

# Section 9

## The EVC role

This section covers the processes that should take place between the EVC and visit leader in planning for the visit and elements that are important to consider.

Parts of this section also appears in Section 2 - How to Organise a visit.

The reason for this apparent duplication is to allow EVCs easy access to the planning documents using this they can examine a proposed visit closely and make appropriate judgements about the visit. If there are gaps in the planning process then the EVC is equipped to make suitable recommendations to the visit leader.

**PLEASE NOTE THAT THE FOLLOWING IS AN EXTRACT FROM SECTION 2 (PARAS 1 -51)**

## Planning and organisation

### Management of risk

- 1) When a visit is planned effectively, combined with good leadership and fully informed parents who give consent on that basis, then risks are managed and thereby reduced.

Risk assessment is a legal responsibility of employers and is usually undertaken by the visit leader. Risk management is the process that commences as soon as the visit is first conceived and risk assessments are part of this planning phase, being put into action during the visit. Later in this chapter are further details on what constitutes a well planned visit and how risk assessments form part of your risk management system.

Most visits will develop a Planning file, which will contain costs, letters, programme etc. Please use the following pages to create an effective plan, which will inform and create your risk management system.

### Purpose of visit

- 2) Aims and objectives of the visit should be clearly identified at an early stage. These should be relevant to young people and curriculum needs, taking account of age, ability, previous experience and resources available. Clear, appropriate objectives will contribute significantly to the safety and well-being of young people as well as to the educational outcomes. They will ensure:
  - an appropriate contribution to the overall educational aims of the school
  - an appropriate structure and discipline for the visit
  - maximum motivation of young people
  - a choice of environment and activity appropriate to the maturity and experience of young people
  - consideration of appropriate training, staffing and resources

## Approvals

- 3) Approval in principle should be sought from the EVC as soon as possible and before any financial commitment is made. Schools' policies will differ; visit leaders should check procedures and give adequate notice.
- 4) Certain categories of activity require the approval of the LEA.

LEA policy requires that defined adventure activities and all visits to 'wild country' be approved by the Outdoor Education Adviser. All such activities must be notified to the LEA using form OE2005 (Section 3).

Visits abroad must be notified to the LEA. (Visits Abroad form OE2005, Part 1, Section 5).

Where commercial or external providers are used to deliver adventure activities, early consultation is advised. Some of these activities may be subject to the Adventure Activities Licensing Regulations, 1996. Organisers should avoid any financial commitment until clarification has been obtained, either directly or through the Adviser for Outdoor Education. See Section 4 - Using an Outside Organisation.

- 5) When booking with any external provider, the organiser must ensure that any contracts and booking forms are signed on behalf of the establishment by someone authorised to do so. See Section 7, paragraphs 3 - 7.
- 6) When all visit arrangements are completed, the relevant forms and checklists should be signed by the EVC/headteacher and forwarded to the LEA as appropriate.

There are 3 checklists to aid planning approval :

- Section 2 : Visit Checklist
- Section 3 : Adventure Checklist
- Section 5 : Visits Abroad Checklist

## Preliminary visit and research

- 7) A preliminary visit, by the visit leader at least, is considered highly desirable on both educational and safety grounds. In some cases a preliminary visit must be undertaken. Such cases will include:
  - visits to be led by less experienced staff
  - visits to unfamiliar terrain or location, especially where activity is to be teacher-led
  - work with very young persons or those with special needs
  - visits to locations where there may be special hazards

- 8) In situations where an advance visit is not possible, every effort should be made on arrival to check that prior assumptions about the area are accurate. Depending on location this check may need programming and staffing. A preliminary visit should seek to:
- check the appropriateness of the venue to young persons needs and to the objectives of the visit
  - identify potential hazards
  - check timings (local services, lengths of walks, tides etc.)
  - establish local contacts
  - check accommodation, especially for fire-risk and evacuation procedures
  - agree in advance, between visit leader and all staff, the division of supervisory responsibility
  - obtain information on local services (eg toilets, telephone, location of doctor, dentists, hospital for example)
  - establish an appropriate emergency action plan
- 9) All other means of researching the area should be explored. Sources of information may include: District Councils, tourist offices, National Parks' information services, other county schools, other LEAs.

## Staffing

- 10) Educational visits involve considerable responsibility on the part of staff and, in the case of residential stays, require a duty of care for young people for 24 hours every day. To facilitate this, the visit leader **MUST**:
- ensure that the overall party size be restricted to that which is manageable in all circumstances
  - ensure that staff have specific abilities to cope with all planned activities
  - ensure that staff and supervisory adult numbers are based on the guidelines in Section 2
  - ensure that minibus drivers are appropriately qualified and prepared to undertake this role (see Section 6)
- and SHOULD:**
- recognise that large parties create special supervisory problems and should be sub-divided for activity purposes
  - be aware that small parties with minimum staffing are very vulnerable to staff illness or accident. This eventuality needs serious consideration at the early planning stage, especially for overseas or extended visits
  - have advance notice of any disabilities, health or fitness concerns amongst staff, pertinent to their role on the visit or any part of it eg. a predisposition to serious travel sickness
  - allow for the likely reduction in effectiveness of any member of staff who is accompanied on the visit by a close relation.

## Staffing numbers

- 11) The ratios in shown in this Section are the recommended MINIMUM supervisory ratios; ACTUAL ratios of adults to young people may need to be in excess of this, but will depend on a variety of factors - group, age and size, nature of the visit, time of year, group and staff experience etc. The use of suitable parents or other adult helpers should be considered - see paragraph 13 below.

## Use of volunteers

- 12) Adults, other than teachers and ancillary staff based at the school or centre, can make a valuable contribution to the success of the Visit. The LEA values and recognises this contribution, provided that:
- any visit is led by a teacher or competent & suitable LEA employee, approved by the EVC/Headteacher
  - staff at the school or centre normally form not less than 50% of the minimum required staffing complement. (For under-5 years of age children, where especially high levels of adult supervision are required, it is recommended that there should be at least one staff member for every 20 young people, supported by a balance of approved adult helpers to the ratio given in Section 2)
  - volunteers are competent for their allotted tasks
  - each individual is approved by both the headteacher and visit leader and is entered on the voluntary helpers list kept by the school
  - they have been carefully briefed on the scope of their responsibility
- 13) Where individual volunteers regularly help with school activities or are assisting with a residential visit, a full CRB check will be needed.
- 14) Headteachers/EVCs should be aware of the potential for conflict of interest if a parent of one of the young persons on the visit is included as a volunteer helper.

## Preparation of young people

- 15) Adequate and appropriate preparation of young people will significantly enhance enjoyment, educational value and safety. The age, maturity and ability of young people will determine the nature and extent of such preparation but it should include:
- information and guidance on what the visit involves
  - a clear understanding of what is expected of them, including standards of behaviour and the need to follow rules
  - a knowledge of potential dangers and how to avoid them
  - appropriate and inappropriate personal conduct
  - what to do if approached by strangers
  - details of meeting places
  - action if separated from the group
  - knowledge of emergency procedures
  - the need to follow instructions of teachers, supervisors and instructors

## Participation

- 16) If the activity has been well chosen, most young people should be capable of undertaking it, perhaps with some effort. Young people should rightly be encouraged to undertake appropriate challenges during adventure activities but not be coerced where they have a genuine fear.
- 17) Where young peoples behaviour has implications for their safety, or that of the group, then the young person should be withdrawn from the activity.
- 18) Young people and parents should be made aware, before the visit, of arrangements for dealing with consistently bad behaviour, how a young person will be returned home early and who will be expected to meet the cost.

## Selection of young people

- 19) Visits and residential stays offer valuable educational experience and should, wherever possible, be made available to all relevant young people subject to any limitations on numbers due to staffing or limited facilities.
- 20) Organisers are reminded of the need to use a non-selective method to limit numbers for visits in curriculum time, where facilities or staffing require this (see 'Charging for school Activities', Section 7).
- 21) It may be necessary for schools to refuse to accept on the visit any young person whose behaviour is considered a potential danger to themselves or others. Alternative means of fulfilling the curricular aims of the visit must be provided for such young people.

It is important that schools adopt a sensitive and reasoned approach to parents/carers in this eventuality.

## Protection of children

- 22) Visit organisers must consider and apply as necessary the Child Protection Procedures for the Education Service, to be found in the Inter-Agency Child Protection Procedures ring binder (the Blue Book).
- 23) The issue of child protection on educational visits has become of increasing concern in recent years. The following advice must be considered whenever adults other than employees of the school or LEA, are involved in a visit. This is particularly important in respect of residential visits. For guidance specific to foreign exchanges, refer to Section 5.
- 24) Organisers must:
- check that they understand the procedures for vetting volunteers who wish to be supervisors, drivers, hosts or otherwise involved in the visit
  - assess the suitability of the volunteer for the role in question, in consultation with the headteacher

Where doubt remains about the individual's suitability following appropriate checks, the adult should not be allowed to be involved in the visit.

- 25) Changes were made to the law in 1998 with the intention of preventing those who are barred from direct employment in education from gaining access to children through voluntary or sub-contracted work with education establishments. Headteachers/senior youth workers must initiate a CRB check of volunteers and staff employed by contractors who may **HAVE REGULAR** contact with children, either on or off site. This service is provided by the school's personnel provider (EPM Ltd in most Cambridgeshire schools).

**FOR RESIDENTIAL VISITS EVERY VOLUNTEER MUST BE CRB CHECKED.**

- 26) Organisers should:
- as part of the visit preparation advise staff and volunteers, that for the mutual protection of adults and young persons, they should avoid being alone with a young person whenever possible. Supervision should be structured to reduce such possibilities
  - inform parents, as part of verbal briefing and written information, of the general measures taken to minimise risk to young people, that the school takes the issue of child protection very seriously and that 'best practice' guidelines are being followed
  - check with the headteacher the procedure to be followed in the event of suspected or reported abuse
  - recognise the limitations of police and CRB checks and that most child offenders escape detection
  - accept that constant vigilance and the maintenance of a protective ethos during the visit is essential

## Costing and finance

- 27) The financial implications of the venture require detailed consideration at an early stage. Where the visit is being organised through an external provider there may simply be an all-in charge per person to consider (but see insurance, exclusions and contingencies below). Depending on the nature of the visit the EEC Package Travel Regulations may apply. The County Council provides guidance to schools, which is summarised in Section 7.
- 28) Ventures organised by the establishment will have many cost components. These could include:
- |                          |                          |                       |
|--------------------------|--------------------------|-----------------------|
| travel                   | access and entry charges | refreshments en route |
| excursions accommodation | food                     | specialist resources  |
| site fees                | insurance                | equipment             |
- 29) Unexpected expenditure may be required and it is wise to arrange for a contingency sum, normally through the school or club fund. Appropriate insurance will normally cover the eventual repayment of these monies but on-the-spot payments may be required. On foreign visits these sums can be substantial.
- 30) The nature of the visit will determine what proportion, if any, of the cost of the visit may be charged to participants under the ERA Charging Regulations (see Section 7)
- 31) Even the simplest of ventures requires the keeping of precise records of income and expenditure. Your school or youth club will be able to advise on this issue (see also Section 7).

## Insurance

- 32) Comprehensive insurance guidance is given in Section 8. Adequate insurance cover must be provided for any off-site visit. Visit organisers should clarify through the school/LEA what insurance cover already exists to identify what additional cover needs to be provided.
- 33) Personal insurance cover is often provided by, for example, a tour operator. The LEA can also provide appropriate, additional cover, for a modest charge, through the school Journey Insurance Scheme - details available from the Insurance and Risk Management Section, on (01223) 717267, or email : [insurance@cambridgeshire.gov.uk](mailto:insurance@cambridgeshire.gov.uk)

Where the school provides such cover for its young people, parents should be advised of the nature and level of cover provided and that they are responsible for obtaining additional cover, if they so wish.

## Information for parents/carers and consent

- 34) Activities which take place in the immediate locality of the school and which are part of the school's curriculum eg traffic surveys, field work, sporting activities should not require written parental information on each occasion. A useful procedure is to inform all parents, at the start of the year, by letter or through the school prospectus, that all such activity is an integral part of the curriculum of the school. Any specific objections or concerns raised by parents should be carefully kept on file. It will be necessary, however, to notify parents of any visits that involve, for example, possible late arrival home.
- 35) Day visits involving, for example, adventurous activities, a full day away from school, special lunch arrangements, special clothing requirements, travel and possible costs, all require brief written information to parents. Where activities involving an element of danger are offered, their written agreement must be sought.

36) Journeys abroad or residential stays in Britain require full and detailed written information for parents (sample letter is given in Section 2). Such information should be comprehensive whilst retaining an appropriate amount of flexibility to cope with a change of circumstance. It is important that the above information should identify:

- general arrangements for the supervision of young people, including any circumstances in which young people may be left unaccompanied
- specific activities/situations which carry an element of risk beyond the normal risks of every day living
- expected standards of behaviour and conduct of young people
- arrangements for the early return of a young person due to unacceptable behaviour during the visit

37) Information should:

- be sent as far in advance of the journey as practicable
- be followed up by a parents' meeting to clarify detail if needed (good practice for a residential visit)
- include the following information:
  - dates, times and location of departure and return
  - destination with full address
  - activities planned and how risks will be managed
  - supervisory arrangements, including occasions of 'remote' supervision
  - name of travel company and method of travel
  - cost and what it does and does not cover
  - methods of payment and cancellation arrangements/penalties
  - insurance arrangements, what it covers - be unambiguous (a photocopy of the schedule is useful)
  - advice on pocket money and allocation/care on journey
  - accompanying staff
  - agreed arrangements for non-emergency contact during the visit for parents of young people
  - emergency contact arrangements to and by parents
  - items prohibited on journey/visit
  - clothing requirements
  - a request for written information regarding special medical problems and their treatment/medication, consent for emergency medical treatment and details of special dietary requirements

## Parental consent

- 38) The written consent/agreement of parents/carers should be sought, following detailed information of the visit, for:
- any visit for young people in Years 1 - 3 which is outside the normal routine of the school
  - any off-site activity where adventurous activities are offered
  - residential visits
  - visits abroad
  - circumstances where indirect (remote) supervision is envisaged
  - the funding of the early return of their child due to unacceptable behaviour
- 39) Where parents withhold consent the young people must not be taken on the visit and attempts should be made to deliver the visit aims through alternative means.

## Programme

- 40) A detailed programme should be established with adequate and effective supervision at all times. Leaders should:
- be aware of being diverted unintentionally from the planned programme
  - not be led astray by group enthusiasm into unplanned situations
  - not depart from the programme without full consideration of the safety and educational implications. In this context it is helpful to have an alternative programme, planned in advance and commensurate with the purpose of the visit, to cope with unforeseen circumstances

All supervisory staff should have a copy of the detailed programme. Young people will need to be aware of the general programme.

## Special educational needs

- 41) Students with special needs require additional consideration; their inclusion may have staffing and programme implications. Some or all of the following considerations may apply:
- environmental factors may increase the 'risk' level above that applying to other members in the group
  - a higher level of staffing will normally be needed and it may be necessary to include specialist staff to facilitate supervision, communication and encouragement
  - whilst travelling, arrange more frequent stops at suitable venues, employ extra supervision and be particularly vigilant over travel sickness
  - medication and dietary requirements should be known and monitored
  - check on the suitability of buildings and terrain for those with physical disabilities
  - ensure that activities offered are appropriate to the student: mental and physical disabilities may require activities to be adapted or additional or alternative ones provided

The schools Assessment Service has published "Educational Trips/Visits - Enabling Participation - A Guide for schools" which is available on the Portal.

## Special medical needs

- 42) All teachers involved in the visit should be provided with written details of the medical needs of individuals. Parents should be asked to supply such information using Parental Consent form in Section 2. A copy of each of these forms should be taken on the visit by the visit leader - the original to remain on file at the school. Arrangements for the administration of medicine by a trained staff volunteer should be made where necessary.
- 43) In circumstances where special care is necessary to ensure safety, the young person's care assistant or parent should be encouraged to attend the visit.
- 44) The suitability of transport, accommodation and the manual handling skills of staff should be checked where young people in wheelchairs are involved.
- 45) Organisers should seek advice from the LEA where doubt exists and should ensure that all accompanying staff have the opportunity to discuss how best to support any affected child.

## First aid and medical care

- 46) First aid provision should be appropriate to the nature of the visit. Organisers should:
- an adequate first aid kit must be carried on all visits, appropriate to the nature of the visit and identified. A good knowledge of first aid is a minimum standard.
  - identify the location of professional medical help which should be known to all staff and to group members when appropriate
  - with large groups, especially on camps or overseas visits, recruit an adult with appropriate first aid or nursing skills
  - ensure that a current first aid certificate is held when visiting remote areas
  - identify health risks associated with the proposed location eg. water contamination (see Section 4) and appropriate action taken
  - consider the possibility of excessive exposure to the sun. Where such exposure is likely, participants should provide high-factor protective cream and hats as part of their equipment. Leaders should encourage adequate application of sun protection. Protection of the eyes from sunlight or glare with suitable glasses or goggles is also important
  - ensure that all adults involved must know how to contact the appropriate emergency services

## Safety issues

- 47) A thorough understanding of matters affecting safety is essential for all accompanying staff. Please refer to the specific advice in Section 3, with reference to adventure activities, field visits, camps etc. Organisers must carry out an appropriate risk assessment, the extent of which will depend on the nature of the visit. The key issues for consideration are:
- identification of areas, times and activities of potential risk
  - standards of behaviour and conduct
  - organisation (communication, meeting times, group movement skills)
  - supervision arrangements
  - duty rotas
  - emergency procedures and first aid arrangements
  - implications of weather change
- 48) The special risks associated with transport, particularly by minibus or private car, need serious consideration and should form part of the risk assessment process. See regulations and guidelines in Section 6.
- 49) Organisers are strongly advised to retain a written record of risks identified, and action taken, in the event of mishap. This is particularly important where specific types of risk exist, eg adventure activity, foreign visits, minibus travel.

## Emergency communication

- 50) It is essential that a nominal roll of the parents of all party members, including next of kin of accompanying adults, be left at school with two named members of staff. These staff are to act as emergency contacts, one of whom must be, by joint arrangement, accessible by telephone at all hours, for the duration of the visit:
- these emergency contacts must be provided with the home telephone numbers of the headteacher and a deputy, and that of the relevant school or Community Education Officer
  - Parental contact in the event of an emergency should be through the school emergency contact
  - Large groups should establish a network of parental contact to speed communication
  - In the unlikely event of a major emergency the emergency procedures, detailed later in Section 9, should be initiated.

## Clothing and equipment

- 51) Clothing, footwear and equipment appropriate to the visit should be considered at the early planning stages. Unsuitable clothing can markedly detract from the educational value of the visit and may prove hazardous in exposed situations.

A detailed kit list should be sent to parents well before departure. For adventure activities, operation in remote areas or in adverse weather conditions these items must be checked before departure.

In remote situations spare clothing and group emergency equipment appropriate to the nature of the environment must be carried.

**PROTECTION FROM EXCESSIVE EXPOSURE TO SUN IS ESSENTIAL. HIGH FACTOR SUN CREAMS, HATS AND LONG SLEEVES SHOULD BE CONSIDERED (SEE PARAGRAPH 46).**

# Notification and approval of adventure activities and notification of visits abroad

## Policy update - 2005

- 52) In 2003 the LEA issued a clear statement to all schools based on a DfES statement in 2001. For Community and Voluntary Controlled schools the position was clear that these schools had to follow the LEA Approval Procedures and visits Policy.
- 53) For Voluntary Aided and Foundation schools each governing body was required to decide whether:
- to approve all its own visits, including those involving adventure activities OR
  - to continue to seek LEA approval for specified adventure activities and notification for visits abroad

It is then required to notify the LEA of its decision. The LEA will still offer this guidance and Policy document and updates to all schools.

- 54) The **SELF-APPROVAL OPTION** is not available to Youth centres or other LEA-Managed Services such as the Duke of Edinburgh Award scheme.
- 55) **ALL ESTABLISHMENTS WORKING WITH THE LEA MUST SEEK APPROVAL FOR ADVENTURE AND NOTIFY FOR VISITS ABROAD. ESTABLISHMENTS, WHICH ARE VOLUNTARY AIDED OR FOUNDATION, WHO HAVE OPTED FOR SELF-APPROVAL, MUST NOTIFY THE LEA OF THEIR ADVENTURE VISITS AND VISITS ABROAD.**
- 56) Full details of the notification and approval procedures are given in paragraphs 65 - 67 below.

## The management of adventure activities

- 57) It is strongly recommended that establishments adopt a clearly defined system for the management and approval of all visits off the establishment site, especially those involving any of the defined adventure activities.
- 58) The visit checklist in Section 2 and the Adventure Approval Checklists in Section 3, are designed to assist organisers in the planning, management and risk control of adventure activities. They should help ensure that no important aspect of safety is overlooked and will direct organisers to appropriate references in the manual.

- 59) To assist establishments, the LEA:
- provides this guidance manual
  - will continue to provide access to advice on all matters associated with general health and safety and specifically relating to off-site visits and adventure activities
  - recommends to establishments the use of the planning and approval checklists in Sections 2, 3 and 5
  - requires that establishments retain copies of completed checklists where an incident necessitating the submission of form IRF96 occurs

## Planning and approval checklists

- 60) **PLANNING CHECKLIST (SECTION 2)** addresses most of the general planning issues **APPROPRIATE TO ALL VISITS**, whatever the underlying educational activity. Questions here will lead organisers, as appropriate, to other checklists relevant to adventure activity and/or visits abroad.

**ADVENTURE CHECKLIST (SECTION 3)** deals with issues arising from the provision of any of the defined **ADVENTURE ACTIVITIES**.

**VISITS ABROAD CHECKLIST (SECTION 5)** should be used where **VISITS ABROAD** are involved.

- 61) Each checklist should enable organisers and those senior staff with responsibility for the approval/co-ordination of visits to check quickly that all key issues have been addressed. Positive answers to all questions should assure establishments that all-important matters have been effectively dealt with. Indefinite or negative answers would suggest that additional planning or amendment may be required, or advice sought, before the establishment:
- gives its approval and
  - in the case of defined adventure activities, seeks approval/notifies the LEA

## Risk management system

- 62) Organisers must carry out an appropriate risk assessment of activity provision and are advised to complete the above relevant checklists as part of the risk assessment process (see also Section 2). Copies must be retained by the establishment where an incident necessitating the submission of form IRF96 occurs.
- 63) Visit leaders must have an appropriate risk management system for the visit. The system will be informed by the planning process, checklists, pre-visits and will give information to parents/guardians and receive consent from such.
- 64) Part of this system will involve an analysis of risk and decide where risks have yet to be managed. These may form the basis of a risk assessment. Copies of this paperwork process must be retained when an accident or incident necessitating the submission of form IRF96 occurs.

## Approval of adventure activities and notification of visits abroad

- 65) All voluntary aided and foundation schools NOT working in partnership with the LEA must establish a clear approval system for the above activities. The school must then notify the LEA of approval decisions, using the appropriate forms, adventure activities & visits abroad.
- 66) If those schools / organisations are undertaking the Duke of Edinburgh award, this is an activity which is controlled under the LEA Duke of Edinburgh Licence and for these activities full LEA approval must be sought.
- 67) All establishments, community, voluntary controlled, youth clubs and those working with the LEA Adventure Partnership must follow these procedures:
- **ADVENTURE ACTIVITIES** - Approval must be sought by completing the form OE2005, submitting checklist 2, maps and further details as appropriate. Written approval will be given following the appropriate checks.
  - **VISITS ABROAD** - Notification of the visit, confirming your local approval of the visit must be submitted to the LEA before the visit occurs. This may allow further advice / support from the LEA if required. If the visit abroad contains an adventure activity component then the adventure activity form will be the over-riding element and the additional form for notification is not required. Form OE2005 Part 1 is required.

A minimum of 4 weeks notification is required. Major visits, particularly those with large financial commitment of non-returnable deposit or the use of outside organisations, should seek outline approval before any contract is signed or financial commitment made.

Regular visits could be given series approval to reduce administration.

## Monitoring

- 68) The LEA may monitor provision of any notified activity under its health and safety obligations. Such monitoring may be by telephone, visit to the school or by direct observation of the activity.

## Which adventure activities require approval?

- 69) The specific activities listed in paragraph 21 below require specialist skills, knowledge and experience for safe and effective management. The list includes all activity or study on or in water, underground or in the air, wherever undertaken. It also includes land-based activities where specialist techniques are required (eg climbing, skiing) or where environment or season require specialist skills, qualifications or experience of leaders.
- 70) The management of these activities and relevant instructor qualifications are detailed in Section 3. All activities must be staffed by appropriate numbers of qualified and competent leaders.

71) Visits involving activities in the following list:

- must be notified to the LEA by ALL LEA establishments and Duke of Edinburgh Award units
- require approval, either by the LEA or by the governing body, as appropriate (see paragraphs 1 - 3 above)

72) The following list identifies most adventure activities currently undertaken by LEA groups. The list is not exhaustive, since new activities are developed and offered by providers. Party organisers and headteachers should apply the criteria in paragraph 19 above when estimating the degree of risk associated with an unlisted activity. If in doubt, establishments must contact the Adviser for Outdoor Education:

### Land Based Activities

All activities (including field study and cycling) in 'wild country' - see paragraph 22

Rock climbing and abseiling

Mountaineering

Gorge or coastal scrambling

Caving and potholing

Skiing (snow/dry slope)

Air activities (except commercial flights)

Shooting and archery

Horse riding

Ropes courses - high

Indoor & outdoor climbing walls

Orienteering

Other activities (e.g. problem solving exercises) involving skills inherent in any of the above activities

Mountain and off road biking

Camping

Paintballing and war games

### Water Based Activities

Kayaking

Canoeing

Sailing and windsurfing

White water rafting

Waterskiing

Snorkel and aqualung diving

All forms of boating (excluding commercial transport)

Open water swimming

Raft building

Other water-based activities including board surfing, kite surfing

**LEADERS/ORGANISERS SHOULD REFER TO CHAPTER 3 FOR DETAILED CONSIDERATIONS.**

## Wild country areas

73) 'Wild country' is defined as upland areas where the party will, of necessity, be dependent on itself and remote from help. These areas are listed below. There is no arbitrary height limit since local and seasonal influences have major significance. The identification of these wild country areas is not meant to imply that all other areas are safe; leaders will need to be aware of and take appropriate precautions, commensurate with the group, time of year and characteristics of the countryside in which they are operating.

74) Wild country areas include:

- Dartmoor
- Exmoor
- Bodmin Moor
- Brecon Beacons
- Black Mountains
- Mid and North Wales mountains
- Peak District (Dark Peak)
- Cheviots and Durham Dales
- North Yorkshire Penines
- Isle of Man
- Lake District
- North York Moors
- Mourne Mountains
- Yorkshire Dales
- Sperrin Mountains and North Antrim Hills
- Scottish Borders
- Isles of Skye, Arran, Harris and Lewis
- Galloway Hills
- Central, Western and Northern Highlands of Scotland

## Emergency procedures

Despite good planning and leadership, unforeseen emergencies or accidents may arise. On such occasions leaders may need the support, advice and management skills of the Headteacher, governing body and the LEA. The following emergency procedures are designed to ensure the rapid transfer of information, enlist services and assistance and to deal with the probable attentions of the media.

Some emergencies may be classed as 'critical incidents'. It is essential that school procedures reflect the guidance in the document 'Responding to Critical Incidents: Guidance Procedures for schools' issued by CCC ELH in September 2004.

**A SUMMARY OF THE PROCESS BELOW MUST FORM PART OF THE DOCUMENTATION PACK CARRIED BY THE LEADER AND THAT IT IS AVAILABLE AT ALL REASONABLE TIMES DURING THE VISIT. ADDITIONALLY, ALL STAFF PREPARING FOR, OR INVOLVED IN, EDUCATIONAL VISITS SHOULD BE FAMILIAR WITH THESE PROCEDURES.**

## Preparation before the visit

75) Two home emergency contacts must be identified. These will often be the headteacher, EVC or other senior school staff. Such emergency contacts must **not** be parents of children on the visit.

76) These contacts must ensure that between them they provide 24 hour per day access by telephone. Their function is to act as a first point of contact with the group and to alert the headteacher and/or chair of governors and the LEA when appropriate.

- 77) Both contacts must have:
- office and home telephone numbers of their designated Education Officer and other designated Office of Children and Young People's Services emergency contact numbers. This is particularly important at holiday periods. Community education groups should make similar appropriate arrangements
  - a full list of names, addresses and telephone numbers of parents of all young people and the next of kin of all adults on the visit. An identical list must be taken on the visit by the visit leader. Where parents are away from home during the visit, or where there is no home telephone, alternative emergency contact arrangements must be made for such young people
  - Contact details for the British Embassy or Consular for all visits abroad
- 78) All adults who will be supervising young people during the visit should be briefed as to the above procedure and should know the location of the nearest accident and emergency hospital, and the emergency services telephone numbers of the country they are visiting.
- 79) Information relating to the possible need for emergency hospital treatment for any members of the party, including staff, must be obtained, using the Parental Consent Form in Section 2. One copy of this form, in respect of each young persons in the party, should be carried by the visit leader and another by the supervising teacher or by the young people, if of an appropriate age.
- 80) Where travel by minibus is involved it is important to have the Emergency Contact names and telephone number/s clearly identified in the vehicle.
- 81) A written summary (from point 75 - end) of these emergency procedures must be part of the visit leader's reference pack.

## **Action to be taken in the event of an accident or emergency**

### **Control and supervision of the group**

- 82) Assess the situation.
- 83) Account for ALL other group members and protect them from further injury or danger.
- 84) Immediately inform all group staff of the problem; share it; clarify actions to be taken and by whom.
- 85) Agree who will be the co-ordinator and person dealing with communications etc.
- 86) Establish the names and numbers of people involved in the incident and, if injured, the nature and extent of the injuries.
- 87) Call emergency/rescue services where necessary.
- 88) Ensure that the injured are accompanied to hospital wherever possible by a teacher or, a teacher is unavailable an adult volunteer.
- 89) Clarify with the rest of the group what has happened and your consequent course of action.

## Information and communication

- 90) Alert your school emergency contact with precise details as soon as practical.
- 91) Do not release names of involved or injured participants other than to official sources such as police and /or medical services.
- 92) If an emergency occurs abroad, notify the nearest British Embassy or Consulate. Identifying contact numbers for these should be part of the initial preparation.
- 93) Leaders must avoid any direct dealings with the media. Media response to a major incident is often immediate; depending on location leaders should expect and be prepared for media attention within 30 minutes. **IN THE EVENT OF A SERIOUS INCIDENT, CAMBRIDGESHIRE COUNTY COUNCIL PRESS AND PUBLIC RELATIONS TEAM IN CAMBRIDGE WILL HANDLE MEDIA CONTACT. PETERBOROUGH CITY COUNCIL PRESS TEAM WILL ORGANISE THIS FOR PETERBOROUGH SCHOOLS.**
- 94) If the incident is serious, the Emergency Contact must alert the headteacher, EVC or designated deputy who must then contact the Education Officer (**OR OTHER OFFICE OF CHILDREN AND YOUNG PEOPLE'S SERVICES EMERGENCY CONTACT**) and chair of governors. They will then jointly determine the need to initiate the LEA Emergency Procedures.
- 95) In the unlikely event of the Education Officer team (or other senior LEA officer) being unavailable, emergency contact with the LEA can be made through Police Headquarters, Hinchingsbrooke, Huntingdon. Tel. 0845 456 4564 or Peterborough City Council Contract Services 24hr number tel 01733 425300. It must be stressed that this is a **MAJOR EMERGENCY CONTACT** procedure only and must **NOT** be used for dealing with routine organisational difficulties.
- 96) Contact with relatives must be as early as possible, consistent with accuracy. It is vital to ensure parental contact, whenever possible, before news spreads through the media. This would normally be done through the headteacher, EVC, deputy or other designated person at the school or centre. **IN THE EVENT OF A FATALITY, CONTACT MUST BE MADE WITH THE POLICE.**
- 97) Once the initial facts are clear and a press release agreed, the Council/Press Office will act as a base for media reception and as a channel for communication.

## Recording the incident / accident details

- 98) As soon as possible:
  - record all **FACTS** relating to the incident: time, date, those involved, what happened, witness details
  - maintain a record of subsequent events - a simple log of actions, time, people involved
  - notify the insurers
  - notify the tour operator or provider, where used
  - complete an LEA accident report form (IR96) and post by first class mail to the Health & Safety Team

## Care of group members and relatives

- 99) Immediately following a serious incident it is highly likely that group members and staff will be in a state of shock. It is therefore important to ensure their well being and to provide them with security and protection from media attention.

**ALL INVOLVED MAY NEED HELP IN COPING WITH POSSIBLE SHOCK AND TRAUMA, WHICH MAY LAST FOR MANY WEEKS. SUPPORT AND COUNSELLING MAY BE NECESSARY; IN THIS EVENT THE COUNCIL SERVICES WILL BE OF SIGNIFICANT HELP.**

