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FOREWORD

This Code of Practice (September 2004) replaces the original Code of Practice issued October 1998. This guidance should be read in conjunction with the DfES documents: Health & Safety of Pupils on Educational Visits, Supplementary Guidance Parts 1, 2, 3 and Group Safety at Water Margins.

The intention of this advice is to contribute to the continued provision of high quality, safe educational experiences for young people in Leicestershire. Following the procedures and advice in this document will aid those responsible for providing activities and visits to ensure that provision is as safe as it can be, as well as reassuring parents and others, that the welfare of their children is paramount to those planning such activities.

THIS GUIDANCE REPRESENTS COUNTY COUNCIL POLICY. PRINCIPALS, HEADTEACHERS, YOUTH & COMMUNITY AND DUKE OF EDINBURGH'S AWARD WORKERS, ALL COUNTY COUNCIL EMPLOYEES AND ANY OTHER RESPONSIBLE PERSONS ARE REQUIRED TO COMPLY WITH THIS GUIDANCE. FAILURE TO DO SO COULD CONSTITUTE A DISCIPLINARY OFFENCE AND MAY ALSO BREACH INSURANCE REQUIREMENTS.

Aspects of good practice are provided and attention is drawn to the important processes of planning and preparation. The management and organisation of activities is examined and the importance of review and evaluation identified.

Particular attention needs to be given to the notification/authorisation procedures for certain visits and activities, which need to be provided in writing in advance of the visits and activities taking place.

Attention also needs to be given to the requirements for the providers of certain adventurous activities to hold a licence.

ACKNOWLEDGEMENTS

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- *Advice & Inspection Service*
- *Youth & Community Education Service*
- *Leicestershire Residential Service*
- *Duke of Edinburgh's Award Scheme*
- *Administration, Committees & Secretariat*

The guidance on the Health & Safety of Pupils on Educational Visits produced by the Department for Education and Skills (DfES) and additional guidance supplements DfES/0564/2002, DfES 0565/2002 and DfES/0566/2002 are also acknowledged wherein some is included. However, this document represents *local requirements*, and as such should be fully complied with as County Council policy.

LEA CONTACT NAMES AND TELEPHONE NUMBERS

GENERAL ENQUIRIES

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GUIDANCE FOR EDUCATIONAL VISITS AND ADVENTUROUS ACTIVITIES

INTRODUCTION

Educational visits of all types provide valuable opportunities which can enrich young people's learning across a wide range of both curricular and extra curricular areas. In particular, a residential visit is a powerful vehicle for providing opportunities both for concentrated study and activity, and promoting young people's social, personal and moral development.

There is a wide range of initiatives that encourage the adventurous, experiential and exploratory use of the outdoors. Many of these come at a time of increased mobility and opportunity. Outdoor education contributes to the total education of young people in many ways:

- *It can contribute to all subject areas of the National Curriculum. Specific disciplines may require the use of outdoor education or activities as a central part of the provision and understanding of that curriculum area.*
- *It can provide an important vehicle for personal and social development of young people by:-*
 - *using the challenge and group co-operation aspects of the activities for planned personal development sessions.*
 - *using the residential element to explore the realities of social living in a group.*
- *It can provide a vehicle for an understanding and development of environmental education which is recognised as a cross curricular theme in its own right. This may take the form of:-*
 - (a) *a course of study for students pursuing this as a discrete topic.*
 - or*
 - (b) *a general education across all subjects for all students.*
- *It can provide an insight into various sporting activities, which by virtue of their make-up allow adventure to be accepted at an individual level and which thereby provides a recreation activity which may be pursued in later life or by providing the basis of a career in the future.*
- *It can provide a real situation for the practical application of many other subjects. For example map reading, logistics, theory of sailing or climbing and forces involved in river or sea canoeing all involve practical and meaningful application of mathematical and scientific principles.*

Outdoor education in its widest and most complete sense encompasses the moving, living and learning in a wide variety of situations out of doors and frequently off-site. Many of these activities may be undertaken in urban and/or rural settings and may involve land, water, or airborne contributions. Outdoor experiences can make a unique contribution to education through:

- *adventurous activities, often in a challenging situation;*
- *the sharing of experiences with others;*
- *the explanation and exploration of personal beliefs, attitudes and values;*
- *living and co-operating with others.*

GLOSSARY AND DEFINITION OF TERMS

The advice and recommendations contained in this document are intended for all schools, colleges, youth clubs, units and Duke of Edinburgh's Award Groups (operating under the Leicestershire Operating Authority), providing full or part-time education within the Leicestershire Education Authority. Certain terms are used consistently throughout the document for ease of reading.

Glossary of terms

Establishment - Includes all educational sites Schools, Colleges, Duke of Edinburgh's Award groups and Youth Centres. This includes sites where the staff are employed by the authority and conduct activity with young people as part of their duties even though the centre may be operated by others.

Young Person - Includes all children, young people, pupils, students, youth and community members, for whom the LEA is responsible and has a duty of care.

Leader - The leader is the person in overall charge of a party involved in any activity covered by this document. For school/college and Youth & Community visits the leader will be an employee of the County Council. All Duke of Edinburgh's Award activities will be led by a person approved as a supervisor/instructor by the Leicestershire Operating Authority. The leader may, at times, delegate responsibility to other assistants for the care of a particular group or an activity as appropriate. The party leader must be appropriately qualified and/or experienced for any trip or visit. This will vary considerably according to the type of visit organised. The leader is the person exercising an enhanced duty of care throughout the venture.

Adult - This term refers to any teacher, lecturer, youth worker, instructor, supervisor, assistant, volunteer helper or parent assisting the leader on the visit.

Head - This term extends to head teachers, principals, directors, heads of centres, and all others who are in charge of an educational establishment or unit within the Local Education Authority.

Parent - This term includes guardians, carers and any adult responsible for the welfare of the young person.

Instructor - A person who is, usually, paid to provide an adventurous activity and who holds the relevant National Governing Body Instructor/Coach Award.

Contact Person / Home Based Contact - A responsible person, usually a senior member of staff in the school, college, youth club, or other establishment, with whom the leader can make contact in the event of an accident, emergency or change of plans. This contact is usually by telephone. If the visit extends over several days then various people may need to be involved in this role and there may be a need for the contact person to communicate with the off-site party or with young persons' homes as required.

Governors - This term is used for governing bodies, management committees, sub-committees or any group or persons who exercise an executive role on behalf of a governing body or management committee.

The Adventure Activities Licensing Authority (AALA) - Is the body responsible for granting licences to providers of certain adventurous activities.

Activity Provider - Any person or organisation requiring a licence issued by AALA to provide 'in-scope' adventurous activities.

In-Scope - refers to certain adventurous activities provided at a cost to young people under 18 as defined by the Adventure Activities Licensing Authority (AALA) above, which require the provider to hold a licence issued by AALA (see pages 54-56).

Out-of-Scope - Refers to adventurous activities which do not require the provider to hold a licence issued by AALA above (see pages 54-56).

Special Educational Needs - Means learning difficulties, physical limitations or different behavioural patterns.

Check Back Procedures - Means that leaders of off-site activities and residential visits ensure a contact person at base is aware of the safe return of the group, or failing this, will know the appropriate procedures to follow.

Risk Assessments – An investigation into what could cause harm to participants on a particular venture and the measures taken to eliminate the danger or minimise the outcome of any such occurrence. Risk assessments must be written, if not they have no legal standing.

School-led - This applies to an activity that is off-site and totally organised, undertaken and completed by the school. It means that a teacher or other person employed by the school is immediately responsible for the safe supervision of the pupils and the activity. It applies equally to adventure activities led by youth workers, whether from the statutory or voluntary sectors.

Adventure Activity - In the context of this document, an activity that has intrinsic hazards over and above those met within the everyday life of the participants and which need to be controlled through careful supervision, normally by a competent person with specialist skills in the activity. This includes all activities covered in Part 2 of this document (Angling, Archery, Camping, Caving, Cycling, Dragon Boating, Gorge Walking, Hillwalking – Summer, Hillwalking – Winter, Horse Riding, Kayaking/Canoeing, Motorsports, Narrowboats, Off Road Cycling including Mountain Biking, Orienteering, Rock Climbing - Multi-pitch, Rock Climbing - Single Pitch & Crag, Rope Courses/Zip Wires, Sailing, Shooting Activities, Skiing/Snowboarding, Snorkelling, Sub Aqua, Windsurfing and Winter Mountaineering). When planned, all such activities will need to be discussed with the Outdoor Education Adviser.

RESPONSIBILITIES

Various personnel have responsibility for the safe organisation, and delivery, of any off-site visit or outdoor adventurous activity. The following will clarify the situation:

RESPONSIBILITIES OF THE LEA

The LEA has overall responsibility for Health & Safety on all ventures, this is a responsibility that cannot be devolved but elements can be delegated to individual establishments. Where this responsibility is delegated it is exercised on behalf of the LEA and the authority must have in place robust systems to monitor such work. The authority has the responsibility for advising employees on best practice, safety and other considerations that are contained in this document. LEA responsibilities can be summarised as;

- The health, safety and welfare of staff.
- The health and safety of young people both in establishments and on off-site visits.
- The health and safety of visitors to establishments, and volunteers involved in any in on site activity.
- Appointment or identification of an Outdoor Education Adviser.
- Providing written guidelines for governors, heads and staff including advice on risk assessment.
- Assess proposals for certain types of visit and authorize certain types of venture.
- Provide emergency telephone contact for the duration of the visit where necessary.
- Ensure training needs have been addressed.
- Provide relevant training to those engaged in running ventures.
- Provide access to named staff for advice.
- Maintain appropriate insurance cover.
- Have in place procedures to monitor and review safety during off-site visits and activities.

RESPONSIBILITIES OF THE HEAD

All establishments must have a member of staff specifically trained by the LEA in the conduct of off-site visits. This takes the form of Educational Visits Co-ordinator (EVC) training. It is the responsibility of the establishment to ensure that if the trained person leaves someone else undertakes the training as soon as possible.

Responsibility within the establishment for the approval of visits remains with the head and governors, but, with the approval of the governing body, the head may delegate certain of

these tasks to a designated 'Educational Visits Co-ordinator', who will normally be a senior member of staff.

- Heads should ensure that visits comply with regulations and guidelines provided by the LEA, governing body and the establishment's own health and safety policy. Heads should ensure that the group leader is competent to monitor the risks throughout the visit.
- Heads should be clear about their role if taking part in the visit as a group member/supervisor. They should follow the instructions of the group leader who will have sole charge of the visit.
- Heads should ensure that:
 - i) adequate child protection procedures are in place;
 - ii) all necessary actions have been completed before the visit begins;
 - iii) risk assessment has been completed and appropriate safety measures are in place;
 - iv) training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;
 - v) the group leader has experience in supervising the age groups going on the visit and will organise the group effectively;
 - vi) the group leader or another supervisor are suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place (**see School-led Adventure Activities**);
 - vii) group leaders are allowed sufficient time to organise properly;
 - viii) volunteer staff on the visit are appropriate people to supervise children;
 - ix) ratio of young people to supervisors is appropriate;
 - x) the LEA has approved the visit where appropriate;
 - xi) parents have signed consent forms;
 - xii) arrangements have been made for the medical and special educational needs of the young people;
 - xiii) adequate first-aid provision will be available;
 - xiv) the mode of travel is appropriate;
 - xv) travel times out and back are known including pick-up and drop-off points;
 - xvi) there is adequate and relevant insurance cover;
 - xvii) they have the addresses and phone number of the visit's venue(s) and have contact names;

- xviii) a Home Based Contact has been nominated and the group leader has details;
- xix) the group leader, group supervisors and Home Based Contact have copies of agreed emergency procedures;
- xx) the group leader, group supervisors and Home Based Contact have the names of all adults and young people travelling in the group, and the contact details of parents and the teachers' and other supervisors' next of kin;
- xxi) there is a contingency plan for any delays including a late return home.

In addition Heads should also;

- Agree who will approve a visit at school level or submit it to the LEA for approval if so required. It makes sense for the EVC (where nominated or appointed) to perform this function and for the head to countersign.
- Ensure that arrangements are in place for the governing body to be made aware of visits so questions can be asked as necessary.
- Ensure that arrangements are in place for the educational objectives of a visit to be inclusive, to be stated in the pre-visit documentation, and to be made known to all relevant parties.
- Be aware of the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors, and contractual relationships.
- Ensure that issues identified by exploratory visits have been satisfactorily resolved within the risk assessment.
- Ensure that the accreditation or verification of providers has been checked.
- Ensure that visits are evaluated to inform both the operation of future visits and to inform training needs. Further staff training should be made available where a need is identified.
- Ensure that there is a contingency plan (plan B), covering for example the implications of staff illness and the need to change routes or activities during the visit (see below). The consent form should carry details of plan B.
- Arrange for the recording of accidents and the reporting of death or disabling injuries as required. Accident and incident records should be reviewed regularly, and this information used to inform future visits. Also ensure that details are forwarded to the LEA.
- Help to ensure that serious incidents, accidents and near-accidents are investigated.
- Ensure teachers are made aware of and understand LEA guidance on emergency planning and procedures. Training and briefing sessions must be provided for staff.
- Ensure that the establishment has emergency procedures in place in case of a major incident on ventures. These should be discussed and reviewed by staff. Ensure that

young people, parents, group supervisors and others are given written details of these procedures.

- Ensure that the Home Based Contact has the authority to make significant decisions. He or she should be contactable and available for the full duration of the visit 24 hours a day. He or she should be able to respond immediately at the establishment base to the demands of an emergency and should have a back-up person or number.
- Establish a procedure to ensure that parents are informed quickly about incident details through the home based contact, rather than through the media or pupils.
- Recognise that support must be provided by the LEA's public relations unit when dealing with media enquiries.
- Check that contractors have adequate emergency support procedures, and that these will link to establishment and LEA emergency procedures.
- Be aware of the responsibility to the SEN and Disability Act namely that there is a legal requirement not to discriminate on the grounds of disability and there is a duty of planning for all school activities which includes off site visits.

Where an EVC is identified or appointed:

- Delegate tasks to the EVC, having regard to the duties of the EVC suggested earlier in this part of this document.
- Ensure that the EVC keeps them informed of the progress of the visit and that this information is relayed to governors (and to parents as necessary).
- Ensure that the EVC keeps them informed of the progress of the visit and that this information is relayed to governors (and to parents as necessary). For less routine visits, the Head will need to ensure that the EVC can obtain advice from an appropriate technical adviser as necessary.
- Make time available for the EVC to arrange for the induction and training of staff and volunteers and ensure that staff receive the induction and training that they need before the visit.
- Ensure that the EVC briefs the leader and supervisors about the emergency procedures as part of the risk assessment briefing and that the leader and supervisors have ready access to them during the visit.
- Ensure that the EVC impresses upon parents the importance of providing their own contact numbers, more than one, which will enable the parents to be contacted in case of emergency.

RESPONSIBILITIES OF THE GOVERNING BODY

(For Free Standing Youth & Community Centres these tasks rest with Area Co-ordinators)

The governing body must be made aware of all off-site and outdoor adventurous activities and must, in some instances, approve them. It is for the governing body, in conjunction with

the Head, to arrange for the most appropriate method of the communication for this. It is the responsibility of the governors to ensure that:

- The off-site activity or visit is appropriate and relevant;
- The establishment can be run efficiently in the absence of staff engaged in the activity or visit;
- The arrangements are in line with the advice and recommendations provided by Leicestershire Education Authority in this, and other, Codes of Practice.

In addition, it is good practice for all governing bodies to:

- Ensure that the visit has a specific and stated objective.
- Ensure that the Head / group leader shows how their plans comply with regulations and guidelines, including both the school's and LEA's health and safety policy documents. Also that the Head or group leader reports back after the visit.
- Ensure that they are informed of less routine visits well in advance.
- Assess proposals for certain types of visit, which should include visits involving overnight stay, foreign travel or hazardous activities and submit these proposals to the LEA.
- Ensure that guidance is available (e.g. from the Department and/or LEA as appropriate) to inform the establishment's policy, practices and procedures relating to the health and safety of young people on educational visits. These should include measures to obtain parental consent on a basis of full information, to investigate parental complaints, and to discuss and review procedures including incident and emergency management systems. As necessary governors may seek specialist advice, though governors should not normally be expected to approve visits.
- Ensure that the head teacher and the EVC (where nominated or appointed) are supported in matters relating to educational visits and that they have the appropriate time and expertise to fulfill their responsibilities.
- Ascertain what governor training is available and relevant.
- Agree on the types of visit they should be informed about.
- Ask questions about a visit's educational objectives and how they will be met. Are the objectives appropriate to the age and abilities of the young people? The Governors should challenge the nature of the venture when the educational objectives are not clear or where the means to meet them do not appear to be realistic. It is not expected that governors should become directly involved in risk assessment and related matters unless they have an appropriate competence. Governors offering professional advice to establishments, should be aware that their professional indemnity insurance is unlikely to cover them for unpaid advice.
- Ensure that the LEA approves visits as necessary before bookings are confirmed.
- Ensure that bookings are not completed until external providers have met all the necessary assurances. Also, ensure that specific items in the risk management - for example, overnight security, room and floor plans - are checked prior to departure.

- Ensure that the head teacher and the EVC (where nominated or appointed) have taken all reasonable and practicable measures to include young people with special educational needs or medical needs on a visit.

EDUCATIONAL VISITS CO-ORDINATOR

(Please note that where an EVC is not nominated or appointed these tasks rest with the Head)

All establishments must have an **educational visits co-ordinator (EVC)**. This may be the head. It could ideally be a teacher or other member of staff – in which case the EVC will be appointed by and act on behalf of and assist the head. The EVC will be involved in the planning and management of educational visits including adventure activities led by establishment staff. The EVC will be specifically trained via attendance on an EVC Training Course run by the LEA. If the existing EVC leaves the establishment, a replacement must attend the next available course. If an establishment has no trained EVC, all visits may be prohibited until the situation is rectified.

The suggested functions of the EVC are to:

- Liaise with the employer to ensure that educational visits meet the employer's requirements including those of risk assessment.
- Support the head and governors with approval and other decisions.
- Assist with the assessment of the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditation from an awarding body. It may include practical observation or verification of experience.
- Organise the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc.
- Organise thorough induction of leaders and other adults taking pupils on a specific visit.
- Make sure that Criminal Records Bureau disclosures are in place as necessary.
- Work with the group leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so parents can consent, or refuse consent on a fully informed basis.
- Ensure that group leaders are aware of the emergency arrangements and ensure there is an emergency contact for each visit.
- Keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses'). Report near misses to the Outdoor Education Advisor as soon as possible.
- Review systems and, on occasion, monitor practice.

Competence of the EVC

The member of staff designated as the EVC should be specifically competent. The level of competence required will relate to the size of the school and the types of educational visits

proposed. For example, the needs of a small infants school will differ from those of a large secondary school with an active Duke of Edinburgh's Award programme. Evidence of competence may be through qualification and/or the experience of practical leadership over many years of outdoor education.

LEADERS

Leaders have the responsibility to oversee the preparation and execution of the visit and to ensure that safety is the prime concern. Guidance on this is contained within this document.

Responsibilities of the Party Leader

The leader in charge of any visit is the responsible adult who needs to plan and prepare for the activity, and to prepare any emergency and contingency plans which as official records should be left with the Establishment. The leader, and all other responsible adults, should be familiar with all the advice contained in this document and with emergency planning arrangements and crisis line. The leader is also responsible for briefing all accompanying staff, supervisors, parents and helpers.

One person, the group leader, must have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The group leader should have been appointed or approved by the head or the governing body. The group leader should:

- Obtain the Head's prior agreement before any off-site visit takes place.
- Follow LEA and/or governing body regulations, guidelines and policies.
- Appoint a deputy.
- Wherever possible at least one formal briefing meeting should be arranged for the whole adult team prior to the visit whereby the leader should ensure that everyone is familiar with and supports the visit's objectives.
- Conduct an exploratory visit in order to undertake a proper risk assessment.
- Clearly define each group supervisor's role and ensure all tasks have been assigned. Ensure that everyone is aware of and accepts the nature of the particular responsibilities and roles they will assume and that they are advised of their position with regard to personal responsibility.
- Be able to control and lead pupils of the relevant age range.
- Be suitably competent to instruct pupils in an activity and be familiar with the location / centre where the activity will take place. See **School-led Adventure Activities**.
- Ensure that adequate first-aid provision will be available.
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents.

- Undertake and complete a comprehensive risk assessment for aspects of the trip for which they have responsibility. Ensure all accompanying adults have copies of relevant risk assessments.
- Review regularly undertaken visits/activities and advise head teacher where adjustments may be necessary.
- Ensure that teachers and other supervisors are fully aware of what the proposed visit involves.
- Have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed.
- Ensure the ratio of supervisors to pupils is appropriate for the needs of the group.
- Consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality.
- Ensure that group supervisors have details of the home based contact.
- Ensure that group supervisors and the home based contact have a copy of the emergency procedures.
- Ensure that the group's staff and other supervisors have the details of young peoples' special educational or medical needs which will be necessary for them to carry out their tasks effectively.
- Wherever possible on a visit or activity, rendezvous arrangements with an appropriate place and time are agreed should the party become separated. These would be best made on arrival at particular locations where possible so that suitable locations can be identified.
- An additional recommended safety precaution is to ensure that every member of the group knows in advance the course of action to follow if they get lost. Depending on the nature of the journey or activity the course of action may be to stay still, make their way back home or to a base, seek appropriate help or directions, or return to a particular rendezvous spot identified previously.
- The leader must brief all the young persons about their tasks, arrangements, organisation, and the behaviour that is expected of them during the time of the visit.
- The party leader should ensure that all accompanying adults are familiar with the Education Authority's Child Protection Policy and Procedures. For further guidance consult Administration Memorandum No. 76. Copies of this can be arranged by telephoning 0116 265 6584.
- During the visit a brief daily staff meeting at the start of the day is strongly recommended.
- Securing at all times the safety and welfare of the young persons in their charge.
- Planning and organising the activity as appropriate.
- Having a "plan B" fully risk assessed and organised as a back up if leading activities.

- Establishing regulations and procedures for safe practice of the visit.
- Communicating information to all interested parties both on, during and after the visit.
- Ensuring that other assistants and adults carry out their duties and responsibilities safely and responsibly.

Whenever a party is to be subdivided, or the leader is to be absent for any reason, the party leader should make a clear delegation of responsibility to another adult. If a party leader delegates responsibility for the supervision of some, or all of the young persons, at various times to other members of the staff team, they must satisfy themselves that this individual to whom they are delegating responsibility:

- Is competent to take charge of the group of young persons undertaking the particular activity in this locality;
- Has been fully and properly briefed as to their role and responsibilities;
- Is aware of the next meeting place and time and is fully conversant with the procedure to adopt in the event of an accident, or emergency arising within the party.

The party leader must ensure that at all times during the visit or activity, each member of staff knows exactly for which young persons they have a responsibility and where those young persons are at all times and that each young person knows who is the leader of their particular group.

LEA Employed Staff

Staff on establishment-led visits act as employees of the LEA or of the governing body, whether the visit takes place within normal hours or outside those hours, by agreement with the head and governors. Staff must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They should:

- Follow the instructions of the group leader and help with control and discipline.
- Consider stopping the visit or the activity, notifying the group leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable.

ADULT VOLUNTEERS

Non-LEA employed adults on the visit should be clear about their roles and responsibilities during the visit. Non-LEA employed adults acting, as supervisors must:

- Do their best to ensure the health and safety of everyone in the group.
- Not be left in sole charge of young people except where it has been previously agreed as part of the risk assessment.
- Follow the instructions of the group leader and LEA employed staff and help with control and discipline.
- Speak to the group leader or LEA employed staff if concerned about the health or safety of young people at any time during the visit.
- Never supervise a party of more than 10;
- Never be in sole charge of the young persons for more than half a day;

- Never be in a situation remote from the support of the leaders or other appropriate members of staff.

PROTECTION OF CHILDREN

The planning and organisation of all ventures and particularly those of a residential nature, must include precautions to protect young people from abuses such as racial, sexual or physical harassment from either adults or young people in the group.

Leaders should remember that the law now requires all adults who have significant contact with young people to disclose any cautions, bindovers, convictions of a criminal nature. Whilst those adults who are already in the employ of the County Council will have made a declaration at the time of their appointment, it is essential that any voluntary adults who may be assisting are also asked to make a similar declaration and a police check is made. The relevant disclosure application form (Ref : F0002627671) from the Criminal Records Bureau (CRB) is available from the Education Personnel Department at County Hall.

CRB checks should therefore be carried out on volunteers and staff who will have regular contact with pupils on the school premises or any school activity outside. This does not mean that every volunteer who helps to supervise an educational visit will have to obtain a disclosure. Parents and others who from time to time help teachers to supervise local visits need not necessarily be CRB checked. However, in the following circumstances CRB checks must be carried out:

- residential activities
- regular long term contact
- planned one to one supervision

Residential parties going need supervision for 24 hours a day. There must be a member of staff available "on call" at all times and the young people must know where their staff are. Young people cannot be turned loose and left to their own devices in an evening whilst staff go off to "other places". It may be quite safe for younger children to play outside in an evening for example in country areas, but in other situations it might well be unwise to allow even older children to go off on their own or in pairs in an evening.

In hostels and hotels the group should have adjoining rooms with staff quarters adjacent to the young people. Access by the staff to the student rooms must be available at all times. The accommodation area should be as discrete to the group as possible and where there is not a 24-hour reception, security arrangements should be in force to deter unauthorised visitors. These matters should be checked during a leader pre-visit at which time other basic security checks can be made, such as ensuring there are working locks on windows and shutters etc. A floor plan of the rooms designated to the groups should be required by the leader in advance.

For further advice on Child Protection issues please contact the Child Protection Development Officer on 0116 265 7349.

AUTHORISATION / NOTIFICATION OF VISITS AND ACTIVITIES

There are many varied, off-site visits and activities organised by schools, colleges, youth and community groups and Duke of Edinburgh’s Award groups. All ventures are authorised in the first instance by the Head and Governing Body but in addition some will need to be notified to the Director of Education, in writing, in advance of the visit since they need additional authorisation from the LEA.

NOTIFICATION OF INTENT

Establishments need to make early contact with the Outdoor Education Adviser when certain types of visit are planned. This will include those with long lead in times (for example overseas expeditions) or where adventurous activities are planned. This will enable all necessary checks to be carried out before contracts are signed and commitments made (see section on Overseas Expeditions, page 26).

AUTHORISATION

The following visits and activities will require authorisation from the LEA additionally before the venture can take place. All ventures that involve:-

- overnight stays
- foreign travel
- adventurous activities (see section 2 of this guidance)

These will need authorisation from the Outdoor Education Adviser. Prior to the venture, leaders must be in possession of an authorisation number. Failure to do so would be a serious breach of Authority guidelines and as such would constitute a disciplinary offence. If the venture were “In Scope”, failure to gain authorisation would constitute a criminal offence.

Adventure Activities include all activities highlighted in Part 2 of this document.

NOTIFICATION

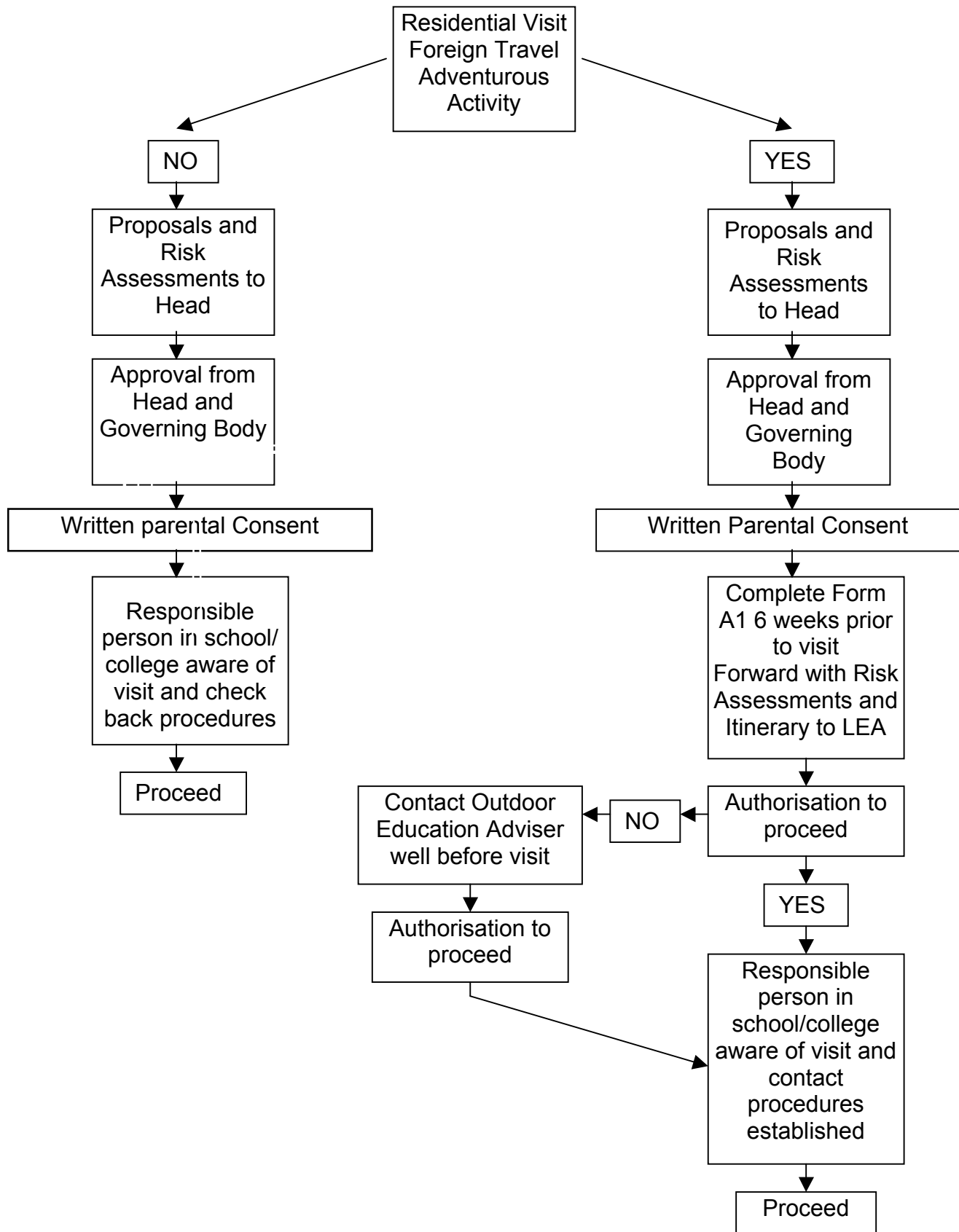
All other visits/activities are authorised by the Head/Head of Centre/Principal and Governing Body on behalf of the LEA. All such visits must be notified to the Head/Head of Centre/Principal and Governing Body well in advance and an acknowledgement received, leaders must be in receipt of this prior to departure. Failure to do so would constitute a disciplinary offence.

Timescale for Notification

The Authority will need notification in writing accompanied by relevant risk assessments and itinerary of ventures requiring authorisation

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> • School / College Groups • Youth & Community Groups • Duke of Edinburgh’s Award | <ul style="list-style-type: none"> - In scope activity - Out of scope activity - Local activity | <ul style="list-style-type: none"> 6 weeks prior to the visit 6 weeks prior to the visit 8 weeks prior to the visit 4 weeks prior to the visit 2 weeks prior to the visit |
|--|--|--|

SCHOOL/COLLEGE VISITS NOTIFICATION ROUTE



CATEGORIES FOR NOTIFICATION IN YOUTH AND COMMUNITY EDUCATION

Category 1

Non adventurous activities that take place as part of your normal programme, such as ice skating, bowling, theatre trips etc. It is not necessary to notify the Education Authority of such visits, although written parental consent forms are required for all “off-site” activities and check back procedures must be in place. All documents relating to these ventures must be kept at base and risk assessments seen by the manager before approval is given. A programme can be agreed at the beginning of the year.

Category 2

For foreign adventurous and residential, an A2 form must be submitted to the OEA. The definition of adventurous activities as described in Part 2 of this document, irrespective of when or where they take place the Authority must be notified by completing form A2. Risk assessments must be submitted with this form because the Authority needs to check possible Licensing requirements, this notification must be received at least **6 weeks** prior to the activity.

Visits, which involve one or more nights away from home, must be notified to the Authority by completing form A2. Risk assessments must be submitted with this form. If, as part of the visit, adventurous activities are planned, then the reverse side of form A2 must be completed for each activity; this notification must be received at least **6 weeks** prior to the visit.

All returns for category 2 will be authorised in writing and leaders should not proceed with the visit/activity if they have not received authorisation to proceed.

APPROVAL

Category 1

Approval for all off site visits and trips rests with line managers. In the case of youth clubs in the area of responsibility of Youth Work Development Workers then the Development Worker approves category 1 by checking that the trip/activity is relevant, and that those leading the trip are competent and comply with the policies and practices of the Authority. For activities that are led by Youth Work Development Workers and Youth Work Co-ordinators approval for the activity must be given by their respective line managers.

Category 2

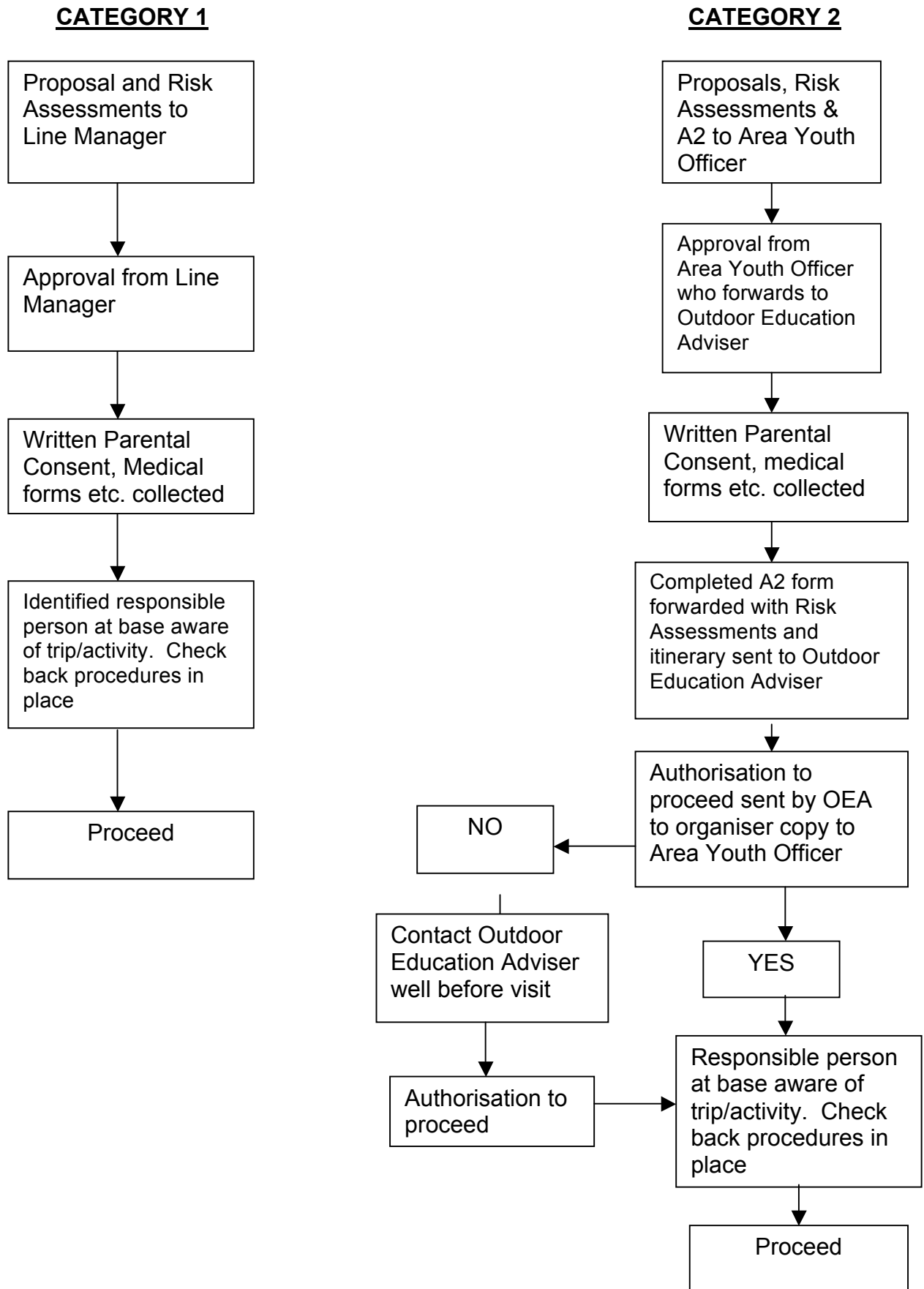
For category 2 activities line managers must approve the activity as for category 1 prior to submitting the A2 form and risk assessments to the Area Youth Officer, who will approve the activity/trip and forward paperwork to the Outdoor Education Adviser.

Approval will be given by the Outdoor Education Adviser directly in writing to the organiser of the activity/trip with a copy sent to the Area Youth Officer.

Policies and practice relating to off site activities and trips:-

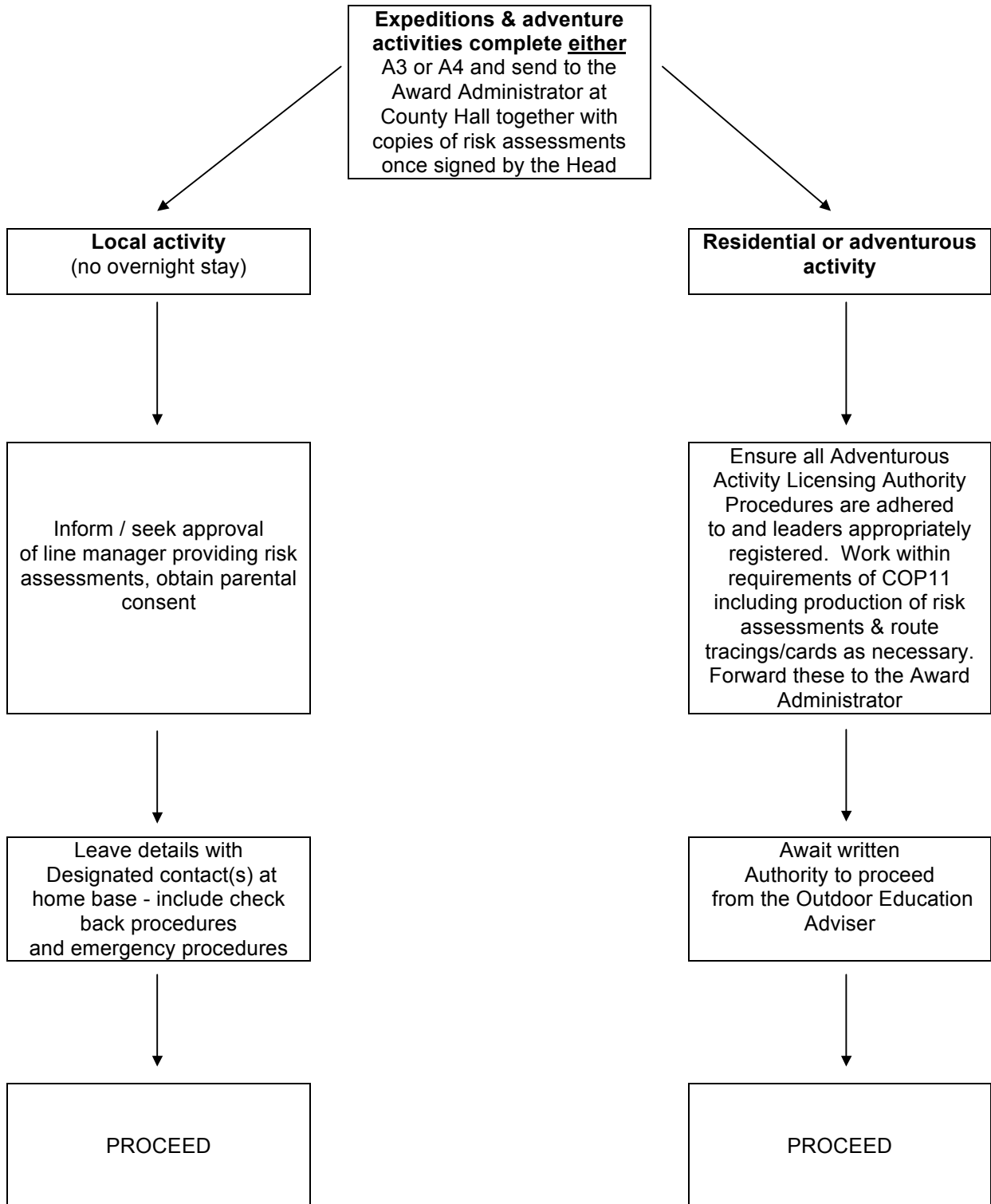
Driving on LEA Business Health and Safety First Aid Staffing Ratios

YOUTH & COMMUNITY EDUCATION NOTIFICATION ROUTE



DUKE OF EDINBURGH'S AWARD NOTIFICATION ROUTE

Notification Routes - Expeditions



GENERAL PLANNING CONSIDERATIONS

PURPOSE OF VISIT

- *The visit or activity should have a clearly defined educational purpose relating to either curriculum enhancement or personal and social development of the individual or group, whether the activity or visit occurs in term-time or during vacation. Whilst it is accepted that there may well be a significant proportion of recreation in any visit, the aims and objectives should clearly be given to the participants and parents to ensure that the appropriate level of rigour and discipline is maintained throughout.*
- *The use of the term 'holiday' is discouraged for educational visits.*
- *The activity should relate to the age and aptitude of the participants. All visits and activities must be closely related to the age, needs and experience of the participant, particularly where adventurous activities are involved. It is important in such activities that progressive development of skills is provided for, in order to reduce the possibility of accidents. Potentially hazardous activities should be introduced at the appropriate level and developed according to young persons' confidence and capability. The leader must be aware of the capabilities of each individual and realise that, on many occasions the pace and endurance of the group is governed by the **weakest** member.*

PLANNING AND PREPARATION

The party leader has the prime responsibility for thorough planning and preparation which is essential for the safety and welfare of all participants engaged in any visit, journey or activity.

The planning of the visit or activity must take place as early as possible to ensure ample time for all procedures to be completed. This is particularly important where prior approval of the governors has to be sought. Some off-site visits and activities require written authorisation from the LEA. This notification procedure will enable communications between the Authority and the organisers to take place should this be required. This notification of a visit should be carried out by means of the appropriate notification form of this document and in compliance with the timescale indicated on each form. **Authorisation will be given in writing and the leaders must ensure they have received this authorisation before departure. If they have not then they must not proceed.**

CHARGING FOR SCHOOL VISITS

In schools other than independent schools, the education provided wholly or mainly during school hours is free. This means that head teachers may not impose a charge on parents for any visit that occurs during school hours. The head may, however, ask for a voluntary contribution. Parents should be made aware that the contribution is not compulsory, and the children of parents who do not contribute may not be discriminated against. It is permissible to ask parents to contribute more than the minimum amount, in order to subsidise those pupils whose parents have not contributed. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up.

The head may, however, charge parents for board and lodging on residential visits as well as the full costs when a visit is deemed to be an 'optional extra'. An optional extra:

- Falls wholly or mainly outside school hours;
- Does not form part of the National Curriculum;
- Is not part of a syllabus towards a Prescribed Public Examination.
- Is not in scope of the statutory requirements relating to religious education.

So, a skiing holiday during the school holidays would be an optional extra.

If a venture is not educational then it is subject to VAT, if a Head can justify a visit as part of the curriculum then VAT is not applicable. For further details and clarification please refer to Administrative Memorandum No. 89 "Charging for School Activities".

The head should obtain the parents' agreement to meet the costs of an optional extra visit before the visit is planned in detail. Charging parents for an optional extra visit may not include an element of subsidy in respect of other pupils whose families do not meet the full charge. On residential visits which are not optional extras, or which take place during school hours, some parents may have board and lodging costs remitted. These are parents in receipt of Income Support, Income-Based Jobseekers' Allowance, Family Credit or Disability Working Allowance. LEAs will have a charging policy which their heads should follow. For further information on charging see the DES Circular 2/89 *Education Reform Act 1988: Charges for School Activities*. Available from DfES Publications Centre.

PRELIMINARY VISITS

"An exploratory visit should be made by any teacher who is to lead a group abroad, or on a residential visit, or who is to instruct or lead the group in an outdoor activity such as trekking in a location that is not familiar to them" (HASPEV). The LEA fully endorses this position. It is essential for the leader or other member of staff leading a group to visit the site beforehand to gain first-hand knowledge of the area and route. This knowledge will then inform the risk assessment and pre-planning.

An exploratory visit will give the group leader greater confidence in his or her ability to supervise the pupils. It will help the group leader to concentrate on the needs of the group rather than the unexpected demands of the environment. It should be borne in mind that overseas trekking expeditions cover a much wider range of terrain and circumstances than is found in the UK. The same good practice should be expected where some of the leadership of the group falls to a contractor.

If it is not possible to visit the site beforehand, the LEA's outdoor education adviser will want to be satisfied that alternative arrangements are sufficient for an assessment to be made. Such alternatives might include obtaining advice from those with experience gained from previous visits; heeding reports of previous visits; the use of experienced and reliable local guides where appropriate; a reconnaissance visit by the group leader on arrival at the venue whilst the group remain in the hotel or hostel on residential visits (very often the group will need to rest up anyway). Any one or two of these, or of other measures, might not be enough for an adequate risk assessment.

Leaders and other adults must make appropriate efforts to become familiar with the areas that they are visiting. Where the venture is school led, a preliminary visit must be made prior to a venture gaining approval. If this has not been made staff must contact the Outdoor Education Adviser to explain how sufficient information has been gathered to make safety

assessments. It is especially important to be aware of any inherent hazards that may be located there.

A preparatory visit should include an examination of the following points:

Accommodation

The nature of the accommodation for sleeping, working, study, relaxation, and catering.

Facilities

These include facilities for study, sport, relaxation, self-catering, medical care, as well as safety equipment and disabled access, where necessary.

Safety

Provide written risk assessments for the centre which should include:- fire standards, equipment and precautions, hygiene, first aid, staff training and appropriate staff qualifications etc.

Operational Procedures

This includes activity programming, catering (including special diets), fire drills, smoking policy, emergency procedures, heating.

Local Hazards

Obtain full details of any local risks which may be found at or near the Centre or at sites to be visited eg. rivers, parks, cliffs, tides, roads, storage pits, plant machinery or danger from animals.

Group Leaders

Should obtain copies of relevant documentation from the providers. If this documentation is on the web, the website address should be forwarded to the Outdoor Education Adviser with the application form.

OVERSEAS EXPEDITIONS

The organisation of these ventures is complex and requires careful thought. Often the process will be long and drawn out, the Authority needs to be included in this planning from the initial stages even if this is 2 years or more before the event. Establishments wishing to undertake such ventures will need to contact the Outdoor Education Adviser and get a copy of document **OSE 1** which will outline the requirements for such ventures.

For staff organising Overseas Expeditions (with or without commercial providers) it is strongly recommended that the leader attend a training course organised by the Royal Geographic Society. The one day course at venues throughout the country and covers:

- Setting educational objectives for your expedition
- Initial research: where to go for information, advice and inspiration
- Competence, leadership and supervision
- Expedition planning and administration
- Risk assessment and safety management
- Good practice guidelines
- Contingency and emergency planning
- Training and medical preparations
- Evaluation and reports

Ideally this should take place before selecting a provider but this may not always be possible.

For further details contact:
Expedition Advisory Centre,
Royal Geographic Society (with IBG),
1 Kensington Gore,
London SW17 2AR.
Telephone 020 7591 3030
Fax. 020 7591 3031
E-mail: www.eac@rgs.org www.rgs.org/eac

RISK ASSESSMENT

Risk assessment and risk management are legal requirements. For educational visits they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken, or whether more should be done. The aim is to make sure no one gets hurt or becomes ill. The control measures should be understood by those involved. Risk assessments should explicitly cover how special educational needs and medical needs are to be addressed. The programme of a visit, as set out in the risk assessment and the consent form, should not be deviated from and should include details of contingency measures – plan B.

Staff are only responsible for conducting risk assessments on the elements of the venture over which they have control. Anything provided by an outside contractor will be the responsibility of that contractor. Staff should ask to see the risk assessments drawn up by those providing services for them. The Health & Safety Executive has produced a leaflet “5 Steps to Risk Assessment” as a simple guide. It recommends that risk assessments be recorded and reviewed.

The person carrying out the risk assessment should record it, so that the Head and governing bodies can give their agreement with a clear understanding that effective planning has taken place. A sample risk assessment forms are contained in Appendix 4 of this document. Also available is the LEA risk assessment Code of Practice No. 2 which is available in schools and colleges and from the Administrative, Committees and Secretariat Unit at County Hall Tel. 0116 265 6447. Detailed advice on risk assessment can be obtained from here.

The group leader and other supervisors should continually re-assess the risks throughout the visit and take appropriate action, if young people are in danger. When booking a visit, the Head or leader should ensure that bodies such as tour operators have carried out their own risk assessment and have procedures in place to manage the risks.

Risk assessment for educational visits can be usefully considered as having three levels:

- **generic activity risk assessments**, which are likely to apply to the activity wherever and whenever it takes place;
- **visit / site specific risk assessments** which will differ from place to place and group to group; and
- **ongoing risk assessments** that take account of, for example, illness of staff or young people, changes of weather, availability of preferred activity.

Generic Activity Risk Assessments

These are usually prepared by the LEA ie. this volume, Code of Practice 11. Staff will not normally prepare them, unless they have accumulated specific experience or other expertise. Generic risk assessments prepared externally (by, for example, an activity or expedition provider, tour operator, or National Governing Body) these risk assessments should be forwarded to the Authority to be checked by the Outdoor Education Adviser. The Authority has prepared some generic risk assessments (travel, day visits etc.) which can be found on our website (www.leics.gov.uk/oe)

Examples:

- The lack of adequate risk management leading to drowning is a major cause of accidental death. Control measures would include assessing the water confidence and ability of young people; use of buoyancy aids; competent supervision, with the appropriate ratios for the specific environment, pupil group and level of activity. The generic risk assessment should include advice, or a local ruling, on the circumstances in which swimming or paddling may or may not be permitted as a marginal activity.
- Travel entails a risk of injury in a road traffic accident. Control measures would include qualified driver; number of drivers; maximum periods of driving; appropriate seat belts provided and worn; evidence of vehicle maintenance, appropriate supervision levels; and, if appropriate, knowledge of foreign law, experience of driving abroad and with left-side controls. Young people are also at risk as pedestrians from traffic. (Also travel as in using ferries, airports, long haul coaches, trains, underground/metro systems etc);
- Adventure activities. Centres licensed under the Adventure Activities Licensing Regulations 1996 can be considered safe in the leading, instructing and equipping of the activities stipulated on the licence. These will have been inspected. LEAs have no need to risk assess that part of any visit. They will wish to assess other aspects of the establishment's planning for a visit - for example, accommodation, catering, transport, activities not stipulated on the licence. For non-licensable adventure activities, proof of competence from an NGB award or assessment by a technical adviser may be sufficient.

Visit / Site Specific Risk Assessment

These are usually undertaken by the establishment for each venue and are amended as necessary for different groups. They should be prepared or agreed by someone trained and competent to assess risks, such as the EVC.

Visit and site specific risk assessments should inform establishment-based policies and procedures. These establishment-based procedures should complement, and must not conflict with, those of the LEA.

Examples

- Medical needs of pupils. Control measures include ensuring the group leader is aware of the known health problems of the group; sufficient medication is provided; there are sufficient adults competent in dealing with the medical problems in the group; and there are contingency measures in place for the group to be adequately supervised if an adult has to accompany a young person to hospital;
- Behaviour of young people. Control measures include a code of rules and behaviour, agreed as far as practicable with young people; rules for supervision (including model behaviour and example set by adults); and competence of supervisors to ensure disciplinary standards;
- Weather etc. Control measures include obtaining local intelligence of tides; potential for flooding or flash floods; likelihood of sudden weather changes in mountains; streams that can change from benign to torrents in a short time etc.; planning the itinerary to take the possibility of change into account; suitable clothing; ensure young people understand the risks and the reasons for the control measures, and

having a plan B pre-assessed in case plan A has become too hazardous;

- Crossing roads, railways, rivers etc. Control measures include local intelligence; information on where the controlled or otherwise less dangerous crossing places are; ensuring appropriate levels of supervision and that pupils are aware of, and comply with, rules;
- Group management decisions. Control measures include establishing meeting and collecting points; code of rules and behaviour agreements; cultural considerations such as dress codes, holy days; induction requirements for support staff etc.

Ongoing Risk Assessments and Re-assessments

The group leader, or other adults with responsibility, should reassess risks while the visit is taking place. Ongoing risk assessments normally consist of judgements and decisions made as the need arises. They should be informed by the generic and visit or site specific risk assessments and take account of local expertise on e.g. tides, potential for flooding etc. They are not usually recorded until after the visit and should be reviewed to inform future planning. Examples of the need for ongoing risk assessment:

- Changing weather, tiredness or illness within the group, behaviour, issues with other groups at same venue etc. Control measures would often include deciding to change to the pre-assessed plan B or swapping activities on the itinerary so that the activity can be carried out on a different day;
- Emergencies. Control measures would include establishing the nature and extent of the emergency as quickly as possible; ensuring that all the group are safe and looked after; establishing whether anyone has been hurt and getting immediate medical attention for them; ensuring that all group members who need to know are aware of the incident and that all group members are following the emergency procedures; ensuring that if a teacher accompanies casualties to hospital, the rest of the group are adequately supervised at all times and kept together; and informing the emergency contact in the establishment;

Group leaders are always in charge. They should trust their own knowledge of the young people and use their own professional judgement. This may include challenging an activity leader where the group leader's knowledge of the group is superior, or intervening to prompt a change of plan, including stopping an activity if it has become too hazardous.

Involving Pupils in Risk Assessment

“Pupils who are involved in a visit's planning and organisation, and who are well prepared, will make more informed decisions and be less at risk.” (HASPEV) Additionally, the Department issued *Safety Education* in 2002. This provides advice on making young people risk aware, rather than risk averse. *Safety Education* explicitly recognises adventurous visits as a useful way of doing this. Any type of educational visit can provide an important medium for education about risk.

Adventure activities enable young people to build upon their theoretical knowledge of risk management by providing active opportunities to test their knowledge in practice and develop transferable skills. But bear in mind that young people may have an exaggerated opinion of their own ability. The risk assessment should ensure that activities are appropriate to levels of ability and progression.

Bear in mind too that pupils engaged in assessing risks, may alarm parents about the nature of the hazards to be encountered on more adventurous visits. The consent forms should adequately convey the real risks and the control measures. The statutory duty of care laid on LEAs and schools by health and safety legislation remains, where pupils are assigned specific tasks in relating to risk assessment.

SELF-RELIANCE

Self-reliance and self-awareness are often important aims of outdoor education. Therefore, expeditions and activities should not only meet safety requirements, but they should also provide opportunities for young people to be involved in planning and decision-making. The Duke of Edinburgh's Award, for example, encourages young people to be independent and self-reliant in planning and carrying out expeditions by land or water following appropriate training. The skills, knowledge and attitudes needed before groups are able to work independently, will depend in part on their training, the nature of the activity and the environment. Before booking, the Group Leader should obtain written documentary assurance that providers such as Tour Operators, have themselves assessed the risk and have appropriate safety measures in place (see Appendix 3). Training of a progressive nature will be necessary and a careful assessment needs to be made of the competence of individuals. The self-reliance of individuals can be increased gradually, but careful consideration should be given by the instructor to deteriorating conditions or emergency situations.

Giving responsibility progressively to young people, so that they learn from their successes and mistakes requires experience and judgement on the part of the leader. Small groups are the best medium for such learning, so that leadership develops and changes according to circumstances. As confidence develops, young people need time in which to explore areas and activities without close supervision. More adventurous expeditions can be the culmination of such training, leading to opportunities for developing self-reliance and initiative. Many young people gain in confidence and performance by being physically and emotionally stretched up to, but not beyond, reasonable limits.

REVIEW OF ACTIVITY

An important element of outdoor or residential experience is the review. Discussion of what has happened should occur informally at the time or in a structured way. It should assist participants to see the significance of what has been achieved and learned. The process might begin with individuals recalling for themselves the events that have occurred and could be developed by analysis in groups. The process of review might lead to decisions about future programmes and intentions. The whole process of planning, experience, structured review and personal reflection needs to involve young people at each stage. Review sessions contribute a great deal to the value of outdoor and residential experience, and staff training in the skills and methods of conducting review sessions is a valuable aid to good practice. Handled inappropriately, a review could be damaging to the confidence or self-esteem of participants (see Appendix 6 for sample student evaluation forms).

JOINT VENTURES

Many visits, particularly residential visits involving small primary schools, are of a joint nature with other schools. Such ventures can lead to uncertainty on the part of adults and leaders

regarding their responsibilities and roles and it is essential that these responsibilities and roles are clearly defined beforehand. The party must have **one clearly identified leader** through whom all decisions are made. It is advisable that one establishment takes the lead for the venture, they are responsible for all of the bookings and basic organisation for the event. It is advisable that this takes the form of a written agreement. Even when this happens the young people remain the responsibility of their own establishment. Staff should operate on the premise that they will have responsibility for their students at all times.

It must be noted that if adventurous activities which AALA would deem to be in-scope are envisaged then each group must have a teacher from their own school present during the activity. Schools are reminded that if school led activity between two or more schools includes "in scope" activity, the venture would be licensable under the AALA scheme, please contact the Outdoor Education Adviser in these instances.

SUPERVISION

STAFFING RATIOS

Ratios are very difficult to prescribe and in reality will be determined by the risk assessment.

When considering staffing of an activity or visit, it is essential to recognise that the following guidance represents the *minimum* level of staffing only. Adequate consideration must be given for the maintenance and welfare of the whole party in the event of one or more adults having to leave the group for any length of time. The following points need to be taken into account:

- *The leader of any off-site visit or activity should be a teacher or employee of the appropriate organisation or a leader approved by Youth and Community Education, or The Duke of Edinburgh's Award Scheme.*
- *There should always be a minimum of two adults with any party engaged in an off-site visit or activity.*
- *The gender mix of the group, duration of the visit, skill and experience of the staff.*
- *Adventurous activities will usually require a higher staff to young person ratio. These are outlined in Part 2 of this document.*
- *The nature and location of the visit/activity, the availability of external assistance, the time of year and prevailing weather conditions.*
- *The age and experience of the young persons and whether any have special educational needs.*

REGULAR LOCAL VISITS

For example visits to local churches, off site PE facilities, local curricular studies. Staffing ratios will be determined by the risk assessment and agreed by the Head and Governing Body after taking the above into account. For advice and information on the conduct of PE activities, please contact the Adviser/Inspector for PE.

DAY VISITS

The following ratios should be considered the minimum for off site day visits: For example visits to local historical sites and museums or for local walks in normal circumstances.

- ***Years 1 to 3 a ratio of 1:6 (1 adult to 6 children)***
Under 5's Reception classes should have a higher ratio
- ***Years 4 to 6 a ratio of 1:10 - 15 (1 adult to 10 - 15 children)***
- ***Year 7 onwards a ratio of 1:15 - 20 (1 adult to 15 - 20 children)***

RESIDENTIAL VISITS

- ***For all residential visits, at home or abroad, a good rule of thumb is 1 adult to 10 young persons.***
- ***All residential visits must be accompanied by at least two adults.***
- ***There must be a member of staff of each sex for mixed groups. In the case of a single sex group there must be at least 1 member of staff of the appropriate sex.***

Where children are of infant school age (less than 7 years old) it is desirable to have mixed gender supervision. However, if this is not possible then reasonable care should be exercised at all times, eg. boys being taken into the female toilet by female staff. If this is the case and the school cannot arrange mixed gender supervision for mixed gender parties of under sevens, parents should be informed of this and their views taken into consideration. Parents should agree to single sex supervision of a party on the permission form. Headteachers/governing bodies must take single sex supervision into consideration as part of risk assessment and must take the safety of all pupils at all times as an overriding factor when deciding whether or not the visit should take place. The safety of the supervising staff and the recent trend towards litigation should also be considered, especially in the case of single sex supervision of a mixed gender party.

- ***On residential visits at least one of the adults must hold a valid first aid certificate.***

CHILDREN ACCOMPANYING STAFF

All staff should be aware of the problems, which can arise when their own children accompany a particular visit or activity. In these situations a conflict of role may occur. Where staff do take their own children on a visit or activity the member of staff *should not* be included in the staffing ratios, unless they are supervising at all times a group which does not include their own child. The Authority does not encourage the practice of staff taking their own children on ventures.

USE OF VOLUNTARY HELPERS

Use of parents, or other voluntary staff or helpers, as supervisors is acceptable, particularly for the primary age range. Although it is anticipated that they will behave responsibly and the same level of care will be applied by volunteers as teaching staff this cannot be taken for granted. This does not, however, in any way detract from the overall responsibility of the LEA, governors, head and staff for the safety of young persons, and heads and party leaders should bear this in mind when allocating groups. Party leaders should ensure that voluntary helpers have a clear understanding of their role. Voluntary helpers are afforded the same insurance cover for negligence as teachers accompanying the party, provided they act at all times under the direction of the party leader.

Where other adults are used in a supervisory role then they should:

- *never supervise a party of more than 10;*
- *never be in sole charge of the young persons for more than half a day;*
- *never be in a situation remote from the support of the leaders or other appropriate members of staff.*
- *be fully aware of the visit risk assessment, itinerary, special instructions, emergency procedures etc.*

Group Size

Supervision is much more effective where supervisors have a small group of young persons, rather than a large number of supervisors overseeing many young persons.

HEAD COUNTS

Frequent head counts are vital in the supervision of all parties at all times. In addition to taking place during an activity, they should also be carried out before leaving the group base, at the beginning and end of any segregated activities, and on final return to base. They will also need to take place at other appropriate times e.g. checkpoints on a route, or rendezvous points during a period of unsupervised activity.

Roll Lists

A list of names, addresses, ages and if possible brief medical history, should always be carried by at least the party leader. It is advisable for supervisors and other adults to also have this information, within the considerations of some information being of a confidential nature. This information can easily be put onto a postcard which group leaders can take out with them each day or part of a day.

SUPERVISION OF YOUNG PEOPLE WHEN ACCOMPANIED

When young persons are accompanied by the leader and other adults on a visit, the following steps need to be taken, to ensure group cohesiveness:

- Young people must be given clear instructions that they are to stay in their particular group, or within a defined area and in sight, or contact, with a member of staff in charge of their group.
- The member of staff in charge of the particular group must regularly check by head count that all the young persons in their group are present.
- Adults in charge of such groups should have had appropriate First Aid training and should carry an appropriate First Aid kit.

RESPONSIBILITY FOR YOUNG PEOPLE WHEN UNACCOMPANIED

There will be times when it is appropriate and suitable for young persons to undertake certain activities without the direct supervision of a member of staff. This will be particularly the case when young persons are involved in educational investigations, or when the activity has a bias towards the development of personal skills such as independence.

Young people who are undertaking an activity unaccompanied remain the responsibility of the leader and the adults in charge of them. Before allowing a pupil or young person to operate unaccompanied the leader must:

- *Make this decision based on their personal knowledge of the young persons, the activity engaged in, and the locality in which this will take place. The leader must be sure that the young persons can operate unaccompanied.*
- *Ensure that young persons have a method of making contact in the event of an emergency arising, and that they are aware of the correct procedure to adopt in these circumstances.*
- *Ensure that young persons are given clear instructions as to where they may go, what they must do and where they must return to. An appropriate point must be identified and communicated to the young people. Similarly it is incumbent upon the leader to ensure that the young persons are fully aware of the areas where they must not go under any circumstances.*
- *Have a reasonable expectation that any instructions issued to the young persons will be adopted by them. This requires a previous knowledge of the behaviour of the youngsters and their capabilities to carry out any instructions.*
- *Ensure that young persons are not on their own at any time during the activity.*
- *The group leader remains responsible for young people even when they are not in direct contact with them.*
- *Parents/guardians should be told, before the visit whether any form of remote/unaccompanied supervision will take place.*

Thus, when making decisions to include remotely supervised activities in any visit, the leader must ensure that these decisions will be based upon the following factors:

- *The chronological age of the young persons involved.*
- *The ability/maturity of the participants.*
- *The time of year and the time of day or evening when the remotely supervised activity will be carried out.*
- *The duration of the remotely supervised activity.*
- *Previous knowledge of the young persons and their willingness and ability to carry out instructions according to the leader's requirements.*

YOUNG PEOPLE WITH SPECIAL NEEDS

Where young persons are identified as having particular special needs, this must be reflected in a higher staffing ratio, which must not be less than that which applies on the education premises and in most cases will need to be higher. Staff would need to take into account the terms of the SEN and Disability Discrimination Act. All reasonable steps would need to be taken to include young people covered by the act.

SEN DISABILITY ACT 2001

The SEN and Disability Act 2001 is now law and places two main duties on LEAs and on schools. The first duty is a planning duty which means that from September 2002 LEAs and schools will need to plan to ensure that their schools are made more accessible to pupils with disabilities. By April 2003 LEAs will be required to have an accessibility strategy in place which sets out the strategic direction of the LEA in improving access for disabled pupils. Within the same period schools will need to have an accessibility plan which describes their longer term planning to make their curriculum more accessible to pupils. The accessibility plan will need to include improving accessibility in terms of:

- the environment
- the curriculum
- information

The second duty on schools and the LEA is not to discriminate against a disabled pupil either intentionally or unintentionally where such discrimination can be prevented by taking “reasonable measures”.

There is a considerable overlap between the definition of disability within the SEN Disability Act and with the definition of pupils with special educational needs. The definition of a disability under the new legislation is as follows: “A disabled person is someone who has a physical or mental disability which has an effect on his or her ability to carry out normal day to day activities”. The effect of this disability must be:

- substantial (i.e. more than a minor or trivial)
- adverse
- long-term (has lasted or is likely to last for at least a year or for the rest of the person’s life)

Discrimination is defined as “treating disabled pupils less favourably and not making reasonable adjustments to avoid putting disabled pupils at a substantial disadvantage”. Whilst the focus in terms of disabled access tends to be on physical access it does apply also to access to information and to disabilities other than those affecting mobility.

Both aspects of the Act (the planning duty and the duty not to discriminate) will need to be considered in planning educational visits and adventurous activities where disabled pupils are involved.

The presumption needs to be that disabled pupils should be included in all such visits and adventurous activities. Where the inclusion of the disabled pupil appears to require special

adjustments to be made then a risk assessment should be undertaken as described earlier in this section. In terms of the visit or activity itself and then a second risk assessment

undertaken in relation to the individual pupil and his or her disability. The second risk assessment should lead to an analysis of the measures which would need to be taken to include that pupil in the activity.

It is at this point that a decision then needs to be made as to whether the measures required to include the pupil are reasonable or not. The Disability Rights Commission is currently preparing a Code of Practice for schools on the SEN and Disability. This is currently in draft and includes very useful examples of individual case studies and reasonable adjustments. The DfES is also preparing guidance for LEA's and schools on implementing legislation. These give examples of what "reasonable measures" might be. A reasonable measure might, for instance, be the provision of particular aids such as a wheelchair for the pupil; a change of venue to one or more readily accessible; the provision of additional support and/or information. Where pupils have statements of special educational needs which provide support in school for access to the curriculum and where the visit and/or activity takes place during term-time then the ancillary support may be used at the same level as provided by the LEA for the statement within the activity. The school should, however, build the costs of the necessary support beyond this into its planning for the activity so that this can be costed into the overall package.

Young people with specific medical requirements, e.g. asthma, epilepsy, or those with specific dietary requirements will need to be given particular attention. All staff concerned need to be aware of these requirements and considerations must be given to any limits which this places on the individual. In the case of medical difficulties the leader and other adults must ensure that this will not cause difficulties which may become serious. Activity providers will need to be informed at an early stage of any young persons with special needs.

DUTY OF CARE

All leaders and adults connected with the visit or outdoor activity owe a duty of care to the young people they accompany, in common law. When teachers take a party away from school, they have a higher duty of care. The duty of care expected is that of a reasonable, prudent and careful parent applying his or her mind to the school situation. The duty is continuous during the whole period of the visit and cannot be delegated to anyone else. However, because teachers and leaders are trained, professional people, courts in this country have tended to expect them to exercise a higher standard of care than that which is expected from the general public. Provision of this higher standard of duty of care will play a significant part in the safety of people within their care especially when high-risk activities are undertaken. Clearly some activities are seen, by their very nature, to be potentially of a high risk, for example climbing, skiing and canoeing, and these need to be carefully regulated. They must always only be experienced under the control of trained and experienced people who exercise close supervision. Legislation in the form of the Activity Centres (Young Persons' Safety) Act 1995 provides regulation of activity providers. However, it is also true that accidents can happen as a result of general road traffic, from activity or play near water, or from general lack of supervision in every day situations and it is therefore essential to plan carefully for activities which on first reflection may not be overtly hazardous. Particular attention needs to be given to the provision of any unsupervised activity. However, a clear line needs to be drawn between providing for challenge and the elimination of risk in that process.

PREPARING YOUNG PEOPLE

Providing information and guidance to young people is an important part of preparing for a visit. Young people should have a clear understanding about what is expected of them and what the visit will entail. Young people must understand what standard of behaviour is expected of them and why rules must be followed. The lack of control and discipline can be a major contributory factor when accidents occur. Young people should also be told about any potential dangers and how they should act to ensure their, and others', safety. So far as is possible the young people should be included in the Risk Assessment process.

Young people should ideally be involved in planning, implementing and evaluating their own work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

PARTICIPATION

Young people should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit they should not be coerced into undertaking activities they fear.

Young people whose behaviour is such that the group leader is concerned for their, or others' safety, should be withdrawn from the activity. On residential visits the group leader should consider whether it is practicable to return such young people home early without compromising the safety of the rest of the group. For sample student contract see Appendix 10.

INFORMATION TO YOUNG PEOPLE

It is for the group leader to decide how to provide information, but they should be satisfied that the young people understand key safety information. Young people should understand:

- *The aims and objectives of the visit/activity.*
- *Background information about place to be visited.*
- *Basic words of the foreign language where appropriate.*
- *Relevant culture and customs of the place visited, where appropriate.*
- *How to avoid specific dangers and why they should follow rules.*
- *Why safety precautions are in place.*
- *Why special safety precautions are in place for anyone with disabilities.*
- *What standard of behaviour is expected from them.*
- *Who is responsible for the group.*
- *What to do if approached by a stranger.*
- *What to do if separated from the group.*
- *Emergency procedures.*
- *Rendezvous procedures.*

A sample checklist for young people participating in a visit/activity is provided at Appendix 5.

YOUNG PEOPLE AND TRANSPORT SAFETY

Young people using transport on a visit should be made aware of basic safety rules, including:

- *Arrive on time and wait for the transport away from the road, track, dock, etc.*
- *Do not rush towards the transport when it arrives.*
- *Wear your seatbelt and stay seated whilst travelling on transport.*
- *Make sure your bags do not block aisles on the transport.*
- *Never throw things out of the transport vehicle's windows.*
- *Never get off a vehicle held up by traffic lights or in traffic.*
- *Never run about whilst transport is moving, or pass someone on steps or stairs.*
- *Never kneel or stand on seats, or otherwise impede the driver's vision.*
- *Never distract or disturb the driver.*
- *Stay clear of automatic doors/manual doors after boarding or leaving the transport.*
- *After leaving the vehicle, always wait for it to move off before crossing the road.*
- *If you have to cross roads to get to the transport, always use the Green Cross Code*
- *If you feel unwell whilst travelling tell the teacher or responsible adult, or the person who is otherwise responsible for the group.*
- *Be aware of contingency arrangements if separated from the main party.*

COMMUNICATION WITH PARENTS

PARENTAL CONSENT

Parents and governors of schools are now expected to be involved in planning activities away from the school site. They should be fully informed of the kind of activities contemplated. Information should be supplied to parents at an early stage in the planning, so that they can make their decision on a properly informed basis and before being committed financially. Parents' prior consent to the young person's participation and to emergency medical treatment must be obtained in writing. Full information should be provided about the activities to be undertaken, the staff involved and arrangements for supervision. **Staff are reminded that only activities to which parents have agreed, in writing, can be undertaken.** Leaders should inform themselves of the general fitness and health of all members of the party. It is a great advantage in this respect if school medical records are up to date.

Where young people are to be away overnight or for a longer period, parents should be invited to meet the accompanying staff and volunteer helpers concerned. This will mean that consent is given on an informed basis. A record should be kept of any questions and answers provided at such a meeting with parents. Parents must evaluate the information provided and reach their own decisions about supporting the venture. Once committed, parents and young people have a duty to support the activity by ensuring reasonable behaviour and co-operation with leaders. Parents need to be informed, in advance, of occasions when young people will not be directly supervised.

A meeting of staff and parents should be planned where appropriate, to cover the following:

- The aims and objectives of the visit, journey, activity or expedition and its duration.
- Special medical or dietary requirements.
- Code of conduct.
- Mode of travel and the name of any travel company to be used.
- Precise statement of insurance cover.
- Activities planned, including any that are hazardous, with some indication of a typical daily programme.
- Parents' responsibility for ensuring that young people are fit to participate.
- Clothing requirements including luggage, type and labelling.
- Times when participants will not be directly supervised.
- Base or bases from which the group will be operating.
- Place and time of the start and the return, particularly if either of these is away from the home base or outside normal session times.
- Any other arrangements for picking up and dispersal of the group.
- If the journey is an extended one, some reassurance that there will be effective communication links between the leader, co-ordinator and the operating authority in case an emergency should arise.
- Financial matters.
- Emergency telephone contacts.
- Arrangements for dealing with young people behaving inappropriately, including the possibility of returning them home early.

A draft parental consent form is shown in Appendix 1 and providers and co-ordinators may consider this for use. Three copies of the form are desirable, one for the parent to keep, one for the head of the establishment and one for the group leader. A standard parental consent

form should be included in any general information booklet distributed to parents. Written permission to seek appropriate medical help must be obtained for all visits and off-site activities. An example of such a form is shown in Appendix 1.

The absence of an adventurous activity in Part 2 of this document does not imply that special precautions need not be taken. Omission indicates that either the activity is not regarded as appropriate for the educational framework, or there has been so little demand for it that guidelines have not been prepared. If leaders have any doubt about this then they should contact the LEA for appropriate advice.

MEDICAL CONSIDERATIONS

Medical consent

- *For all but the briefest journeys it is essential that leaders and other adults in the party have medical information regarding the young persons in their care. This must include written permission to seek medical treatment as appropriate (possibly including anaesthetic and blood transfusions). In the case of Jehovah's Witnesses arrangements should be made to contact the Jehovah's Witness Support Group in cases where medical treatment is needed. These arrangements should be put in place prior to the venture..*
- *The names and addresses and telephone numbers of a contact person in the event of an incident to a young person must be known to the leader at all times.*
- *An example of a medical form is provided in Appendix 1.*
- *A minimum of one adult must hold at least a current First Aid at Work Certificate. It is strongly recommended that other accompanying adults have a working knowledge of First Aid.*

The minimum first-aid provision is:

- *a suitably stocked first-aid box;*
- *a person appointed to be in charge of first-aid arrangements.*

First Aid

First Aid should form part of the Risk Assessment. Before undertaking any off site activity the Head or group leader should assess what level of first aid is needed. On any kind of visit the group leader should have a good working knowledge of first aid and ensure that an adequate first aid box is taken. There must always be a qualified first aider in the following circumstances:-

- Residential ventures
- Adventure activities
- Foreign visits

The level of first aid required will be determined by the location, activities to be undertaken and the level of responsibility exercised by accompanying staff.

First aid should be available and accessible at all times. If a first aider is attending to one member of the group, there should be adequate first aid cover for the other young people.

The Head or group leader should take this into account when assessing what level of first aid coverage will be needed. The contents of a first aid kit will depend on what activities are planned. If activities take place away from a base then Travelling First Aid packs should always be taken.

Administration of Medicines

Code of Practice No.5 covers the "Administration of Medicines in Schools" and as such applies equally to the administration of medicines during ventures. The code states clearly that:

- *All staff are acting voluntarily in administering medicines.*
- *Those employees who volunteer to assist with any form of medical procedure are acting within the scope of their employment. As such they are indemnified by the County Council against any legal action over an allegation of negligence provided they act responsibly and to the best of their ability within the confines of specified training.*

The code further stipulates that:

- *No medicine should be administered without clear written instructions from parents and the establishment has indicated it is able to do so.*
- *All medicines must be clearly labelled with the young person's name, route i.e. mode of administration oral etc., dosage, frequency and name of medication being given.*
- *Medicines should be administered by a named member of staff (with specific responsibility for the task) in order to prevent errors occurring. All young people who require medication should have clear instructions where and to whom they are to report.*
- *Written instructions should be kept recording time, date and dosage administered.*

It is essential that records are kept for all medicines issued or administered and that two members of staff are present to sign and countersign for the issue. Furthermore records of all medicines issued and dosages, together with parental/medical authority, should be kept.

Specific questions concerning training for staff and the administration of medicines should be addressed to the Health and Safety Section at County Hall.

CONTACT WITH PARENTS DURING THE VISIT

Ensure that parents can contact their child in the event of a home emergency, and that they have a number to ring for information in the event of an incident during the visit or a late arrival home. Parents should therefore:

- Know the destination details with full address and telephone number;

- Be aware of the emergency contact arrangements at home (particularly important during holiday periods when the establishment may be closed) and at all the venues the group will visit;
- Provide contact numbers for day and night use in an emergency.

YOUNG PEOPLE'S CONTACT WITH PARENTS

Group leaders may wish to arrange for parents to be told of the group's safe arrival. A single telephone call to a pre-arranged contact, who then cascades the message, is one method. It is common for primary schools to put up notices at school gates or windows to say the group has arrived safely, if this happens before the end of school. On the other hand young people may wish to speak to their parents individually.

Some young people may be upset initially, if away from home for the first time. They should be encouraged to make a further call when they are more settled. It is recommended that young people do not take mobile telephones on ventures, except with the possible exception of certain Duke of Edinburgh's Award expeditions.

PLANNING TRANSPORT

The group leader must give careful thought to planning transport. LEA transport policies should be followed at all times (Code of Practice No 14). The main factors to consider include:

- *Passenger safety.*
- *Capacity of driver to maintain concentration - whether more than one driver is needed.*
- *Type of journey - will the visit take place locally or will it include long distance driving, i.e. motorways?*
- *Traffic conditions.*
- *Weather.*
- *Journey time and distance.*
- *Stopping points on long journeys for toilet and refreshments.*
- *Supervision.*

LEGISLATION

The *employer*, usually the LEA or governing body in schools, should satisfy themselves that all travel arrangements, including hire of private coaches or buses, are suitable for the nature of the visit.

The *driver* is responsible for the minibus, coach or car including its roadworthiness at the time of the visit.

Seat belts: All minibuses and coaches which carry children under 16 must be fitted with seat belts. The seats must face forward and seat restraints must comply with legal requirements. For further information contact the Department of the Environment, Transport and the Regions (DETR).

The 3:2 concession which allowed 3 children under 14 years to share a double seat has been withdrawn where seatbelts are fitted. Each child must have their own seat and seat belt in minibuses and coaches. In vehicles which do not require seat belts, the 3:2 concession should only be applied where it is physically possible and safe for 3 children to share a seat designed for two.

Travelling abroad: Group leaders should ensure that drivers taking parties abroad are familiar with driving the coach in the country being visited. EC regulations on driver hours specify maximum daily, weekly and fortnightly driving hours, maximum driving time without a break, the minimum break period and the minimum daily and weekly rest. DETR can provide advice on British and foreign transport legislation - see useful contact addresses at the end of this section.

Factors to consider when visits include travel abroad include:

- *The need to be aware that different legislation and regulations may apply for drivers' hours and requirements.*
- *EC Drivers' Hours Regulations apply to any vehicle with more than 8 passenger seats.*
- *Special documentation is required for minibuses taken abroad.*
- *EC regulations also require that minibuses and coaches are equipped with a tachograph for journeys through EC countries.*
- *The passenger doors on UK minibuses and coaches may not open on the kerb side in countries where travel is on the right hand side of the road.*
- *Carrying capacity – luggage.*
- *Prior to the visit, the group leader should check the immigration and nationality status of the young people, to ensure that no problems or disputes at ports and airports will arise.*

DETR and the FCO Travel Advice Unit can provide information on foreign transport legislation and travel arrangements - see Organisations in Part 3 of this document for contact address.

SUPERVISION ON TRANSPORT

The level of supervision necessary should be considered as part of the risk assessment for the journey. The group leader is responsible for the party at all times including maintaining good discipline.

The driver should not normally be responsible for supervision. Driver supervision may be sufficient if a small party of older young people are being taken on a short journey. All party members should be made aware of the position of the emergency door and first aid equipment on transport. The group leader should also plan alternative routes or means of travel in the event of delay or cancellation.

Coach drivers may not be CRB checked leaders would need to establish this if the coach driver is staying with group on a residential visit, as this would effect supervision arrangement for the young people.

Factors that the group leader should consider when planning supervision on transport include:

- *Level of supervision necessary on double decker buses/coaches - one supervisor on each deck should be appropriate in normal circumstances.*
- *Safety when crossing roads as part of the journey - group leader should ensure that young people know how to observe the safety rules set out in the Highway Code and the Green Cross Code. Pedestrian crossings and traffic lights or footbridges should be used to cross roads, whenever possible.*

- *Safety on trains and boats - group leader should make clear to young people how much freedom they have to roam. Young people should also be made aware of what to do in an emergency and where emergency procedures are displayed.*
- *Booking public transport - group leader should arrange for seats to be reserved well in advance to ensure that the party can travel together.*
- *Safety of young people at pick-up and drop-off points and when getting on or off transport. Young people should be made aware of safety rules and expected standards of behaviour.*
- *Safety whilst on stops or rests during the journey - group leaders should plan with the driver sufficient stops at suitable areas, to ensure the safety of all group members, including the driver.*
- *Safety of party in the event of an accident or breakdown - the group should remain under the direct supervision of the group leader, or other adults, at all times.*
- *Head-counts should always be carried out when the group is getting off or on transport. The group leader or a delegated supervisor should carry out head-counts.*
- *Consider whether an easily recognisable and visible piece of clothing should be worn in common by young people.*
- *Group members should be made aware that travel sickness tablets should only be administered to a young person, with previous written authorisation from the parents.*
- *Volunteer drivers and / or supervisors - group leaders should discuss with the Head whether it is necessary to vet volunteers.*

HIRING VEHICLES (COACHES, BUSES, MINIBUSES & CARS)

The group leader is responsible for ensuring the coaches, buses, mini-buses and cars are hired from a reputable company. While seat belts must be fitted on coaches, minibuses and cars, they are not legally required on buses. Buses where seat belts are not fitted are not normally appropriate for visits involving long journeys (see Appendix 13 for sample letter).

If any of the group uses a wheelchair, the group leader should ensure that transport used has appropriate access. It may be appropriate to use portable ramps. DETR can provide advice.

PRIVATE CARS

Teachers and others who drive young people in their own car must ensure their passengers' safety, that the vehicle is roadworthy, and as employees that they have the relevant insurance.

- Employees would need to include business usage on their insurance to include the carrying of young people (usually as part of business cover).

The driver is responsible for making sure that young people have a seat belt and use it at all times. Vehicles without seat belts should not be used.

Heads or group leaders who wish to use parents to help transport young people in their own cars, must ensure that the parents are aware of their legal responsibility for the safety of the young people in their cars and appropriate steps are taken to ensure these are properly insured, with MOT certificates where necessary and full driving licences are held. Parents' agreement should be sought (on the parental consent form) for the young people to be carried in other parents' cars. It is advisable that parents driving young people are not put in a position where they are alone with a young person. The group leader should arrange a central dropping off point for all young people rather than individual home drop-offs. It is strongly recommended that when staff are transporting young people, there are 2 adults in the car. If parents vehicles are being used to transport youngsters other than their own, the establishment would need to ensure that drivers had a relevant licence and that vehicles had insurance and, if necessary, a valid MOT. Please see sample letter at Appendix 18.

MINIBUS TRANSPORT

Many groups use their own minibuses for short, frequent journeys, and sometimes for longer trips. Minibuses have a maximum capacity of 16 seated passengers plus the driver. They must comply with the various regulations about construction and fittings. Some important regulations are the Minibus (Conditions of Fitness, Equipment and Use) Regulations 1977 and the Road Vehicle (Construction and Use) Regulations 1996. DETR can provide further advice.

Minibus driver: The driver is responsible for the minibus including its roadworthiness at the time of the visit. The minibus driver must be qualified to drive a minibus and have a current, valid and clean driving licence. If you are over 21 years of age and were licensed before 1st January 1997 to drive a car, you may drive a minibus. Drivers who passed their test after that date may only drive vehicles with up to 9 seats including their own. New car drivers must take a further test and meet higher medical standards before they can drive a minibus (Class D). It is advisable for all drivers of minibuses to receive training in minibus driving and the management of passengers. The minibus drivers must always adhere to transport regulations. DETR can provide advice on relevant transport legislation. See Other Organisation in Part 3 of this document for contact address and further guidance available. If hiring a mini-bus and wishing to arrange insurance through the education department the driver would normally need to be at least 25 years of age.

The minibus driver should:

- *Observe LEA and/or governing body guidance, where appropriate.*
- *Not drive when taking medications or undergoing treatment that might affect their ability or judgement.*
- *Know what to do in an emergency.*
- *Know how to use anti-fire and first aid equipment.*
- *Avoid driving for long periods and ensure that rests are taken when needed.*

Maintenance and checks of the establishment minibus: The Chair of Governors or Head will usually be responsible for the school minibus. In non LEA establishments a responsible

person should have this responsibility. However, this may be delegated to a willing member of staff, responsible for carrying out regular checks and ensuring that the minibus is maintained. This member of staff should report to the Head or responsible person. The person responsible for maintaining the minibus should:

- *Check the vehicle’s condition on a daily basis.*
- *Ensure proper servicing by a reputable garage.*
- *Maintain the record-of-use book with the service history, insurance and other relevant documents.*
- *Check with the Head or responsible person before allowing others to drive the vehicle.*
- *Ensure that any adults driving the minibus are qualified to do so.*
- *Always be informed before other persons use the minibus.*
- *Ensure that drivers of the establishment minibus are aware that the vehicle should always be logged in and out.*

Minibus Driver Checklist

Prior to any journey the driver must check the following are sound and in good working order:

Tax Disc, number plates, MOT, insurance, fuel level, seats, belts and anchorages, mirrors, lights, horn, wiper, jets, reservoir, tyre condition and pressures, brakes, doors, locks, latches, steering operation, dash controls, First Aid list, fire extinguisher, jack, handle and brace.

See Code of Practice No. 14 for a sample vehicle checklist.

Recommended Driving Hours (RoSPA Recommendations)

| <i>Item</i> | <i>Driving Only</i> | <i>Driving and Other Work</i> |
|--------------------------------------|---------------------|-------------------------------|
| Maximum length of working day | 13 hours | 10 hours |
| Of which spent driving | 9 hours | 4 hours |
| Maximum time driving without a break | 2 hours | 2 hours |
| Minimum length of break | 15 minutes* | 15 minutes* |
| Daily rest period | 11 hours | 11 hours |

* After 4.5 hours of driving, the accumulated length of breaks from driving should be at least 45 minutes.

INSURANCE

Leicestershire Education Authority's Code of Practice No. 6 gives full details of insurance provided by the County Council. With regard to off-site visits, the following summary is given:

The County Council is insured for any legal liability arising from claims for damages resulting from injury to young people caused by the negligence of the Council, its employees or officially authorised adults carrying out their statutory duties. This cover extends to organised outdoor visits at home or anywhere in the World.

There is no cover for personal accidents to young people involved in organised visits and so there is no provision for automatic compensation.

The Council's cover does not extend to the use of private vehicles to transport young persons. Individual vehicle owners must ensure that they are properly insured themselves on such occasions when they are transporting young people. Parental consent should also be obtained.

Organisers of off-site visits and residentials are strongly recommended to take out additional insurance to cover all other risks.

Such insurance may be taken out with any reputable insurance company, but due care should be exercised to ensure full details of the cover are known. It would be prudent to establish if insurance is in place to cover the following, where appropriate:

- *Personal liability covering claims against the party members.*
- *Personal accident cover for leaders, voluntary helpers and party members.*
- *Medical treatment (especially important in the USA).*
- *Transport and passenger liability.*
- *High risk activities (e.g. mountaineering, winter sports, water sports, which are generally excluded from standard policies).*
- *Damage to, or loss of, personal or hired equipment.*
- *Transport and accommodation expenses in case of emergency.*
- *Compensation for loss of baggage and effects.*
- *Third party risks when using vehicles within the EC and other countries.*
- *Legal assistance in the recovery of claims.*
- *Failure or bankruptcy of the travel company. (It may be prudent to check the Company is bonded through ABTA or ATOL, where appropriate).*
- *Cancellation or curtailment of the visit.*

Leaders must scrutinise carefully the list of exclusions in their policy, particularly where overseas travel is planned.

For the convenience of schools, the Education Department can arrange School Journey Insurance at favourable rates. Details of the scheme have been distributed to schools but further information and additional proposal forms can be obtained from the Administration, Committees and Secretariat, Room G30, County Hall - telephone 0116 265 6516.

LEICESTERSHIRE SCHOOLS ASSOCIATIONS

Certain voluntary Leicestershire Schools Associations, whose objectives are the development in Leicestershire of educational activities, are recognised by the Leicestershire Education Committee. Thus employees of the County Council, when acting as officers of their associations on activities organised by them, are covered for third party liability and personal accident - as is any employee engaged in out-of-school activities beyond his/her normal contract of service, whether in or out of county - provided the rules and recommendations set out in this document are followed. If in any doubt as to whether a Leicestershire Association is recognised by the Education Committee, reference should be made to the Director of Education.

In addition, Leicestershire School Sports Associations, which comprise membership from establishments under the control of Leicester City Council and Rutland County Council as well as Leicestershire County Council, are covered under a specific liability insurance policy, provided that the Associations are formal members of the Leicestershire School Sports Federation.

TYPES OF VISIT

ACTIVITY PROVIDER LICENSING

Following the Lyme Bay canoeing tragedy in 1993, the Government introduced legislation covering providers of certain adventurous activities, via the Activity Centres (Young Persons' Safety) Act 1995.

This Act requires any provider of named adventurous activities (known as "in-scope" activities), covering over 20 main activities under the broad headings of Climbing, Caving, Trekking and Watersports, to hold a licence. This licence is provided, after a satisfactory inspection by:

The Adventure Activities Licensing Authority
17 Lambourne Crescent
Llanishen
Cardiff
CF14 5GF

Tel: (029) 2075 5715
Fax: (029) 2075 5757
Email: m.bailie@aala.org.uk
Web: www.aala.org

The licensing scheme came into effect in August 1996 and from October 1st 1997 any provider offering such in-scope activities *must* have a licence to do so.

The Licensing Authority can confirm possession of a licence by individual providers or this information can be seen on their website.

ACTIVITIES COVERED BY LICENSING REGULATIONS

Full details of these can be found in the Guidance on Regulations (ISBN 0-7176-1160-4) available from the Health and Safety Executive, Tel: 01787 881165.

The following activities are within scope of the scheme:

- Caving* - Underground exploration in natural caves and mines, including potholing, cave diving and mine exploration but not parts of show caves or tourist mines which are open to the public.
- Climbing* - Climbing, traversing, abseiling and scrambling activities except on purpose-designed climbing walls or abseiling towers. 'Scrambling activities' includes gorge walking, ghyll scrambling and sea level traversing.
- Trekking* - Walking, running, pony trekking, mountain biking, off-piste skiing and related activities when done in moor or mountain country which is remote. Travelling in any place which is moorland (open uncultivated land at any height above sea level) or on a mountain above 600m and from which it would take more than 30 minutes travelling time (this will

never be further than 2.5k. *For remotely supervised, e.g. Duke of Edinburgh's Award expedition groups, this distance will be nearer to 1.5k*) to walk back to an accessible road or refuge, is subject to licensing except for on-piste skiing. Skiing on-piste does *not* require a licence.

Watersports

- Canoeing (using canoes or kayaks), rafting (using inflatable or improvised craft), sailing (using sailing boats, windsurfers, dinghies or other wind propelled craft) and related activities when done on the sea, tidal waters or larger non-placid inland waters. Any stretch of inland waters which is categorised at Grade II or above according to the International Canoe Federation classification or where it is possible to be more than 50m from the bank are subject to licensing.

A licence is *not* required, however, where it is impossible to be more than 50 metres from the nearest perimeter bank, or for the use of rowing boats, powered or towed inflatables or rafts, and the larger sailing vessels which go to sea and are subject to Merchant Shipping Act certification.

An activity provider is required by the terms of the licence to display the licence at the centre or have available the licence for inspection at any reasonable time.

Any licence holder referring to the holding of a licence **must** state the adventurous activities covered by the licence and give the telephone number of the Licensing Authority.

It should be noted that a school/college whose staff are providing adventure activities to young persons on the roll of that school is not required to hold a licence. The LEA does not condone the practice of employing as a supply teacher a person who does not hold an AALA licence to provide licensable activities to their young persons. Please note that where two schools combine and offer activities considered "In scope" the venture becomes licensable.

Activities provided to young people accompanied by an individual who is their parent or guardian or who has parental responsibility for them within the meaning of the Children Act 1989 are not required to be licensed. Voluntary bodies, e.g. scouts, army, are not required to hold a licence.

Commercial bodies and local authorities are also exempt if their activities fall outside the scope of the regulation, e.g. a centre only climbs on a purpose-built tower. *Not holding a licence does not necessarily imply a lack of safety. It might simply mean that the centre is not licensable.*

It is the policy of Leicestershire County Council that all leaders of Youth & Community Education, and Duke of Edinburgh's Award must be registered under Leicestershire's Adventurous Activities Licensing Scheme before undertaking any in-scope activity as defined by AALA.

Leicestershire Residential Service centres at Beaumanor, Quorn & Aberglaslyn hold the appropriate licence.

Leicestershire County Council also holds a licence for Youth & Community Education, and Duke of Edinburgh's Award, for leaders registered with Leicestershire's Adventurous Licensing Scheme (see below for details).

Whether or not a provider needs a licence will depend on a number of factors. These include the age of the participants (provision for people aged 18 and over is not within scope of the regulations) and the location of the activities.

Holding a licence means that a provider has been inspected and the Licensing Authority are satisfied that appropriate safety measures are in place for the provision of the licensed adventurous activities. Other elements of the provision - such as catering and accommodation - are not covered by the licensing scheme. These should be checked separately by the group leader. A sample checklist can be found in Appendix 3 of this document.

The group leader should also check the provider's arrangements for supervision and recreation during the evenings and between adventurous activities. Group leaders and teachers retain overall responsibility for young people at all times during adventurous activities, even when the group is under instruction by a member of the provider's staff.

Everyone, including the young people, must have an understanding of the roles and responsibilities of the establishment's staff and the provider's staff. Group leaders and other responsible adults should intervene if they are concerned that young people's safety may be at risk.

USING NON LEA CENTRES

Whenever a residential visit, or an activity is undertaken, which does not make use of the facilities or accommodation of Leicestershire Education Authority, it is essential that the leader ensures that these premises conform to a standard which is acceptable to the Authority. This is particularly important with regard to fire regulations and hygiene standards. Leaders must ensure that reputable agencies and providers of accommodation are used and that they are prepared to rectify, at the outset, any obvious defects or problems drawn to their attention. Any equipment which is used must be appropriate to its function and be in sound condition at all times. The leader must ensure that hired vehicles and equipment are fit for purpose and properly maintained.

A checklist of questions to ask is provided at the back of this document (Appendix 3).

When an external instructor (skiing, climbing, canoeing instructor for example) is engaged, the qualifications and experience of this instructor must be clearly checked beforehand and the leader must ensure that, when required, the provider holds a licence issued by the Adventure Activities Licensing Authority. Such licences must be displayed by the Centre. Whilst this instructor engaged in the activity may be responsible for the safety of the young persons, the leader remains 'in loco parentis'. The leader or any other adult must be prepared to intervene or stop the activity if they are unhappy with any aspect.

SCHOOL-LED ADVENTURE ACTIVITIES

(Please note this applies to all establishments' not just schools)

Where the establishment leads the activity, especially where hazardous activities are involved the level of competence of the leader must be adequately assessed. The following guidelines should be of assistance:

- All leaders of adventure activities must be registered with the Authority. Please find the registration form (YCED/AA/001) in Appendix 14.
- For non adventurous/hazardous activities the establishment would decide upon and assess the competence of the leader and supervising staff. Authorisation will be by the head and governing body on behalf of the LEA.
- For adventurous or hazardous activities the LEA will state the required level of competence required to lead activities (see part 2 of this document). Leaders will need to register with the Outdoor Education Adviser. Please see the section on Leicestershire's Licensing Scheme. Validation will generally be via National Governing Body qualifications. Please see Appendix 12 for further clarification. Authorisation in the first instance will be by the head and governing body but such ventures will also need, in addition, specific authorisation from the LEA
- All personal protection, safety and technical equipment held in establishments and used to provide adventurous or hazardous activities remains the property and responsibility of the Authority. An inspection and maintenance/replacement regime for all such equipment must be agreed and operated, with written records kept by the establishment which will be examined by the Outdoor Education Adviser.

LEICESTERSHIRE'S ADVENTUROUS ACTIVITIES LICENSING SCHEME

Leicestershire Education Authority operates under a licence granted by the Adventurous Activities Licensing Authority for ventures covered by the terms of the Activity Centres (Young Person's Safety) Act 1995. The following procedures need to be followed by groups undertaking such ventures. (Also see Appendix 14 for the LEA Registration form YCED/AA/001). **Please note that this also applies to school-led adventure activities.**

- *The LEA has applied for and been granted a licence to operate in-scope activities but leaders need to be individually registered with the Outdoor Education Adviser before leading an activity. They must fill in the appropriate form and send together with copies of their relevant certificates to the Outdoor Education Adviser.*
- *On receipt of the application form they will be assigned a Leader Category 1, 2 or 3. If they hold the specified National Governing Body (NGB) qualification they will be validated as a Category 3 leader who is able to take responsibility for leading the group in the chosen activity. If they do not hold the specified NGB qualification they will be categorised as either category 1 or 2. These leaders may only assist with the venture, however they may not lead it themselves. There is some scope to validate on personal experience in exceptional circumstances in some areas where a NGB qualification is not held. This is however totally at the discretion of the relevant 'Technical Expert' for that activity.*
- *Once categorised a confirmation letter will be sent to the person concerned. The categories are not fixed forever and as a leader gains more experience and qualifications their validation can be amended as appropriate.*
- *Training and support will be provided by the LEA to assist with progression through the levels of the Scheme. Once registered individuals will be issued with their own personal registration number and log book.*

- *Once validated as a Category 3 leader they can then run 'In Scope' activities (in the activities they are validated for only) but must inform the Outdoor Education Adviser of each individual venture prior to the event. It is imperative that this is done and that written authorisation is received before the venture takes place, otherwise the leader will not be covered by the county licence and therefore liable to prosecution under the terms of the Act.*

If there are any questions regarding these procedures or the Licensing Scheme in general please contact:-

Outdoor Education Adviser
Beaumanor Hall
Woodhouse
Leicestershire
LE12 8TX
01509 890119

LEADER QUALIFICATIONS FOR ADVENTUROUS ACTIVITIES

In part two of this document the appropriate qualification for an instructor is given for each activity. Teachers who provide these activities to young people on the roll of their own school/college are not required to be licensed by AALA but the same standards will be applied and they will need to hold relevant National Governing Body qualifications outlined in part two of this document. Non possession of such an N.G.B. award may be for a variety of reasons, therefore it does not necessarily mean such a person is not able to take such an activity. Any leader requiring clarification of leader qualification for an activity should contact the Outdoor Education Adviser - telephone 01509 890119. If the school is leading an adventure activity such as canoeing, the LEA or Governing body must ensure that the group leader and other supervisors are suitably competent to lead or instruct pupils in the activity.

FARM VISITS

The DfES provides some basic safety rules. Never let young people:

- *Place their faces against the animals or put their hands in their own mouths after feeding the animals;*
- *Eat until they have washed their hands;*
- *Sample any animal foodstuffs;*
- *Drink from farm taps (other than in designated public facilities);*
- *Ride on tractors or other machines;*
- *Play in the farm area, or in other areas that are out of bounds such as grain storage tanks, slurry pits etc..*

Always wash hands immediately after touching animals.

The Chief Medical Officer issued on 12 April 2000 a health reminder. He said: "There is a seasonal increase in the number of cases of E. coli 0157 infection, and there is a link

between farm visits and infection in young children. This means that some simple and sensible precautions should be taken." These are as follows:

- ***Wash and dry hands after touching an animal.***
- ***Don't eat or drink while going round the farm. Don't put face against an animal. Don't put hands in mouth after touching an animal.***
- ***Don't touch animal droppings - if you do then wash and dry hands.***
- ***On leaving the farm, clean shoes and then wash hands.***

Observing these precautions will help ensure that educational visits to farms are trouble-free.

The DfES continues with the following advice: -

"As part of our regular review of all our guidance, we have examined it closely and worked with experts from a wide range of organisations to ensure that it continues to represent achievable standards that can properly control the risk of infection. As a result, we have strengthened the advice on hand-washing facilities and on the levels of supervision necessary for young children. Although some people have called for a ban on under-5s visiting open farms, this was not supported by the vast majority of medical and scientific experts consulted."

All animals naturally carry a range of micro-organisms, some of which can be transmitted to humans, where they may cause ill-health. Some organisms, which may be contracted on farms, such as the verocytotoxin-producing bacterium *Escherichia coli* O157 (*E. coli* O157), present a serious hazard and potentially cause severe disease. *E. coli* O157 in particular can cause severe illness in young children.

The risk of infection at open farms stems mainly from contact with animals or their faeces, and then inadvertently ingesting faeces - for example by eating without washing hands. While the previous guidance covered all the relevant areas of risk, some of the advice has been strengthened in the revised guidance - in particular that on supervision levels for young children.

The revised guidance suggests individual supervision by an adult for every child younger than 12 months, a supervision ratio of one adult for two children for children between ages one and two, and **gradually increasing ratios up to one adult for eight children for children between ages five and eight**. It also suggests higher standards for washing facilities.

"Although it is not possible to eliminate the risk of infection entirely, open farm operators can minimise the risks to visitors - especially children - by following this guidance. In particular, farmers and operators of open farms need to: separate eating areas from those where there is any contact with animals; provide adequate clean - and well-maintained - washing facilities; supply clear information for visitors on the risks and the precautions to take; and ensure there is adequate trained adult supervision wherever children can come into contact with animals and need to wash their hands. Teachers must make sure that they follow good practice, as for any school visit, but especially make sure that all children wash their hands thoroughly before any eating or drinking."

Copies of Agriculture Information Sheet 23 *Avoiding ill-health at open farms* (revised edition) can be ordered free of charge online at <http://www.hsebooks.co.uk> or are available from

PUBLIC ENQUIRIES: Call HSE's Info Line, Tel: 08701 545500,
or write to: HSE Information Centre, Broad Lane, Sheffield, S3 7HQ.

COASTAL VISITS

Group leaders and other adults should be aware that many of the incidents affecting young people have occurred in swimming (for which see separate section below). The group leader should bear the following points in mind in the risk assessment of a coastal activity:

- *Tides, rip tides and sandbanks are potential hazards, so 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.*
- *Participants should be encouraged to look out for hazards such as glass, barbed wire and sewage outflows, etc.*
- *Some of a group's time on the beach may be recreational. Group leaders should consider which areas of the terrain and sea are out of bounds.*
- *Cliff tops can be highly dangerous for school groups, even during daylight. The group should keep to the path at all times. Group leaders should consider whether it is safe for young people to ride mountain bikes on coastal paths.*

ACTIVITIES AFLOAT

This section is based on recent findings of the Marine Accident Investigation Branch Sailing (DTER).

Sailing or boating activities can introduce young people to a sense of adventure, respect for the elements, individual responsibility, realistic discipline and, in controlled conditions, an element of risk. They are also great fun. But, like any educational activity, they need to be carefully planned, sensibly supervised and sufficiently well thought through to ensure the risks have been identified and that measures to control them are in place.

Everyone involved in youth projects afloat should heed the advice available on the level of supervision, replacement of outboard motors, fitting of kill switch cords, fuel tanks securing, and many other safety considerations. Any person placed in charge of activities afloat, should be trained to the standard recommended by the Adventure Activity Licensing Authority. Any youth organisation (including schools) buying a second-hand craft, should ensure it is professionally surveyed before it is purchased, and any deficiency revealed should be made good before use.

Any craft likely to be used afloat must be properly maintained, regularly checked and inspected carefully before it is used. By noticing something important that a bolt is missing to leave two small holes just above the waterline, could be the difference between a few

minutes delay rectifying it, and a very tragic accident.

Many young people in today's safety conscious and risk aversion world may be totally unaware of potential dangers, and have little feel for certain kinds of hazard. This puts an added weight of responsibility on those supervising them. It also requires a degree of firmness in taking charge of excitable and impressionable youngsters. Having responsibility for too many children will make unrealistic demands on the competence of a single adult. Four, possibly five is a working maximum when afloat.

Lifejackets or buoyancy are essential. But remember what might happen if the boat completely inverts; someone could be trapped underneath it. Anyone caught in such a predicament could find the inflated lifejacket actually inhibits an escape. Once survivors find themselves in the water and in the open, it becomes essential to carry out an immediate check to make sure everyone is accounted for. If someone is missing, the chances are that he or she is either inside, or beneath, the inverted craft. There are no hard and fast rules about what should be done because there is a real prospect the missing person is alive and well. The important thing is to get help as soon as possible.

Always have some means of alerting people to an emergency. A VHF radio, suitably contained in some form of a waterproof material, mini flares, whistles or – nearer shore - a mobile telephone, might suffice. Offshore, a personal locator beacon could pay handsome dividends. Lifelines rigged to the outside of the craft can greatly help those in the water by providing them with something to hang on to. The rigging of such equipment is strongly recommended by the MAIB.

RESIDENTIAL VISITS

When choosing locations for ventures, leaders would need to take the following into account:

HOSTELS AND HOTELS

- *Manager of the accommodation should be asked for assurance that their staff (including temporary workers) have been checked as suitable for work with young people.*
- *Must be one teacher from each sex for mixed groups.*
- *Adequate heating and ventilation.*
- *Where possible, children not lodged on ground floor.*
- *The group should ideally have adjoining rooms with staff quarters next to the young people - obtain a floor plan of the rooms reserved for the group's use in advance.*
- *The immediate accommodation area should be exclusively for the use of the group. Internal doors must be lockable but staff must have reasonable access at all times. Where pupil's doors are locked staff must have immediate access, as necessary, to a master key.*
- *Separate male and female sleeping areas must be available for young people and adults.*
- *Ensure that the whole party is aware of the layout of the accommodation, its fire precautions/exits (are instructions in English or otherwise clear?), its regulations and routine, and that everyone can identify key personnel.*
- *Security arrangements - where the reception is not staffed 24 hours a day, security arrangements must be in force to stop unauthorised visits.*
- *The leader should ensure that locks/shutters, etc., work on all the rooms used by the group, but access given to teachers at all time.*
- *Provision for the storage of clothes, luggage, equipment, etc., particularly safekeeping of valuables and documents, e.g. passports, should be adequate.*
- *Adequate lighting - it is advisable to bring a torch.*
- *Provision for sick, disabled young people, or those with special needs.*
- *Safety in rooms (electrical connections, secure balconies) must be adequate*
- *Carry out fire drill as soon as possible.*

- *Recreational accommodation/facilities for the group should be available.*
- *Before booking a Hostel/Hotel abroad the group leader should confirm that it has Fire exits and lifts with inner doors that meet local regulations.*

FIRE SAFETY

Dormitories and corridors in residential accommodation often present young people with a new and confusing experience. It is well known that people in unfamiliar surroundings, possibly in another country, will easily become confused and disorientated, especially when an emergency arises. A responsible adult must ensure that a set of clearly defined duties for action in an emergency is available and that those to whom the duties have been allocated understand them and have experience in performing them.

These duties include ensuring that:

- *All exit routes from dormitories and other sleeping accommodation are clearly indicated.*
- *The posted instructions are clear and have been read to new visitors and are understood.*
- *Smoking is prohibited in the dormitories.*
- *A leader of responsible age is appointed to each dormitory and possesses a reliable torch, where emergency lighting is not provided.*
- *A fire drill is held during the first day for new visitors.*
- *The centre has a clear and published policy on fire routine.*
- *Arrangements for calling the fire brigade are adequate and understood and that someone has the duty to make such a call on hearing the alarm, where there is no member of the permanent staff already holding this duty.*
- *The person should be made aware of the full address of the building/camp to ensure prompt response by the fire brigade, as well as the location of the nearest telephones.*
- *All occupants are familiar with emergency procedures and escape routes.*

A fire safety checklist is given in Appendix 2.

EDUCATIONAL VISITS ABROAD

Travelling abroad can be hugely rewarding for young people and adults alike, but it is important that careful preparation takes place. Much of the earlier advice in this booklet applies to visits abroad, but there are some additional factors that need to be considered, not least because the legislation may be different from that of the UK, and different regulations may apply. These often change regularly and leaders are advised to obtain up to date information before departure.

The following section is concerned with the following types of visits abroad.

- *Visits to residential centres*
- *Exchange visits to families*
- *Day visits*
- *Overseas expeditions*

OPERATORS

Visits abroad can take a number of forms. One option is to use a commercial tour operator specialising in school journeys, who will organise travel, hotels, visits and all other necessary details. Such operators have responsibilities under the Package Travel, Package Holidays and Package Tours Regulations 1992. The group leader should check the status of any firm used.

Points to consider:

- *Firms who are members of the **Association of British Travel Agents (ABTA)** or the **Association of Independent Tour Operators Trust (AITOT)** have signed up to a code of conduct and provide financial guarantees.*
- ***The Travel Forum** is an independent association with a members' code of good conduct and safety rules. All its members are in ABTA.*
- ***The Civil Aviation Authority** issues licences (**Air Travel Organisers Licence or ATOL**) to tour operators selling package holidays by air or flights only. The licence is a legal requirement.*
- *Agents who are not bonded by ABTA or ATOL must have insurance against insolvency, or they must place all monies they have received for a visit in a separate trust account under a trustee's control.*
- *Alternatively, there are also voluntary bodies established to promote school journeys, such as the **School Journey Association of London (SJA)**.*

- *Group leaders may wish to check whether foreign operators based abroad are members of trade associations offering assurances similar to those of ABTA. Details should be available from national tourist offices or embassies.*
- *Even if a tour operator is used, the leader must still carry out their own risk assessment when planning the visit, and on arrival.*

GENERAL CONSIDERATIONS

The general considerations relating to educational visits in the UK clearly apply also to visits abroad. There are, however, particular procedures and considerations, which apply additionally to these visits.

Foreign Language

Groups are strongly advised to include at least one member of staff who is fluent in the language of the country to be visited. School visits to France or Germany usually involve a Modern Languages teacher. If this is not the case, or if the visit is to another country, such as Italy, where the organiser may not be a fluent speaker, it is strongly recommended that at least one of the accompanying adults should be sufficiently competent in the language to carry on a basic conversation and should be familiar with the vocabulary needed in an emergency. This could be a parent, governor, administrator, or another person known to the school or establishment and considered by the Head to be competent. If there is any doubt about this question, advice should be sought from the Outdoor Education Adviser on 01509 890119.

It is also advisable for the young people themselves to be practised in the relevant language before the visit. The level of language taught will vary, depending on the nature of the group, age, ability, existing knowledge of the language, but in all cases the maximum amount of useful language should be taught. Younger children or young people with very little competence in the language should be provided with a card, bearing the address of their accommodation, a contact telephone number and a request for assistance in the foreign language (along with the money needed to make a 'phone call), in case they get lost or separated from the group.

RESIDENTIAL VISITS

a) *It is the responsibility of the Head to be satisfied:*

- *that the centre is suitable;*
- *that the leader of the party has sufficient specific and general knowledge of the area;*
- *that the organisation (if any) through which the visit has been arranged is reputable.*

Where organisers feel the need for advice on any aspect of a visit abroad, this should be obtained from the Outdoor Education Adviser, tel. 01509 890119.

(b) *Preparation:*

It is the responsibility of the Head to satisfy themselves that the organiser of the visit abroad has complied with the requirements set out above and has completed the tasks listed below:

- i) Made and received confirmation of the booking of accommodation and complied with the booking requirements.*
- ii) Exercised proper financial control in estimates and budget (including pocket money). There is no expectation that staff are required to be personally responsible for handling young people's monies.*
- iii) Complied with passport requirements.*
- iv) Obtained adequate insurance cover and, where applicable, reciprocal national health insurance, i.e. form E111, for each member of the party (Group leaders are advised to make a duplicate copy of each form E111 which has to be handed in for a claim for medical expenses, in case a further claim has to be made for the same person). A new E111 is required on an annual basis party leaders must ensure that the forms are stamped by a Post Office, it is advisable to collect them well in advance.*
- v) Made proper financial and logistical transport arrangements (ie. timings, number of drivers etc.), including contingency for fluctuating exchange rates and emergencies.*
- vi) Observed a proper staffing ratio.*
- vii) Established a satisfactory programme (ie. contact, activities and visits, as appropriate).*
- viii) Informed parents of:*
 - the details of the journey;*
 - the programme;*
 - the extent of the insurance cover;*
 - the address and telephone number of the accommodation where the child will be staying;*
 - an emergency telephone number locally in Leicestershire.*
- ix) Obtained from parent or guardian:*
 - signed consent to the visit and the planned activities;*
 - an emergency home telephone number;*
 - any special medical information or dietary requirements*
 - the name and address of the young person's doctor*
 - a signed authorisation in the foreign language for the organiser to act on the parents' behalf in a medical emergency (the foreign language texts for this purpose can be obtained from the International Links Co-ordinator)*
- x) Noted a 24 hour emergency telephone number in Leicestershire for his/her purposes (ie. the Head or a senior responsible adult).*

- xj) Obtained an official accident report form to be used in the event of any accidents during the visit.*
- xii) Provided the Head and/or school office and/or base contact, as appropriate, with a list of participants and full details of the journey, travel company, programme, accommodation and telephone numbers.*

Group leaders should make a full report back to parents about any medical treatment received by a student during the visit.

It is highly desirable that a parents' evening should take place before a visit and that there should be a follow-up meeting at which parents can see the nature of the work done on the visit.

It is also recommended that contacts should be arranged between Leicestershire students and students of the host country whenever possible on a residential visit.

EXCHANGE VISITS

Exchange visits during which students stay with a family should only be arranged in collaboration with a partner school and not through a commercial agency. In this way the host families will be known to the school and there will be a closer rapport between them and the organisers, i.e. the teachers. Many of the considerations which apply to residential visits also apply to exchange visits. Heads should therefore satisfy themselves that organisers have covered the points listed under "Residential Visits" and in addition that the responsible teacher has:

- i) Good personal knowledge of the host venue and one or more of its staff and maintained close contact with the relevant person in the host country.*
- ii) Checked that accommodation is suitable for the exchange visit. That there will be a suitable room for the young person, washing facilities, adequate and suitable food. Also that it is known exactly who else will be living in, or have access to, the accommodation, eg. extended family or other lodgers.*
- iii) Made all reasonable efforts to pair young people satisfactorily.*
- iv) Ensure that arrangements have been made for the young people to stay with the families of peoples currently attending the partner school.*
- v) Ensure that police checks are carried out on adults hosting young people, where this is normal practice in the country being visited. If this is not possible, leaders must contact the Outdoor Education Adviser to explain how vetting will take place and how the safety of young people is to be assured. In general the head of the receiving establishment will be requested to verify that to the best of their knowledge hosts are suitable.*
- vi) Made satisfactory arrangements with the host venue for the reception of the young people, and the safe distribution to families.*

- vii) Made satisfactory arrangements for the programme, including daily contact for the young people with group leaders and one another, so that progress can be monitored and difficulties dealt with immediately.*
- viii) Ensure that any weekend, during which the young people will remain with families and be away from their family home occurs towards the end of the visit, when the young people and the host families are feeling more at ease with one another, and any initial difficulties have been resolved. If adventurous activities are planned it is known well in advance and that British parents have given prior approval.*
- ix) Made arrangements to be able to be contacted by telephone whilst the group is not being supervised (if necessary by carrying a mobile telephone on standby), so that pupils can reach them 24 hours a day in case of difficulties, and ensure that each pupil knows the relevant phone number. An emergency code, a word or a phrase, needs to be in place to allow the young person to indicate that there is a serious problem and help is needed.*
- x) Instruct the young people in how to make a telephone call in the country concerned, before they disperse into their host families.*
- xi) Provide the school office or base contact with a list of young people taking part and their host names and addresses.*
- xii) Provide the school office or base contact with the addresses and telephone numbers of the staff accompanying the young people.*
- xiii) Ensure that families acting as hosts for overseas students are subjected to a CRB check.*

It is also very helpful if each host family is given a note in their own language about what to do in the event of illness, an accident or loss. This note should ask parents to:

- *contact immediately in such cases the adults responsible for the group;*
- *keep receipts for any minor medicines or other medical expenses, such as a doctor's visit.*

The most practical arrangement, is to ask the partner institution abroad organising the accommodation in families, to provide this note as part of their briefing of host parents.

It is strongly recommended that a meeting of parents and young people take place before the exchange group travels and that a meeting of hosts be called before the visiting group arrives. Group leaders are advised to take the opportunity at these meetings to raise the awareness of students and parents about cultural differences, which they might encounter, and to give guidance about how to deal with common difficulties, e.g. homesickness.

If leaders are in doubt about any of the guidelines concerning visits abroad, they should contact the Outdoor Education Adviser at Beaumanor Hall, tel. 01509 890119.

For up to date information on child protection issues including exchange visits, check out the Child-Safe web-site, the address is **www.child-safe.org.uk**

DUKE OF EDINBURGH’S (D of E) AWARD ADDITIONAL INFORMATION

It is important to note that this document applies in total to the provision of D of E activities, within Leicestershire, Leicester City and Rutland. The Scheme in Leicestershire is administered from County Hall. Advice and guidance is readily available - please telephone (0116) 265 6344 or (0116) 265 6635.

Additional support and information for groups is included in the Leicestershire Expedition Guide and the Operational Manual - which should be consulted. Training for leaders, supervisors and assessors is available on an annual programme; please refer to your newsletters or contact County Hall.

The registration scheme for all adults undertaking adventurous activities is a valuable way of recording and validating personal experience and development. We encourage participants to start registration early in their involvement with the Duke of Edinburgh’s Award (see the relevant section in this document).

If there is any doubt as to whether an activity is in-scope (subject to Adventurous Activities Licensing Authority procedures) or out of scope, advice and clarification can be sought from the Outdoor Education Adviser, on 01509 890119. It is entirely possible that an activity at silver level or undertaken as part of the Physical Recreation / Service section could be in-scope. This will not only apply to gold expeditions.

Notification for Duke of Edinburgh’s Award visits/trips/activities differs from those for other youth work activity. This is to recognise the diversity of its provision, the fact that our expeditions are supervised at a distance, and the greater proportion of voluntary involvement. Our aim is to provide appropriate support and guidance for ventures operating under the Leicestershire Scheme.

DUKE OF EDINBURGH’S AWARD EXPEDITIONS

The following categories must be used for all Leicestershire Operating Authority Duke of Edinburgh’s Award activity regardless of its base, ie. whether the activity happens during the school day, at the youth club, in a private company or business, a foundation school, etc. The authorisation process begins as with any School or Youth & Community Education activity with approval from the Head.

- Local activity** - 2 weeks’ notice
Form A3 to the Award Administrator
- Out of County, and/or Residential Activity** - In-scope activity
8 weeks’ notice
Form A3 to the Award Administrator
- Out of scope activity
4 weeks’ notice

Form A3 to the Award Administrator

1. All activities will require the completion of a visit/site specific Risk Assessment which must be submitted with the A3 form. Additionally a route tracing (including times etc.) or a route card must be forwarded to the Outdoor Education Adviser.
2. Local activity is that which is undertaken during usual meeting times or a non-residential, training exercise where young people are closely supervised. This will be in county (i.e. within Leicestershire County, Leicester City and Rutland) and not involve in-scope activity.
3. It is felt that, by definition, all Duke of Edinburgh expeditions are potentially hazardous, as young people are often supervised from a distance. It is also important to remember that for some young people, a trip to Charnwood for instance, is indeed adventurous.
4. Notification is required to ensure that information can be lodged with officers responsible for Crisis Line cover.
5. All forms should be sent to the Awards Organiser and will be dealt with internally at County Hall. Late tracings / cards to be sent directly to the Outdoor Education Adviser at Beaumanor Hall.
6. Organisers will receive a response to all activity notification *except* local. You must be in receipt of a response from the Outdoor Education Adviser prior to undertaking the venture.

DUKE OF EDINBURGH'S AWARD – INSURANCE ISSUES

Public Liability

Duke of Edinburgh's Award activities are covered by the public liability insurance of the Leicestershire County Council, Leicester City Council or Rutland County Council depending on the geographical base of the group or unit. The insurance covers both employees and volunteers while connected with the Scheme for claims arising from their negligence.

Personal Accident Insurance

The Trustees of the Award nationally have a group personal accident insurance which provides modest benefits on a no fault basis in the event of injury to participants or helpers. The details of cover are available from County Hall (Award Administrator, Tel: 0116 265 6344) and groups should ensure that participants, parents and adults are aware that cover is modest so that they can decide if further insurance is desirable (see below).

Some categories of activity are not covered and additional cover must be taken out for: Flying or other aerial activity, except as a fare-paying passenger in a licensed passenger-carrying aircraft, or whilst gliding, parachuting or parasailing.

Personal Possessions

Insurance cover for personal items is not provided. It remains the responsibility of either the group or of individual participants.

Additional Insurance Cover

Units/groups should seriously consider additional insurance cover for expedition activity. The personal accident insurance provided by the Award is minimal, personal possessions and equipment used are not covered. Young people may also engage in more adventurous activities when working on their Physical Recreation or Service sections. It is, therefore, important to communicate to parents exactly what cover is/is not provided. If they wish to take out additional cover, then they must do so. The Co-operative Insurance Society (CIS) issues a policy specially tailored to Duke of Edinburgh's Award activities, alternatively you should consult a competent broker.

Further insurance advice is available in the Leicestershire Expedition Panel "Expedition Guide" and from County Hall. Please check cover carefully. If in doubt – **ASK**.

Physical recreation and/or service sections

Young people may choose adventurous and sometimes in-scope activity for these sections of the Award. Please check activity against those listed in Part two of this document. All of these are defined as notifiable. Definitions of in-scope activity appear on pages 52 to 54 of this document.

As you will be aware, the Award Handbook provides clear guidance on standards and expectations regarding instructor qualification level. In a number of areas the Handbook specifies that the instructor should be approved by the Operating Authority.

In order to ensure the health, welfare and safety of Award participants, the Leicestershire Operating Authority is extending Handbook requirements to include notification of activities defined as notifiable and in-scope (see above).

If any activity is defined as notifiable or in-scope, form A4 should be completed and returned to the Award Organiser prior to commencement of the activity, together with the relevant risk assessments and full details 4 weeks prior to the activity. Approval to proceed will be returned to the Award participant with a copy to the group leader as soon as possible. The activity must not proceed unless the leader has received authorisation.

EMERGENCY PROCEDURES

In spite of good planning and organisation, there may be accidents and emergencies, which require an on-the-spot response by the leaders. The LEA Health and Safety Information Circular Number G33/96 (Crisis Line and Emergency Planning for Schools) contains draft emergency action plans for use in the event of a major incident, and should be considered before an emergency situation arises.

In the event of a serious or tragic event occurring, the leader should refer to the County Council's **Crisis-line** which has been established as support. Details of this scheme have been circulated to schools/colleges, Duke of Edinburgh's Award groups and Youth & Community establishments, together with a number of credit card size cards with brief 'aide memoire' and a telephone number to ring. Ringing one number puts you in touch with an appropriate Officer of the LEA who will take responsibility for helping you manage the crisis and its aftermath.

The telephone numbers are:

| | |
|----------------------------|----------------------|
| Office hours | 0116 265 6309 |
| Out of office hours | 01455 559468 |
| Mobile | 07831 097719 |

Leaders of school parties should make every effort to contact their establishment in the case of emergency. The Head will then decide whether to contact Crisis Line. Staff should only contact Crisis Line directly if this is not possible.

Duke of Edinburgh and Youth & Community Education Groups should contact Crisis Line direct.

PREPARATION

The group leader must ensure that all members of the group know what action to take if there is a problem. It is good practice to have briefings each night to discuss issues for the next day, and to spend time early the next morning explaining arrangements to the participants. **If abroad, the group leader and supervisors** should know where the nearest **British Embassy or Consulate is located and the telephone number**. Depending on the age of the pupils, it may be appropriate to ensure that they have this information to hand. Group leaders need to be aware that some diseases are more prevalent in some countries than in others and should know what action to take should a member of the group become infected.

IN THE EVENT OF AN EMERGENCY

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 and everyone who needs to know of the incident.**

If an emergency occurs on a school visit the main factors to consider include:

- *Establish the nature and extent of the emergency as quickly as possible.*
- *Ensure that all of the group are safe and looked after.*
- *Establish the names of any casualties and get immediate medical attention for them.*
- *Ensure that all group members who need to know, are aware of the incident and that all group members are following the emergency procedures.*
- *Ensure that a member of staff accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.*
- **Notify Crisis Line.** *Details of the incident to pass on to Crisis Line should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom).*
- *Inform the home based contact. This contact number should be accessible at all times during the visit.*
- *Notify the police if necessary.*
- *Notify the British Embassy/Consulate if an emergency occurs abroad.*
- *Notify insurers, especially if medical assistance is required (this should be done by Crisis Line or LEA officers).*
- *Notify the provider/tour operator (this should be done by Crisis Line or LEA officers).*
- *Ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties, and should not replace usual communication procedures.*
- *Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence and forward to the LEA as soon as possible.*
- *Keep a written account of all events, times and contacts after the incident. Complete an accident report form as soon as possible and forward to the LEA*
- **No-one in the group should speak to the media.** *Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to Crisis Line and the assigned LEA officer.*

- *No-one in the group should discuss legal liability with other parties.*
- *Keep receipts for any expenses incurred – these will be required by insurers*

INFORMATION AND COMMUNICATION

Contact with relatives should be made by the Head, Authority or Crisis Line only. Ensure that relatives are informed before the media. The Police can be helpful in this process.

The officer designated by the LEA should act as the ongoing point of contact with the media. This will involve close liaison with the chief officer.

There should be liaison by the designated officer with police and relevant emergency services about what information may be released to the media.

- *ALL media enquiries at the scene of the accident or emergency should be referred to the officer designated. Under no circumstances should the names of participants injured be released.*
- *Caution is required in the preparation of any statement as legal proceedings may follow an accident (e.g. against a coach company, travel operator, hotel, etc.).*

The Health and Safety at Work Act has legal implications regarding the reporting of accidents. You must be familiar with the current regulations. Full information is contained in the LEA Code of Practice No. 7 'Reporting of Accidents, incidents, dangerous occurrence & assault' (see "Other Guidance"). Details of all accidents or injuries that have occurred on off-site visits must be forwarded to the Health & Safety section at County Hall, insuring all the relevant reports and statements are included.

WELFARE OF MEMBERS OF THE GROUP AND THEIR FAMILIES

In the event of an accident, young people will need help in coping with shock or trauma. This will also apply to leaders, families and other members of the party. An LEA officer will be assigned to assist with this.

ADVENTURE ACTIVITIES

GENERAL CONSIDERATIONS (applicable to all environments and activities)

Adventurous use of the outdoor environment is nationally recognised as making an important contribution to the broad curriculum of a school or centre. Part of the value of this approach lies in the spirit of adventure, of apparent risk and in the satisfactory conclusion of an expedition or activity in the face of natural hazards and difficulties. This sense of adventure can only be maintained safely with competent leadership based on sound personal experience.

Suitably experienced and qualified leaders are best able to make specific judgements relating to the activity in the light of prevailing circumstances. This permits for maximum flexibility of response by the leader to changes in weather, group disposition, individual weakness, etc. Leaders should consider the following factors in relation to the particular activity.

All leaders should be aware of the requirement for all jewellery to be removed before participation in any physical activity.

The Group

Group size should reflect the difficulty and seriousness of the venue and activity, bearing in mind that in an emergency safe, swift and efficient action might be necessary.

Group members should each have received sufficient prior training to ensure that the proposed activity forms a natural progression.

The selected activity should be appropriate to the age, maturity and fitness of all members of the group.

Suitability of Site

Factors influencing the choice of site will include:

- *the experience of the group;*
- *its familiarity to the leaders;*
- *the time of year, weather and time available;*
- *consideration must be given to the use of Sites of Special Scientific Interest (S.S.S.I.).*

Areas chosen for an activity at introductory level should normally be local, safe and seldom subject to dramatic weather change.

Weather Conditions

The effects of weather can be crucial to enjoyment, learning and safety. Leaders should obtain and act on appropriate local, recent forecasts.

The compounding effects of altitude and geographical features should be understood. The implications of weather on route, clothing and equipment should be considered.

Equipment and Clothing

All parties should be clothed and equipped appropriate to the nature of:

- *the activity and its location;*
- *the time of year and expected weather;*
- *the group's existing experience and fitness;*
- *It is the duty of the provider to ensure that adequate clothing is available for a venture activity.*

Having the right equipment is not in itself enough; all party members should be familiar with its use through appropriate training.

First aid and survival equipment carried needs to be appropriate to the activity, location, remoteness and time of year. Leaders may need to plan for:

- *the comfort and care of a casualty and the group;*
- *the provision of emergency food and drink;*
- *emergency signalling for assistance.*

Staffing Levels

Supervision levels should be appropriate to:

- *the venture, time of year and prevailing conditions;*
- *the specific activity and the skill levels involved;*
- *the level of risk and the experience of individual leaders.*

GENERAL CONSIDERATIONS FOR WATER BASED ACTIVITIES

Leaders should recognise that all activities undertaken on, in or near water are potentially hazardous. The level of risk will vary greatly depending on circumstance, but even quite shallow water, i.e. knee depth, must be treated with caution and appropriate safety measures taken.

Fieldwork groups operating near water may be particularly at risk and leaders are strongly advised to:

- *check the working area thoroughly beforehand to ensure that the water and bankside conditions are suitable for the particular group and purpose;*

- *consider the likely effects of water and air temperatures, and wind-chill;*
- *consider the need, where appropriate, for the wearing of buoyancy aids and for the provision of rescue aids and training;*
- *brief the group regarding waterside dangers and safety precautions; including waterborn diseases such as Weils disease;*
- *ensure that adult supervision is provided appropriate to the group and environmental circumstances.*

Swimming Ability and Water Confidence

All participants involved in water activities must be confident in water. The ability to remain calm on sudden immersion is of greater importance than the ability to swim a prescribed distance. A combination of water confidence and proven swimming ability is ideal, but it is recognised that many children are unable, for physical reasons, to swim the previously required 50 metres.

The present national recommendation is as follows:

- *That the leader supervising swimming must hold a relevant and appropriate award.*
- *That the ability to swim is highly desirable.*
- *That discretion is recognised for the responsible person in charge of the activity not to require a swimming test as a pre-requisite when all participants are wearing approved personal buoyancy, are under close supervision and where adequate rescue and back up facilities are to hand.*
- *If swimming in open water is anticipated written consent must be obtained from parents/guardians in advance.*
- *Only waters free from pollution and locally recognised as being suitable for swimming should be used. Strong and dangerous tidal undertows are often present in attractive shore locations.*
- *Supervision must be undertaken by persons capable of making a rescue and carrying out resuscitation.*

SWIMMING IN THE SEA OR OTHER NATURAL WATERS

Supervisors should bear in mind the extreme effect of cold water on the human system. **The group leader or another designated member of staff in the group must hold a relevant Life Saving Award, where lifeguard cover is not available.** For further advice contact the: The Royal Lifesaving Society UK, River House, High St, Broom, Warwickshire B50 4HN (Tel: 01789 773994)

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group. They should only be allowed as formal and supervised activities, preferably in recognised bathing areas which have official surveillance. Recent incidents at home and abroad have seized the headlines and concentrated attention on the

safety of young people in the sea or in rivers and lakes. Swimming and paddling or otherwise entering the waters of river, sea or lake **must never be allowed as an impromptu activity**. The pleas of young people to be allowed to bathe – because it is hot weather, for example, or after a kayaking exercise - should be resisted where the bathing has been unprepared-for. In-water activities should take place only when a proper risk assessment has been completed and proper measures put in to control the risks. Nonetheless, young people should always be in sight of their leaders. One adult should always stay out of the water for better surveillance.

The responsible adult must hold a relevant life-saving award and other adults should be capable of effecting a rescue within the assigned area. The leaders must have relevant life saving equipment with them and available during the activity. In this instance an adult with the life-saving award should be responsible for no more than 10 young people in the water at once and have a competent assistant, particularly where no lifeguard is present. But, even then, group leaders should be aware that young people may mingle with members of the public and be lost to view. Young people should always be in sight of their supervisors.

DfES guidance states that one supervisor should always stay out of the water for better surveillance. even where lifeguards are on duty. Current thinking is that supervisors should take up a best position from which to exercise a constant vigilance. At the seaside, for example, the supervisors should never swim themselves unless it is to help a young person in distress. They should not join in any of the children's games. The supervisors should divide their careful watching between staff who stand in the sea and look landward and staff who stay on land and watch the group from that vantage point. No young person should be allowed to wade out further than waist height. All the same, supervisors should remember it is possible to drown in one's own depth, and to act immediately when a child appears to be in difficulties.

The group leader should:

- *Be aware that many children who drown are strong swimmers;*
- *Ascertain for themselves the level of the young person's swimming ability;*
- *Be aware of the local conditions – such as currents, weeds, a shelving, uneven or unstable bottom – using local information from the lifeguard, coastguard, harbourmaster, police or tourist information office;*
- *Designate a safe area of water for use by the group;*
- *Brief the group about the limits of the swimming area;*
- *Avoid crowded beaches where it is harder to see young people;*
- *Be aware of the dangerous effects of sudden immersion in cold water;*
- *Be aware of the dangers of paddling especially for young pupils;*
- *Ensure that young people have not eaten (at least half an hour) before swimming;*
- *Ensure the activity is suitable for the young people, especially any with disabilities;*
- *Adopt and explain the signals of distress and recall;*

- *Ensure that buoyancy aids, lifejackets etc. are used where appropriate;*
- *Carry out regular head counts - plus be aware that it is not always possible to tell when someone is in difficulties;*
- *Be aware of water born diseases ie. Weils Disease.*

Reference should be made to Administrative Memorandum 34 'Recommendation for the Conduct of Swimming'.

Health Issues

Several potential risks to health can occur in or near water. Leaders should consider the risks involved, seek advice where necessary and advise parents and participants accordingly.

GENERAL CONSIDERATIONS FOR AIRBORNE ACTIVITIES

Generally speaking it is not advisable for staff to undertake direct leadership of any airborne activity, except in cases where staff hold the relevant National Governing Body qualification.

Where the activity is provided for by a commercial centre, leaders must make every attempt to ensure the activity complies with advice from the relevant National Governing Body and that specific comprehensive insurance is taken out.

For further details contact the Advice and Inspection Service or the relevant National Governing Body whose addresses appear below.

British Hang Gliding Association
Cranfield Airfield
Cranfield
Bedford MK43 0YR

Tel: 01234 751344

British Parachute Association
Wharf Way
Glen Parva
Leicester LE2 9TF

Tel: 0116 278 5271

British Microlight Aircraft Association
Bullring
Deddington
Banbury OX15 0TT

Tel: 01869 38888

British Association of Paragliding Clubs
The Old Schoolroom,
Loughborough Road
Leicester LE4 5PJ

Tel: 0116 261 1322

COMBINED ROCK AND WATER ACTIVITIES

Combined Rock/Water Activities (CWTA or CWR Activities) are activities where hazards associated with a rock environment may at times combine or alternate with those of a water environment. It represents a spectrum of activities, some of which are mostly rock activities and some of which are mostly water activities, and includes, but may not be limited to the following:

To make matters more complicated, many of the following names are used by different people to mean quite different activities.

- sea level traversing (to most people is primarily a dry rock-climbing activity);
- gorge walks or scrambles (can be wet or dry or alternating the two, involving the ascent or descent of a water course);
- ghyll scrambles (another name for gorge walks or scrambles);
- river walks (usually non-technical nature);
- adventure walks or scrambles (covers a multitude of variations);
- canyoning (usually wet. It traditionally involves the descent of a steep water course and sometimes involves technical ropework);
- adventure swimming (another name for coasteering or a non-technical variation of canyoning);
- river running (deliberately swimming down white water rapids);
- coasteering (usually a wet activity, often involving swimming and/or jumping from a height into water as an integral part);
- coastal exploration (anything from a beach ramble to coasteering);
- activities at the water margins.

Each activity is potentially serious in that apparently innocuous incidents or accidents can have serious or compounding consequences.

Some of the variations are well established and are considered by one or more National Governing Body Awards (the Mountain Leader Training UK, the British Canoe Union and the National Caving Association have perhaps the closest connections). There is also an overlap with the work of the Royal Life Saving Society, the Surf Life Saving Association of Great Britain, the British Surfing Association and others.

The main hazards include, but may not be limited to:

a) Impact with something solid

Examples:

- rock falling from above;
- falling or slipping onto rock etc. below;
- jumping/falling onto submerged rock
- jumping from a height into water;
- being swept or smashed against something solid.

b) Drowning

Examples:

- falling into water;
- entrapment under water;
- repeated submersion in stopper waves or sea swell;
- suddenly rising water, eg. 'freak waves', flash floods, dam releases;
- slowly rising water, eg. trapped by rising tides or rising river levels;
- being swept away;
- sudden immersion (dry drowning etc.).

c) Hypothermia

Examples:

- inadequate personal clothing or equipment during or after getting wet;
- submersion hypothermia, eg. being swept out to sea.

The Control Measures

Control measures could be thought of in three contexts:

1. Where there is no (realistically) foreseeable possibility of a participant ending up in the water;
2. Where participants MAY end up in the water;
3. Where participants WILL end up in the water.

It would be appropriate, in cases where participants MAY end up in the water, to apply the precautionary principle and control measures (and test them accordingly), as though participants WILL end up in the water.

Because of the large number of variations of activities and the wide range of local conditions and site specific hazards, it is unlikely that one universal set of guidelines is going to be successful.

It should be very apparent that not all issues will apply to any one venue.

The Issues

1. An identification of appropriate leader competence

Each venue and the way it is used should dictate the required competencies, and these should include getting to and from the activity site (which may involve potentially hazardous, loose or slippery terrain) as well as any problems in conducting the activity. There may be a single NGB award, or a combination of more than one, which adequately provides the necessary competencies. Alternatively, a process of ratification by one or more suitably experienced and qualified person(s) may be appropriate. Contact the OEA at the planning stage for clarification of what will be acceptable to the LEA.

2. Instructor Induction

Once identified in negotiation with the OEA, the relevant NGB qualification or qualifications must be held before authorisation were to be given.

3. An identification of associated risks

An assessment of the hazards and risks specific to each venue. This may be no more than an identification of the crux areas, potentially serious sections, known accident black spots, the propensity of (say) the river to surge, local communication or rescue difficulties and the possible presence of harmful plants such as Giant Hogweed. Hazards downstream or nearby will need to be taken into account, eg. weirs, strainers, waterfalls, rock pools and tidal streams.

4. Identification of group competence

Leaders would need to identify the competence, experience, special needs, physical and medical condition of the participants. Particular attention may be needed to try to establish the water confidence and swimming ability of participants before undertaking activities which may result in them finishing up in deep, or moving water. As a result of identifying group competence it would be equally acceptable to either:

1. select the venue on the basis of the group; or
2. select the group on the basis of the venue.

5. Acknowledgement of risk

Informing parents of the nature and extent of risks and what to expect from the activity is essential. This is particularly important where the participants may have no concept or prior knowledge of this type of activity. The identification of risks should be clear, and allow

realistic and uninhibited options to any participants who, as a result, wish to decline the activity.

6. Identification of venue options

It is beneficial to have alternative venues or alternative start or finish points. In some cases, the degree of difficulty or the duration of the trip or both can be determined by varying these. On the day, the most appropriate venue or variation on the venue could be used depending on factors such as the weather conditions, nature, experience and expectations of the group, the number and experience of staff available.

7. Alternative Exits

Some venues have a number of possible entry and exit points. Knowledge of the existence of these as escape routes, and familiarity with the practicalities of using a range of these may have clear benefits, particularly if it becomes necessary or desirable to cut a trip short. Some consideration should be given to any extra equipment which may be required for particular exits, ascents or indeed a retreat.

8. Before jumping into water

These notes do NOT translate into open water swimming situations (lakes, sea, etc.).

On arrival at a planned jumping location it is advisable to carry out a reconnaissance. Depending on the location and proposed activity this could include, for example:

1. Going down to water level to examine the exit from the water. It may be appropriate to practice the exit to ensure that participants will be able to get out. Determine whether someone should be located there to assist with exiting, and whether they should have equipment (eg. throw rope, rolled towel, etc.) to reach or throw to a swimmer in difficulty;
2. Wade in to check the bottom for obstructions, depth, current, etc. It may be appropriate to be attached to a throw line etc. for this. A snorkel search might be considered at some venues;
3. There may be considerable advantages if the participants also wade in as a trail, particularly if the activity will involve jumping in from a height. The shock of sudden immersion in cold water can be totally overwhelming.

9. The unexpected 'panicker'

Sometimes even strong swimmers will panic when they fall or jump into deep, cold water. They may not be able to help themselves and their violent actions can sometimes make rescue of them very difficult. It is good practice to anticipate this by:

1. Carrying out realistic scenario based training (in a controlled environment) on the importance and practicalities of reaching, throwing and wading rescues, particularly of struggling 'casualties'. In some situations a canoeing throw-bag may be appropriate;
2. Positioning a competent person where they can effect a rescue, preferably by reaching, throwing or wading.
3. Have something immediately to hand with which to reach or throw to ANY point where participants may end up.

10. Forecast of conditions

Leaders will need to obtain and interpret weather forecasts, water levels, sea state etc. It must be clear who is to do this, when it is to be done, and what action they will take for a range of possible forecasts. These could include, but may not be limited to, modification of the venue, change of venue, cancellation. If the addition of an assistant instructor is the

response then there must be a mechanism where-by a suitable person can be deployed in the given time span, etc.

11. Cut-off criteria

Each venue may require "cut-off" conditions or levels identifiable by leaders. Fluctuating and rising water levels will be particularly significant. Again the considerations of who, when and 'what do they do about it' apply here.

12. Plan B

Accidents have happened in the past when groups did not have an alternative plan in mind - something to do if the original plan of action becomes impossible or ill-advised. NOT having such a plan B can, and has, resulted in the group going ahead even though they knew the conditions were far from ideal.

13. Identification of appropriate clothing and equipment

1. Personal. This may vary from day to day, and venue to venue. It will need to be clear who decides what is necessary for a particular group on a particular day. For many of these activities (particularly at higher risk levels) a buoyancy aid and/or a helmet would be normal;
2. Suitable footwear for all participants is another consideration, both in order to protect the feet and provide grip;
3. Group equipment. In a similar way it will be necessary for someone to identify what group equipment is necessary on a particular trip (including rescue or emergency items as appropriate) since this may also vary.

It will also need to be clear who checks these items, when and where they do this, and what they do if it is not correct or acceptable.

14. Ratios

Contact the OEA in the planning stage to discuss ratios.

15. Briefings

There will generally need to be a policy on the existence, content and presentation of a safety briefing. Participants should be advised on what they can do to help ensure their own safety. It may not be appropriate for instructors to deliver all relevant instructions in one briefing. Verbal communication at some venues can be very difficult. Leaders should decide whether a system of hand signal is necessary and introduce this at an appropriate point.

16. Technical Advice

The OEA must be contacted in the early planning stage to provide constructive advice on the activity including, amongst other things, staff competence, operating procedures, equipment, ratios, use of assistants, etc.

17. First Aid

Specialised first aid, life saving and/or rescue skills are necessary. Please contact the OEA for details. Appropriate first aid equipment will need to be carried by the group. At some venues it may be appropriate to have additional equipment (like spare clothes and hot drinks) available in, for example, a nearby vehicle.

18. Emergency action plans

1. To guide staff at base. It is likely that this will need to be site specific. Who contacts whom? When and how does an over-due group become a 'stand-by for action'?

When and how does it become 'action required' - and what action, and by whom? etc.

2. To guide leaders in the field. Since a rapid response to a complex situation may be required, the emergency action plan may well be used to guide an instructor's training.

19. Safety boats

Some leaders find it helpful to have groups accompanied by, or to have access to, a rescue boat. This solution is rare and careful consideration should be given to the effectiveness and safety of such a solution. However, it has been effective, for example, where there is a risk of the group being cut off in sheltered but inescapable bays by a combination of delays and rising tides.

20. Coast Guard

Consideration should be given whether to notify the Coast Guard or similar emergency services. If so, it must be made clear what the emergency service and the leader is expected to do thereafter.

ANGLING

GENERAL

Angling would claim to be the most comprehensive participatory sport in the United Kingdom. It is, as such, part of an educational programme which could be practised throughout adulthood. The nature of the activity may involve young persons operating alone and therefore, considerable knowledge and training in techniques and precautions is essential. Where this pursuit takes place alongside rivers or in tidal or beach areas, the need for particular organisational problems must be considered.

Instructor qualification

No appropriate Qualification at the moment. New coaching qualifications to be introduced early in 2002 at level 1, level 2 and level 3. Please contact National Federation of Anglers. These qualifications are for Course, Game and Sea Angling.

Leadership

Is the leader a practising angler with considerable experience in the branch of fishing which they intend to teach? Have they attended courses on the safe and efficient method of teaching fishing? Is the leader a mature individual who encourages young persons to observe all precautions whilst operating alone? Is the leader familiar with emergency procedures including lifesaving, resuscitation and the treatment of hypothermia?

Safety

- *Appropriate sources should be consulted about hazards.*
- *Environmental and conservation issues need to be addressed.*
- *Leaders will need to make participants aware of potential hazards such as crumbling banks, tides, unexpected waves, slippery banks and locks etc.*
- *Young people need to be made aware of the dangers of hooks both to themselves and others, and know how to remove them safely if embedded in the flesh. Suitable clothing, and in particular, footwear must be worn.*
- *Where fishing from cliff-faces or rocks by the shore is involved, young persons must be aware of the danger of being washed away, and leaders must have a rescue rope or line-throwing buoy available. The use of appropriate life-jackets must be considered. If fishing is to take place from boats, then there is a need to comply with normal boat safety, rules with regard to life-jackets, qualified boat handlers, etc.*

Staffing ratio

This must never exceed a maximum of 6 young people to each leader, though 2 adults are strongly recommended for any group so that one can constantly patrol rather than maintaining a set position.

It is recommend that pupils do not fish alone and are within easy reach of the Supervisor.

National governing body

**Chief Administrative Officer
National Federation of Anglers
Halliday House
Eggington Junction
Derby
DE65 6GU**

Tel: 01283 734735

Fax: 01283 734799

ARCHERY

GENERAL

School archery should always be organised and supervised by a competent and qualified instructor. Archers must appreciate that an arrow can be lethal.

Instructor qualification

All persons supervising Archery activities must hold a current award issued by Grand National Archery Society (G.N.A.S.). The GNAS Leader Award is the *minimum* recommended qualification.

Leadership and organisation

- *Targets should be at least 3.5 metres apart and archers should stand at least 1.5 metres apart when on the shooting line.*
- *In outdoor archery, shooting must not take place when the wind strength is such that arrows may be dangerously deflected. Shooting directly into the wind should be avoided.*
- *Archery should be practised only on the archery range. Bows should be loaded only on a signal from the person in charge.*
- *Archers must have their bows pointing at the target as soon as loading begins and must be in position on the shooting line.*
- *A drawn bow, whether loaded or unloaded, must never be pointed at anyone.*
- *Shooting should only start on a signal from the teacher or instructor.*
- *The teacher or instructor is responsible for making sure that the target area and range are clear before shooting begins.*
- *Only when all the archers have completed their shooting should the signal be given to advance to the target to retrieve the arrows. Archers should walk forward with their eyes down to detect any arrows, which may have fallen short.*
- *All archers should understand the meaning of the command 'fast'. When this word is shouted, they must hold onto the string and lower the bow without shooting.*
- *All archers should understand and act instantly on the command 'come down' which is used when a dangerous situation is developing. It means that the archer should hold onto the string, lower the bow, let it down to the undrawn position and remove the arrow from the bow.*
- *When arrows are being withdrawn from the target, the archers and others should stand at the side of the target so that there is no possibility of the withdrawer or anyone else being struck as the arrow is pulled out.*
- *Spectators should remain at least 4.5 metres behind the shooting line.*

Safety points

Equipment and facilities

- For initial teaching, bows with a draw of 8 kilograms or 11 kilograms may prove most suitable, especially for younger or smaller pupils.
- Target supports should be padded to reduce the risk of a rebound or ricochet. The use of drawing pins or other similar objects for attaching additional targets to the boss should be forbidden.
- Beginners should use arrows of 72 centimetres in length, of which at least 2 centimetres should be seen to project in front of the arrow rest. Taller pupils may require arrows of 76 centimetres, when at least 4 centimetres (but not more than 12 centimetres) should project in front of the arrow rest. **Arrows which are too short are dangerous.**
- Bracers should be worn during shooting. These keep the sleeves out of the way of strings and provide some measure of arm protection in the event of a bad shot.
- Tabs are also advisable in order to perform a clean loose of the arrow and to protect the shooting fingers.
- Loose clothing may foul the string and should not be worn. Neckties should be removed.

Outside Facilities

- Where there is no bank or slope behind the targets, the range should be limited to 135 metres and the targets should be positioned inside this area with at least 45 metres clear behind them.
- Where there is a bank or slope of adequate height behind the target, the clear area may be reduced but care must be taken to ensure that this area affords adequate protection to anyone moving behind the target.
- The width of the range should be such that no target is positioned less than 27 metres from public roads, rights of way or any areas over which the teacher has no control.
- A shooting line should be clearly marked and a waiting line (behind which those who are not actually shooting should wait) should be positioned at least 4.5 metres behind it. These lines should remain fixed, while targets should be moved as appropriate.
- The whole area of the range should be clearly marked, and roped off wherever necessary.
- The range should be so placed that it does not lie on the route to other playing areas and is away from buildings, walls, hedges or fences where there may be a risk of a person emerging without warning.
- The grass should be cut short and there should be no bushes or undergrowth within the range, so that stray arrows fall safely and can be easily seen and retrieved.
- The layout of an archer field according to the rules of the Grand National Archery Society may be obtained from that body.

Indoor facilities

- *The premises must be large enough for shooting at ranges of not less than 9 metres.*
- *A suitable protective device such as a fine mesh nylon net at least 3.5 metres in height and extending the full width of the hall (or at least 6 metres on either side of the target) should be provided behind the target to act as a backdrop.*
- *Entrance doors to the hall in which archery takes place should be kept locked with the key on the inside throughout the duration of the archery class.*
- *Removable shutters should be provided to cover all glass panes in any doors which may be in the target area.*

Staffing ratio

The number of pupils per teacher or instructor should not exceed twelve, with no more than four pupils at a target at any one time.

National governing body

**Grand National Archery Society
7th Street National Agricultural Centre
Stoneleigh
Kenilworth
Warwickshire
CV8 2LG**

Tel: 01203 696631

CAMPING

GENERAL

Instructor qualification

Leaders must have undertaken some form of training through either Uniformed Organisations, Duke of Edinburgh's Award Scheme, Leicestershire Hillwalking Leaders Schemes, BELA scheme or the Mountain Leader Scheme. From 2007 the minimum qualification accepted will be BELA.

Safety points

- *Participants must have proper training on the type of stove to be used during a camp and fully understand both its operation and associated hazards. Records of this training should be kept by supervising staff (see Appendix 19). Please note that **petrol stoves must not be used.***
- *If Trangia stoves are used, 2 burners must be supplied with each stove.*
- *Fuel must be transported in an appropriate fuel bottle; under no circumstances must large clear plastic containers be used for this purpose.*
- *Participants must not be allowed to cook in the tents during ventures or training, this includes the porch or bell end areas.*
- *Naked lights are not to be allowed in tents during ventures or training this includes smoking.*
- *Only battery powered lighting should be used under canvas.*
- *Care should be taken during ventures, especially Wild Country ventures, when drinking from streams and lakes. If at all possible such sources should not be used but if unavoidable an appropriate purification procedure must be followed. Groups must also take care not to pollute water sources during ventures.*
- *Care should be taken when pitching and striking camp and participants trained on correct and safe procedures for the type of tent used. This is particularly important when Patrol type tents or Marquees are to be used.*
- *Participants must not be overloaded when expeditioning and loads need to be appropriate to the size of participant. Rucksacks **must not be heavier than one third** of body weight and an absolute maximum of 15k/33lbs for young people. Beware the effect of rain on the weight of gear, which was previously within the limits.*
- *In situations where leaders are cooking for participants they **must** hold a Food Hygiene Certificate and ensure safe food practices.*
- *No rubbish including, human waste should be left in Wild Country areas. All such waste should be properly bagged and disposed of thoughtfully at the end of the venture.*

Staffing ratio

Camps should be adequately supervised including an appropriate mix of male and female leaders to suit the needs of the group. See section on Hillwalking for further details.

Expeditions

When organising camping expeditions on land or on water, the leader would need technical competence in both camping and the method of execution. Please see the following table for details:

Expedition Leader Qualification Matrix

Trekking:

| <i>Area/Terrain</i> | <i>Minimum Qualification</i> |
|---|---|
| Normal country less than 600m or less than 30 minutes travelling time from road access | BELA |
| Areas below 600m in designated locations in the Pennines | Leicestershire Hillwalking Leaders Award |
| Open, uncultivated, non-mountainous or remote country previously known as upland, moor, bog, fell, hill or down. Areas enclosed by well-defined geographical or man-made boundaries, ie. classified roads. Areas of remoteness that are easily exited in a few hours, returning to a refuge or an accessible road. Excluding areas that merge with mountain regions without well-defined boundaries. Areas where movement on steep or rocky terrain is required (either planned or unplanned) | Walking Group Leader |
| All areas – summer conditions | Mountainwalking Leadership Certificate (summer) |
| All areas – winter conditions | Mountainwalking Leadership Certificate (winter) |

Canoeing:

The leader must hold the relevant trekking/camping qualification for the area where the venture will operate – please refer to the above table, in addition to the technical qualification listed below. Please note qualifications are boat specific.

| <i>Area/Terrain</i> | <i>Minimum Qualification</i> |
|---------------------|------------------------------|
| Grade 1 | BCU Level 2 Coach |
| Grade 2 | BCU Level 3 Coach |
| Grade 3 or above | BCU Level 4 Coach |

Other:

The leader must hold the relevant trekking/camping qualification for the area where the venture will operate – please refer to the above table, in addition to relevant technical qualification.

| <i>Area/Terrain – other (in addition to the above)</i> | <i>Minimum Qualification</i> |
|--|------------------------------|
| | Relevant NGB for activity |

CAVING

GENERAL

The exploration of the underground world provides young people with unique opportunities to experience challenging adventure in an alien and often hostile environment. Before being introduced to caving young people should ideally have some experience of other activities which make similar physical demands. Cave systems vary to such an extent in severity, complexity and even weather conditions that one set of rules cannot be suitable for every situation. The entrances to some systems are regularly visited by walking parties and the information contained in this guidance is for those venturing beyond the daylight zone.

Instructor qualification

- system without pitches LCMLA level 1
- system with pitches less than 18m LCLMA level 2
- system with pitches over 18m CIC

Leadership

- *The competence of the leader is the paramount feature for the safety of the group. No leader must ever take a party into a cave system where he/she is not personally experienced in the conditions which prevail.*
- *No leader must take a party into a cave that they themselves would find strenuous.*
- *The leader will need to exercise judgement with regard to the size and experience of the party; the experience of the assistant leader; the quality of clothing and footwear worn by the party; the equipment requirements of the party; consideration for cave conservation; recent past, present and immediate future weather conditions and forecasts; the leader's knowledge of general and local cave hazards and their competence in first aid.*

Safety points

- *The exploration of a cave system is a group activity and as far as possible each member of the party should be self-reliant at the level of difficulty attempted. No one must be pressured into entering or continuing within a cave system if they are unhappy with the conditions which prevail.*
- *Correct clothing, including the walk to and from the system, is essential.*
- *Basic personal equipment for each caver must include warm and protective outer garments, stout boots (without hook lacing when laddering is taking place), preferably with a Vibram or commando type sole, a protective helmet with chin strap and lamp bracket and an efficient headlamp, preferably electric.*
- *Care must be taken when selecting equipment in combination with certain types of electric and lead acid batteries (NB. acid attacks nylon rope). Hand torches are not suitable for caving. Carbide lamps, although useful in an emergency, and as a backup lighting system, are not recommended on the grounds of reliability and conservation.*
- *Emergency rations and lighting spares must be carried by the group.*

- *Leaders must carry a whistle and an appropriate first aid kit. All personal equipment must be checked prior to entry into the cave.*
- *Details of the passages to be explored should be left at base and an indication of the presence of the group must be left at the entrance to the cave system.*
- *A responsible person not engaged in the activity must know where the party is going and when they are likely to return, and should be fully briefed on the procedure to be followed in the event of the non-return of the party.*
- *Clear lines of communication need to be ensured for all party members at all times whilst under ground. No person should be pressurised unduly to go underground or to continue.*
- *During any caving trip novices should be regularly checked for signs of physical weakness, reckless behaviour, claustrophobia, poor reaction to wet or cold, and other symptoms likely to hinder their progress on this and subsequent trips.*
- *Before going underground a concise briefing should be given on safety and conservation.*

Staffing ratio

There must always be at least 2 adults acting as leader and assistant leader to a maximum of 10 young people. No party should ever enter a cave with less than 4 members, 2 of which will be adults.

National governing body

**National Caving Association
Malanoric House
27 Old Gloucester Street
London
WC1N 3XX**

**e-mail: mca@nia.org.uk
Web-site: www.nca.org.uk**

**Training:-
Idris Williams
Glen Cottage
Olden Lane
Ruyton-XI-Towns
Shropshire
S44 1JJ**

**Tel: 01939 260412
e-mail: training.nca@ukonline.co.uk**

CYCLING

GENERAL

Cycling, as distinct from mountain biking (see page 93) is a popular activity for young people but the increase in traffic on even minor roads requires extreme vigilance at all times. Care must be taken by leaders to ensure that youngsters understand correct behaviour and are aware of likely dangers en route. Before allowing young people on the roads leaders must ensure that participants are proficient cyclists and are conversant with the Highway Code.

Safety points

- *Whether cycles are hired or belong to those taking part, they must be checked by the leader thoroughly for roadworthiness and safety before any cycling activity takes place.*
- *Bicycles should be appropriate to the size and weight of the participants. It is essential to check brakes, tyres and lights before proceeding with this activity.*
- *When cycling in a group, the pace of the group is always determined to be that which is comfortable for that of the slowest participant.*
- *On quiet roads it may be possible to cycle two abreast but where traffic is present it will be necessary to proceed in single file.*
- *If, where 2 leaders are present, one must be at the front of the party and the other at the rear.*

Staffing ratio

There must be at least one leader to a maximum of 10 young persons. If larger groups are engaged in this activity then they should be split into smaller groups riding several minutes apart.

National governing body

National Cycling Federation
Stuart Street
Manchester
M11 4DQ

Tel: 0161 230 2301

DRAGON BOATING

GENERAL

Instructor qualification

| | |
|---|-----------------|
| Placid water | BDA Club Helm |
| Racing (not teaching) on placid or moving water | BDA Racing Helm |
| Moving or sheltered tidal water | BDA Instructor |
| | BDA Coach |

Safety points

- *All participants must wear an approved buoyancy aid.*
- *Participants must not wear weights or attach other such training aids to either body or limbs when on the water.*
- *The number of safety boats will vary with the number of boats in each race. The chances of more than one boat capsizing in the same race are extremely low and therefore, unless the weather conditions are extreme, it should not be necessary to have more than four (4) safety boats in total at any one event.*
- *Each safety boat must be able to hold at least eight (8) passengers and should not carry more than two (2) crew members, that is, the driver and an assistant to help with any rescues.*
- *At least one safety boat must be on the water for each race. The safety boats should have a low freeboard and hand ropes on it, to allow a person to enter the boat from the water unaided. A throw line, kept on board the boat, is also advised.*
- *An added rescue service is to use experienced canoeist Lifeguards, who can provide a number of rescue kayaks, to act as 'one to one' rescuers.*
- *Dragon boats operating in open water must carry towlines and a 20m throw-line. The helm must carry an audible alarm signal – whistle or Air Horn – for the attention of the support boat and others.*
- *Support boats must carry a First Aid kit and Survival Bags and alternative means of propulsion. Anchor and Spare Rope, Bucket and Bailers and a Tool Kit including spare Boat Bolts, Spanners.*

Staffing ratio

| | | |
|----------------------|---|----------|
| Very Sheltered Water | One Club Helm per boat | (Summer) |
| | One Instructor supervising | (Winter) |
| Sheltered Water | One Club Helm per boat | (Summer) |
| | One Instructor per boat | (Winter) |
| Very Large Lakes | One Club Helm and one Instructor per boat plus 1-3 competent paddlers in support (all conditions) | |

Sheltered Tidal Waters One Club Helm per boat for general activities close in shore
with
One BDA Instructor supervising from the shore

National governing body

British Dragon Boating Association
16 Bruton Lane
London
W1X 3LB

Tel: 0171 533 7100

Fax: 0171 533 7111

GORGE WALKING

GENERAL

Gorge walking or ghyll scrambling is a quickly growing pastime, which generally involves journeying using techniques of scrambling, bouldering and climbing. Gorges are often areas of particularly high ecological importance.

Instructor qualification

Single Pitch Award (formerly Single Pitch Supervisor Award) or higher.

Leadership

Leadership qualities are of great importance. Leaders should:

- *be familiar with the proposed route;*
- *recognise the activity is above average risk;*
- *be aware of, and sensitive to, environmental issues.*

Safety points

- *Appropriate technical and emergency equipment must be carried.*
- *Climbing helmets and suitable footwear must be worn.*
- *The group must be well briefed on emergency procedures.*
- *Route cards must be left with a responsible person.*
- *Where long periods of immersion in water are planned, a wetsuit should be worn. If deep water is to be used, consideration should be given to the use of buoyancy aids.*

Staffing ratio

Groups must be accompanied by 2 or more adults of which one will be the leader. There must be at least 2 adults to a maximum of 12 young people.

HILLWALKING - SUMMER

GENERAL

This governs walking in 'wild country' areas of Britain when snow and ice conditions do not prevail.

Instructor qualification

| | |
|----------------------------|--|
| For areas out of scope | Basic Expedition Leaders Award (BELA, formerly BETA) |
| For limited areas in scope | Walking Group Leader Award for leaders of hill walking groups in defined terrain and conditions (see below). Leicestershire Hill Walking Leaders Award (MHLA) areas as follows: 600 metres (April to October only) and specified areas only |
| For all other areas | Mountain Leader (Summer) Award. |

The Walking Group Leader (WGL) Award is the basic award for leaders in defined terrain and conditions. Suitable terrain for the WGL will meet the following criteria:

- *Open, uncultivated, non-mountainous high or remote country known variously as upland, moor, bog, fell or down*
- *Areas enclosed by well-defined geographical or man-made boundaries such as classified roads (areas that merge with mountain regions and do not have well defined boundaries are excluded)*
- *Areas of remoteness that are easily exited in a few hours, returning to a refuge or an accessible road*
- *Areas where movement on steep or rocky terrain is not required (in either a planned or unplanned situation)*
- *Remote camping, in inaccessible areas, is beyond the scope of the scheme*

Leadership

Experienced walker in the terrain.

Safety points

- *Appropriate equipment for the weather conditions and terrain.*
- *Appropriate group emergency equipment must be carried (eg. first aid, emergency group shelter, spare clothing etc.)*
- *Leaders must hold a current First Aid Certificate.*

Staffing ratio

This will vary according to the nature of the route, but there must be at least one leader to a maximum of 12 young people, and two adults per party are strongly recommended.

National governing body

**The Mountain Leader Training Board
Siabod Cottage
Capel Curig
Conwy
LL24 OET**

**Tel: 01690 720314
Fax: 01690 720248
e-mail: info@mltb.org
Web-site: www.mltb.org**

**Leicestershire Hill Walking Leaders Award
c/o Outdoor Education Centre
Beaumanor Hall, Woodhouse
Leicestershire
LE12 8TX**

**Tel: 01509 890119
Fax: 01509 891021**

HILL WALKING - WINTER

GENERAL

This governs walking in 'wild country' areas of Britain when snow and ice conditions prevail.

Instructor qualification

Winter Mountain Leader Award

Leadership

- *Experienced walker in the terrain and conditions to be expected.*

Safety points

- *Appropriate equipment for the weather conditions and terrain. This will generally include crampons and ice axes.*
- *Appropriate group emergency equipment must be carried (e.g. first aid, emergency group shelter, spare clothing, etc.).*
- *Leader must have a current First Aid Certificate*

Staffing ratio

This will vary according to the nature of the route, but there must be at least one leader for a maximum of 12 young people, and two adults per party are strongly recommended.

National governing body

The Mountain Leader Training Board
Siabod Cottage
Capel Curig
Conwy
LL24 0ET

Tel: 01690 720314
Fax: 01690 720248
e-mail: info@mltb.org
Web-site: www.mltb.org

HORSE RIDING

GENERAL

Teachers/Group Leaders should ensure that their group is properly clothed including shoes or boot with a heel. They should also ensure that their group realise their responsibilities to the horses, other group members and other users of the road and countryside.

Instructor qualification

The escorts (for trekking) and instructors (for riding) must be experienced and competent riders (suggested grades B.H.S. Stage II, Pony Club C Plus). Escorts must have a knowledge of first aid for horse and rider, a good understanding of 'Ride and Drive Safely' and have a good knowledge of local riding routes. Escorts to have passed 'riding and road safety' test.

Leadership

The Leader of a group intending to take part in riding activities should check that the establishment to be used conforms to standards laid down by the British Horse Society, and that:

- *the horses are well cared for with adequate clean stabling;*
- *their tack is in good condition and properly fitted;*
- *hard hats PAS 015/BSEN 1384;*
- *the size of groups should not exceed six for fast hacks, seven for hacks where trotting is the limit, eight for trekking and slow tracks. Larger numbers 2 escorts.*

National governing body

**British Horse Society
British Equestrian Centre
Stoneleigh Deer Park
Kenilworth
Warwickshire
CV8 2XZ**

**Tel: 01926 707700
Fax: 01926 707800**

KAYAKING / CANOEING

GENERAL

Canoeing/kayaking is a very popular activity for young people. It should not, however, be considered only as an activity carried out on still (placid) water on bright sunny days. It must be remembered that even in summer, water can remain cold, and prolonged and repeated immersion can be dangerous. This activity can also involve hazardous, yet stimulating, activity on white water or on the sea surf. Within the sport, there are separate validation schemes for open Canadian canoes and for kayaks.

Instructor qualification

Due to the variety of locations where this activity can take place, and that there are two types of craft the array of instructor qualifications is complex. The grid below will outline these as appropriate. **NB THE INSTRUCTOR AWARD *MUST BE IN THE DISCIPLINE BEING TAUGHT.***

| <i>Location of Activity</i> | <i>Instructor Award</i> |
|---|---|
| Very sheltered inland water | - BCU Level 1 coach (under supervision of higher level coach) |
| Sheltered inland water | - BCU Level 2 coach |
| White water (grade II) | - BCU Level 3 coach |
| Advanced white water | - BCU Level 4 coach |
| Large loch journeys (open) | - BCU Level 4 coach |
| Sheltered tidal waters eg. estuaries with no strong currents | - BCU Level 2 coach |
| Sea journeys in moderate surf | - BCU Level 3 sea coach |
| Advanced sea | - BCU Level 3 sea coach with 5 star |
| Surf canoeing | - BCU Level 4 sea coach |
| Advanced surf > 1m | - BCU Level 3 surf coach |

Leadership

Good leadership and organisational qualities are extremely important. Leaders must be familiar with local conditions and be aware of local hazards.

Safety points

- *Participants should be confident in the water and it is highly desirable that they can swim.*
- *Participants must wear a helmet in any circumstances where the risk of head injury is possible and a buoyancy aid conforming to SBBNF standards at all times.*
- *Canoes must have adequate fixed buoyancy at each end, with appropriate toggles and deck lines when used on the sea.*
- *Canoes and buoyancy aids must be buoyancy tested annually, with records kept.*

- *Under most conditions the leader will be first on and last off the water.*
- *Participants must wear clothing appropriate to water and weather conditions.*
- *Leaders should carry emergency and rescue equipment appropriate to the trip.*
- *When canoeing in open sea areas, the Coastguard must be fully informed of the trip.*

Staffing ratio

Flat water: There must be at least one leader to a maximum of 8 young people.
1:12 when Canadians are paddled double.

Rapid water: There must be at least one leader to a maximum of 6 young people.

Sea water: There must be at least one leader to a maximum of 6 young people.

Using Canadian Canoes

These canoes require different techniques as only one paddle is used, and in some craft there may be groups of people together. However, the majority of the above recommendations will still apply.

- *In general terms each canoe should have a competent paddler with a Group/Leader in charge of no more than six boats on flat water.*
- *In fast or open water there should be one instructor per boat with novice paddlers.*
- *Participants should be fully briefed before any journey.*
- *On open water the provision of a powered rescue boat may be appropriate for safety matters.*

National governing body

British Canoe Union
Adbolton Lane
West Bridgford
Nottingham
NG2 5AS

Tel: 0115 982 1100
Fax: 0115 982 1797
Web-site: www.bcu.org.uk

MOTORSPORTS

GENERAL

All motor sport activities must be conducted by an appropriately qualified member of staff and on vehicles appropriate for the size, age and ability of the participants.

If using commercial providers, please ensure that they are approved by the relevant national association. If they are not, please ask the provider to complete Appendix 17 and return it to the Outdoor Education Adviser along with the relevant authority form (A1, A2).

Instructor qualification

Qualification would vary for different types of motor activity. Please contact the Outdoor Education Adviser for details on specific activities.

Safety points

All equipment must be checked prior to the session and must be in a serviceable condition appropriate for use. For quad bikes, there must be a cut-out switch and a lanyard that is worn by either the rider or supervising instructor.

Helmets and goggles, where used, must conform to the relevant safety standard: helmet BS6658 (or CEN equivalent) or higher, goggles BS4110 OZA (or CEN equivalent).

Long sleeves and long trousers should be worn at all times during the activity. Laces, if present, must be tied, not tucked in. Open-toed footwear, such as sandals, should not be allowed. Long hair must be tied back and tucked away.

Tracks should be designed so that there is a well protected safety area for riders to wait and all hazards near to tracks (trees, poles and steep banks) should be protected.

Emergency first aid facilities should be available within close proximity of the track.

Staffing ratio

Please contact the Outdoor Education Adviser.

National associations

Association of Racing Driver Schools (ARDS)

Association of Track Day Organisers (ATDO)

National Karting Association (NKA)

Motor Sports Association (MSA)

Auto Cycle Union (ACU)

NARROW BOATS

GENERAL

The leader is to maintain safe operation both of the boat and of equipment on the canal side.

Instructor qualification

Although there is no formal regulation in force with either the Waterways Board or Environmental Agency there are courses organised by the RYA for training and competency for handling such craft. A minimum qualification for taking groups on narrow boats therefore should be the "Inland Waterways Helmsman's Course.

In addition, it is recommended that leaders hold either a Basic Expedition Leadership Award (BELA), In- house training or similar as a minimum prior to organising residential ventures on narrow boats.

Safety points

- *The skipper has sole responsibility for the safe operation of the boat and as such while doing so should not have pastoral responsibility for the group.*
- *There should be sufficient buoyancy aids for all participants.*
- *Buoyancy aids must be worn when negotiating locks or on larger rivers with faster flows, wider banks or deep water.*
- *Access to side decks and roof should be restricted.*
- *Supervised and structured access to canalside equipment.*
- *Non-slip footwear to be used.*
- *Boats must comply with the Boat Safety Scheme certificate.*
- *Boats must be licensed with the BWB.*
- *Food hygiene certificate is highly recommended if any cooking is to be undertaken aboard.*
- *One member of the supervising team must hold a first aid certificate.*
- *All boats must have a stocked and relevant first aid kit.*
- *Personal hygiene should be observed when touching the deck, ropes, fittings, water, before eating or preparing food.*
- *Refer to the Boatmaster's Handbook for further information.*

Staffing ratio

Maximum of 12 people with a minimum of 2 adults.

National governing body

**Royal Yachting Association
RYA House
Romsey Road
Eastleigh
Hampshire
SO50 9YA**

Tel: 01703 627400

Fax: 01703 629924

OFF ROAD CYCLING *including MOUNTAIN BIKING*

GENERAL

This activity is becoming increasingly popular as more people own their own bikes, and centres increasingly realise the attraction and educational value of off-road cycling. It does, however, carry a high degree of risk and it is a false assumption that, because, a person can ride a bike they can do this off-road safely.

Due to the nature of this activity, it is essential that environmental damage is kept to an absolute minimum.

Instructor qualification

There is no nationally agreed qualification at the moment. However, possession of a local award, such as the English Schools Cycling Association Off-road/Mountain Bike Leaders award would be suitable.

Leaders planning to engage in this activity in wild country areas (mountain or trackless terrain) would be expected to have the same qualifications or experience as for leading walking groups.

Leadership

- *Leaders should be personally proficient and should have previous knowledge of any route selected.*
- *Leaders should have the technical ability to carry out basic repairs and carry an appropriate spares kit.*
- *Leaders should carry out a practical test of group ability and confidence prior to setting out.*
- *Leaders should establish group control systems before departure.*
- *Leaders will have a good knowledge of first aid and carry an appropriate first aid kit.*
- *Leaders should ensure the group comply with the Mountain Bike and Country Codes at all times.*

Safety points

- *Equipment should always be thoroughly checked by the leader prior to departure.*
- *All bikes should be in good working order, with particular attention paid to the brakes and wheel security.*
- *Helmets must be worn at all times and clothing should give full arm and leg protection.*
- *Good group management is essential.*

- *Care must be taken when passing horses or walkers.*
- *A route card must be left with an appropriate person who understands their role.*
- *Maximum group size 12.*

Staffing ratio

Group sizes should reflect the nature of the journey. There should be at least one leader to a maximum of 12 young people.

National governing body

In the absence of a national governing body, advice can be obtained from:

**The British Schools Cycling Association
G Greenfield
National Coach
157 Kingsclere Avenue
Weston
Southampton
SO2 9JR**

Tel: 01703 391286

**The English Schools Cycling Association
Sue Knight
c/o 21 Beohampton Road
Northend
Portsmouth**

Tel: 01705 642226

Fax: 01705 660187

**A mountain biking qualification is also offered by
Off Road Training Consultancy (OTC)
P.O. Box 1506
Sheffield
S6 2JZ**

Tel: 0114 231 0240

Fax: 0114 231 0240

e-mail: enquiries@otc.org.uk

Web-site: www.otc.org.uk

ORIENTEERING

GENERAL

Whilst orienteering normally takes place in a safe environment, it is essential that the person in charge of the group is aware of the teaching techniques to ensure that the educational and recreational benefits of the sport are fully realised.

Instructor qualification

The minimum qualification is the Teacher Leader Award of the British Orienteering Federation for Competition Orienteering.

Leadership

Leaders should have the ability to coach basic orienteering techniques, including the introduction of map and compass.

- *Be able to plan a course suitable for the ability of the group.*
- *Have a basic knowledge of producing simple orienteering maps in school and recreation grounds and similar locations.*
- *Have a knowledge of safety precautions.*
- *Know the requirements for using the ground - i.e. permission, insurance, conservation, etc.*
- *Have a knowledge of equipment, both personal and that required for an event.*
- *Be able to organise simple events for beginners and events for proficiency schemes.*
- *Know sources of help and advice, e.g. British Orienteering Federation, regional organisations and local clubs.*

Staffing ratio

For orienteering out of school grounds, there should be at least one leader to a maximum of 15 young people.

National governing body

British Orienteering Federation
Riverside
Dale Road North
Darley Dale
Matlock
DE4 2HX

Tel: 01629 734042

Fax: 01629 733769

ROCK CLIMBING - MULTI PITCH

GENERAL

- *Climbing on multi pitch climbs is associated with mountaineering in general.*
- *Climbing in these situations should normally be limited to summer conditions only, i.e. when snow and ice do not prevail.*
- *Multi pitch rock climbing is not considered to be practicable as a curriculum activity, though it may well feature as part of an advanced adventure package or via a specialist extra-curricular group.*

Instructor qualification

Mountain Instructor Award

Leadership

The quality of the leader's experience and knowledge is vital for the safety of all. They must possess:

- *a good knowledge of climbing techniques and equipment;*
- *a knowledge of procedures and etiquette;*
- *a knowledge of grades and the effects of adverse weather on these grades;*
- *a knowledge of safety procedures and practices;*
- *an ability to assess correctly the progression of young persons from seconding to belaying to leading.*

A leader must be capable of leading a route at least one full grade more difficult than the one used by young persons and must only instruct on crags with which they have experience.

This activity is not recommended for participants under the age of 14.

Safety points

- *Helmets must always be worn whilst climbing and when on top and below the crags.*
- *Harnesses must be worn. In the case where participants have no distinct waist, then a full body harness should be used.*
- *All equipment must meet current standards and must be thoroughly checked before use.*
- *Ropes which have 'held a leader fall' must be discarded.*
- *Young people must never be given total responsibility for their own or others safety and must never be required to protect the leader in a serious situation.*

- *Belay devices should be used for belaying.*
- *The practice of allowing a pupil under instruction to climb through should occur only in extenuating circumstances whereby not to do so would endanger the group.*

Staffing ratio

This will involve one leader to a maximum of two young people, or more commonly one leader to each young person.

National governing body

British Mountaineering Council
177-179 Burton Road
West Didsbury
Manchester
M20 2BB

Tel: 0161 445 4747
Fax: 0161 445 4500
e-mail: office@thebmc.co.uk
Web-site: www.thebmc.co.uk

ROCK CLIMBING - SINGLE PITCH AND CRAG

GENERAL

Rock Climbing is traditionally associated with mountaineering - in general though it is increasingly popular on lower outcrops and valley crags. There is also a trend towards more use of climbing walls in gymnasiums, which should be considered within the 'single pitch' context.

Instructor qualification

Single Pitch Award is the minimum requirement.

Leadership

Leaders must be able to demonstrate:

- *a good knowledge of climbing techniques and equipment;*
- *a knowledge of procedures and etiquette;*
- *a knowledge of grades and the effects of adverse weather on these grades;*
- *a knowledge of safety procedures and practices;*
- *an ability to assess correctly the progression of young persons from seconding to belaying to leading.*

A leader must be capable of leading a route at least one full grade more difficult than the one used by young persons and must only instruct on crags with which they have experience.

Safety points

- *Helmets must always be worn whilst climbing and when on top and below the crags.*
- *Harnesses must be worn. In the case where participants have no distinct waist (often the case with very young persons), then a full body harness should be used.*
- *All equipment must meet current standards and must be thoroughly checked before use.*
- *Ropes which have 'held a leader fall' must be discarded.*
- *Young people under instruction must not climb routes beyond a 'severe' classification unless under the supervision of an instructor holding an M.I.A, M.I.C or A.B.M.G. qualification.*
- *Young people must never be given total responsibility for their own or others safety and must never be required to protect the leader in a serious situation.*
- *Belay devices should be used for belaying.*

Staffing ratio

There must be at least one leader to a maximum of 6 young people, though 2 or more adults are recommended so that one can supervise those not climbing.

Artificial Climbing Walls

Please note that all of the above requirements, including the wearing of helmets throughout the activity, apply equally to artificial climbing walls as well as natural crags for both school and youth & Community Education groups (including Duke of Edinburgh's Award groups).

National governing body

**British Mountaineering Council
177-179 Burton Road
West Didsbury
Manchester
M20 2BB**

**Tel: 0161 445 4747
Fax: 0161 445 4500
e-mail: office@thebmc.co.uk
Web-site: www.thebmc.co.uk**

ROPE COURSES/ZIP WIRES

GENERAL

Rope courses and zip wire problems are frequently used as a package of activities for a range of purposes e.g. communication, team building, initiative training, confidence building etc. They use a variety of environments. Structures should always be fail-safe, and before a runway is constructed the precise purpose, nature of use and potential hazards need to be carefully considered. Considerable experience in construction is required.

Instructor qualification

Single Pitch Award or 'site specific' qualification.

Leadership

- *Leaders must rely extensively upon common-sense and knowledge and the skills and equipment borrowed from the more well-established activities.*
- *The leader/instructor must be prepared to intervene should a potentially dangerous situation develop.*
- *Supervision should be adequate to ensure that all students can be helped if necessary and only one participant should be engaged on each rope course element/zip wire at one time.*
- *Leaders must ensure that no pressure is placed upon participants to race against the clock or against each other.*

Safety points

- *Permanent structures should be constructed only with expert advice and should be subject to regular inspection to detect wear and deterioration. These inspections should be recorded in the appropriate log.*
- *Suitable clothing must be worn and attention needs to be drawn to the dangers of wearing jewellery or not having long hair tied back or covered.*
- *Participants should be protected by safety lines where appropriate and if the activities are run concurrently, there should always be sufficient staff available to enable the pupil on the runway to be supervised as well as the others.*
- *Adequate precautions such as the provision of a soft landing area should be taken to safeguard users.*
- *Boots and helmets should be worn at all times when on or near the equipment.*

Staffing ratio

If both activities are run concurrently, at least two leaders should supervise this activity with one concentrating on the participant on the zip wire and the other supervising all others.

National governing body

There is no National Governing Body but advice may be obtained from:

**The National Association of Assault and Rope Courses
Burnbake House
Rempstone
Corfe Castle
Wareham
Dorset
BH20 5JH**

SAILING

GENERAL

Dinghy sailing is a popular and well-established stimulating activity for people of all ages. It provides a variety of opportunities from simply recreational to racing to cruising on various types of water location.

| | | |
|--|---|---|
| <i>Instructor qualification</i> | | Recommended that all sessions be supervised by a Senior Instructor. |
| For inland waters | - | RYA Inland Instructor |
| Sea/tidal waters from harbour or beach | - | Instructor Coastal |
| Coastal journeys | - | Advanced Instructor Coastal (with tidal endorsement) |

NB The above qualifications need to be relevant to the craft being used, i.e. dinghy or keelcraft.

Leadership

The leader should ensure the appointment of an 'officer of the day'. The officer of the day should, ideally, be an RYA Senior Instructor whose responsibilities include:

- *conduct and safety of all concerned;*
- *ensuring a safety boat is available and can be manned by 2 competent adults;*
- *checking the prevailing conditions;*
- *ensuring the suitability of boats and equipment;*
- *ensuring responsible adults are proficient in first aid, including artificial respiration and treatment for hypothermia;*
- *party members are confident in the water.*

Safety points

- *All participants should be confident in the water.*
- *Personal buoyancy to an approved standard must be worn when afloat.*
- *All boats must be equipped with appropriate buoyancy which should be tested annually, as should lifejackets.*
- *Non-slip footwear should be worn and participants need to be appropriately clothed for the weather conditions, including wind/water proof protective clothing.*
- *Recall signals must be rehearsed and used when groups are dispersed.*
- *All participants must be made aware of any local hazards.*

Staffing ratio

One instructor to six boats (1 : 6 Boats)

Never more than:

One instructor to nine students (1 : 9)

A senior instructor must always be present at any session.

National governing body

**Royal Yachting Association
RYA House
Romsey Road
Eastleigh
Hampshire
SO50 9YA**

Tel: 01703 627400

Fax: 01703 629924

SHOOTING ACTIVITIES

GENERAL

Airguns

- *Since there is no inspection or certification for airgun ranges the criteria to be used in the construction of such ranges is contained in the Joint Services Publication 403 Vol II (Range Construction) issued by the Ministry of Defence. Further details are available from the NSRA.*

Rifle Shooting

- *All cartridge ranges at schools will be associated with a school CCF Unit, and all cadet units in England are automatically affiliated to the NSRA.*
- *Ranges must have a Range Safety Certificate issued by the Military, and be maintained at the standard specified therein.*
- *It is strongly recommended that non-cadet (ie. civilian) shooting should take place as a Home Office club, (obtain a Form 124 from local police stations). Home Office approval makes obtaining supplies of ammunition or rifles much easier.*

Instructor qualification

Airguns

- *NSRA Youth Proficiency Scheme Air Rifle Instructor's Diploma.*

Rifle Shooting

- *CCF Range Safety Certificate under the supervision of a NSRA Range Conducting Officer.*
- *NSRA Range Conducting Officer with an Instructor's or Coach certificate.*

Leadership

- *It is essential that those responsible for the construction and conduct of shooting on airgun ranges should be competent and qualified to undertake the task.*
- *All shooting should take place under the supervision of a suitably qualified person over the age of 21.*

Safety points

- *Air guns of 0.177 or 0.22 in calibre are not to exceed the Home Office Muzzle Energy Limit of:*
 - a) *Air rifles 12ft/lbs (16.26j)*

- b) *Air pistols 6ft/lbs (8.13j)*
- *Indoor ranges the principal danger comes from pellets bouncing back from striking a hard or reflective surface therefore:*
 - a) *Ranges need to be a minimum of 25m, with targets set from a minimum of 10m from the firing line.*
 - b) *Pellet stops must be constructed from timber, low-grade plywood or soft particleboard.
Rigid material set at 45 degrees to deflect pellets downward to the range floor and a soft protective material placed below the deflector.*
 - c) *Materials for the floor covering include a heavy blanket of heavy sheet, sheets of rubberised horsehair 50mm thick backed with plywood, chipboard or similar material or finally softwood sheets built up to 50 – 75mm thick and backed up as a sub-paragraph (b) above.*
 - d) *Firing positions to be a minimum of 1m apart.*
 - e) *Lead – After each use pellets are to be removed and the range cleaned to prevent a build-up of lead contamination. Lead is to be disposed of as contaminated waste.*
 - f) *Pellet stop needs careful inspection to ensure that it will not cause bounce back.*
 - g) *Hygiene – The firers, as they handle lead pellets are to be instructed on the danger of lead poisoning and to observe strict hygiene in eating and drinking. Washing facilities should be available.*
 - h) *Care is required to ensure that there are not obstructions such as columns, partitions or fixtures near the line of sight at the firing position and 250mm above the line of sight at the target. Sides must provide a minimum of 500mm clearance from each flank line of sight.*
 - i) *A means of summoning assistance, ideally a telephone is to be available.*

Staffing ratio

Contact the Outdoor Education Adviser.

National governing body

**National Small-bore Rifle Association
Bisley Camp
Brookwood
Woking
Surrey GU24 0NP**

**Tel: 01483 485500
Fax: 01483 476392
e-mail: info@nsra.co.uk**

SKIING / SNOWBOARDING

GENERAL

Skiing/Snowboarding are unusual amongst the major adventurous activities insofar as the vast majority of group visits are either to an artificial slope, or taken as part of a package organised by reputable tour operators. Skiing/Snowboarding are, particularly for the beginner, a very physically demanding sport requiring high levels of endurance, strength and mobility. A course of special fitness training is strongly recommended prior to such a visit.

Instructor Qualifications

For skiing/snowboarding on the piste instructors should hold an appropriate Instructors award issued by British Association of Snowsport Instructors (BASI) for the relevant discipline (skiing or snowboarding). If working abroad, an instructor's award issued in that country would also be appropriate.

On artificial slopes the instructor should hold the Artificial Slope Instructors Award for the relevant discipline (skiing or snowboarding).

For ski-mountaineering the instructor must hold the Snowsport Scotland Mountain Ski Leader Award.

For Alpine skiing/boarding off-piste the instructor must hold the relevant Snowsport Scotland, BASI or local off-piste ski leader award/endorsement.

Party Leaders

Staff must not supervise skiing/snowboarding unless either:

- They hold one of the relevant instructor qualifications listed above, or
- They hold the **Alpine Ski Course Leader Award** for the supervision of **skiing** or the **Snowboard Leader Award** for **Snowboarding**.

****Please note that these awards are not interchangeable. If a leader holds the ASCL they may only supervise skiing, not snowboarding, and vice versa.***

- *Party leaders are strongly advised to have attended the Ski Course Organiser course prior to leading any skiing/snowboarding visit.*
- *The party leader must be aware of the educational opportunities presented by a skiing course abroad and use them to the full. Members of staff accompanying skiing groups abroad must accept that they are given a supervisory place to be on duty 24 hours per day.*

The party leader should, before leaving the UK:

- *Refer to all parts of this document;*
- *Select a country and resort which suits the aims of the course and the age and ability of the group;*
- *Check on suitable clothing for skiing and evening wear.*

At the resort:

- *Supervise the fitting of skis, boards and boots and check the bindings. Ensure that equipment is appropriate to the age, ability and physical size of the group. Small and light participants will need wider boards to compensate for their higher centre of gravity.*
- *Leaders and their assistants **must not** adjust bindings, but report problems immediately to resort ski technicians;*
- *See that lesson groups meet on time;*
- *Leaders and/or assistant leaders must be available on the slopes when lessons are taking place and meet their groups at the end of lessons. This generally means that leaders should not take part in lessons themselves unless the times are exactly those of the group;*
- *Run a daily clinic to treat minor injuries;*
- *Know the whereabouts of all the group, all the time.*
- *Be aware of accident procedure and have a cash float to cover likely costs (these costs are possibly refunded through insurance later). The cash float may well have to cover damage to the hotel, loss of skis etc.*

Safety points

- *No young persons should be allowed to ski alone or outside marked trails.*
- *Skiing must be supervised by qualified personnel and all other snow activities must be carefully monitored.*
- *Young people must be clearly informed of meeting times, procedures for tours and chairlifts and all other rendezvous and safety procedures.*
- *Appropriate equipment must always be used and care must be given to appropriate clothing and personal wear such as goggles and sunscreens.*
- *Consideration should be given to the wearing of helmets for skiing/snowboarding. Some countries insist upon helmets being worn. In this case local laws must be obeyed. The Authority endorses the view of Snowsport Scotland that helmets should be worn in the following circumstances:*
 - a) *Where participants are under the age of 8;*
 - b) *Participants aged 8-18 where snow conditions are described by resort reports to be hard packed or icy and when snow cover is reduced to a level where pistes are described as other than complete.*
 - c) *Adults should give consideration to wearing helmets in the same conditions.*

When helmets are worn they should comply with the following specification: BS/EN 1077/1996.

Staffing ratios

For organised ski lessons, one instructor to a maximum of 12 young people should be considered the ideal ratio.

National governing body

**Snowsport England
Area Library Building
Queensway Mall
The Cornbow
Halesowen
B63 4AJ**

**Tel: 0121 501 2314
Fax: 0121 585 6448
Web-site: www.snowsportengland.org.uk**

**Snowsport Scotland
Hillend
Biggar Road
Midlothian
EH10 7EF**

**Tel: 0131 445 4151
Fax: 0131 445 4949
Web-site: www.snowsportscotland.org**

**BASI
Glenmore
Aviemore
Inverness-shire
PH22 1QU**

**Tel: 01479 861717
Fax: 01479 861718
Web-site: www.basi.org**

SNORKELLING

GENERAL

Underwater exploration is a challenging and rewarding activity. Snorkelling serves as both an introduction to the complex skills of sub-aqua but is also a valuable activity in its own right. Snorkelling is best taught in either a heated swimming pool or in shallow, sheltered open water.

Instructor qualification

British Sub Aqua Club Snorkel Instructor Award

Leadership

Any leader of this activity should be personally proficient and ideally hold the R.L.S.S. Bronze Medallion or BSAC Life Saver Award.

Safety points

- *All equipment should be of good quality and conform where appropriate to the British Standards Institute Recommendations.*
- *Students must receive instruction in its correct use.*
- *Students must be competent swimmers and in open water should operate in pairs.*

Staffing ratio

There must be at least one leader to a maximum of six young people.

National governing body

**The British Sub Aqua Club
Telford's Quay
Ellesmere Port
South Wirral
Cheshire
L65 4FY**

**Tel: 0151 350 6200
Fax: 0151 350 6215
Web-site: www.bsac.com**

SUB AQUA

GENERAL

Underwater exploration provides a challenging recreational activity. Often young people begin their interest by being introduced to snorkelling in safe conditions. As with all water-related activities there are basic safety requirements which need to be followed. Participation in sub-aqua activities should be restricted to those who have completed or undertaken a recognised course of training. There are a number of medical conditions such as epilepsy or diabetes, which will disqualify a person from this sport. In addition participants should not engage in this activity when suffering from colds, infection or fatigue and must never dive within 48 hours of flying.

Instructor qualification

British Sub Aqua Second Class Diver or Instructor.
Professional Association of Diving Instructors (Instructor) (Dive Master).

Leadership

The leader must be a fully experienced diver and must ensure that the participants are physically fit to engage in this activity.

Safety points

- *All equipment should be of good quality and comply with the current British Standards Institutes Specifications.*
- *Young people engaging in this activity should previously have mastered snorkelling techniques.*
- *Rescue and emergency procedures must be known and practised before participants are introduced to open-water diving.*
- *Should the activity involve the use of dry-suits and/or large capacity aqualungs, group leaders and participants must be especially vigilant about decompression accidents and problems.*
- *All information must be obtained when visiting a new diving site.*

Staffing ratio

Pool - At least one leader to no more than 2 young people.
Open Water Dives - One leader to 1 young person.

National governing body

British Sub Aqua Club
Telford's Quay
Ellesmere Port
South Wirral
L65 4FY

Tel: 0151 350 6200
Fax: 0151 350 6215

WINDSURFING

GENERAL

Windsurfing provides excellent opportunities for adventure which include the physical skills of co-ordination and balance which can be extensively developed by a programmed activity. A continuous scheme of learning is essential if progress is to be ensured. Serious consideration must be given to the appropriateness of the equipment used and the weather conditions prevailing.

Instructor qualification

Inland - Instructor level 1 inland

Sea/Tidal - Instructor level 1 open sea

Leadership

- *The Leader should be an extremely proficient windsurfer in their own capacity.*
- *They must check the prevailing conditions, the suitability of boards and equipment and ensure the availability of the safety boat.*
- *Particular attention should be paid to the match between boom height and sail size for individuals.*
- *Simulators when used on land should be low and stable and meet R.Y.A. standards as should all other equipment.*
- *Ideally Leaders should possess the R.Y.A. Windsurfing Instructors Certificate and any other assistants should be working towards this.*
- *Instructors should also hold the R.L.S.S. Bronze Medallion and be proficient in rescue and recovery techniques appropriate to the venue.*
- *Leaders must be familiar with the causes, symptoms and treatments of hypothermia. The group leader and all instructional staff should be First Aid Certificate holders.*

Safety points

- *Approved buoyancy aids should be worn at all times.*
- *The supervising leader must ensure equipment is appropriate for the type of water and skill levels of participants.*
- *A suitable safety boat must always be present when learners are on the water (crew of 2 advisable).*
- *Where this activity takes place in tidal conditions, safety boats should be manned by two people.*
- *Local knowledge and advice should be sought in order to increase the awareness of prevailing conditions.*

- *The experience of the participants needs to be considered in relation to prevailing weather and water conditions.*
- *An introduction to self-rescue techniques early in the learning process is required.*
- *Participants need to be made aware of particular dangers, especially offshore winds and tides.*
- *The area, which can safely be engaged in for this activity, should be well-known to all participants.*
- *Wet suits should be worn at all times, and in cold conditions windproof protective clothing should be added.*
- *Teaching Boards should be selected for stability and toughness rather than performance. Small teaching sails are recommended. Beginners are best tethered whilst learning initial skills. 30 metre lengths of 6 or 7mm line should be used.*

Staffing ratio

This will depend upon the standard of the participants. For beginners staffing ratios need to be low and must never be more than six young people to each leader. For more competent windsurfers the following is recommended.

Inland Water - At least 2 leaders to a maximum of 10 young people.

Tidal Water - At least 2 leaders to a maximum of 8 young people.

National governing body

**Royal Yachting Association
RYA House
Romsey Road
Eastleigh
Hampshire
SO50 9YA**

Tel: 01703 627400

Fax: 01703 629924

WINTER MOUNTAINEERING

GENERAL

- *Winter gully climbing is an extremely serious undertaking.*
- *Anyone intending to undertake this activity, with others, must have extensive personal experience and have undergone previous training in winter conditions.*
- *This activity is considered impracticable as a curriculum activity.*

Instructor qualifications

Mountain Instructor Certificate

Leadership

- *Personal knowledge of the route involved under the conditions likely to be encountered is recommended.*
- *Must be fully conversant, and proficient in ice axe techniques both for moving and arrest of self and others.*
- *Must be conversant with current techniques.*

Safety points

- *Young people must be competent and experienced climbers themselves.*

Staffing ratio

At least one leader to a maximum of 3 young people.

National governing body

British Mountaineering Council
179-179 Burton Road
West Didsbury
Manchester
M20 2BB

Tel: 0161 445 4747
Fax: 0161 445 4500
e-mail: office@thebmc.co.uk
Web-site: www.thebmc.co.uk

INTRODUCTION

In the following section you will find notification forms for:

- *School/College residential visits;*
- *Youth and Community Education off-site activities and trips;*
- *Duke of Edinburgh's Award ventures.*

A1

NOTIFICATION OF SCHOOL/COLLEGE VISIT FORM

School/College DfES No.

Contact Address

Telephone Fax No.

Date of Departure / / Date of Return / /

| Number in Party (by age group) | Year | R | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | TOTAL |
|--------------------------------|------|---|---|---|---|---|---|---|---|---|---|----|----|----|----|-------|
| | Boys | | | | | | | | | | | | | | | |
| Girls | | | | | | | | | | | | | | | | |

Accommodation Address

Telephone Email or Fax

Aim or Purpose of Visit

Activity Centre Licence Number (if appropriate) N/A

Mode of Transport Operator or Tour

Hire Agreement in Place YES / NO Company Name & Tel:

| Staff | First Name & Surname | M/F | Qualifications | First Aid (✓) | Leader (✓) |
|-------|----------------------|-----|----------------|---------------|------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

* Please also list Non-Teachers or Volunteers who may be used as Assistant Leaders/Instructors.
 * Please list overleaf or enclose Programme of Activities.

I/We certify that (please tick all sections that apply):

| | | |
|----|---|--------------------------|
| 1. | Parents have been fully informed and have signed the consent form | <input type="checkbox"/> |
| 2. | The visit has the approval of the School Governors | <input type="checkbox"/> |
| 3. | All monies collected and accounts will be subject to audit | <input type="checkbox"/> |
| 4. | The appropriate sections of Guidance for the Conduct of Educational Visits and Adventurous Activities have been read by all adults accompanying the group | <input type="checkbox"/> |
| 5. | A preliminary visit has been made to the area/all available information on the area has been obtained and a written risk assessment has been completed and forwarded to the LEA | <input type="checkbox"/> |
| 6. | Additional insurance has been arranged | <input type="checkbox"/> |

Signature (Party/Leader)
 Date

Signature (Head/Principal)

| For Office Use | |
|----------------|----------------------|
| Rec'd | <input type="text"/> |
| Adv | <input type="text"/> |
| Ref | <input type="text"/> |

To be returned to: Outdoor Education Adviser, Beaumanor Hall
 Woodhouse, Loughborough, Leics, LE12 8TX
 Tel: 01509 890119 Fax: 01509 891021

TO BE RECEIVED
6 WEEKS PRIOR
TO VISIT

A

**FOR SCHOOL LED ADVENTURE
 ACTIVITY PLEASE COMPLETE
 REVERSE**

A1 Cont.

Are you leading an adventurous activity?

YES

NO

Activity

Venue/accommodation address if appropriate:

| | | | |
|----|--|---|--|
| 1. | |  | |
| | | | |
| 2. | |  | |
| | | | |
| 3. | |  | |
| | | | |
| 4. | |  | |
| | | | |

Activity locations to be used:

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

Staffing Information:

| Persons leading the activity (first name and surname) | Relevant National Governing Body Qualification | Date of Award | Expiry | LEA Leadership Category |
|--|---|---------------------|--------|-------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

I/We certify that:- (Please tick all sections that apply)

| | | |
|----|--|---|
| | | ✓ |
| 1. | Technical equipment used is fit for purpose | |
| 2. | Participants have relevant personal protection equipment | |
| 3. | A preliminary visit has been made to the area/all available information on the area has been obtained and an activity specific risk assessment has been completed and forwarded to the LEA | |
| 4. | This venture will be operated within the guidance laid down in the Adventurous Activity Guidelines for Safety and Good Practice and conform to guidance in the Guidance for | |

Educational Visits and Adventurous Activities

A2

NOTIFICATION OF YOUTH AND COMMUNITY EDUCATION OFF SITE ACTIVITIES AND TRIPS

TO BE COMPLETED AND SIGNED BY LINE MANAGER PRIOR TO VISIT

This form must be completed and returned to the Area Youth Officer **6 weeks** prior to activity taking place. The form on the reverse side must be filled in for each activity.

| | | | | | |
|--------------------------------|------|-----------------------------|---|----|-----|
| DfES/Centre No. | | Area (please circle) | N | S | W |
| Establishment | | | | | |
| Address | | | | | |
| Venue | | | | | |
| Description of Activity | | | | | |
| Date of Activity | From | / | / | To | / / |

| | | | | | | |
|-----------------|--|------|----------------------------|--|-----------------------|--|
| Duration | | days | Time Leaving Centre | | Time Returning | |
|-----------------|--|------|----------------------------|--|-----------------------|--|

No. in party:

Participants: male female **Leaders:** male female

| | | | | | | | |
|------------------------------|----|----|----|----|----|----|-----|
| Ages of Participants: | 12 | 13 | 14 | 15 | 16 | 17 | 18+ |
| Male | | | | | | | |
| Female | | | | | | | |

Transport arrangements (eg. coach/minibus)

Permit 19 (see guidelines) YES NO

| | |
|-----------------------------|---------------------------------|
| If using minibus: | |
| Names of drivers | Date passed minibus test |
| | |
| | |
| Cost to Participants | Cost to Leaders |
| £ | £ |

Name and contact for responsible person who remains at base/home who holds all relevant information for this trip, ie. names, addresses, medical information, routes etc.

| | | |
|----------------|------------|--|
| Name | Tel | |
| | | |
| Address | | |
| | | |


A3

NOTIFICATION OF DUKE OF EDINBURGH'S AWARD OFF SITE ACTIVITIES AND EXPEDITIONS

TO BE COMPLETED AND SIGNED BY LINE MANAGER PRIOR TO VISIT

This form must be returned to the Award Organiser within the following timescales. These are the minimum notification periods required to ensure correct processing of information:

| | |
|--|----------------------|
| Local Activity: | 4 weeks notification |
| Out of County or Residential Activity – In-scope: | 8 weeks notification |
| Out of County or Residential Activity – Out of scope: | 4 weeks notification |

| | | | |
|--------------------------------|--|---|--|
| Name of Group: | | DfES No. | |
| Address: | | | |
| Organiser/Contact Name: | |  | |

Please tick boxes **CITY** **COUNTY** **RUTLAND**

Nature of activity: **TRAINING** **PRACTICE** **QUALIFYING**

Level: **BRONZE** **SILVER** **GOLD**

Date of activity: From / / To / /

Duration days Time of leaving base Time returning

Participants: Male Female Leaders: Male Female



| | | | | | | | | |
|-----------------------------|--------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------------|----------------------|
| Age/s of Award Participants | Male | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Number in party | <input type="text"/> |
| | Female | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

| | | | |
|---|--|-----------------|--|
| Name of Supervisor Leading Party | | Card No. | |
| Name of Accredited Assessor | | Card No. | |
| Transport arrangements (eg. coach/minibus) | | | |

If using minibus:

| | | | |
|-------------------------|----------------------|---------------------------------|----------------------|
| Names of drivers | <input type="text"/> | Date minibus test passed | <input type="text"/> |
| | <input type="text"/> | | <input type="text"/> |

Name and 24hour contact details for responsible person who remains at home and who holds all relevant information for this trip, ie. names, addresses, medical information, route plans:

| | | | | |
|----------------|----------------------|--|----------------------|---------|
| Name | <input type="text"/> |  | <input type="text"/> | day |
| Address | <input type="text"/> |  | <input type="text"/> | evening |





This form must be completed for all activities. A separate page 2 is required for each in-scope activity.

A3 Cont.

ACTIVITY: WALKING CYCLING ON WATER HORSE RIDING

IS ANY PART OF THE ACTIVITY IN SCOPE? YES NO
If YES, submit route details and do not proceed until you have received written permission)

Area/Accommodation Address/es, including grid reference:

| | | | | | | |
|--|-------------|--|-----|--|---|--|
| | Dates from: | | to: | |  | |
| | Dates from: | | to: | |  | |
| | Dates from: | | to: | |  | |
| | Dates from: | | to: | |  | |

If activity is provided by an organisation other than your own, please give their Activity Licence number

Staffing Information:

| First Name & Surname of all Leaders / Assistants | Post held | Relevant National Governing Body Qualification | Date of Award | Expiry |
|--|-----------|--|---------------|--------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

I/We certify that:- (please tick all sections that apply)

| | | ✓ |
|----|--|--------------------------|
| 1. | Parents have been fully informed and have signed the consent form | <input type="checkbox"/> |
| 2. | The visit has the approval of the school governors (if school based group) | <input type="checkbox"/> |
| 3. | All monies collected and accounts will be subject to audit | <input type="checkbox"/> |
| 4. | The appropriate sections of Code of Conduct for Educational Visits and for Adventurous Activities have been read by all adults accompanying the group | <input type="checkbox"/> |
| 5. | A preliminary visit has been made to the area/all available information on the area has been obtained and a risk assessment has been completed | <input type="checkbox"/> |
| 6. | Additional insurance has been arranged (business insurance for private vehicles) | <input type="checkbox"/> |
| 7. | This venture will be operated within the guidance laid down in the Leicestershire Expedition Guide and the Guidance for the Conduct of Educational Visits and Adventurous Activities | <input type="checkbox"/> |

Signature of Party Leader

Signature of Manager

Date


Please return to: Award Administrator
Youth & Community Education
Room G16, County Hall

For Office Use:

**NOTIFICATION OF DUKE OF EDINBURGH'S AWARD
PHYSICAL RECREATION/SERVICE SECTION**

Name of D of E Participant:

Address:

| | | |
|----------------------|---|----------------------|
| <input type="text"/> |  | <input type="text"/> |
|----------------------|---|----------------------|

D of E Group Base:

Group Leader Name:

Contact Address:

| | | |
|----------------------|---|----------------------|
| <input type="text"/> |  | <input type="text"/> |
|----------------------|---|----------------------|

Activity to be undertaken:

Commencing when (*date*):

Level of adult/leader qualification appropriate to this activity:

Adult/leader experience of activity:

Please return to:
Award Administrator, Youth and Community Education, Room 18, County Hall,
Glenfield, Leicester, LE3 8RF,
prior to commencement of activity

PARENTAL & MEDICAL CONSENT FORM

The group leader must take this form (or a copy) on the activity

School/Organisation

1. Details of Visit:

Visit to:

From (date & time):

To (date & time):

I agree to my son / daughter / ward:

Full Name

Taking part in the above-mentioned visit and, having read the information sheet, agree to his/her participation in the activities described. Having read the information sheet I declare my child to be in good health and physically able to participate in all of the activities mentioned. I acknowledge the need for good conduct and responsible behaviour on his/her part.

2. Medical Information about your Child:

- (a) Does your son / daughter suffer from any conditions requiring medical treatment, including medication?

YES / NO

If yes, please give brief details:

- (b) Please outline the type of pain/flu relief medication your child may be given if necessary:

- (c) To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

YES / NO

If yes, please give brief details:

| |
|--|
| |
| |

Appendix 1 Cont.

(d) Is your son/daughter allergic to any medication?

YES / NO

If yes, please give brief details:

| |
|--|
| |
| |

(e) When did your son/daughter last receive a tetanus injection?

| |
|--|
| |
|--|

(f) Please outline any special dietary requirements of your child:

| |
|--|
| |
| |

I will inform the group leader/headteacher as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

3. Insurance Cover

I understand that the visit is insured in respect of legal liabilities (third party liability) but that my child has no personal accident cover unless I have been specifically advised of this in writing by the organiser of the visit.

I also understand that any extension of insurance cover is my responsibility unless advised differently by the organiser of the visit.

4. Emergency Contacts

I may be contacted by telephoning the following numbers (please include **all** persons with legal responsibility for the young person):

Name:

| |
|--|
| |
|--|

Tel. Home:

| |
|--|
| |
|--|

 Work:

| |
|--|
| |
|--|

 Mobile:

| |
|--|
| |
|--|

Name:

| |
|--|
| |
|--|

Tel. Home:

| |
|--|
| |
|--|

 Work:

| |
|--|
| |
|--|

 Mobile:

| |
|--|
| |
|--|

Name:

| |
|--|
| |
|--|

Tel. Home:

| |
|--|
| |
|--|

 Work:

| |
|--|
| |
|--|

 Mobile:

| |
|--|
| |
|--|

Name:

Tel. Home: Work: Mobile:

Appendix 1 Cont.

My home address is:

If not available at above, please contact:

Name:

Tel. No.:

Address:

Name, address and telephone number of family doctor:

5. Declaration

- I have read the attached information provided about the proposed visit and the insurance arrangements.
- I have noted where and when the youngsters are to be returned and I understand that I am responsible for getting my child home safely from that place.
- I am aware of the levels of insurance cover.
- I will ensure that any change in circumstances which will affect my child's participation in the visit will be notified to the organiser/headteacher prior to the visit.
- I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic and blood transfusions as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Signed:

(Parent/Guardian with legal responsibility for the young person)

Name:

(Please print)

Date:

130

Appendix 2

FIRE SAFETY

Checklist for fire precautions and evacuation procedures

- All premises with fire certificates should have fire routine notices and explain the emergency fire route

Obtain advice from the management on the means of escape available from the premises, including standing camps, and investigate ALL means of escape to ensure that they are adequate and unobstructed and, if there are locked doors, that they can be readily opened from inside.

- Always familiarise yourself and those in your charge with the alternative escape routes by physically checking them. A fire drill should be conducted as soon as possible after arrival. Identify the assembly point and ensure the whole party is familiar with its location.
- Check on fire alarm call point positions. Ensure that each member of the group knows where the nearest call point is located in relation to his/her room and arrange for the alarm system to be tested so that the members of the group can hear and recognise the alarm. If your room is too far from other members of the group or from an escape staircase or escape route, insist on being moved or changes made.

Outline of procedure in event of fire

- *In the event of an outbreak of fire on the premises, you should give priority to the evacuation of persons in your group and check that all are accounted for.*
- *Do not use the lift.*
- *On operation of the fire alarm systems, all members of the group should proceed in a calm and orderly manner to the pre-arranged assembly point.*
- *If it is safe to do so, you should check that those in your group have heard the alarm and are evacuating the premises.*
- *Check that all persons are accounted for by carrying out the full roll call as soon as possible at the assembly point.*
- *If any members of the group are found to be missing on roll call, report them immediately and without fail to the fire officer in charge at the scene.*
- *On no account should you, or any member of your group, re-enter the premises to locate or attempt to rescue missing persons after carrying out the procedure above.*
- *No-one should re-enter the premises until permission is given by the fire officer in charge at the scene.*

- *Special precautions against fire are necessary at standing camps, particularly during periods of dry, hot weather. Procedures must be established about conduct in the event of a fire.*

Appendix 3

USING COMMERCIAL CENTRES

CHECKLIST FOR USING A CENTRE

The following guidance is offered in the form of a series of questions which can reasonably be asked of a centre you may consider using:

1. **Recognition/accreditation**

- If providing in-scope adventurous activities, is the centre licensed by the Adventure Activities Licensing Authority?
- If not providing adventurous activities, is the centre recognised or accredited by either:
 - *the Local Education Authority?*
 - *Local Tourist Board?*
 - *A National Governing Body?*
 - *School and Group Travel Association (SAGTA)?*
 - *British Activities Holidays Association?*
 - *Association of Residential Providers?*
 - *Is the centre licensed to provide in-scope adventurous activities if provided*
- Where appropriate, is that centre/company bonded by ABTA and/or ATOL?

2. **Management and staffing**

- Is there a written policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for the safety and welfare of participants are competent to undertake the duties to which they are assigned?
- Does the centre take all reasonable steps to check all staff for criminal history and/or involvement in civil action for damage or negligence?
- Is there a clearly understood chain of command?
- Are there written operating policies for activities offered?
- Are all staff who lead groups qualified by the appropriate National Governing Body? If no National Governing Body exists does the Centre guarantee leaders have been appropriately trained?
- Is there a written staff list with names, ages and qualifications available?

- Will groups always have ready access at all times to a suitably qualified First Aider?

Appendix 3 Cont.

3. Equipment

- Is all equipment safe, fit for purpose, correctly sized and a good fit for individual participants?
- Where applicable does the centre guarantee that equipment meets the appropriate UIAA, BSI, BMIF, CEN (or other equivalent), nationally accepted safety standards?
- Is the equipment use and condition subjected to frequent checks, and the results recorded in an equipment log?

4. Health, safety and emergency policy

- Are there written accident and emergency procedures?
- Are all staff practised and competent in these procedures?
- Will there be a fire practice soon after arrival?
- Does the centre have adequate public liability and third party insurance?
- Is a copy of the current certificate available?

5. Accommodation

Not all establishments will provide residential accommodation, and on many occasions activities will include overnighting in simple accommodation such as tents, bivouacs, mountain huts and bunk houses. However, where permanent accommodation is provided at a centre, or where providers sub-contract this out, organisers should ask:

- Are there adequate provisions for the storage of clothes, rucksacks and other equipment?
- Are there washbasins (with H and C) with mirror for every 10 participants?
- Is there adequate heating?
- Do sleeping areas have at least one external window for ventilation?
- Are there separate male and female sleeping areas?
- Is there a drying room?
- Is there adequate provision for sick participants?

- Is there a bath or shower (with H and C) for every 15 people and one WC for every 10 participants?

Appendix 3 Cont.

- Are fire regulations fully observed?
- Is a fire safety policy in place?
- Is there a fire practice soon after arrival?

**Further advice can be obtained from the Outdoor Education Adviser,
Beaumanor Hall
Woodhouse
Leicestershire
LE12 8TX
Tel: 01509 890119
Fax: 01509 891021**

Appendix 3 Cont.**SAMPLE CONTRACTORS (PROVIDERS) QUESTIONNAIRE FOR RESIDENTIAL VISITS****Name and Address of Provider**

| |
|--|
| |
|--|

Address of Accommodation (if different from above)

| |
|--|
| |
|--|

Health, Safety and Emergency Policy / Procedures

| | |
|---|--|
| The provider complies with all relevant safety law including the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work regulations 1999. The provider has a health and safety policy, recorded risk assessments and written operating procedures, which are available for inspection. | |
|---|--|

| | |
|---|--|
| Accident and emergency procedures are maintained and records are available for inspection | |
|---|--|

| | | | | | | |
|-------------------------------------|-----------|--|-----------------|--|-------------------------|--|
| Qualified First Aiders are on site: | 24 hours: | | For Activities: | | Other (please specify): | |
|-------------------------------------|-----------|--|-----------------|--|-------------------------|--|

Insurance

| | |
|--|--|
| The provider has public liability insurance to at least £5 million | |
|--|--|

| | |
|--|--|
| The provider complies with the package travel regulations, including bonding to safeguard customer's money in case of provider financial failure | |
|--|--|

Please state to which organisations the provider is bonded, eg. ABTA or ATOL

Appendix 3 Cont.

| Accommodation | | |
|--|--------------------------|--------|
| The premises are covered by a current Fire Certificate and / or have been subject to a Fire Risk Assessment under the Fire Precautions (Workplace) Regulations | | |
| There are appropriate security arrangements to prevent unauthorised persons entering the accommodation | | |
| Any premises used abroad comply with local Health and Safety Standards | | |
| Vehicles | | |
| All vehicles and trailers are roadworthy and meet the requirements of the law | | |
| What qualifications do your minibus/coach drivers hold? eg. PCV, PSV or MIDAS | | |
| All vehicles supplied have sufficient seat belts fitted (and working) for the relevant group size | | |
| If using foreign coaches for transfers, that they conform to all local, national and international standards. The minimum requirement being that they hold an Operator's Licence, Fleet Insurance and Public Liability Insurance | | |
| If Adventure Activities are being Provided | | |
| Adventure Activity Licensing Authority Licence Number (with dates) | | |
| | | |
| Licensed Activities Relevant to this Visit | | |
| | | |
| Activities Not Covered by Licence Relevant to this Visit | | |
| Activity | Instructor Qualification | Ratios |
| | | |
| | | |

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |

Appendix 3 Cont.

| | |
|---|--|
| Equipment | |
| All equipment used is suited to the task, adequately maintained in accordance with statutory requirements and current good practice. Records are kept of maintenance checks. | |
| All equipment provided is appropriate, correctly sized and a good fit for individual participants | |
| Where applicable equipment meets the appropriate UIAA, BSI, BMIF, CEN (or other equivalent) nationally accepted, safety standards | |
| Staffing | |
| All staff who have access to young people are police cleared (CRB) | |
| The provider operates a policy, available for inspection, for staff recruitment, training and assessment, which ensures all staff are competent to undertake their duties | |
| Staff competencies for relevant activities are confirmed by possession of appropriate NGB qualifications at the level advised by that NGB | |
| Where in-house validation is used or NGBs do not exist, the provider confirms that such staff have individually had their competencies ratified by an appropriately experienced and qualified technical adviser | |
| There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants, formalised prior to visit | |
| If any of the above specifications cannot be met or are not applicable, please give details: | |
| | |

Are any activities contracted out? If so, please provide details:

Signed:

Position:

Date: