



Educational Visits and Outings Policy and Procedures for

Contact Success Ltd – Alternative Provision

This policy will be reviewed in full by Contact Success Ltd on an annual basis. This policy was last reviewed and agreed by the Directors of Contact Success Ltd on 19th October 2023. It is due for review on 19th October 2024.

Signature

Director

Date: 19/10/23

Signature

Director

Date:



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Introduction

This procedure applies to all young people at Contact Success provision.

Procedure

Educational visits may form a part of the provision at Contact Success and are of significant educational value to students and will add to the all round education and vocational knowledge and understanding.

The objectives of this Policy and Procedure are to:

- Outline the legal requirements and responsibilities for visits
- Provide a planning framework for visits
- Cover Health and Safety issues that might occur
- Cover all types of visits offered by Contact Success
- Provide a working document for staff to use as a reference
- Make the planning of visits as efficient as possible

Responsibilities

- The Director has overall responsibility for educational visits. No visit can take place without their permission.

Prior to visits or off site activity, Staff should:

- Ensure that visits comply and follow guidelines of the Contact Success's Health and Safety Policy Document for off-site visits'
- Ensure that all visits follow the set procedures that are in place
- Assess suitability of visit
- Ensure all visits have contingency plans in place
- Ensure all visits have emergency plans in place
- Ensure risk assessments have been completed and appropriate safety measures are in place
- Ensure parents are informed and that they have given consent
- Ensure accidents and incidents are reported
- Ensure all the necessary paperwork is passed onto the Director for final approval
- Update staff on any new guidelines
- Provide guidance for staff on organising a visit
- Provide staff training where necessary
- Ensure adequate insurance cover is in place
- Review systems and, on occasion, monitor practice
- Ensure the Group leader / course tutor has experience in supervising the age groups going on the visit and will organise the group effectively



- Ratio of supervisors to students is appropriate
- Nominate one programme manager who should have overall responsibility for the visit
- Be responsible for the health and safety of the group
- Ensure all staff know their role on the visit
- Be able to control and lead the students of the relevant age range
- Ensure adequate first aid will be provided
- Be aware of the child protection issues, ensuring all staff/volunteers have been through safer recruitment checks/procedures
- Ensure adequate first-aid provision for the visit
- Complete all planning and preparation for the visit including briefing group members and parents
- Ensure that generic and visit specific risk assessments are in place, signed by the group leader / course tutor and a copy carried on the visit
- Ensure the ratio of supervisors: students is appropriate for the needs of the group and activities involved
- Have enough information on students proposed for the visit to assess their suitability or be satisfied that suitability has been assessed and confirmed
- Consider stopping the visit at any time if the risk to Health and Safety of participants is unacceptable
- Ensure that Contact Success and group supervisors have home contact details
- Ensure that the appropriate paperwork (risk assessments/insurance/contact details/list of students/evaluation) have been left at the main office of Contact Success
- Ensure that group supervisors have details of students' special educational or medical needs
- Carry out an inspection visit where deemed necessary
- Ensure that parents' have given written consent for visits
- Ensure that volunteers are covered by Contact Success insurance
- Report all accidents and incidents that occur on visits

Supporting Staff Responsibilities

- Follow the instructions of the group leader / course tutor
- Inform the group leader / programme manager if they consider the risk to Health and Safety of any group member is unacceptable
- Attend any briefing before the trip
- Carry the necessary paperwork/first aid kit as guided by the group leader / programme manager
- Inform the group leader / programme manager of any special medical needs or circumstances that may affect their performance

Volunteers (non-Contact Success staff)

- Be clear about the role
- Ensure the health and safety of everyone in the group
- Not to be left in sole charge of students except where it has been previously agreed as part of the risk assessment



- Follow the instructions of the group leader /programme manager
- Relevant safeguarding and safer recruitment procedures have been followed

Students

- Group leader / programme manager must make it clear to students that they must:
- Not take unnecessary risks
- Follow the instructions of the leader and other supervisors including those at any venues during the visit
- Dress and behave sensibly and responsibly
- Look out for anything that might hurt or threaten themselves or anyone in the group and report it to the group leader programme manager or supporting staff/volunteers

Any student whose behaviour may be considered to be a danger to themselves or to the group may be stopped from further participation in the visit and returned to Contact Success site.

Parents

- Parents should make an informed decision on whether their child should go on a visit
- The group leader / programme manager should ensure that parents are given sufficient information in writing and in good time
- Sign Contact Success consent form for day visits along with any additional code of conduct required
- If a student misbehaves on a visit, the parents support Contact Success staff to return the student to Contact Success main venue, this may involve parents early collection from provision of student.
- Provide the group leader / programme manager with the necessary medical, dietary and contact details

Detailed planning to include:

- Venue suitability for group/activity
- Group leader / programme manager and volunteers (if required)
- Pre-visit: where/when necessary
- Information to parents
- Consent forms collected
- Parents' meeting / contact for all off-site trips
- Briefing staff team
- Briefing students
- Risk assessments
- First Aid
- Transport arrangements
- Funding/costing/budget details
- Emergency procedures



- Contact Success DSL/DDSL contact details
- External providers Insurance
- Medical/dietary requirements of students
- Paperwork to accompanying staff

During the visit:

- Briefing students and staff/volunteers
- Supervision of visit

After the visit:

- Evaluation to be completed
- Report any accidents or incidents



1. Outline Approval

A proposal for the visit must be submitted to the Director outlining the visit's aims, students who will be taking part, dates of the visit, a basic outline of what students will do on the trip and staff required to support the visit.

Director must give written permission for members of staff to participate in the visit. Once outline permission has been given, detailed planning can take place.

2. Detailed planning

Venue suitability for group/activity

The group leader / programme manager should ensure that the visit is of educational value, focus on student targets set and that the venue and activity is suitable for the students involved.

Group leader / programme manager

Staff Ratio numbers will depend upon:

- sex, age and ability of group
- students with special educational or medical needs
- nature of activities
- experience of adults in off-site supervision
- duration and nature of the journey
- type of any accommodation
- competence of staff, both general and on specific activities
- requirements of the organisation/location to be visited
- competence and behaviour of students
- first aid cover

Contact Success will need to ensure that there are a sufficient number of staff to cover emergencies, for example a student having to go home early or a student having to go to hospital.

However the above are examples only and an appropriate safe supervision level for a particular group will be assessed carefully in all planning and risk assessments. Where it is considered that a higher adult:student ratio is required and it is not feasible to use Contact Success staff alone, parents and/or volunteers maybe used to supplement the supervision ratio. These will be recruited following Contact Success Safer recruitment procedures and safeguarding policy.

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Pre-visit: where/when necessary

An inspection visit should be made by any group leader / programme manager who is intending to lead in a location that is not familiar to them.

During an inspection visit the group leader / programme manager wherever possible should:



- Ensure at first hand the venue is suitable to meet the aims and objectives of the visit
- Assess potential areas and levels of risk
- Ensure that the venue can cater for the needs of the staff and students in the group
- Become familiar with the area before taking a group of young people there

If an inspection visit is not possible, then the group leader / programme manager will need to consider how to complete an adequate risk assessment of the risks. A minimum measure would be to obtain specific information by letter from the venue, from other users who have recently visited it, from local organisations.

Information to parents

Parents should be informed by letter or at a parents meeting as to what the visit involves. This should include:

- Dates of the trip
- Cost of the trip (if relevant)
- Visit's objectives / targets achieved
- Location and times of where the students will be collected and returned
- Mode of travel
- Details of activities planned
- Standards of behaviour expected
- Details of any insurance
- Kit required
- Money to be taken
- Emergency Contact details of group leader / programme manager and home contact

Parents should give consent for their child to participate in the visit.

Briefing students

It is vital that students are given clear expectations before departing on a visit. The group leader / programme manager should ensure students understand the following:

- Aims and objectives of the visit
- Why safety precautions are in place
- What standard of behaviour is expected from students
- Who is responsible for the group
- What to do if separated from the group
- Use of phones
- Emergency procedures
- Food and drink

Risk assessments

A risk assessment for a visit need not be complex but it should be comprehensive. A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Students must not be placed in situations which expose them to an



unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place.

There are three levels of risk assessment:

1. **Generic Risk Assessments:** normally prepared by a 'lead agency' or employer. These are applicable to the activity wherever and whenever it takes place. If staff are using generic risk assessments you must ensure they are read thoroughly and adjusted to meet the needs of your group and activity where necessary. It is essential not to become complacent about generic risk assessments. A re-assessment at regular intervals is recommended.
2. **Event Specific Risk Assessments:** prepared by the Group leader / programme manager, and will differ from place to place and from group to group.
3. **On-going Risk Assessments:** are made while undertaking the visit; judgements and decisions are made as the need arises, and are not normally recorded until after the visit.

The risk assessment should be based on the following:

- What are the hazards?
- Who might be harmed by them?
- Evaluate the risk level (low, medium, high)
- Identify controls that are in place
- Reassess the level of residual risk (is it acceptable?)
- Implement additional controls where necessary

When assessing the risks, a Group leader / programme manager should take the following factors into consideration:

- The type of visit/activity and the level at which it is being undertaken
- The location, routes and modes of transport
- The competence, experience and qualifications of supervisory staff
- The ratios of teachers and supervisory staff to students
- The group members' age, competence, fitness and temperament and the suitability of the activity
- The special educational or medical needs of students
- The quality and suitability of available equipment
- Seasonal conditions, weather and timing
- Emergency procedures
- How to cope when a student becomes unable or unwilling to continue
- The need to monitor the risks throughout the activity

It is good practice for all Group leader / programme manager to carry a copy of risk assessments on the visit.



If the activity will depend on good weather then it is a good idea to have a contingency plan and ensure a risk assessment is in place for this before the visit commences and should form part of the paperwork.

First Aid

First aid provision should always be considered when planning a visit. The group leader / programme manager should assess what level of first aid might be needed. On any visit, there should be at least one member of staff who a qualified First Aider present. There should be a first aid kit adequate for the activities on every visit and a member of staff who is familiar with this kit.

For adventurous activities, there should be one member of staff who has received first aid training. For day visits there should be a nominated member of staff who is responsible for first aid.

The minimum first aid provision for a visit is:

- A suitably stocked first-aid box
- A person appointed to be in charge of first-aid arrangements

The appointed member of staff will need to be responsible for ensuring all students who take regular medication do so and record this.

Authorisation from parents must be gained to administer first aid to students.

The driver is responsible for the vehicle during the visit. All seats must face forward and seat constraints must comply with legal requirements. All students must wear seat belts.

Supervision on transport

Transport arrangements

When selecting the mode of transport for a visit, the group leader / programme manager should consider the following factors:

- Passenger safety
- Competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid licence
- Number of driving hours required for the journey and length of the driver's day
- Number of drivers needed
- Type of journey (short or long distance/ motorway or cross-country)
- Traffic conditions
- Contingency funds and arrangements in case of breakdown/emergency
- Appropriate insurance cover
- Weather
- Suitable breaks for long journeys
- Supervision

The level of supervision necessary should be considered as part of the risk assessment for the journey. The driver should not normally be responsible for supervision during the journey. Driver supervision may be sufficient if a small number of students are being taken on a short journey.



When planning supervision on transport, the group leader / programme manager should consider the following factors:

- Level of supervision that will be necessary on coaches
- Safety when crossing roads as part of the journey
- Safety on buses, trains, ferries and boats- the group leader / course tutor should make clear to students any restrictions
- Students should be made aware of what to do in an emergency
- Safety of students whilst waiting at pick-up and drop-off points and when getting on or off transport, particularly when using UK vehicles abroad
- Safety while on rests during the journey
- Safety of the group in the event of accident or breakdown
- Head counts by a member of staff should always be carried out when the group is getting off or onto transport
- Responsibility for checking that seat belts are fastened
- Travel sickness tablets should only be administered with previous authorisation from the parents

College owned or hired minibus or car

- The driver is responsible for the vehicle during the visit
- The driver has an appropriate licence

Funding/costing/budget details

The group leader / programme manager should ensure that parents have early written information about the costs of the visits if required. Parents should be given enough time to prepare financially for the visit.

There should be no accounts set up in a staff member's name.

Group leader / programme manager should keep a record of all income and outgoings. Any receipts before, during and after the visit should be presented to the Director.

Emergency procedures

The group leader / programme manager is in charge of students during a visit. They have a common law duty to act as a reasonably prudent parent would. Staff should not hesitate to take life-saving action in an extreme situation.

Emergency procedures are an essential part of planning a visit. All visit leaders are to prepare a written 'emergency plan' giving all contact details and procedures for:

- School or home contact
- Contacting parents
- Contacting senior management

If an accident happens, the priorities are to :



- Assess the situation
- Safeguard the uninjured members of the group
- Attend to the casualty
- Inform the emergency services
- Notify insurers
- Inform Contact Success main office contact/DSL
- Contact Success main office contact to inform parents
- Contact Success main office contact to inform Director/DSL/Senior Leadership Team
- Report written up about the incident. Try and keep a record of all event, times and contacts after the incidents

Contact Success Contact

Prior to a visit, the group leader / programme manager should identify a senior member of staff/DSL as the 'main Contact'. A second contact number may be necessary with some visits, depending on type of visit and number of students. The main contact would need to consider:

- Ensuring that the group leader /programme manager is in control of the emergency and establish if any assistance is required from the school base
- Contacting parents: details of parents' contacts need to be with the main contact at all times as well as visit plans and contact numbers of staff on visit
- Contact Success main contact to act as a link between the group and parents
- Parents should be kept as well informed as possible

Insurance

Contact Success has Public Liability cover for all 'approved' activities on-site and off-site.

Additional cover may be necessary for students with medical conditions. The group leader / programme manager should check this with the insurance company before departure. The group leader / programme manager should ascertain the details of the insurance policy held by the tour operator and pass this on to parents.

The group leader / programme manager should write to the parents to tell them which responsibilities. It is advisable to make copies of the insurance schedule available to parents as early as possible in the booking process.

Insurance policies are legal documents. They will impose conditions, limit the cover, and exclude certain people or activities. Insurance companies/travel firms can advise on particular types of insurance. However, the following are examples of cover which may be appropriate to many types of school visit:

- employers liability;
- public liability;
- personal accident
- costs of medical treatment;
- damage to or loss of hired equipment (check the wording of the hire agreement);
- programmed and non-programmed activities;



- transport and accommodation expenses in case of emergency;
- compensation against cancellation or delay;

Group leader / programme managers are advised to check that all members of the group are adequately covered and parents are informed of the insurance cover.

Medical/dietary/special needs requirements of students

Group leader / programme manager must ensure they are aware of any medical, dietary or special needs requirements of any member of their party. This information should be given to all accompanying members of staff on the trip.

If group leader / programme managers are unsure about any student they should contact the parents for more information.

Group leader / programme manager should be aware of:

- Details of medical conditions
- Emergency contact details
- Written details of any medication required (including instructions on dosage/times) and parental permission to administer
- Parental permission if the students needs to administer their own medication or agreement for a volunteer teacher to administer
- Information on any allergies/phobias
- Information on any special dietary requirements

Off-site visits may pose additional difficulties for a students with SEN and the behaviour of some students may prove challenging. The following factors should be taken into consideration:

- is the student capable of taking part in and benefiting from the activity?
- can the activity be adapted to enable the student to participate at a suitable level?
- will additional/different resources be necessary?
- is the student able to understand and follow instructions?
- will additional supervision be necessary?

The group leader / programme manager should discuss the visit with the parents of studentss with SEN to ensure that suitable arrangements have been put in place to ensure their safety.



Information to be retained by Contact Success main contact:

Itinerary and contact phone number/address of group

- List of group members and contact details for next of kin
- Copy of insurance cover
- Contact number for tour operator if using external providers

Evaluation of visits

An evaluation should take place after all visits. The group leader / programme manager should write down any key issues that need to be thought about before taking another visit to the same venue.

Notes on types of visit

1. Day visits

This type of visit is usually in support of the provision. It will be necessary to seek approval for such visits and carry the necessary planning including risk assessment. Parental consent will be required.

2. Adventure activities

When planning to use adventure activity facilities, offered by a commercial company or by a local authority, the group leader / programme manager should check:

- Whether the provider is legally required to hold a license for the activities it offers, and if so, that the provider actually holds a licence
- A licensed provider does not necessarily have to hold a licence for all its activities. Many of the activities will be covered by health and safety legislation alone. However the following activities undertaken by students under 18 need a licence:
 - Caving
 - Climbing
 - Trekking (going on foot, horse, pony, cycle, skis, skates or sledges over moorland, or on ground over 600m above sea level when it would take 30 minutes to reach an accessible road or refuge)
- Watersports

The group leader / programme manager and supervisors retain ultimate responsibility for students at all times during adventure activities, even when the group is under instruction by a member of the provider's staff. The provider is responsible for the safe running of the activity. Clear handover and handback procedures should be in place. Everybody, including the students, must have an understanding of the roles and responsibilities of the school staff and provider's staff. The group leader / course tutor should have sufficient information on what the activity involves before it takes place. They should approach the instructor at an appropriate stage if they are concerned about the students taking unnecessary risks.



The group leader / programme manager should ensure that the provider is aware of any special medical needs that members of the group may have. Not all bodies are required to hold a license.

3. Coastal visits

- The group leader / programme manager should bear the following points in mind when assessing the risks of a coastal activity:
- Tides, rip tides and sandbanks are potential hazards; timings and exit routes should be checked
- Ensure group members are aware of warning signs and flags
- Establish a base on the beach to which members of the group may return if separated
- Look out for hazards such as glass, barbed wire and sewage outflows
- If students have recreational time, the group leader / programme manager should consider areas of the terrain and sea that are out of bounds
- If walking along cliffs, the group should stick to the path at all times
- If planning to mountain bike along coastal paths, the group leader / programme manager needs to consider whether it is safe or legal
- The local coastguard or tourist information office will be able to provide information and advice on the nature and location of hazards

4. River visits

Taking students on a river visit needs to be carefully planned.

- The risks assessed should include those arising from the hazards with being in rivers which can include water levels, current, obstacles in the water as well as infections such as leptospirosis that can be contracted by humans.
- Once on the river visit, the Group leader / programme manager should be aware of the following:
- Be aware of the local conditions- such as currents, weeds, a shelving, uneven or unstable bottom
- To place staff in suitable positions along the bank
- Set out clear boundaries for where the work will take place
- Ensure all students are wearing suitable clothing and footwear to carry out the work
- To be prepared to adjust the original plan if the flow of water or other circumstances change during the visit
- Ensure that any students with cuts or abrasions are covered up with waterproof dressings
- Any cuts or abrasions that occur during the visit should be cleaned out thoroughly and covered where appropriate
- Advise all students to shower after the visit (at home)
- A letter should be sent to parents prior to the visit advising them as to what to do if their child returns with flu-like symptoms