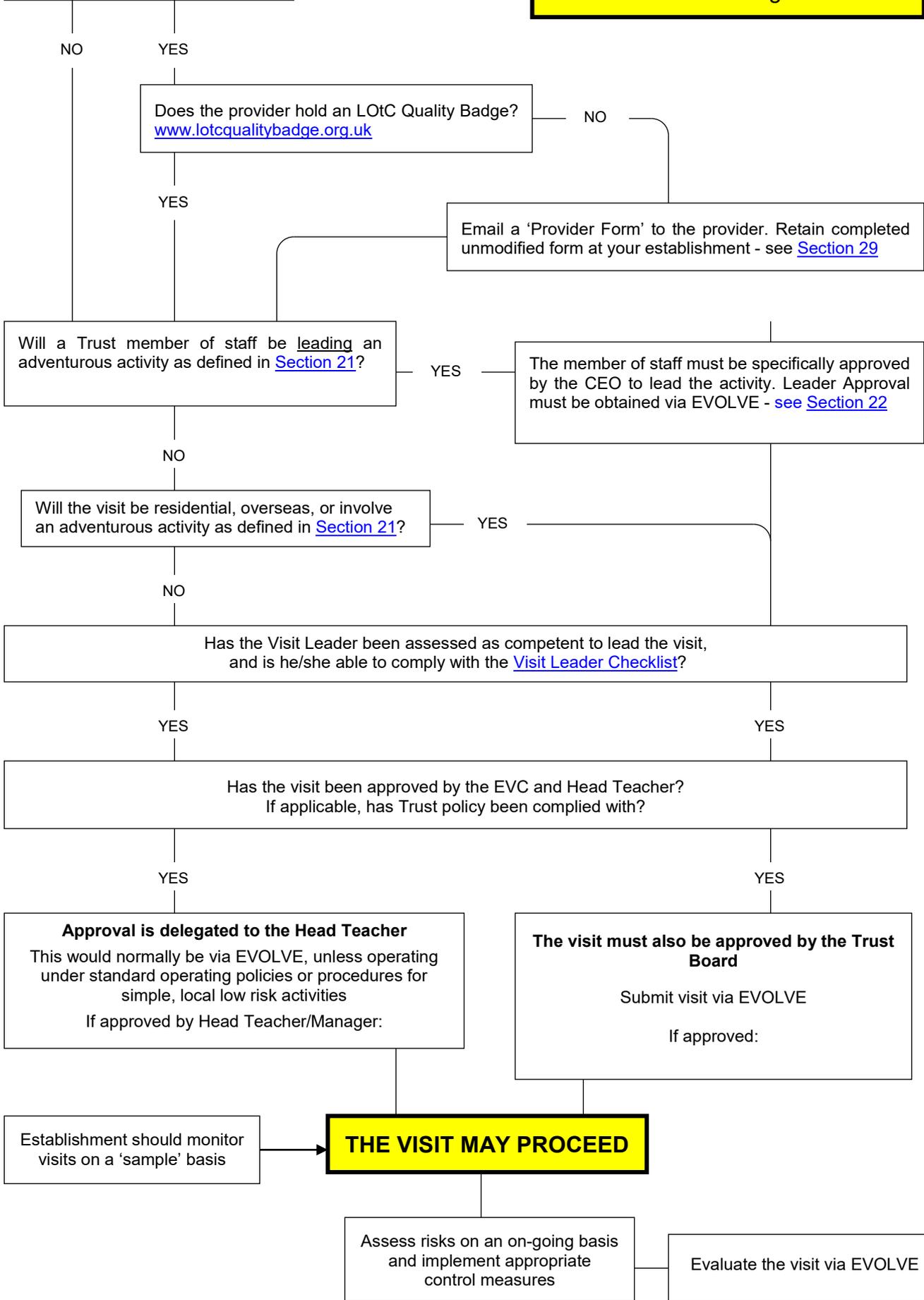
The EVC should support the Head Teacher in ensuring that competent staff are assigned to lead and accompany visits, see [Section 10](#), and with approval and other decisions.

The EVC should ensure that a policy is in place for educational and off-site visits, and that this is updated as necessary, and readily available to staff, through EVOLVE.

Refer to National Guidance document: [EVC](#)

**START**  
Will an External Provider, Activity Centre or Tour Operator be used?

**Visit Flowchart**  
Note: This process is automatically followed when using EVOLVE



### 3 Approval of Visits

Based on the visit types, EVOLVE automatically directs the flow for approval.

Approval is delegated to the Head Teacher, except for the following visit types:

- Overseas
- Residential
- Involving an adventurous activity as defined in [Section 21](#)

The above three categories are 'authorised' within the Trust, but are 'approved' by the Trust Board via EVOLVE.

In approving visits the Head Teacher and EVC should ensure that the visit leader has been appropriately inducted/trained, and is competent to lead the visit, see [Section 10](#)

A member of staff intending to supervise or instruct an adventurous activity, as defined in [Section 21](#) must be specifically approved by the CEO to do so, see [Section 29](#)

### 4 Outcomes

Clarity regarding the intended outcomes of the visit will help to ensure that the potential benefits can be achieved. Up to four 'intended' outcomes may be recorded on EVOLVE during the planning process, for subsequent evaluation.

Work that takes place outside the classroom can provide a very powerful means of developing learning in all curriculum areas, and raise attainment. Experiential learning can also provide opportunities for development in other areas, including:

- Relationships
- Emotional & spiritual
- Cross curricular
- Individual
- Teamwork
- Environmental

Preparatory work should take place in advance of the visit where appropriate. This, in conjunction with activity that will take place during the visit, should feed into any follow up work.

Refer to NATIONAL GUIDANCE document: [Evaluation of LOTC](#)

[High Quality Outdoor Education](#) can be used as a tool by visit leaders to assist in both identifying outcomes and in the evaluation of the learning taking place.

### 5 Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. You are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Disability Discrimination Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

**Special facilities** - the visit leader and EVC will ensure, in advance of each visit, that appropriate disability facilities are available such as a Disabled toilet, changing areas and wash facilities. These areas must provide adequate space for the disabled user, adult(s) supporting and equipment. Academies can purchase a RADAR key which enables access to disabled toilets located in public facilities.

Refer to National Guidance document: [Inclusion](#)

## 6 Responsibilities

The Health and Safety at Work etc Act 1974 places overall responsibility for health and safety on educational visits with the employer:

The Trust has adopted LA guidance, and is confident that the systems in place are equally as robust as those of the LA.

All persons involved in a visit have a specific responsibility which they should be clear about prior to the visit taking place, see checklists below.

Refer to checklists:

[Visit Leader](#), [EVC](#), [Head Teacher/Manager](#), [Parent/Guardian](#), [Management/Trustee](#)

Refer to National Guidance document: [Planning Basics](#)

Refer to National Guidance document: [Planning Visits, Off-site Activity and LOtC](#)

## 7 Planning

EVOLVE provides a means of recording planning during the planning phase, and enables the EVC and Head Teacher to monitor, contribute and support the activity.

The extent of planning required is related to the complexity of the visit, see:

- [Planning with EVOLVE](#) diagram.
- [Visit Leader Checklist](#)
- [RADAR](#) model: based on STAGED: Staffing, Timings, Activity, Group, Environment, Distance.

Risks are expected to be reduced to an *acceptable* or *tolerable* level, and not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity. See [Managing Risk in Play Provision](#)

Many aspects of planning will normally already be in place in the form of existing policies and guidance, such as the Trust's own policy. These, in conjunction with the EVOLVE Visit Form may be sufficient for a particular visit, as it is not necessary to repeat generic policies on EVOLVE.

Due to the complex nature of off-site visits, conventional 'risk assessment' as a stand-alone tool is not particularly useful and can on occasion be misleading. It is of greater benefit to consider the overall 'risk management' of visits by taking all aspects of visit planning and management into account. This can be achieved effectively through a combination of the EVOLVE visit form itself, and where appropriate, any event specific notes or attachments.

Visit planning includes consideration of the question: '*What are the really important things that we need to do to keep us safe?*' It should focus on those issues that are individual to the specific event, taking into account the needs of the group (including special and medical needs), the experience and competency of the staff team, and the leader in the context of the event. Significant issues must be recorded on EVOLVE, either in Notes or as an attachment, and shared with all parties.

This planning process by the leader may be compared to the expectation of a teacher to plan a lesson/session which is relevant to the needs of the group.

Planning that includes adventurous activity commonly involves delivery by an external provider (see [Section 29](#)) and the provider will have responsibility for risk assessing and managing the activity. As such, the provider's risk assessment is not the concern of the establishment leader, does not need to be requested from the provider, and does not need to be attached to EVOLVE.

Alternative arrangements (Plan B) should be included within the planning process where appropriate, for example, where weather conditions or water levels might be critical, or where an overcrowded venue might necessitate an alternative option.

It is good practice to involve participants in the planning and organisation of visits, as in doing so they will make more informed decisions, and will become more 'risk aware' and hence at less risk. They will also have greater ownership of the event.

- This is endorsed by HSE in [Principles of Sensible Risk Management](#)
- Refer to National Guidance document: [Planning Basics](#)
- Refer to National Guidance document: [Planning Visits, Off-site Activity and LOTC](#)

## 8 Safety during the Visit

Prior to the visit, staff must ensure that all participants understand what is expected of them. This includes any 'rules' that will be in place. These should be reemphasised as appropriate during the visit.

Monitoring of the visit must be ongoing, and this contributes towards both enjoyment and safety.

It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (eg Plan B) to suit changed or changing circumstances - for example: over-busy lunch area, rain, rising water levels, etc.

Following the visit, the visit leader should record any significant issues as a note on EVOLVE, for both reference and to inform future visits.

- Refer to DfE document: [A Handbook for Group Leaders](#)
- Refer to National Guidance document: [Responsibilities of Visit Leader](#)

## 9 Parent/Carer Consent

Section 35 of the Education Act 2004 states: *'Where a visit is part of a planned curriculum in normal curriculum time, then parental consent is not necessary although it is recommended good practice to ensure that parents are informed'*.

Annual consent is appropriate for regular routine activities.

For all other visits, consent should be obtained on an individual visit basis. Information provided to parents prior to granting consent should include full details of the activities and any other significant information.

## 10 Competence to Lead

The competence of the visit leader is the single most important contributory factor in the safety of participants.

The EVC and/or Head Teacher must therefore consider the following when assessing the competence of a member of staff to lead a visit:

- a) What experience has the leader in leading or accompanying similar or other visits? (check visit history on EVOLVE).
- b) Is the leader competent in planning and managing visits?
- c) What are the leader's reasons for undertaking the visit?
- d) Is the leader an employee of the local authority?
- e) Does the leader have the ability to manage the pastoral welfare of participants?
- f) Does the leader exhibit sound decision making abilities?
- g) What experience has the leader of the participants he/she intends to supervise?

- h) What experience has the leader of the environment and geographical area chosen?
  - i) Does the leader possess appropriate qualifications?
  - j) If appropriate, what is the leader's personal level of skill in the activity, and fitness level?
  - k) If leading adventurous activities, has the leader been 'approved' by the LA?
  - l) Is the leader aware of all relevant guidelines and able to act on these?
- Refer to diagram: [Planning with EVOLVE](#)
  - Refer to National Guidance document: Assessment of Competence

## 11 Staffing and Supervision

On all visits, there must be 'effective supervision' that has been approved by the EVC and Head Teacher and where applicable in accordance with the Trust policy.

Ratios for Early Years are specified and must be adhered to, see [Statutory Framework for the Early Years Foundation Stage](#)

For all other visits the visit leader, EVC and Head of establishment will make a professional judgement regarding the number and suitability of staffing on an individual visit basis after consideration of the following factors:

- the type, level, and duration of activity;
- the nature and requirements of individuals within the group, including those with additional needs;
- the experience and competence of staff and other adults;
- the venue, time of year and prevailing/predicted conditions;
- the contingency, or 'Plan B' options.
- 

A visit must not go ahead where either the visit leader, EVC, or Head Teacher is not satisfied that an appropriate level of supervision exists.

Visit leaders, EVCs and Head Teachers often find it helpful to have 'a starting point for consideration'. Where departure from the starting point results in fewer staff, the justification should be recorded as a note on EVOLVE.

Staff who are assigned to support the special needs of an individual, cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

Particular consideration should be given to the additional implications that may arise if staff are to be accompanied by family members (or partners) on visits.

Staff and volunteers who work *frequently* or *intensively* with, or have regular access to young people or vulnerable adults, must undergo an enhanced DBS check as part of their recruitment process. For the purpose of this guidance:

- '*frequently*' is defined as 'once a week or more'.
- '*intensively*' is defined as 'four or more days in a month, or overnight'.

Refer to National Guidance document: [Group Management and Supervision](#)

Refer to National Guidance document: [Vetting and DBS Checks](#)

## Remote Supervision

Young people must be supervised throughout all visits. At times they may be unaccompanied by a member of staff or other responsible adult, eg. D of E expeditions, 'down time' in a shopping mall, etc. This is known as 'remote' supervision.

'Remotely supervised' activities can bring purposeful educational benefits, and the progression from dependence to independence is to be encouraged.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

The decision to allow remote supervision should be based on professional judgement taking into account such factors as:

- prior knowledge of the individuals (including their maturity and levels of responsibility);
- venue and conditions;
- the activity taking place;
- preparatory training;
- the competence of the supervising staff;
- the emergency systems in place.

## 12 First Aid

**For all visits there should be a responsible adult with a good working knowledge of first aid appropriate to the environment (eg. urban, remote, water, etc).**

'Basic Skills' is a level which may be suitable for routine urban visits, however the nature of the visit may indicate that a higher level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed. For Early Years visits, a proportion of staff must hold a paediatric first aid certificate.

Based on the nature of the particular visit, the EVC (or visit leader) should make a professional judgement regarding the level of first aid required.

A first aid kit appropriate to the visit should be carried.

Refer to National Guidance document: [First Aid](#)

## 13 Insurance

Advice regarding insurance may be sought from the Business Managers in their respective academies.

The Trust will ensure that additional insurance arrangements, personal accident / travel insurance will be taken out for all visits abroad. For all other visits it is the responsibility of the CEO, Head Teacher, and Educational Visits Coordinator to determine whether additional insurance should be taken out. The Trust should particularly consider the need for additional insurance for residential activities, or those involving adventurous activities or hazardous environments.

Refer to National Guidance document: [Insurance](#)

## 14 Transport

Refer to National Guidance document: [Transport: General Considerations](#)

### PRIVATE CARS

Where a private (staff or parent) car is to be used to transport young people then this must be approved by the Head Teacher, and a [PRIVATE CAR](#) Form must be completed and retained by the establishment on an annual basis.

Refer to National Guidance document: [Transport in Private Cars](#)

### COACHES

The Trust does not 'approve' coach companies. Whilst UK legislation ensures that coach companies are fit for public use, the facilities available on coaches may vary. Liaising with other establishments within the borough that have used a particular company (via a search on EVOLVE) will help to determine the level of service that may be provided.

If you are wanting to use a particular coach company then it is recommended that you contact the following:

**Middlesbrough Integrated Transport Unit on 01642 353547 and Redcar & Cleveland Transport Unit 01642 444974** they will be able to advise on the current status of that company.

### MINIBUSES

Establishments that own or hire a minibus must have an operational policy in place for this.

For further information, see also:

- Refer to National Guidance document: [Transport in Minibuses](#)
- DVLA [www.dvla.gov.uk](http://www.dvla.gov.uk) Select 'Online leaflets', [INF28 'Driving a minibus'](#)
- ROSPA '[Minibus Safety: A Code of Practice](#)' 2008
- MiDAS (Minibus Driver Awareness Scheme) via [Community Transport Association UK](#). This also contains information on PCV licences, weight limits and towing.

Post 1997 licence holders may drive a minibus provided:

- Drivers are aged 21 years or over.
- They have held their category B driving licence for at least two years.
- The minibus is being used by a non-commercial body for social purposes, but not for hire or reward.
- Drivers are not being paid to drive the minibus, other than out-of-pocket expenses.
- The minibus does not exceed 3.5 tonnes (or 4.25 tonnes if specialised equipment for the carriage of disabled passengers is included) gross vehicle weight.
- No trailer is towed.

If any of the above provisions are not met, then a full D1 PCV is required.

## 15 Farm Visits

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

Refer to Farming & Countryside Education: [www.face-online.org.uk](http://www.face-online.org.uk)

Refer to National Guidance document: [Farm Visits](#)

## 16 Water-Margin Activities

This section applies to:

**Activities that take place near or in water – such as a walk along a riverbank or seashore, collecting samples from ponds and streams, or paddling or walking in gentle, shallow\* water. It does not apply to swimming and other activities that require water safety or rescue qualifications and equipment, or water-going craft.**

\* 'shallow' typically means up to the knees of the participants.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

At the outset the establishment must decide whether the activity:

- a) Falls **within** the definition in bold above - in which case the below guidance applies,  
*or*
- b) **Exceeds** the definition in bold above - in which case this is a water-based adventurous activity and [Section 23](#) applies.

All staff involved in water-margin activities should be conversant with the guidance contained within [Group Safety at Water Margins](#). This document must be made available to all supervising adults in advance of the visit.

As with all visits, where appropriate there should be an approved alternative 'Plan B' that could be used where conditions dictate, and for which parental consent has been obtained if necessary.

Trustee approval is not required for water-margin activities, but the leader must have previous relevant experience, and must have been assessed as competent to lead the activity by the EVC and/or Head Teacher.

Training is available for activity leaders around water margin activities.

[RLSS Water Safety Management Course](#)

## 17 Residential Visits

The Trust acknowledges the immense educational benefits that residential visits can potentially bring to children and young people, and fully supports and encourages residential visits that are correctly planned, managed, and conducted.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

Refer to National Guidance document: [Residential Visits Mindmap](#)

## 18 Overseas Visits

The Trust acknowledges the immense educational benefits that overseas visits can potentially bring to young people, and fully supports and encourages overseas visits that are correctly planned, managed, and conducted.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

**For all visits** it is essential that consideration is given to the following:

- a) Culture: food and drink, local customs, religion, expected behaviour/dress, gender issues, sanitary arrangements, corruption, political stability, local financial information, alcohol & drugs.

- b) Accommodation: checked for suitability, security, safety precautions and emergency evacuation.
- c) Transport systems have been assessed as safe for use.

The visit leader should consider the relevant country information from the Foreign and Commonwealth Office website: [www.fco.gov.uk](http://www.fco.gov.uk) ('Home' page, 'Travel & Living Abroad', 'Travel Information by Country'). All relevant FCO information should be circulated amongst the staff team.

For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all participants must hold a valid EHIC (European Health Insurance Card). See [www.dh.gov.uk](http://www.dh.gov.uk)

#### For exchange visits:

- The LA has adopted the Outdoor Education Advisers' Panel National guidance document: [Young People's Exchange Visits](#) LA establishments are required to adhere to all relevant aspects of this guidance.
- Refer to the British Council (Learning) [www.britishcouncil.org](http://www.britishcouncil.org)
- Refer to National Guidance document: [Exchanges & home-stays](#)

For Overseas Expeditions see [Section 26](#)

Refer to National Guidance document: [Overseas visits](#)

Refer to [Alcohol & Drugs](#) policy

## 19 Weather, Clothing & Survival

Where appropriate, the leader must obtain and act upon recent weather forecasts and local advice.

Participants should be adequately clothed appropriate to:

- The time of year, prevailing weather conditions, altitude and exposure to elements;
- Likely changes in weather;
- The experience and strength of the party;
- The nature of the visit and environment.

When venturing away from immediate help, leaders should consider the need for:

- Comfort, insulation and shelter for a casualty;
- Comfort, insulation and shelter for the whole group;
- Provision of emergency food and drink;
- Torch;
- Possible need of signalling equipment and/or mobile phone (NB. Mobile phones may not work in remote areas);

It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (eg Plan B) to suit changed or changing circumstances - for example: over-busy lunch area, rain, rising water levels, etc.

## 20 Swimming/Hydro Therapy

The Trust acknowledges the immense educational benefits that swimming and hydrotherapy activities can potentially bring to young people, and fully supports and encourages swimming activities that are correctly planned, managed, and conducted.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

All swimming activities and venues must be included within the visit plan, and lifeguarding arrangements checked in advance. This is particularly important in respect of visits abroad, where for example, a hotel pool may be available.

Young people must be supervised by a competent adult at all times whilst undertaking swimming activities. The following criteria apply:

### Swimming pools (lifeguarded)

Trust Approval is not required

- UK Swimming Pool safety is guided by various Health and Safety at Work Acts and Regulations. Pool operators have a duty to take all reasonable and practicable measures to ensure that teaching and coaching activities are conducted safely.
- For publicly lifeguarded pools abroad, the establishment's staff must seek assurances that appropriate lifeguard cover is in place prior to participants entering the water.
- Unless suitably qualified, the establishment's staff should not have responsibility for lifeguarding. However, they do retain a pastoral role for participants at all times either through direct or 'remote' supervision.
- For swimming lessons, the LA establishment should ensure the swimming teacher in charge or other pool employees/responsible adults supervising the participants are qualified according to current guidelines.

### Hotel (and other) swimming pools

Establishments should check the lifeguarding position in advance.

Trust Approval is not required for this activity if qualified lifeguarding is provided at the pool.

If lifeguarding arrangements are not provided at the pool then the visit leader will bear the full responsibility for ensuring swimming safety, and approval to lead the activity will be required via EVOLVE.

The following awards/qualifications apply:

#### For free swimming activity

- A valid RLSS UK National Pool Lifeguard Qualification (NPLQ), or equivalent in the country visited - see [www.lifesavers.org.uk](http://www.lifesavers.org.uk)

#### For structured or programmed activity

- A valid RLSS UK National Rescue Award for Swimming Teachers and Coaches (NRSTAC) or equivalent - see [www.lifesavers.org.uk](http://www.lifesavers.org.uk) *or*
- A valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement (available from 2012) see [www.lifesavers.org.uk](http://www.lifesavers.org.uk)

The role of the lifeguard is:

- To directly supervise the pool and the pool users, exercising appropriate levels of control. (Note: the lifeguard should remain on the poolside at all times except in the case of an emergency)
- If necessary, brief pool users in advance regarding rules (eg. no diving, running, etc.).
- To communicate effectively with pool users.
- To anticipate problems and prevent accidents.
- To intervene to prevent behaviour which is unsafe.
- To carry out a rescue from the water.
- To give immediate first aid to any casualty.

The above must be accomplished in the context of the normal operating procedures and the emergency plan for the pool, which should be considered before swimming takes place. Full familiarisation of the systems described should be walked through at the pool.

Staff must be aware of the procedures in the event of an emergency, and who at the venue will provide back up. Staff should also know if they have exclusive use of the pool, as other pool users may increase the supervision role of your lifeguard.

If a young person holds an appropriate qualification then their role should be emergency lifeguard action, and supervision should remain the responsibility of the LA establishment's staff.

### **Open water swimming** (ie not in a swimming pool and not a 'water-margin' activity)

Trust Approval is required via EVOLVE.

- Particular consideration should be given to the following factors:
- Unknown locations and hazards, especially overseas.
- Changing environmental conditions.
- Supervisor complacency.
- Adherence to local advice.
- Preparation and knowledge of young people, ie. is it a planned activity?

The designated lifeguard must be dedicated exclusively to the group, and the location used must fall within the RNLI/RLSS definition of a 'safer bathing area'. Local advice must always be sought.

#### For free swimming activity

- A valid National Beach Lifeguard Qualification (NBLQ) or equivalent in the country visited, see [www.lifesavers.org.uk](http://www.lifesavers.org.uk) Note: this is for beach/sea only, not inland water. *or*

#### For structured or programmed activity

- A valid RLSS UK National Rescue Award for Swimming Teachers and Coaches (NRASTAC) or equivalent - see [www.lifesavers.org.uk](http://www.lifesavers.org.uk) *or*
- A valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement (available from 2012) see [www.lifesavers.org.uk](http://www.lifesavers.org.uk)

## **21 Definition of an 'adventurous activity'**

The following activities are regarded as 'adventurous' and require LA approval:

- All activities in 'open country' (see below)
- Swimming (all forms, excluding publicly lifeguarded pools)
- Camping
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hill walking and Mountaineering
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coasteering/coastal scrambling/sea level traversing
- Underground exploration

- Shooting and archery
- Snowsports (skiing, snowboarding, and related activities), including dry slope
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- Off road cycling
- ‘Extreme’ sports
- Other activities (eg. initiative exercises) involving skills inherent in any of the above

‘Open country’ is normally defined as land above 300m, or more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate. Please contact the local authority if you think this might apply. For level of competence required to lead in open country see [Section 24](#)

For the purposes of Trust approval, the following activities are not regarded as adventurous and therefore do not require approval. However, these activities must be supervised by a member of staff who has previous relevant experience and who in the opinion of the EVC and Head of Establishment is competent to supervise the activity:

- Walking in parks or on non-remote country paths
- Field studies - unless in the environments stated in ‘open country’
- Swimming in publicly lifeguarded pools
- Theme parks
- Tourist attractions
- Pedal go-karts
- Ice skating (rink)
- Farm visits
- Local traffic survey
- Museum, library, etc.
- Physical Education and sports fixtures (other than the above)
- Water-margin activities as defined in [Section 16](#)

Please contact you academy EVC if there is uncertainty over whether a particular activity requires Trust approval.

## 22 Adventurous Activities

This section is applicable to all adventurous activities except the following, for which separate guidance applies:

[Water-based activities](#) - Section 23

[Open country activities](#) - Section 24

[Snowsports](#) - Section 25

[Overseas expeditions](#) - Section 26

The Trust acknowledges the immense educational benefits that adventurous activities can potentially bring to young people, and fully supports and encourages adventurous activities that are correctly planned, managed, and conducted

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

The responsibility for the safety of participants in an adventurous activity will rest with either:

a) **An external provider** - see [Section 29](#)

The provider must hold an [LOtC Quality Badge](#) or complete a [Provider Form](#)

Note: If a Provider holds an [AALA licence](#) (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.

Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

*or*

b) **A member of your establishment's staff** - see [Section 28](#)

This person must be specifically approved by the Trust to lead the activity, via EVOLVE.

## 23 Water-Based Activities

For clarification between water-margin and water-based activities see [Section 16](#)

The Trust acknowledges the immense educational benefits that water-based activities can potentially bring to young people, and fully supports and encourages water-based activities that are correctly planned, managed, and conducted.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

The following are not regarded as adventurous activities for the purposes of Trust approval:

- Swimming in publicly lifeguarded pools - see [Section 20](#)
- Water-margin activities as defined in [Section 16](#)
- Commercial craft, tourist boat trips, and similar activities for which young people would not normally wear personal buoyancy.

With the exception of the above, all other forms of water-based activities are regarded as adventurous activities, and as such require Trust approval.

The responsibility for the safety of participants in an adventurous activity will rest with either:

- a) **An external provider** - see [Section 29](#)

The provider must hold an [LOtC Quality Badge](#) or complete a [Provider Form](#)

Note: If a Provider holds an [AALA licence](#) (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.

Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

*or*

- b) **A member of your establishment's staff** - see [Section 28](#)

This person must be specifically approved by the Trust to lead the activity, via EVOLVE.

In order to participate in water-based activities, participants should normally be water confident. Participants who lack water confidence may still be able to take part subject to consideration of all factors, including the activity itself and supervision arrangements. The level of water confidence of all participants must be known by the activity leader prior to the commencement of water-based activities.

Leaders should have knowledge of the water conditions/hazards (and potential changes) that might be encountered, and prepare accordingly. Local advice must be sought where appropriate, eg coastguard, harbour master, other site users, etc.

Personal buoyancy conforming to the appropriate National Governing Body must be worn at all times by all participants in water based activities, except, at the discretion of the activity leader, where the activity:

- a) takes place in a swimming pool, *or*
- b) is 'swimming', *or*
- c) is an activity for which personal buoyancy would not normally be worn by young people.

## 24 Open-country activities

The Trust acknowledges the immense educational benefits that open-country activities can potentially bring to young people, and fully supports and encourages open-country activities that are correctly planned, managed, and conducted.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

For the purposes of Trust approval, 'open-country' is normally defined as land above 300m, or more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate. Please contact the EVC if you think this might apply.

Open-country activities are regarded as 'adventurous' and therefore these visits requires Trust approval.

The responsibility for the safety of participants in an adventurous activity will rest with either:

a) **An external provider** - see [Section 29](#)

The provider must hold an [LOtC Quality Badge](#) or complete a [Provider Form](#)

Note: If a Provider holds an [AALA licence](#) (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.

Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care. *Or,*

b) **A member of your establishment's staff** - see below

This person must be specifically approved by the Trust to lead the activity, via EVOLVE.

The following minimum levels of technical competence apply where a member of the establishment's own staff intends to lead an open-country activity:

a) For leaders of walking groups outside the UK or Ireland, please contact the EVC for further guidance.

b) For leaders of walking groups in mountainous terrain within the UK and Ireland

- Mountain Leader Award (Summer or Winter as appropriate) [www.mltuk.org](http://www.mltuk.org) *or*

- Sports Leader UK Level 3 Award in Basic Expedition Leaders Award (BEL)

- A written statement of competence by an appropriate technical adviser - see [Section 28](#)

c) For leaders of walking groups in summer conditions in non-mountainous hilly terrain

(Known variously as upland, moor, bog, hill, fell or down), with well defined obvious boundaries, such as roads and coastlines, and where any hazards within it are identifiable and avoidable, and where wild camping or movement on steep ground is not involved.

- Walking Group Leader Award [www.mltuk.org](http://www.mltuk.org) *or*

- Sports Leaders UK Level 3 in Basic Expedition Leaders Award (BEL).

See [Basic Expedition Leaders Award Level 3 \(BEL\)](#)

- A written statement of competence by an appropriate technical adviser - see [Section 28](#)

d) For leaders of walking groups in terrain 'easier' than that defined in c)

The leader must demonstrate an appropriate level of competence. This may include one or more of the following:

- Sports Leaders UK Level 2 Award *or* Level 3 Award in Day Walk Leadership

See [Day Walk Leadership Level 3](#)

- . This is appropriate for leading groups in lowland areas, and for organising base and mobile camps.

- Completion of a 'Country Leaders Award' Course. See Trust for details of course dates.

- A written statement of competence by an appropriate technical adviser see [Section 28](#)

- Evidence of recent, relevant experience, appropriately corroborated.

- An assessment of competence (written or implied) by the Head of Establishment.

## 25 Snowsports

The Trust acknowledges the immense educational benefits that snowsport activities can potentially bring to young people, and fully supports and encourages snowsport activities that are correctly planned, managed, and conducted.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

Snowsports (eg skiing and snowboarding) are regarded as adventurous activities, and the visit therefore requires Trust approval.

There are advantages to snowsports taking place during term time as opposed to during the establishment holiday period. These include: greater choice generally, less queueing for lifts, less crowded slopes therefore less chance of collisions occurring, less crowded resort, higher possibility of 'sole use' of accommodation, lessons more likely to be conducted by permanent snowsport establishment instructors (as opposed to 'casual' instructors), greater likelihood of English speaking instructors, considerable cost savings through avoiding high season (possibly allowing more young people to participate), etc.

A member of staff intending to organise a snowsport visit (but not instruct, lead or supervise on snow) must hold the Snowsport Course Organiser Award (SCO), administered by Snowsport England [www.snowsportengland.org.uk](http://www.snowsportengland.org.uk) and must have previously accompanied at least one educational snowsports visit.

Young people may only participate in snowsports when under the direction of an appropriately qualified and competent person. This would normally be an instructor employed by the local snowsports school. Establishments should therefore consider the merits of fully instructed lessons of 4/5 hours duration per day.

A member of staff intending to lead skiing or snowboarding (ie. not using a ski school instructor) must be qualified as below and have been approved by the Trust via EVOLVE- see [Section 28](#)

**Skiing:** The minimum qualification to lead skiing on snow is:

- The Alpine Ski Course Leader Award (ASCL) [www.snowsportengland.org.uk](http://www.snowsportengland.org.uk) *or*
- The Alpine Ski Leader Award (ASL) [www.snowsportsotland.org](http://www.snowsportsotland.org) *or*
- A statement of competence by an appropriate 'technical adviser' - see [Section 28](#)

**Snowboarding:** The minimum qualification to lead snowboarding on snow is:

- The Snowboard Leader Award (SBL) administered [www.snowsportsotland.org](http://www.snowsportsotland.org) *or*
- A statement of competence by an appropriate 'technical adviser' - see [Section 28](#)

See EVOLVE for the current good practice guidance on helmets for snowsport activities.

Young people must not participate in off-piste activities.

## 26 Overseas Expeditions

The Trust acknowledges the immense educational benefits that overseas expeditions can potentially bring to young people, and fully supports and encourages overseas expeditions that are correctly planned, managed, and conducted.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

Overseas Expeditions (for the purposes of this document) are defined as those which typically involve journeying in remote areas of the world and/or in developing countries.

There are stringent requirements on Overseas Expedition providers, and establishments may therefore need to allow up to 18 months for Trust approval to be granted. A 'Note' (for the attention of the Trustees) should be added to the EVOLVE Visit Form as soon as possible during the planning stages.

Overseas Expeditions will only be approved by the Trust Board

Establishments that are planning an overseas visit should read the following documents.

- National Guidance. [Overseas Visits](#).
- National guidance. Overseas Visits – [Mind Maps](#).
- Useful reference. [Guidance for Overseas Expeditions, Edition 3](#)

For providers that do not hold an LOfC Quality Badge, [Guidance for Overseas Expeditions, Edition 3](#) should be referred to when the proposal is initiated. This document contains information for both establishments and providers, and includes a checklist of vital aspects that **must** be considered prior to the establishment making a commitment with an external provider. Overseas expedition providers are required to comply with the minimum standards specified in this document.

When planning an expedition and selecting a provider, establishments should particularly consider the educational aims of the venture, that appropriate progression takes place, and that the requirements relating to 'Best Value' are met.

Visit leaders may find it beneficial to attend the one day course entitled 'Overseas Expeditions and Fieldwork: a Course for Teachers and Youth Leaders' organised by the Royal Geographical Society [www.rgs.org/go](http://www.rgs.org/go)

## 27 Emergency Procedures

Establishments should ensure that their Health and Safety policy includes off-site visits.

Staff involved in a visit must be aware of and adhere to their establishment's policy on emergency procedures.

For visits that take place outside normal establishment hours:

- A completed [Emergency Card – Visit Leader](#) (or equivalent) must be with the Visit Leader at all times, *and*
- A completed [Emergency Card – Home Contacts](#) (or equivalent) must be with the emergency home contact(s) at all times, where access to EVOLVE is not possible.

In an emergency, if it is not possible to reach any of the designated establishment emergency contacts, the leader should call the LA 24 hour emergency number - see [Contacts](#)

Refer to National Guidance document: [Critical Incident Management for Visits](#)

Refer to [A Handbook for Group Leaders](#)

## 28 Approval of staff to lead an adventurous activity

### PROCEDURE FOR OBTAINING APPROVAL

Staff who wish to lead (ie. supervise or instruct) an adventurous activity, as defined in [Section 21](#), must first upload details and scanned copies of all relevant qualifications (eg instructor certificates, first aid, etc) to the 'My Details' section of their EVOLVE account.

The visit leader should complete the Visit Form on EVOLVE as usual. During this process EVOLVE will ask for an Activity Leader Form (ALF) to be completed, which will request further details regarding the proposed venture (eg dates, venues, numbers, etc). The ALF will then be embedded within the Visit Form for that particular visit.

On receipt of a Visit Form (and embedded ALF), the Trust will view the proposed activity in the context of the leader's competencies and qualifications.

Where approval is not granted to lead the activity, the Visit Form will be returned to the EVC via EVOLVE, with an attached note. Where this is the case the activity must not take place.

### CRITERIA FOR APPROVAL

Approval will normally be given where the leader of the activity has recent relevant experience, and:

- is appropriately qualified through the relevant National Governing Body, *or*
- has a 'Statement of Competence' from an appropriate 'technical adviser' – see below.

For most activities the competence required of a technical adviser is stipulated by the activity's National Governing Body. For further clarification regarding a technical adviser 'Statement of Competence' please contact the Trust.

In some cases approval may be granted where no qualification is held, but the person concerned is deemed by the Trust to have a sufficient level of competence in addition to recent relevant experience.

In cases where no National Governing Body exists, the Trust will make a decision based on factors which may include: technical advice, the leader's stated competence, observed competence, past experience, and attendance at training courses.

Approval will always be subject to a requirement that the leader must act at all times within the remit of his/her qualifications, and in accordance with National Governing Body Guidelines where these exist. Approval may also be subject to other conditions which will be specified by the LA on the Visit Form.

Where there is insufficient information for the Trust to make a decision regarding approval, then the applicant may be asked to provide further information (eg evidence of awards, experience, and log book details, etc). In some cases a meeting with the applicant may be requested by the Trust.

Approval to lead an adventurous activity is specific to the technical aspects of the adventurous activity detailed. It is not an indication in respect of other aspects of the visit such as general management and supervision skills, the assessment of which may be the responsibility of Head of Establishment and/or EVC.

## 29 Using an External Provider

An 'External Provider' is defined as where there is an element of instruction, staffing, or guiding, for example:

- Activity Centre
- Ski Company
- Educational Tour Operator
- Overseas Expedition Provider
- Climbing Wall where instruction is provided by climbing wall staff
- Freelance instructor of adventurous activities
- Youth Hostel (where instruction is provided)
- Voluntary organisation (e.g. Scout Association), where instruction is provided

For the purposes of Trust approval, an External Provider is NOT a:

- Youth Hostel (where accommodation only is used)
- Hotel, B&B, etc
- Campsite
- Museums, galleries, etc
- Tourist attractions
- Theme Parks
- Farms
- Coach, Train, or Airline company
- Swimming Pool
- Climbing Wall where instruction is provided by a member of your establishment's staff with an approved Activity Leader Form (ALF) ([Section 28](#) applies)
- 'Volunteer' instructor of adventurous activities (see below)

The decision about the use of an external provider is the responsibility of the visit leader, EVC, and Head Teacher. The Trust does not 'approve' external providers or tour operators. Establishments will find it useful to 'Search by External Provider' on EVOLVE, and liaise with other establishments that have used a particular provider.

Establishments should consider the requirements under 'best value' when selecting an external provider.

To confirm that all aspects of the operation of the provider are satisfactory, the establishment must ensure that either:

- a) The Provider holds an LOTC Quality Badge [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)  
*or*
- b) A 'Provider Form' has been satisfactorily completed by the provider  
Note: If a Provider holds an [AALA licence](#) (and/or any other accreditation) but not an LOTC Quality Badge, then a Provider Form is still required.

**For Providers that hold an LOTC Quality Badge** [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)

No further action is necessary, other than to check the suitability of the provider/venue in relation to the intended aims or learning outcomes for the particular group.

For Providers that **do not** hold an LOTC Quality Badge [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)

#### PROCEDURE

- Download a [Provider Form](#) from EVOLVE.
- Complete the top section.
- Send Provider Form to the provider (email, fax, post).
- On its return check that it has been satisfactorily completed.
- Keep Provider Form on file together with all other relevant documentation.
- It is not necessary to attach the Provider Form to EVOLVE.

**Important:** If the Provider has made any alterations to the wording of the Provider Form or is unable to comply, then you must discuss this with the Provider, and if necessary seek advice from the Trust prior to making a commitment with the Provider.

The Provider Form should be sent to the provider at the time of making a provisional booking and no deposits should be committed prior to its satisfactory completion and return.

The satisfactory completion of a Provider Form does not necessarily signify that the service on offer will be appropriate for the young people from your establishment. A pre-visit and recommendation from previous users will help you decide on its suitability.

In some instances, for example where an establishment intends to use an 'external', **voluntary** individual for services, then this person may be regarded as a temporary member of staff and the procedure outlined in [Section 28](#) may be appropriate.

The above procedure is **not** sufficient for Overseas Expeditions (ie. those which typically take place in remote areas of the world and/or in developing countries), for which separate arrangements are applicable and **must** be complied with, see [Section 26](#)

# PROVIDER FORM

## For completion by 'external providers' used by Tees Valley Education

Providers that are to be used by Tees Valley Education are required to complete and return this form in advance of 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 is covered by a current fire certificate or advice has been sought from a fire officer and implemented, and a fire risk assessment has been completed.
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.

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

12. Adventure Activities Licensing Authority (AALA) Licence covering dates of visit  YES  OUT OF SCOPE
13. If YES, AALA Licence number R .....

For 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**

- 14. 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.
- 15. 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.
- 16. 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.
- 17. 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.
- 18. 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.
- 19. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
- 20. 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 3' (GOE3).

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 .....

Tel..... Fax ..... E.mail .....

EVENT SPECIFIC NOTES

What are the really important things we need to do to keep ourselves safe?

Visit details..... Carried out by ..... Date .....

ISSUE  Consider STAGED: Staff, Timings, Activity, Group, Environment, Distance	HOW TO MANAGE IT	WHO TO BE INFORMED		
		PARENTS	STAFF	PARTICIPANTS

You must also ensure that appropriate persons are aware of any generic procedures, but these do not need to be repeated here



## CAR DOCUMENT FORMS

### PLEASE COMPLETE IN BLOCK CAPITALS

All employees who drive their own car must complete this form and obtain approval for use from the Principal.

<b>Employee Details</b>		
Personnel Number:		
Title (e.g Miss,Mr)	Surname:	First Name:

<b>Car Details</b>	
Registration	Make e.g. Vauxhall
Model e.g. Cavalier GLS	Fuel e.g. Petrol, Diesel, LPG
Year of Registrations e.g. 1994	Engine Size e.g. 1905*

\*NB this must be the exact size shown on the Registration Document

Checklist have you seen?
<input type="checkbox"/> Vehicle Registration
<input type="checkbox"/> Driving Licence
<input type="checkbox"/> MOT
<input type="checkbox"/> Insurance covering business mileage

<b>Head Teacher</b>		
Name:	Signature:	Date:

<b>Staff</b>		
Name:	Signature:	Date:

N.B THIS DOCUMENT AND THE ATTACHED COPIES MUST BE KEPT BY THE HEAD TEACHER FOR RECORD/AUDIT PURPOSES.

PLEASE NOTE THAT THE EMPLOYEE IS UNDER OBLIGATION TO ENSURE THE CAR IS TAXED, MOT TESTED, INSURED AND MAINTAINED APPROPRIATELY. THE EMPLOYEE IS UNDER OBLIGATION TO INFORM THE HEAD TEACHER IF ANY OF THE INFORMATION CONTAINED IN THIS FORM CHANGES.

# Emergency Card (Visit Leader)

This 'card' must remain with the Visit Leader at all times on a visit

In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member from Senior Management of the establishment.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.  
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the Trust Emergency Contact Number** and request the help of the Emergency Response Team.

**Ask for the Emergency Response Team**

**Be prepared to give: Your name and Establishment/Group**

**Phone number & back up phone numbers**

**Exact Location**

**Nature of Incident**

**Number in the Group**

**You will be called back within 30 minutes so try not to make outgoing calls until contact is made.**

**You will be given advice and asked what the Trust can do to support you.**

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the Trust and for continuing contact with the Trust during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the Trust;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

# Emergency Card (Home Contacts)

For visits that take place outside normal establishment hours.

This 'card' or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.

The establishment's Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts who may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back within 30 minutes;

It is the responsibility of the Visit Leader to contact the Trust. However, circumstances may prevent this. If you are not 100% positive that the Trust has been contacted, please contact Middlesbrough Council 01642 726001 (office hours) 01642 726050 (Out of hours) and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident.

- Your details will be taken and you will be phoned back within 30 minutes;
- You should also contact the Head of Establishment (if this is not you);
- A Response Team will be brought into action to support the party, the establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately;
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the Trust in dealing with this.
- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the Trust and for continuing contact with the Trust during the incident.
- The Trust will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

# Contacts

Name	Title	Contact Details
Katrina Morley	CEO	07920750673
Karen Gleave	Head Teacher Brambles	07718584086 Karen.gleave@tved.org.uk
Kerry Newton	Head Teacher Dormanstown	07740740706 Kerry.newton@tved.org.uk
Kate Barkley	Head Teacher Pennyman	07772476333 Kate.barkley@tved.org.uk
Ruth Hunter	EVC – Brambles Primary	07766996583 Ruth.hunter@tved.org.uk
Geovanna Waters	EVC - Pennyman Primary Academy	07718584085 Geovanna.waters@tved.org.uk
Adrian Clarke	Outdoor Education Adviser	07855 212888 Adrian.Clarke@northyorks.gov.uk
John Summers	Health & Safety Adviser	01642 444064 07899066373 <a href="mailto:John.summers@redcarcleland.gov.uk">John.summers@redcarcleland.gov.uk</a>