



Offsite Visits (Visit Operational) Procedure

The Value of Outdoor Education

Outdoor education, visits and offsite activities have great potential for enhancing the education and development of young people. This document is designed to ensure that such programmes are safe and well managed, showing the support that is available from the College and that staff appreciate what is expected of them. An essential element of good planning is to ensure the purpose has been clearly identified and followed through with detailed planning.

Outdoor Learning helps young people to:

- Promote a positive and knowledgeable response towards personal health and well-being;
- Extend their personal horizons through greater appreciation and understanding of the world and its peoples;
- Understand the need for sustainable relationships between people and their environment;
- Develop self-esteem, take personal responsibility, cooperate with and respect the needs of others;
- Enhance practical problem solving and team work skills.

Outdoor Learning is particularly effective when young people engage in well-planned experiences in small groups, with opportunities to reflect and build upon those experiences.

Equal opportunities

Visits (outdoor learning/field studies/adventurous activities) should be available and accessible to all who wish to participate irrespective of gender, religion, ethnic origin, social background or physical ability.

All students should be encouraged to participate in as wide a variety of visits and activities as possible whilst also being assessed as appropriate for their individual needs.

The Principal/EVC makes the final decision about which students have permission to be involved in all visits.

The legal framework

Health and Safety is a shared responsibility between the parties involved in managing any programme of work or specific activity. The level of responsibility relates to the level of control however ultimate responsibility rests with the employer.

The Ladies' College manages this responsibility as stated in this policy document, with an authorisation process for all offsite visits, will support staff in obtaining or updating required qualifications and, where necessary, will consult external advisors. All employees are required to adhere to this policy.

The Health and Safety at Work (General) (Guernsey) Ordinance 1987

The Ordinance of 1987 requires:

- a) the employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of his employees and others not in his employment (including school pupils and students); and
- b) every employee to take reasonable care of the health and safety of him/herself, other employees, and, in the case of educational establishments, pupils and students, and to cooperate with his employer in the implementation of health and safety requirements i.e. with this document.

The Ladies' College has adopted the UK Management of Health and Safety at Work Regulations 1992 for the purposes of this policy document. It requires that employers:

- produce a health and safety policy linked to risk assessment
- have in place systems for reporting accidents and incidents
- produce and implement risk assessments
- develop measures to control those risks including training and the provision of information
- appoint people to carry out specific tasks
- develop emergency procedures
- monitor and review procedures and practice.

The UK Health and Safety Executive "Five steps to risk assessment" is the advised model to be used and can be found at <http://www.hse.gov.uk/risk/fivesteps.htm>

Common Law

The Department expects that employees, who are responsible for young people, have a **duty of care** to the standard that is expected of their profession. This duty is continuous during any visit or offsite activity and cannot be delegated or passed on to the employer. The principle of being "in care" applies to all young people under the age of 18. Parental consent is therefore required for people under that age.

In addition, there is an expected **duty of care** on teachers and other professional staff as a consequence of the knowledge they are assumed to have of children and of specialised activities.

Common law indicates that the age of the young person and the nature and location of the activity are factors in determining the degree of supervision required. Staff should consider the known patterns of behaviour of particular children. Any action should be in line with developed and accepted practice.

This policy summarises the procedures that must be followed by The Ladies' College employees in the management of outdoor offsite activities, visits and outdoor education. The Visit Leader must ensure that organisations/centres etc outside of the Bailiwick, employed to deliver education/activities to groups from the Bailiwick, follow the procedures required by this policy document and as detailed in their final OA1 submission.

The Ladies' College: Visit Operational Procedure

Terminology

EVC	=	Education Visits Co-ordinator
VOP	=	Visit Operational Procedure
Establishment	=	The Ladies' College
Principal	=	The Principal of The Ladies' College
SED	=	States of Guernsey Education Department

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1. Visit Procedure

1.1 Categories of visits:

Three categories of activities and associated approval systems are identified. The first step in planning any visit is for the Visit Leader to establish which of these three categories applies to their visit. The ultimate decision rests with the EVC.

Cat	Profile of visit
A	<p>Visits, journeys and environmental studies within the island for which the element of risk is similar to that encountered in daily life e.g. farm visits, visits to sites of historic, commercial or cultural interest, most fieldwork, sports and leisure centre visits, journeys to theatre on own island base.</p> <p>All local walks except those listed in Category B.</p>
B	<p>Adventurous activities that take place within the island, with a greater potential risk and for which there is a Bailiwick system of Supervisor registration - except those activities listed within Category C.</p> <p>All shoreline/ beach activities</p> <p><u>Land-based Adventurous Activities</u> Archery, Bushcraft, Caving and mining, Camping, Cycling, Fishing, Horse Riding, Mountain and Moorland Activities, Orienteering, Rock and Indoor Wall Climbing, Skiing.</p> <p><u>Water-based Adventurous Activities</u> Body Boarding, Kayaking and canoeing, Open Water Swimming, Sailing and Power Boating, Snorkelling, Surfing,</p> <p><u>Walking</u> Guernsey - south coast path walks between Pleinmont and the Bathing Pools, Walking cross the causeway to Lihou Island. Alderney -south coast path walks between Telegraph Bay and Essex Castle. Herm - south coast path walks between Rosiere Steps and Belvoir Bay.</p>
C	<p>All residential courses on-island.</p> <p>All off-island visits. All adventurous activities as listed here: Rock climbing beyond the site specific climbing areas. Sea journeys by canoe or kayak beyond the noted sheltered bays. All cloistering activities.</p>

	<p>Coastal sailing journey and wind surfing beyond the noted sheltered bays. Open water sea swimming beyond the noted bay areas.</p> <p>All other sea activities.</p> <p>Any activity which falls within scope of the Adventure Activity Licensing Scheme.</p>
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1.2 In assessing the appropriate category in which to place an activity, the EVC will take account of the environment in which the activity will take place. An activity might be rated in a higher category if it takes place: in or near water; in winter conditions; on or near cliffs or steep terrain; in an area subject to extremes of weather or environmental change.

Visit Leaders undertaking offsite activities with young people or adults, as part of their employment, **must** follow the system of approval outlined on pages.

Please note the following key points, allowing yourself enough time to plan:

- a) Any activity where the cost is £700 or greater requires approval from SLT, with a view to SLT reviewing this holistically in respect of cost to the family (linked to other trips available) value for money and educational benefit
- b) The EVC is required to give signed approval for category A activities.
- c) Category B activities may take place in potentially hazardous or remote environments and require specific skills, experience and safeguards in order to contain the risk to an acceptable level. These are generally referred to as adventurous activities. For all Category B activities, all external providers must be registered with the States' Education Department (SED). All Supervisors must operate within the limits as described by the SED and to the standards that are expected by the National Governing Body of the specific activity.

If the activity proposed is within the agreed limitations the EVC can give approval. If the activity is beyond these limitations approval must be gained from both the EVC and the Principal as a category C visit and with at least 4 weeks' notice.

- d) For all category C activities EVC approval must be gained before any commitment is entered into. Initial approval is sought using form *OA1*. Not all details will be known at this stage. The form can be completed after initial approval is granted and submitted again for final approval with *OA7*, risk assessment and all planning and preparation information that is necessary, with at least 4 weeks' notice.
- e) There is a separate system of approval for activities that take place as part of the Duke of Edinburgh's Award Scheme. In addition to this, all College D of E expeditions must comply with the College Visits Procedure policy, with risk assessments and activities being reviewed and approved by the Duke of Edinburgh Manager for the Bailiwick of Guernsey.

- f) It is possible for family and friends to share the travel and accommodation arrangements with an educational visit. They may also join in with certain activities in the programme. Their participation needs to be agreed by the EVC. Staff ratios must not be compromised. Adults must have current DBS checks. There must be adequate safeguards to ensure this arrangement will not compromise group management and it should be detailed in the risk assessment. Normally, an accompanying adult would have sole responsibility for the care of the child and not have direct responsibilities for the rest of the group.
- g) **All** additional people must be included on the OA1 form for final approval and preferably at the initial approval stage.
- h) If a student from another school (younger or older) joins the visit this needs specific approval from the EVC and the Principal, and this request needs to be made clear on the OA1 form. Where the age difference is significant from the group a separate risk assessment will need to be completed.
- i) Activities in the air (except commercial flying), all shooting activities and motorised sports are only permitted in exceptional circumstances approved by the EVC.

1.3 Official/non-school visit classification

1.3.1 Is the offsite visit an official school visit requiring EVC/Principal approval?

Questions to ask to assist with this decision:

1. Are College students participating?
2. Will there be a College employee accompanying/supervising the students?

If 'yes' to both of these then the following should be considered:

1. Has the letter of information to parents/students been written on College headed notepaper?
2. Was this letter given out at College?
3. Is the money paid by parents/students for the visit given in at College – paid into the College bank account?
4. Has the College paid any costs for the visit e.g. travel, transport, accommodation etc.?
5. Has the College administrative staff been used for any purposes associated with this visit?
6. Is College transport being used?
7. Is any of the organisational planning and preparation being completed in College time by College employees – with or without students?
8. Has College Journey Insurance been arranged for this visit?
9. Does the employee/s consider that they are accompanying this visit as part of their employment (about their master's business)?

Note that whether the visit takes place in 'school time' or not is not relevant.

If the answer to any of the above is '**yes**' it is likely that, under scrutiny, (in the event of an accident or incident) this would be considered a 'College visit' and so it should comply with the *College's Visit Operational Procedure*.

If the answer to all the questions above is ‘No’ it is possible that this may be regarded as a private arrangement by the employee with the students. If so, this further guidance is advised:

1. Best practice standard would be expected of the supervising adults and organisation providing the visit i.e. with reference to the *UK Employer Guidance* and the local *Department Visit Operational Procedure*.
2. The supervising adults are advised to consult their professional union with regard to their personal liability insurance.

2. Requirements for all visits:

2.1 Purpose of Visit

All Offsite visits must have a clearly defined purpose. The itinerary and choice of location, staff team and group will all complement and enable this purpose.

2.2 Child Protection

All adults who accompany offsite visits will have completed DBS screening with the College. The Principal’s PA is able to confirm the establishment DBS records.

For accompanying adults other than employees of The Ladies’ College the DBS check must be noted as completed with the Principal’s PA initials beside each staff name on form OA1. It is essential that this is confirmed at the earliest opportunity to permit sufficient time for any applications to be made and completed before the final approval application.

2.3 Visit Leader

The Visit Leader is the member of staff that is in charge of the visit; this includes the planning, preparation, approval and throughout the visit. During a visit there may be division of the group into sub groups with separate leaders but the I/C position of the Visit Leader remains.

There must be a College employee who remains with all offsite groups at all times – day and night. In the case of exchange visits, each student should have the contact details for a member of staff that is based locally at all times – day and night. Where a visit will include remote supervision, this must be included in the risk assessment, parents must have been informed in writing and have given written consent

The intended scope of this guidance note is in relation to offsite visits. *OEAP National Guidance* provides information on the underpinning legal framework of what the law requires for offsite visits. We follow the States of Guernsey Education Department’s interpretation of this in relation to non-delegable **duty of care**:

- During offsite visits the College and its staff will not transfer its **duty of care** to a third party provider.
- A member of the College staff will be the designated ‘Visit Leader and will be present during all offsite visits.
- Although College staff will not delegate their duty of care, they will delegate **technical responsibility** (where it is entirely appropriate for them to hand their students to a competent instructor to teach an activity, e.g. climbing).

- The overall **duty of care** for the students still remains with the College staff accompanying the students.
- College staff/responsible adults named on the *OAI* form, will accompany the group the whole time during higher risk or specified activities. This must be the case unless other supervision arrangements which are in the best interests of the participants have been planned and agreed (with the Visit Leader and the Provider) in advance.
- **The Visit Leader or their support staff/responsible adults will stop the activity if they feel it is unsafe/inappropriate.**
- Where appropriate, during lower risk activities at an approved multi-activity centre, College staff will remain onsite at an agreed location and in direct communication with the group.

2.4 Risk assessment

The Policy requires the Visit leader to complete a visit-specific risk-benefit assessment using the form *OA7*. Pre-prepared generic visit, activity or site risk assessment (available from the College Offsite folder on the T-drive and/or EVC) may be used to complement this; thus reducing the workload and benefitting from the experience of others. The States of Guernsey 'Out and About' guidance can be accessed by visiting the website <https://guernsey.itslearning.com/>. User ID is Barnesh01 and the password is Lad-1-es. When using generic risk assessments as part of the risk management for a visit the Visit Leader must provide signed copies of all assessments. The visit risk-benefit assessment needs to consider any significant additional risks i.e. the group (and specific individual needs within the group such as medical, social, behavioural), the environment, the time of year (weather, light etc.), the site (including any changes), the specific activity, the staff team (and other people/animals), the itinerary, and activities (are there higher risk adventurous ones?) etc. It is essential pre-visit preparation to identify anything that may cause harm, deciding who and how people might be harmed, evaluating this information and deciding on precautions or control measures and record this information on a risk assessment form. There always needs to be the option of reviewing and updating this information so it can be informed by learning and dynamic situations.

Dynamic (ongoing) risk assessment is required throughout all visits and the Visit Leader must make adjustments as needed; this is no different to normal practice during the usual teaching day.

2.5 Group List

This is a list of the names of all the group participants and staff. If the visit is 'out of hours' the Visit Leader will need emergency contact details for the entire group including the staff. Form *OA5* must be used or a computer-generated record file (available upon request from the Registrar).

The emergency contact details of all adults in the group will also be included on this form.

2.6 Ratio and Staff Team

The profile of the staff team should be considered and their relevant competence for the scope of the visit. The initial risk assessment for the visit that identifies the risks with specific attention to the individuals in the group will decide the ratio of staff: group that is needed. Older school students may have some supervision tasks with younger students but they cannot be included within the visit staff/student ratio.

Whilst over-18s are classed as adults and it is good experience for student teachers to accompany school visits, the staff team will generally be over 21 years of age.

2.6.1 Volunteers and other responsible adults

The EVC will be satisfied that the volunteers chosen are ‘responsible adults’. There may be a need for training and appropriate DBS checks if the volunteer could find themselves unsupervised with students. An **induction** into the College’s requirements and the specific requirements of the visit is essential. This must include:

1. A guide to behaviour management and talking to children and young people.
2. A guide to the supervision strategies used.
3. Who (and how, when, where) to report to, work with, and communicate with.
4. Exact roles and responsibilities.
5. An understanding of their **duty of care**.
6. A review of the relevant risk assessment documentation by all accompanying adults.
7. Any additional information according to the circumstances of the visit.

All adults accompanying Melrose trips are required to read and sign the risk assessment/s associated with the trip.

Note: It needs to be recognised that the investment of time and effort into this induction and training are significantly repaid in the support given and the quality and enjoyment of the visit.

The following ratios apply to the supervision of young people under the age of 18:

Category A:

A minimum ratio of 1 adult to 15 group members is required.

There may be occasions, particularly regarding the use of Bailiwick transport, journeys between school sites or within the neighbourhood of the school, where the above ratio may reasonably be increased as decided by the EVC, based on an assessment of risk. This has been agreed (Health and Safety minutes 9 October 2012) for sports lessons which take place at Beau Sejour and Footes Lane where a ratio of 1:24 is permissible.

Category B:

Ratios are advised for adventurous activities; please refer to the specific activity information.

Category C:

1 adult to 10 group members is the required minimum staffing for all off-island and/or residential visits. Any off-island visit must have a minimum of two accompanying adults (including the Visit Leader). There may be times e.g. higher risk activities (skiing, adventurous activities, etc.) when national governing bodies, good practice, or risk assessment require more staff than the outlined ratio; if you are unsure, discuss with the EVC).

Visits out of the UK need to ensure that the ratio meets the requirements of the countries visited.

All visits constituted with both genders will have a minimum of one female and one male member of staff. Single gender groups need to have at least one member of staff of the same gender.

Melrose operates trips on a minimum ratio of 1 adult to 10 group members for all category trips. The number of adults may be further increased with younger pupils or if the activity is deemed a higher risk.

2.6.2 Joint trips with Elizabeth College

Off-island trips constitute a significant aspect of the educational provision of both schools. This particularly, but not exclusively, applies to Sixth Form trips where subject-related trips often form important parts of A level courses.

Where students from both schools are on A level courses, subject-related 'joint trips' should be made available to both girls and boys. Wherever possible, the cost of such trips should be the same for students of both schools. There should generally be at least one staff representative* from each school on joint trips, with gender representation (e.g. female member of staff if girls on trip) as necessary.

As regards the planning and administration of joint trips, it is important that both schools –

- are part of the initial approval procedure
- are aware of which pupils will be involved on the trip
- are fully satisfied that the planning and paperwork for the trip has been properly completed before departure

With this in mind the following should take place:

- 1) Initial approval stage (ideally by last term of the preceding year): Trip approval forms (*EC OAI*) to have 'tick box' for other school approval which will be co-ordinated between Principals (liaising with respective SLTs as necessary). Provisional student names to be provided where possible. *Such trips will be entered onto the EC trips pre-planner.*
- 2) Interim stage: *It is the responsibility of the trip leader/staff representative to inform their respective schools of student names and dates of absences as soon as reasonably possible but at latest 3 weeks before the trip departs. It is also their responsibility to inform their schools if the trip is cancelled. Where there is no staff representative the EVC assumes this role.
- 3) Final approval stage (2 weeks before): The Educational Visits Co-ordinator (EVC) to confirm with other school's EVC that all paperwork is in place and raise any queries and/or specific issues relating to individual students. Student names must have been exchanged at this stage for final approval to be given.

2.7 Schedule

The approval submission (*OAI*) may be for one visit or a series of visits that are part of a programme. These details will be given in the approval submission. When the visit is within school curriculum time the associated scheme of work / curriculum information must be submitted with the approval.

2.8 Signed EVC Approval

For every offsite activity, the written approval of the EVC is required. For joint Ladies' College/Elizabeth College visits, the OA1 form must be signed by both principals (see *Joint Visits Protocol 2.6.2.*)

2.9 Establishment records

A record of each Category A, B and C visit approval will be retained by the College until 12 months after the date of return from the visit.

The Visit Leader should also retain a copy of the approval information for active reference during the visit, for her/his CPD file and to aid subsequent visit planning.

2.10 Providers

When external providers are used the **duty of care** remains with the establishment and during the visit with the Visit Leader. The Provider has the responsibility for the instruction/supervision/technical competence of the specific activities being provided.

The Group Leader should ensure that the Provider is given any information about the group that may be relevant for the quality and safety of the provision.

2.11 Appointed person for first aid

For Category A visits, a First Aid bag should be collected from College reception and taken on the visit. A First Aid qualification is not required. The OA5 (or equivalent) form lists the medical conditions of all students on the visit.

For category B and C visits, a named member/s of staff should be noted on the OA1 form. This person must be qualified with a current first aid qualification of one of the following:

- First Aid at Work/Emergency First Aid certificate
- Emergency first aid for Outdoor Activity Supervisors
- An alternative, equivalent qualification as determined by the EVC and approved by the Principal.
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- The EVC needs to be assured that the qualification is valid, this achieved by the Deputy
- Principal's signature on OA1.
- Please note that most supervisor qualifications in adventurous activities require a current 16-hour first aid qualification to be valid.
- A risk assessment informed by previous experience will identify if one or more first aider is required for a visit.

2.12 Preliminary Site Visit

Where possible, the Visit Leader should make a preliminary visit to the location if: The site is new to the Visit Leader. It is possible that there may have been significant changes since she/he was last there.

2.13 Itinerary

A copy of the specific itinerary must be included in the final visit approval submission. Parents must receive this as part of the informed parental consent, even for Category A visits.

2.14 Home / College communication

The *Offsite Visits Flowchart* (See Appendix 1) must be followed to ensure consistency in communication with parents and also within the College.

Only once initial approval of the visit is granted using form *OAI* may a letter be sent to parents/guardians giving initial details of the visit and requesting either full payment or payment of a non-refundable deposit and consent for their daughter to participate.

For Category B and C visits, a summary letter should only be sent following final approval using form *OAI* and must contain:

- Destination address and telephone number
- Dates, times and places of departure and return
- Name of travel company and travel arrangements
- Amount of pocket money
- Insurance cover arrangements Code of conduct expected
- Staff and helpers
- Staff emergency contact details and the contact details of the Emergency Base Contact at College.
- Clothing and any other equipment required e.g. mobile phone, charger and adapter
- Reminder of the requirement to update us if there have been recent changes to student health.
- Details of any Remote Supervision (see section 5.10) Final costs
- Arrangements for meals
- Passport requirements (if appropriate) Parents meeting (if appropriate)
- Parental permission if not already obtained

2.15 Emergency Contact Information

Visit leaders for all offsite visits must have an on-island 24hour Emergency Base Contact. This person must be part of the Ladies' College or Melrose Senior Leadership Team, or a member of the Board of Governors. This supporting 'on call' role ensures tasks that can be managed remotely will be dealt with (at least initially) by a single point of contact and without having to concern or distract the Visit Leader from their responsibilities of safe management and supervision of the group (during an incident or otherwise).

The complete Visit Approval folder/Day-trips folder (located in the office) must be immediately available (kept in portable paper and/or electronic form) to the Emergency Base Contact. This should include the following information:

Contact numbers of the Visit Leader and Deputy Leader (including landline contacts for hotels and third party providers etc.).

- Personal details of all on the offsite visit Consent forms
- Next of kin details

- Medical declarations
- Risk Assessments – generic & site specific Emergency Base Contact(s) in College, and (in the case of D of E) the Education Department.
- Insurance contacts (in cases where the College’s insurance policy has not been used – this must be agreed with the Bursar at initial approval stage).
- Itinerary
- third party provider detail
- Access to the College’s critical incident plan
- Overview of contingency plans via *risk assessments*.
- Registration numbers, passenger lists for each vehicle and route plan **if** the group is being driven by one of the accompanying adults in either their own or a rented vehicle.

2.16 Visit Closed Procedure

The Visit Closed Procedure for Category B and C visits is that the Visit Leader must inform the Emergency base Contact that the group has returned to the island safely. In the event that an off-island visit will be late returning, the Visit Leader must inform the Emergency Base Contact at the earliest opportunity in order to update them of the circumstances and estimated return time, ensuring that everyone on the trip is accounted for before making the call. In case of an incident, the College’s *Critical Incident Plan* may need to be engaged and contact made with the Principal. An *OA9* should be available to all accompanying adults on the visit and to the Emergency Base Contact.

Plan B or Contingency strategies should consider arrangements for liaising with insurance companies to establish in-principle agreements about difficulties which may develop whilst the visit is on-going or prior to departure. The Visit Leader must have access (directly or indirectly via the Emergency Base Contact) to sufficient funds and resources to be able to put into place a meaningful, appropriate and safe action plan. This may include use of a school purchase card (with a considered upper limit) or the Emergency Base Contact being able to access a purchase card with appropriate funds for emergency use on behalf of the Visit Leader. It may be necessary in certain circumstances to contact the bursar to ensure a higher temporary limit is in place for specific trips. Other possibilities may include using an agreed travel agent to make emergency bookings on behalf of the College in difficult situations (again, contact information/procedures should have been pre-arranged).

Weather (fog, high winds, snow, rough seas etc.), industrial action, terrorism, and technical problems have all impacted on school visits and need to be considered. Parents need to be kept informed of significant changes to the itinerary (pre-visit, this is the role of the Visit Leader; once departed, the Visit Leader should liaise with the EVC or emergency base contact to coordinate this communication).

In the case of an incident it is important that key phone numbers are not over-burdened with communication that could be managed separately. Visit Leaders are advised that at least one phone number is kept confidential as parents/others trying to get information can impact on necessary calls to emergency services and other agencies. This can make incident management difficult and subsequently increase the risks.

The Emergency Base Contact details are on form is on form *OA4*.

2.17 Accident and Incident reporting

All accidents and injuries (staff and students) should be reported on return to base in the usual manner (i.e. by completing an accident report form, available in the staff room) The EVC / Emergency Base Contact must be informed immediately of all categories of injuries that require hospital treatment and are required to be reported to HSE in compliance with the Guernsey Ordinance.

2.18 The Threat from Terrorism

The current global situation means that the possibility of being close to, or caught-up in, a terrorist attack is a risk faced by us all. Like all risks this needs to be kept in perspective and managed in a thoughtful and proportionate way.

When planning any visit, whether on or off the island, consider the likelihood of the destination, venue or transport hubs being at risk of a terrorist attack. The OEAP document *6k Visits and the threat from terrorism* and the Counter-terrorism Policing document *Run, Hide and Tell* should be read and their guidance integrated into risk assessments. Both documents are reproduced in the appendix.

2.19 Evaluation

All visits should be evaluated in proportion to the profile of the visit i.e. a tick box system for a half-day visit and a written report for a residential activity visit.

2.20 Inclusion

Every effort should be made to ensure that outdoor learning, offsite visits and Learning Outside the Classroom activities are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender, religion or any of the other protected characteristics. If a visit needs to cater for young people with special needs, every reasonable effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

There may be exceptional circumstances to consider that could lead an establishment providing an alternative opportunity for a student/s, this should only be explored if all reasonably practical measures have been taken to include that/those pupils (individual risk assessment may need to be undertaken).

2.21 Work flow for processing paperwork and letters associated with visits.

The administrative procedure for processing paperwork and letters is outlined in the *Offsite Visits Flowchart* (below). The flowchart is also available to staff via the *SharePoint*.

3. Category A Visits: Specific Information

3.1 Approval

To obtain initial approval, the Visit Leader must complete sections A, B and C of an OA1 form and follow the administrative procedure as outline in the *Offsite Visits Flowchart* (2.20). Final approval will be given on OA1 once the EVC is satisfied that all parents have been given the necessary information for the visit and acknowledged that they are aware of their child's participation.

3.1.1 Storage of documentation

The Visit Leader is responsible for ensuring that the *OA1* and all subsequent paperwork is kept in the on-island day-trips file in the office, in accordance with the *Offsite Visits Flowchart*, until a year after the trip returns.

3.2 Parental consent and medical information

Category A visits, do not require a specific parental consent. The Terms & Conditions note that:

"The parents authorise the Principal while in loco parentis or acting on behalf of a pupil, to take and/or authorise in good faith all decisions that safeguard and promote the pupil's welfare. Parents give consent to Category A visits (visits, journeys and environmental studies for which the element of risk is similar to that encountered in daily life) including regularly timetabled events such as lessons at Beau Sejour, Footes Lane Astro turf and Memorial Field and to after school activities provided by the College.

Parents must inform the College in writing if the pupil develops any known medical condition, health problem or allergy or will be unable to take part in games or sporting activities or has been in contact with infectious diseases."

OA1, 5 and 7 should be completed for all Category A visits and generic risk assessments should be in place for Category A off-site sports fixtures.

Parents should be informed directly about Category A visits IF particular clothing is required, the start and finish times are different to the usual schedule or the visit includes material which may be considered sensitive.

3.3 School curriculum Category A visits

The Visit Leader for all school curriculum offsite visits will normally be a teacher, unless approved by the Principal to have this responsibility.

3.4 Supervision of school groups in curriculum time

During school curriculum time this will be a teacher, unless approved by the Principal to have this responsibility.

3.5 Providers

When external providers are used the **duty of care** remains with the College and during the visit with the Visit Leader. The Provider has the responsibility for the instruction/supervision/technical competence of the specific activities being provided.

The Visit Leader should ensure that the Provider is given any information about the group that may be relevant for the quality and safety of the provision. Medical information on the OA4/OA5 forms should be available to share relevant/necessary information with the provider.

4. Category B Visits: Specific Information

4.1 Initial approval is to be sought from the EVC using Sections A-D of form OA1. Not all details will be known at this stage. Final approval will only be given once all sections of the OA1 have been completed (usually not less than four weeks before the visit date and in all cases subject to proof of informed parental consent). The EVC will approve the Category B activity if it is on-island by following the same system as for Category A. Where the EVC does not feel sufficiently competent to complete this approval the Principal should be consulted for assistance and/or this could then be referred to an outside consultant, such as the Duke of Edinburgh Award.

All of the requirements and guidance for Category A visits apply to Category B visit approvals.

4.2 Adventurous Activities

Category B activities may take place in potentially hazardous or remote environments and require specific competence and management in order to control the risk to an acceptable level. These are generally referred to as ‘adventurous activities’ and reference should be made to this section in this policy for further guidance.

4.3 Supervisor Competence

For all local Category B activities the Supervisor must hold the relevant qualifications, the qualifications must be current and the supervisor must judge themselves to be competent and capable to meet the required standards e.g. a member of staff that is qualified but who has not supervised students in the required capacity recently should ensure that they have taken steps to ensure they are competent such as shadowing another member of staff. All Category B activity Supervisors must operate within the requirements of this policy and to the standards that are expected by the National Governing Body of the specific activity. Qualifications and Training must be updated as required to ensure competence. Copies of relevant Supervisory qualifications and/or National Governing body guidelines should be included when seeking final approval by the Visit Leader.

4.4 Non-compliant Category B proposals

If the activity proposal is beyond the scope given in 2.1 and section 5, approval must be gained from the Principal.

4.5 Local Category B Education Department Registered Providers

Please refer to the Adventurous Activities section in the States of Guernsey Offsite Visit Procedures 2016.

4.6 Plan B

All Category B approvals must include a Plan B because the nature of all outdoor and adventurous activities is such that they are dependent on weather and environmental conditions. Plan A may therefore need to be cancelled at short notice. The staff should be prepared to continue with an alternative planned activity for the group. The Supervisor will have been included in the approved management ratio for the group during the offsite visit.

It is preferable for the group to do an alternative related outdoor activity. The same activity may be able to proceed at a lower level or at a different location.

The alternative for atrocious weather conditions may be indoor group team building activities.

This will need to be included in the information to parents.

4.7 Activity-specific informed consent

All Category B activities require visit specific parent-informed consent. This needs to be given in writing with sufficient notice for the parents to be able to discuss any issues arising with the Visit Leader. If a provider is used for the activity this information should be given in the information provided to parents.

4.8 Guernsey Sailing Trust

Sailing is a category B activity. The form *OA4 (sailing)* form will be used for parental consent. A teacher must accompany all school visits and preferably be in the supervisor / safety boat on the sea with the group.

5. Category C Visits: Specific Information

5.1 Initial Approval

For all Category C visits initial approval must be gained from the EVC before any commitment is entered into by the College. Initial approval is gained by submitting an OA1 form, sections A-H. Not all details will be known at this stage, e.g. pupil & staff numbers, dates & times, and costs may be approximate. It is essential that all adventurous activities and external providers are listed.

On receipt of form OA1 the EVC will consider the submission and confirmation of initial approval will be signed by the EVC or the proposal will be discussed with the Principal.

The Initial Approval may contain guidance for further action in preparation for final approval.

Only once initial approval is granted may a letter be sent to parents/guardians giving initial details of the visit and requesting either full payment or payment of a non-refundable deposit.

Off-island visits are subject not only to UK/Guernsey legislation and best practice, but also to the laws, regulations and customs of the country/ies of the trip (and any jurisdictions that are transited).

5.2 Further planning and preparation

Following Initial approval the Visit Leader will work with the EVC to complete the planning and preparation of the visit in compliance with the Education Department Policy and to ensure that all is completed within the required time limit.

Priority attention will need to be given to the planning as appropriate.

The Visit Leader and EVC will complete a visit risk management plan; the *mind map*, the *SED Out and About* website, *OEAP National Guidance Website*, generic risk assessments and checklists can all help with this process.

5.3 Staff Team

Staff should always be able to work within their confidence and competence on all visits, though extending their visit experience in stages.

The points made in Section 2 regarding the staff competence with experience relevant to the visit have a greater importance here. There should be a progression for staff with College visits prior to assuming responsibility as a Visit Leader. In addition appropriate confirmation may need to be sought from new staff when previous experience has been declared but is not known first-hand.

The EVC may be able to assist with contacts to U.K. local authorities.

5.4 Quality Badge scheme for providers

The *Learning Outside the Classroom* (LoTC) Quality Badge scheme has registration system that is available to all UK providers of educational visits. These include learning linked programmes, accommodation and transport. UK providers with centres located in Europe are also included.

The Ladies' College has agreed to normally use **only** Quality Badge registered providers, unless specifically approved by the Principal, for visits that employ a commercial company. If the visit includes adventurous activities then the *Adventuremark* accreditation is required.

The EVC and Visit Leaders can select a Quality Badge provider from the list of accredited providers on the LoTC website.

The provision for category C visits may be similar to that of a tour operator contracted to deliver transport, accommodation, itinerary programme or activities. The contract is with the College and care needs to be taken to check the contract that is signed.

Reference to their policy is essential.

All providers of adventurous activities must be licensed with the *Adventure Activities Licensing Scheme* (AALS) managed by the H.S.E. By following the link to the Licence Holders the activities that are licensed can be checked.

These providers will generally agree to the same provision in centres based in Europe.

All providers of visits beyond Europe need to be checked by the EVC.

5.5 Non-Quality Badge Providers

Where a proposed visit is outside of the VOP recommendation of using a LoTC Quality Badge provider (5.4) there remains an alternative route, in exceptional circumstances, for approval. This is not reproduced here but can be found in section 5.4.1 of the SED OVP 2016, available from the EVC.

5.6 Itinerary and risk assessment

The initial itinerary draft will inform the risk management process in the preparation and planning for the visit.

All of the itinerary needs to be risk assessed and the significant risks identified and considered. The States of Guernsey guidance relating to terrorist attacks ‘Off-Island Visits – Guidance in Respect of Terrorism’ should also be referred to when planning off-island visits. See Appendix 2.

The final risk assessment will be included in the final approval submission. All activities in the programme must be included in the risk assessment. Please refer back to the guidance in 2.4.

All management of general ‘life risks’ do not need to be included in the risk assessment unless they are considered to be significant, such as road crossings, dining out, traffic awareness, stranger danger etc. There is a reasonable expectation that the Visit Leader will manage these. Please do not include the management of these in the information submitted for category C approval.

A copy of the specific visit itinerary should be included in the final approval submission.

5.7 Total group information of staff/ adults/ young people/ children

Every person that will be with a Category C visit, or will be joining for any amount of time, must be included with the OA1 form Final Approval submission. For Initial Approval submission it may be more appropriate to include numbers only.

All staff, employees or volunteers must be named on the OA1 form.

All children and young people must be included in the total number of the group with the appropriate age range given.

It is possible for family and friends to share the travel and accommodation arrangements with a Category C visit. They may also join in with certain activities in the programme. Their participation needs to be agreed by the Principal and the details noted in the Final Approval submission.

The risk assessment must consider the age/experience of **all** children and young people participating in the activity programme of the visit, including the family of staff accompanying a visit. Staff ratios must not be compromised.

5.8 Travel and transport

All travel and transport that is included in the visit must be included on the *OA1* form (or separately in the itinerary if insufficient space) and the significant risks managed in the risk assessment. There is a reasonable expectation that licensed and registered transport companies will meet the necessary minimum standards. The Visit Leader and EVC will need to read the small print of all such providers.

If transport has been arranged by a Quality Badge holder you will not need to make any further check as they will have completed this.

5.8 Self-drive

All self-drive is an acknowledged significant risk. The information given on the EVC checklist needs to be noted and considered by the EVC at final approval. It may be necessary to consult the Principal prior to Final Approval.

Informed consent from parents is necessary by giving written information of the named drivers and the journey to be undertaken. The generic risk assessment can be made visit specific.

The EVC and Visit Leader needs to consider:

- the driver/s valid and appropriate driving licence (and that any medication or conditions they have won't impact on ability or the insurance of the vehicle – if in any doubt in advance of the visit, the drivers should get written assurance/medical from their GP as evidence that their condition/medication will not affect their ability to drive the vehicle with passengers);
- the previous experience of the driver/s for the task i.e. motorways, cities, minibus fully loaded, remote and rural countryside, European/UK etc. and how recent this was.
- the driving time for the route;
- the rest stops;
- that the driver/s have had sufficient rest prior to the drive i.e. not at the end of a busy working day;
- that the vehicle is fit for purpose and appropriate for the proposed task.

These are all checks that must be agreed with the EVC.

Individual schools and services will need to take appropriate steps to check the competence and currency of each driver in respect of their ability to drive such a vehicle safely when off-island. This is likely to include an assessment of recent driving of minibuses or similar vehicles within the recent past and the location(s) within which this took place.

Further information (including a „School Minibus Pre-Drive Safety Check“ and „The Minibus Code of Practice 2008“) can be found at www.rosipa.com

5.10 Accommodation

The provision of all accommodation must be checked using form *OA6 Accommodation* unless it is:

- arranged by a Quality Badge Provider
- licensed with the Adventure Activities Licensed Scheme (AALS)
- a U.K. YHA Youth Hostel
- noted on the SED *Out and About* website as approved
- from a reputable travel company or equivalent and approved by the EVC.

A copy of the completed OA6 form must be included with the final approval. Please contact the EVC if the provider cannot agree to all the points that are within their expected provision.

When providers are used for residential visits, the *Schools Travel Forum Assured Members System* completes regular audits to an agreed standard for the accommodation provided. For visits where the College arranges the accommodation there are no such assurances.

It is apparent that whilst the OA6 achieves only a limited check. Hotels are not necessarily appropriate for school visits, especially for groups aged less than 16 years old; indeed, many hotel managers are concerned regarding the security of school groups on their premises.

Careful consideration must be given to room arrangements which as far as possible should be away from any main areas of foot traffic and activity. Rooms should also be booked that are close to one another, ensuring the group is kept in a defined area. The Visit Leader should consider the locking of the rooms and teacher access so that students cannot restrict teacher entry.

The Visit Leader, when selecting accommodation, will consider using appropriate accommodation which may be a hotel, Youth Hostel etc.

It should be noted that Youth Hostels can have the following advantages:

- cheaper accommodation and meals
- authorised entry systems/better security re strangers on premises
- Child-friendly environment
- Child-friendly meal choices
- Self-catering or making own drinks if wishes
- Social areas for downtime rather than being in hotel bedrooms
- Games areas in some hostels
- Secure outdoor areas in many hostels
- Reductions at local visitor attractions
- Education for when students travel independently in the future.

5.11 Remote Supervision

The purpose for the inclusion of remote supervision in the itinerary will inform the approval. The Visit Leader and EVC will need to consider:

- the previous experience of the individuals, their age and competence,
- the staff knowledge and experience of the individuals, the staff profile,
- the location
- the staff knowledge of the location the time of day
- the restricted area
- the recall arrangement
- the staff deployment in the vicinity
- The key question is - does the proposal constitute “reasonable care”?

The plan for remote supervision on a visit needs to be included in the written information sent to parents e.g. “During the visit there are some occasions (highlighted with * above) when it is more appropriate to remotely supervise students. During these times we will expect that the girls:

- Stay with the geographical boundaries of the area identified by the teachers Be back by the time agreed and at the location agreed by the teaching staff.
- Remain in their buddy groups of 3 and 4s
- Should they become lost they should not wander aimlessly but stay together until the staff find them.
- Keep their mobile phones switched on and ensure they have the staff contact numbers including the area code in their phones.
- Behave in a sensible manner at all times
- On each of these occasions some staff will remain at an agreed location in case of difficulty while others will be roaming the agreed area.
- The itinerary will clearly identify all inclusion of remote supervision and the control measures will be noted in the risk: benefit assessment.

5.12 Informed parent consent

Written information must be given to parents about the visit sufficiently in advance to give them the opportunity to discuss any issues before departure. This may be supported by holding a visit information meeting with parents and students.

A copy of all information sent to parents about the visit should be included in the final approval submission.

5.13 Visits with a mixed age group

Ladies’ College visits manage all students as if they are under 18 years i.e. no adult rights. Exceptions to this must be agreed in writing from the Principal.

5.14 Bailiwick Emergency contact

The Bailiwick emergency contact for all visits will be a Senior Manager from the establishment who is in the Bailiwick throughout the visit. She/ he must be an employee of Ladies’ College.

This contact person should ensure that the Visit Leader has their 24/7 contact information. The Visit Leader must ensure that the emergency contact has their visit contact information and the form OA5 emergency contact information for the entire visit group.

5.15 Final approval

Once the Visit Leader is satisfied that this planning and preparation is complete the box on the OA1 form for final approval can be ticked and the form resubmitted together with copies of any supervisory qualifications and/or National Governing body guidelines and all relevant OA forms as below:

OA1- Approval (All visits)

OA2 – Finance (Cat. B & C)

OA 3 – Adult medical emergency (Cat. B & C)

OA4 - Parental permission (Cat. B & C)

OA5 (or equivalent) – Group contact details (All visits)

- OA6 – Accommodation (Cat. B & C)
- OA7 – Risk-benefit assessment (All visits)
- OA8 – Self-drive assessment (Cat. B & C as appropriate)
- OA9 – Emergency contact information (Cat. B & C)

The complete final approval submission will then be checked by the EVC and his /her final approval signed and dated on the OA1 form.

This information should be given to the Principal's PA to be available for inspection **at least 4 weeks before departure.**

The final approval may contain requirements for action before departure and comments for consideration. A copy of the final approval confirmation should be retained by the Visit Leader.

5.16 Alterations to visits after final approval

Please ensure any significant changes i.e. staff, student numbers, activities, travel details, itinerary are communicated to the EVC immediately. Additional final approval with regard to these changes will be required and these changes may mean that the risk management needs to be reviewed.

5.17 Residential visits to Lihou Island

The Visit Leader and staff team for visits to Lihou island need to have sufficient competence to manage in this remote environment when the causeway is closed. This unique and wonderful experience can change rapidly during an emergency situation.

The Visit Leader will have completed the Coastal and Countryside course and be confident of managing the group under these conditions. She/ he will have made a preliminary visit to the house and understand all of the daily maintenance and emergency procedures.

The staff team must have all visited Lihou Island before the visit and feel comfortable being part of the supervising team with the known group.

The Appointed Person for First Aid will have a current first aid certificate.

All shoreline activities will need a member of staff with the Emergency Response Activity Supervisor Award or equivalent.

A risk: benefit assessment is required and with reference to the Lihou Charitable Trust (LCT) prepared information. www.lihouisland.com

Copies of the LCT information and risk assessments do not need to be included with the final approval. There is a reasonable expectation that all of their guidance will be followed by the Visit Leader.

5.18 Visits shared with schools other than Elizabeth College.

When schools are working together to offer a combined visit there will be a Visit Leader from each school but one teacher will be the overall Visit Leader. This person will manage the approval process with their school EVC. The Visit Leader's school will complete the initial approval. The Headteacher /EVC from each school will check the complete

submission for final approval and then sign the form OA1 as usual before it is sent to the Education Department. The OA1 form may therefore have several Head/EVC signatures.

A complete copy of the final approval submission should be kept by each school.

5.19 Home-stays abroad

The Ladies' College acknowledges that the experience of staying with a family abroad can offer significant benefits socially, culturally and academically. Visit leaders must balance the opportunities offered by home stays alongside the potential risks. This is best achieved through rigorous and dynamic risk assessment which can respond to situations as they arise. In essence, we follow the guidance offered by the OEAP in their document *7f Exchanges and home-stays*, available via their National Guidance website and also as Appendix 5 to this policy. It is advised that visit leaders and the EVC complete the checklist on page 4 of this document prior to the final approval stage.

Visit leaders must demonstrate they have liaised with the host school abroad to ensure host families are appropriate and understand what is expected from them when hosting our students. In countries where formal checks exist, the visit leader must ask the host school to undertake these checks and share relevant information with the visit leader. In countries where no formal checks exist, the visit leader should seek written assurance from the host school that accommodation is appropriate, and expectations have been understood by the families. Evidence of this must be contained within the visit file kept in the College office.

Further resources:

Appendix 1: Trip Process Flow Chart

Appendix 2: Off-island Visits Guidance on Terrorism

Appendices 3: Action Counters Terrorism: Run, Hide, Tell

Appendix 4: National Guidance on Visits and the threat from terrorism

The above appendices should be read by all Visit Leaders and accompanying colleagues/parents prior to any off-island visits taking place.