

The Cornwall Independent School

EDUCATIONAL VISITS, OFFSITE ACTIVITIES AND LEARNING OUTSIDE THE CLASSROOM (LOTIC) POLICY

This policy which applies to the whole school is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

Information Sharing Category	PUBLIC
Date published	September 2024
Date ratified by Head	September 2024
To be reviewed by	September 2026

Scope: All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the Policies Register.

Legal Status: Complies with The Education (Independent School Standards) (England) Regulations currently in force.

Monitoring and Review: These arrangements are subject to continuous monitoring, refinement, and audit by the Headteacher. The Advisory Board will undertake a full annual review of this document, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements, and it will be made available to them in writing or electronically.

Reviewed: September 2025

Next Review: September 2026

Signed:



Miss Louise Adams
Headteacher



Mr Stephen Beck
Chair of the Advisory Board

Mr Bill Brown
Education and Compliance Adviser

Legal Status:

- The school complies with the Regulatory Requirements, Part 3, Paragraph 12 of the Education (Independent School Standards (England) (Amendment) Regulations currently in force.
- Health and Safety on Educational Visits (DfE: July 2018)
- The school has regard to guidance and advice from the Outdoor Education Advisers Panel (OEAP)

Applies to:

- the Whole School inclusive of those activities outside of the normal school hours;
- all staff (teaching and support staff), the Governors and volunteers working in the school.

Related Documents:

- Personal, Social, Health and Economic Education (PSHEE) and Citizenship
- Equal Opportunities
- Health and Safety policies

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher and the Educational Visits Co-ordinator (EVC).
- The Board of Governors will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than two years from the date shown above, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Our practice, as always, is to protect education, and this means keeping staff and pupils as safe as possible from the impact of Coronavirus. Therefore, we follow the government guidance and directives to reduce the risk of transmission of coronavirus (COVID-19) in our school. This includes public health advice, endorsed by the United Kingdom Health Security Agency (UKHSA). Additional safety measures will be detailed on each trip risk assessment dependent on the activities concerned. We will regularly review this policy and amend accordingly in response to updated Guidance from the DfE and Public Health England. Please see the [OEAP's Coronavirus Guidance](#) for more details.

Scope and Remit: The National Guidance (NG) document "Basic Essentials" ["Status, Remit & Rationale"](#) clarifies the range of employees whose work requires them to use the guidance. It applies to employees whose work involves any one of the following:

- direct supervision of young people undertaking experiences beyond the boundary of their usual operational base;
- direct supervision of young people undertaking experiences that fall within the remit of educational visits and learning outside the classroom;
- facilitating experiences for young people undertaking experiences beyond the boundary of their usual operational base;
- deploying staff who will supervise or facilitate experiences of or for young people undertaking experiences beyond the boundary of their usual operational base.

This applies regardless of whether or not the activities take place within or outside of usual working hours, including weekends and holiday periods. For a more expansive explanation of legal expectations, all users of the guidance are strongly recommended to read the NG document: ["Underpinning Legal Framework"](#)

The 2 main types of trips**Routine visits**

These involve no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.

Activities that need extra planning

This could be due to things like:

- the distance from school;
- the type of activity;
- the location;
- needing staff with specialist skills.

Sometimes we may just need to review our current plans or arrangements that were successful on previous trips. However, some trips will need risk assessments, detailed planning and informed approval of headteachers or governing boards. This requires in conjunction with Educational Visits Co-ordinator (EVC) that the person leading each visit:

- has the skills, status and competence needed for the job;
- understand the risks involved;
- be familiar with the activity.

Our plans are proportionate and sensible, focusing on how to manage genuine risks.

Recognising the Benefit of Learning away from The Cornwall Independent School: Travel (often associated with the Physical Education) is an integral part of The Cornwall Independent School education and experience. It is one of the aims of the school to give all pupils every opportunity to experience trips and visits outside of the School environment that offer education, whether socially, morally, culturally or spiritually. It is by extending learning beyond the classroom, and by drawing on the cultural riches of the U.K. that The Cornwall Independent School's education becomes truly distinctive and enables our pupils to gain life skills and a first-hand perspective, which would not be possible through classroom instruction alone.

We encourage teachers to undertake educationally valuable visits to sites within the United Kingdom, providing these do not unduly hinder the usual operation of the School and that the Health and Safety and welfare of pupils is paramount at all times. Before the School decides to arrange an educational visit, we consider educational objectives and how they are to be achieved.

'Well-managed school trips and outdoor activities are great for pupils. Pupils won't learn about risk if they are wrapped up in cotton wool.'

In striking the right balance between protecting pupils from risk and allowing them to learn from educational visits we:

- provide learning opportunities for all our pupils;
- focus on real risks when planning educational visits and manage these risks during the off-site activities;
- ensure those running the activity understand their roles, are supported and are competent to lead or take part.

Trips and educational visits are powerful, positive teaching tools that help enhance the social, personal and emotional development of all pupils as well as motivating and engaging them in active learning experiences.

At The Cornwall Independent School we offer our children a broad and balanced curriculum that promotes their spiritual, moral, cultural, intellectual and physical development, and prepares them for the opportunities and experiences of adult life. We seek to deliver an appropriate curriculum to all children, regardless of social background, race, gender or differences in ability. All children are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our children, we also offer a range of educational visits and other activities that add to what they learn in our school.

All visits have clear, relevant and achievable aims and objectives, supporting our practices and policies, and allowing our children and staff to interact less formally than usual, thus improving child/staff relationships. In order to promote safe practice, the school monitors, and where necessary challenges, the educational objectives that have been stated for a visit. Before the school decides to arrange an educational visit, we consider the intended educational objectives and how they are to be achieved.

The purpose of this policy is to ensure that trips are planned in an organised and responsible fashion, and that the health, safety, and welfare of pupils and staff are maintained. The school uses recent and relevant guidance published by the 'Outdoor Education Advisory Panel' (OEAP), which has been approved by HSE. We ensure that our school fulfils its responsibilities for visits, including:

- pupils' behaviour;
- plans visits to include risk assessments and first aid;
- ensures appropriate supervision including ratios and vetting checks;
- prepares pupils for visits including those with special and medical needs;
- communicates with parents;
- plans transport;
- has insurance in place;
- makes appropriate arrangements for the range and types of visit;
- has emergency procedures, including contact details and permission for emergency medical treatment if a parent cannot be contacted.

The school ensures that it follows both DfE and Health and Safety at Work guidance and regulations, concerning activities that take place off school premises. Possible outings are discussed at the various staff meetings, the group leader then researches

and costs the outing and completes the Requisition Request form, which is then given to the Head and bursar for approval. The EVC or school bursar organises the transport once permission to do the outing and the arrangements have been approved. Parents are informed where their child will be at all times and of any extra safety measures required. Written consent is requested for activities which require a higher level of risk management.

Aims: The Cornwall Independent School looks to offer opportunities for pupils to visit places of educational interest and to participate in appropriate activities in the UK during term-time providing that these will enhance curricular teaching and that their inclusion is practicable in terms of staffing, cost and time, safeguarding and promoting the health and safety of pupils and staff. We have regard for DfE Guidance Health and Safety: Responsibility and Powers and DfE Guidance Health and Safety of pupils on educational visits.

We aim to:

- teach life skills, build on social skills and improve independence and self-confidence in new environments;
- offer pupils a chance to gain first-hand knowledge away from the classroom;
- further develop and motivate a love of learning;
- give pupils opportunities for team building and improving communication skills and
- provide pupils with experiences outside their everyday activities.

Educational Visits Coordinator (EVC): The Cornwall Independent School have an EVC who is provided with appropriate training and who

works with the local outdoor education adviser to help their colleagues in schools to assess and manage risks.

Our EVC:

- is an experienced visits leader
- has the status to be able to guide the working practices of other staff;
- is confident in assessing the ability of other staff to lead visits;
- is confident in assessing outside activity providers;
- is able to advise headteachers and governors when they're approving trips;
- has access to training, advice and guidance.

Coordinators can also get guidance on the [QEAP website](#).

The Educational Visits Coordinator (EVC) supports the Head in the process of approving visits, ensuring that they are spread through the different age groups, and the school year. The Deputy Headteacher is the Educational Visits coordinator.

Equal Opportunities and Inclusion: We are an inclusive school. The challenge is to make activities available and accessible to all who wish to participate or are required to take part. This is to be achieved whilst maintaining the safety of all those concerned, the integrity of the activity and the ability to manage the visit or venture. The school recognises that there are significant factors to be managed which may override other considerations.

Health and Safety

Responsibilities and the Health and Safety at Work Legislation: Legislation is enforced by the Health and Safety Executive, which has set out to clarify the position in its Health and Safety: Responsibilities and Powers (2001) document. Overall responsibility is with the Governors to ensure the health and safety of:

- teachers, non-teaching staff and other leaders;
- children and young people, both in their establishments and when undertaking off-site visits and ventures and
- visitors to the educational establishments and volunteers involved in approved activity.

Ratios

It is important to have a high enough ratio of adult supervisors to pupils for any visit. The factors to take into consideration include:

- Sex, age and ability of group
- Pupils with special educational or medical needs
- Nature of activities
- Experience of adults in off-site supervision
- Duration and nature of the journey
- Type of accommodation (if applicable)
- Competence of staff, both general and on specific activities
- Requirements of the organisation/location to be visited
- Competence and behaviour of pupils
- First aid cover

Knowing what to do in an emergency

The Cornwall Independent School has an emergency response plan that covers what to do if there is an incident away from school. We also have a communications plan that covers how routine communications should be handled, including regular check-ins and calls to reassure people. Trip leaders are familiar with these plans. The Cornwall Independent School gets advice on these plans from [OEAP website](#)

Special Educational Needs, Disability and Learning Outside the Classroom: Where pupils are identified as having particular special needs this is reflected in a higher staffing ratio, which is never less than that which applies in the school and in most cases is higher. Our Accessibility Plan takes into consideration the environment, the curriculum and the provision of information.

We do not discriminate against a disabled pupil either intentionally or unintentionally where such discrimination can be prevented by taking "*reasonable measures*". All our children are included in all off-campus visits. Where their inclusion appears to require special adjustments, a risk assessment is undertaken. This is in two parts: firstly, in terms of a whole visit or activity and then secondly in relation to the inclusion of the individual pupil. The risk assessment includes details of any special aids and equipment that the pupil may need and, in particular, details of any such items to be brought from home or obtained prior to the visit. This will usually entail discussion with the pupil, parents, Group Leader and other supervisors, the manager of the venue to be visited, the tour operator etc. Where a child has an Education and Healthcare Plan which requires support in school for access to the curriculum, this is taken into account.

Where appropriate, The Cornwall Independent School ensures:

- one to one supervision whilst being appropriate in the classroom or during less complex activities outside the classroom, may not be enough during activities that are more complex;
- two to one supervision may be advisable when, for example, a participant has a history of wandering or otherwise leaving the area of supervision;
- the adult assigned to the supervision or care of one particular participant should not be included in the ratio for the group as a whole.

The decision on the ratio and additional requirements to meet the need of the child, will involve discussion with others including the pupils, parents, Group Leader, other supervisors, the manager of the venue to be visited and the tour operator. Refer to NG document: ["Inclusion"](#)

Category A: Offsite Visits within the local Community: This category includes any visits for which there is an element of risk similar to that encountered in daily life. It includes visits to sports complexes, sports fixtures, theatre visits, local field study work and visits to other local sites of educational interest. For all activities in this category, the relevant forms must be completed.

Category B: Outdoor and Adventurous Activities within the local Area: These are activities that have a perceived extended risk, including activities at commercial and not for profit activity centre, include such things as caving, climbing/abseiling, trekking, water sports (canoeing/kayaking, sailing) and open water swimming etc. When planning water sports, consider the need for:

- instructors
- lifeguards

The Cornwall Independent School takes particular care when using hotel swimming pools and other water leisure activities which may not have a trained lifeguard. Although there are no swimming pool specific health and safety laws, the Outdoor Education Advisers' Panel (OEAP) provides advice when undertaking adventure specialist activities, including swimming.

These kinds of activities are to be identified and risk assessed as part of the visit beforehand.

We always consider the abilities of the children when assessing risk. Staff managing or leading visits must not decide to add such activities during the trip. Organisations need a licence to provide some adventure activities. Organisations who hold the LOTC Quality Badge should hold a licence for the activity they provide. [We refer to licensing](#) on the Health and Safety Executive (HSE) website.

The Group Leader is expected to provide a site/ group specific risk assessment for the activity. Where the Trip Leader does not possess the approved NGB qualification but is visiting an authorised centre where the instructors are fully qualified, consent in writing must be given by the Head of The Cornwall Independent School, before such activities are authorised thereby ensuring all insurance and Health and Safety requirements are fully operational. For all activities in this category, the relevant forms must be completed.

Category C: All foreign Visits or Visits outside of the immediate geographical Area: For all activities in this category, the relevant forms must be completed, together with the visit risk assessment and these must be lodged with the EVC prior to the planned departure. Where there are any 'adventurous activities' planned, prior consultation must take place with the Head before financial arrangements are entered into and the relevant paperwork must be completed and lodged with the Head prior to the planned visit.

Trips abroad can have extra risks and need a higher level of risk assessment. We make sure any organisation that is providing activities holds the LOTC Quality badge or similar local accreditation. Although the HSE does not cover incidents overseas, it can investigate work done in Britain to support the trip, like risk assessments. School staff could also be liable under civil law for any injuries to the children due to negligence.

If the trip includes significant risks, such as challenging terrain, going to remote places or extreme climates, we follow the guide to the British Standard for adventurous activities outside the United Kingdom as the basis for the planning and risk assessment. Organisations employed by our school should follow this too. If they have LOTC Quality Badge, then they follow this standard. We also consider the Foreign and Commonwealth Office's detailed guidance on safer adventure travel and volunteering overseas when organising adventure visits abroad. A teachers' pack is also available.

Cameras: Cameras are provided to staff by the school for educational purposes when on an educational visit.

Staff Mobile Phones: The Group Leader and all other staff will carry a fully charged mobile phone at all times and will ensure that an emergency contact at the school has the relevant numbers.

Supervision

Both ratios and supervision are always in accordance with the risk assessment requirements for the activity. The level of supervision necessary should be considered as part of the risk assessment for the visit. The above are examples only. Group leaders should assess the risks and consider an appropriate safe supervision level for their particular group. There should be a minimum of one teacher in charge. Refer to NG document: "Ratios and Effective Supervision" Refer to NG document: "Group management and Supervision"

Regular contact must be kept with pupils who are enjoying non-direct supervision e.g. at a theme park or on a visit to a town. Pupils should only be allowed non-direct supervision within a strictly defined area and should be given firm guidelines as to the behaviour expected. They should be aware of where members of staff may be found. Pupils are instructed to remain in groups of at least 3 at all times.

In addition to the teacher in charge, there should be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly. The same consideration should be given to visits abroad or residential visits. Some non-residential visits with mixed groups will need a teacher from each sex. Where there is more than one teacher and/or supervisor a group leader should be appointed who has authority over the whole group.

Where a high adult: pupil ratio is required, it is not always feasible to use school staff alone. Parents/volunteers may be used to supplement the supervision ration. They should be carefully selected and ideally they should be well known to the school and the pupil group. Anyone who has not had a DBS check should never be left in sole charge of pupils. A list of parents and volunteers who have been DBS checked is kept by the bursar.

Transport: The group leader must give careful thought to planning transport. The main factors to consider include:

- Passenger safety
- The competence and training of the driver to drive
- The proposed vehicle and whether the driver holds the appropriate valid licence
- Number of driving hours required for the journey and length of the driver's day (including non-driving hours)
- Capacity and experience of driver to maintain concentration – whether more than one driver is needed to avoid driver fatigue
- Type of journey – will the visit take place locally or will it include long distance driving i.e. motorways
- Traffic conditions (including weather)
- Contingency plans, funds and arrangements in case of breakdown or emergency
- Appropriate insurance cover
- Weather
- Journey time and distance

- Stopping points on long journeys for toilet and refreshments
- Supervision
- Suitability and safety of the venue for the age group
- Suitability and qualifications (if appropriate) of on-site staff

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

Teachers and others who drive pupils in their own car must ensure their passengers' safety, that the vehicle is roadworthy, and that they have appropriate licence and insurance cover for carrying the pupils. Volunteers should be carefully vetted (DBS) by the school before they are permitted to drive pupils in their car. If necessary, assurances should be requested by the Headteacher. The driver is responsible for making sure that pupils have the appropriate booster seat for their height, and that they have a seat belt on at all times. Vehicles without seat belts will not be used.

School minibuses have a maximum capacity of seated passengers plus the driver. They comply with the various regulations about construction and fittings and have annual safety checks. A forward-facing seat with seat belt is provided for each child. It is the driver's responsibility to ensure the safety of minibus before undertaking a journey and that all passengers wear seatbelts throughout the course of the journey.

Safety on School Visits – Criteria for Selecting Tour Operators and using Outside Organisations: The Head requires a copy of the tour operator's safety management system. The safety management system must define how the tour operator manages safety for the component parts of the visit and show how they are diligent in checking the safety of accommodation and transport. The tour operator must provide details of independent checks made by appropriate external organisations on their safety management system along with certificates of bonding the company to registered bodies, list of staff in charge of our children showing qualifications and competences, motor insurance, legal and public liability insurance. All documents are to be made available to the school and are to be available for parents in the school office if they wish.

The Council for Learning Outside the Classroom (LOtC) awards the Learning Outside the Classroom Quality Badge to organisations who meet nationally recognised standards. We check if an organisation holds the LOtC Quality Badge. If an organisation does not hold the badge, we must check that they're an appropriate organisation to use. This could include checking:

- their insurance;
- that they meet legal requirements;
- their health and safety and emergency policies;
- their risk assessments;
- control measures;
- their use of vehicles;
- staff competence;
- safeguarding;
- accommodation;
- any sub-contracting arrangements they have;
- that they have a licence where needed;

The school should have an agreement with them that makes it clear what everyone is responsible for. This is especially important if they'll be taking over supervision of the children.

Tackling myths about legal action: We understand that some schools and teachers worry about being prosecuted if an accident occurs. The HSE *policy statement School trips and outdoor learning activities: Tackling the health and safety myths* explains that HSE's main interest is in real risks arising from serious breaches of the law, such as a trip leader taking pupils canoeing but not ensuring they were all wearing buoyancy equipment.

The Statement makes clear that HSE wants to encourage all schools and local authorities to remove wasteful bureaucracy – so that they focus only on real risks and not on paperwork. It also explains what HSE takes into account when deciding whether to prosecute following an accident. This might include the severity of the injury, how far good practice was followed, and the seriousness of the breach of the law and whether it is in the public interest to prosecute. More details can be found at [Enforcement Policy Statement](#). Criminal cases relating to accidents in schools are very rare. Sometimes civil proceedings in

negligence can be taken against an employer or an individual member of staff. However, legal action for negligence against schools is only likely to be successful if:

- the school has not taken care of a child in a way that a prudent parent would have done;
- as a result, the child has been injured; and
- the injury was a foreseeable consequence.

What does assessing and managing risks mean? Health and safety law often refers to risk assessment and risk management. These are terms used to describe the process of thinking about the risks of any activities and taking steps to counter them. A written assessment is not required for every activity. Our teachers should assume they only need to carry out a written risk assessment in exceptional circumstances. Where a risk assessment is carried out, the Governors must record the significant findings of the assessment.

Some activities, especially those happening away from school such as mountaineering, canoeing, sailing, involve higher levels of risk. In these cases an assessment of significant risks should be carried out. Our Head ensures that the person assessing the risks understands the risks and is familiar with the activity that is planned. However, a risk assessment is not needed every time our school takes pupils to a local venue such as a swimming pool, parks or museums.

Our school will always take a common sense and proportionate approach, remembering that in schools the purpose of risk assessment and management is to help children to undertake activities safely, not to prevent activities from taking place. We cannot remove risk altogether and we do not require needless or unhelpful paperwork.

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 should include details of contingency measures. The Group Leader in consultation with the Head assesses potential risks of a proposed visit, and concludes the necessary safety measures which need to be put in place to minimise these risks. Risk assessment/s will be drawn up before the activity, if relevant adapted from a generic model, agreed and signed off by the Head and copies given to all staff involved.

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 children, changes of weather, availability of preferred activity.

The risk assessment should take into account the type of visit, location, means of transport, number of children, staff ratios required, competence and first aid experience of participating staff, required level of first aid equipment, age of children, possible weather conditions, participation of children with particular medical requirements, emergency procedures in the case of a child requiring medical treatment, insurance for the visit, appropriateness, insurance cover of any external providers and operators involved in transport – ensuring that all transport providers have the required Public Service Vehicle operators' licence. For trips to unfamiliar destinations, but not trips abroad, a pre-visit will be undertaken if at all possible to enable the Group Leader to identify any potential hazards. Issues identified by exploratory visits must be satisfactorily resolved within the risk assessment. The only exception to this is when the centre has its own risk assessment. This is received at the school at the time of booking enabling the Group Leader to familiarise him or herself with the risk assessment and give copies to the accompanying staff nearer the date of departure.

Duties and Responsibilities of the Governors: Under the Health and Safety at Work etc Act 1974, the employer in a school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises.

Regulations made under the Health and Safety at Work etc Act 1974 set out in more detail what actions employers are required to take. For example, the Management of Health and Safety at Work Regulations 1999 require employers to:

- assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
- introduce measures to manage those risks (risk management);
- tell their employees about the risks and measures to be taken to manage the risks and
- ensure that adequate training is given to employees on health and safety matters.

Our School sets out health and safety arrangements in a written health and safety policy. The Governors must be made aware of all off-campus visits. It is for the Governors to arrange for the most appropriate method of the communication for this. It is the responsibility of the Governors to ensure that:

- the off-campus activity or visit is appropriate and relevant;
- the establishment can be run efficiently in the absence of staff engaged in the activity or visit.

Employer Guidance sets out clear and detailed responsibilities and functions of specific roles that relate to roles to be found in the establishment. These are:

1. [Member of Board of Governors](#) (information for the Head)
2. [Senior Leadership Team](#)
3. [Visit or Activity Leader](#)
4. [Assistant Visit leader](#)
6. [Parents](#)

We refer to individual NG documents headed as above.

Responsibilities of the Head: This is the key role for ensuring that the management of visits and ventures meets the regulations and guidance offered by the Local Authority, DfE and others, as well as conforming to The Cornwall Independent School Health and Safety policy. This management process is in conjunction with the expectations and standards that are to be achieved by making the most of the positive learning opportunities presented. Our delegation of responsibilities is done with a clear rationale, derived from a good knowledge of the people concerned; the visits and activities; the aims and objectives; and the risk assessments they require. We delegate some of the organisational tasks to the Group Leader.

Duty as an employee: The law requires employees to:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- co-operate with their employers on health and safety matters;
- do their work in accordance with training and instructions and
- inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

In addition, all staff in our school have a common law duty to act as any prudent parent would do when in charge of pupils. Employees should follow any health and safety procedures put in place by their employer. However, if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and request that it is reviewed. Usually the Head will work with the employees to ensure that the procedures at the school are proportionate, effective and appropriate.

Our Teachers on school-led visits act as employees of the School, whether the visit takes place within normal working hours or outside those hours, by agreement with the Headteacher. Our teachers will do their best to ensure the health and safety of everyone in the group and act as any prudent and reasonable parent would do in the same circumstances. They will:

- 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;
- be aware of potential conflicts of interest if their own children are members of the group and discuss beforehand with the Group Leader.

Training: The Cornwall Independent School ensure that staff are given the health and safety training they need for their job. This certainly doesn't mean that all employees have to attend a training course. It may simply mean providing them with basic instructions or information about health and safety in the school. Staff who do work which involves a greater element of risk, such as using woodworking machines, will need more training. There is more information available at [Simple Health and Safety](#)

Responsibility: Responsibility within our school for the approval of visits remains with the Headteacher. The Group Leader will ensure that all necessary actions have been completed before the visit begins. This includes that a pre-trip visit has taken place to any unfamiliar destination, unless it is overseas, risk assessments and appropriate safety measures are in place, suitably competent instruction is available for the activity, the ratio of supervisors to children is appropriate and that arrangements have been made for the medical needs and special educational needs the children.

The Group Leader will also:

- work with the EVC to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
- recommend and organise the induction of staff new to the venture and volunteers;
- ensure that The Cornwall Independent School management of behaviour and other relevant policies are able to be transferred off site successfully and are consistently used.

The Head has overall responsibility for ensuring:

- they have appointed a suitable group leader for each visit;
- all necessary actions have been completed before the visit begins. (This applies even when the Head is not going on the visit);
- the risk assessment is complete and that it is safe to make the visit;
- training needs have been met;
- the group leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively;
- the group leader has relevant skills, qualifications and experience if acting as an instructor, and knows the location of the activity;
- all supervisors on the visit are appropriate people to supervise children and have appropriate clearance;
- parents have signed consent forms;
- arrangements have been made for all the medical needs and special educational needs of all the children;
- the mode of travel is appropriate;
- travel times out and back are known;
- there is adequate and relevant insurance cover;
- they have the address and phone number of the visit's venue and have a contact name;
- that they have the names of all the adults and pupils in the travelling group, and the contact details of parents and the staff's and volunteers' next of kin.

The following functions will be carried out by the office:

- to organise transport;
- to keep a file of risk assessments that have been carried out;
- to ensure that liaison with parents and obtaining consent are effective;
- to act as the link between the Group Leader and the parents as and when appropriate, e.g. To inform parents of delays etc by text

The Group Leader: The Group Leader, who is the person with overall responsibility for the administration, programme, supervision and conduct of the venture, is an important part of the health and safety and good practice support system. The group leader is responsible for the party at all times including maintaining good discipline. A major consideration in the organisation of any visit is the safety of the participants. The organiser of the visit must be satisfied that the venue is a suitable one, if possible by means of a preliminary visit. This preliminary visit is desirable for safety reasons and also for reasons of sound educational planning. If officials from the venue will be involved in the visit, the organiser must be satisfied that they are suitably qualified where this has Health and Safety implications and that the necessary vetting checks have been completed. In line with the School's Health and Safety Policy, a risk assessment must be completed, by the group leader on the relevant form prior to the visit. This will be approved by the Head before the visit takes place.

Our Group Leaders should demonstrate the ability to undertake a comprehensive review of the needs of the venture and in particular be able to risk assess the locations, groups travelling and leader competencies, in order to put good risk management procedures in place, that they can monitor and use. Relevant experience is essential along with accepting the need to:

- agree specific roles, responsibilities and communications systems;
- agree incident and emergency procedures, the who, where and what of such situations;
- agree what will happen if the practicalities of the day require a major adaption of the programme (ongoing risk assessment);
- have high expectations of what the children, young people and the venture can achieve.

It is the Group Leader's responsibility to ensure that all accompanying adults have group lists. Group Leaders and accompanying staff must carry these with them at all times. These lists should show:

- Who is in their group
- Who is travelling in each vehicle
- The name and telephone number of the contact person/s who can be contacted in an emergency
- Full details of pupils names, telephone numbers and any medical issues
- For overseas visits, a copy of all pupil and staff passports should be taken prior to departure and kept with the Group Leader during the visit.

The Group Leader must also ensure that there is a contact person available throughout the period that the group is off-site. In addition, an accurate list of participants with the Group Leader's mobile telephone number must be forwarded to the office/school secretary prior to the visit.

Pre-Visit Planning: Staff follow the guidance for visits included in the Staff Handbook. This includes: emergency procedures, contact details, risk assessments, permission for emergency medical treatment if parents cannot be contacted and insurance

details. A pre-visit site check should be made in most circumstances. Risk assessments must be undertaken for all school visits in line with school policy. All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. A pre-visit is usually required for visits where there is a high complexity factor and the visit has not happened previously, or when the visit is adventurous and led by staff. Residential visits, visits abroad, exchange visits, adventure led by school staff all have aspects of complexity. If the visit is led and managed by a provider, then a variety of approaches can reduce the need to pre-visit. It is good practice for Group Leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy. Examples of such schemes include:

- [The LOTC Quality Badge](#)
- [AALS licensing](#)
- [Adventuremark](#)
- [School travel forum](#)

NGB centre approval schemes (applicable where the provision is a single, specialist activity). The Cornwall Independent School takes the view that where a provider holds such one of the above accreditations, there should be no need to seek further assurances. Refer to: NG document "[Preliminary Visits and provider Assurances](#)"

Volunteers and other Responsible Adults: Parents may be used as a supplement to the staff but will not be taken into account in the calculation of the minimum number of staff required to supervise the group as set out above. Parents or other responsible adults will only be allowed to accompany a residential educational visit if DBS checks have been made. Parents, other voluntary staff or helpers including non-teaching staff must be fully aware of the visit risk assessment, itinerary, special instructions, emergency procedures and any other relevant information, along with their role, duties and responsibilities.

Adults who are not employed by The Cornwall Independent School, but are acting as supervisors must:

- follow the instructions of the Group Leader and employed staff and help with control and discipline;
- speak to the Group Leader or employed staff if concerned about the health or safety of young people at any time during the visit;
- never be in sole charge of the young persons or remote from the support of the Group Leader or other supervisors.

Vetting and DBS Checks: All employees who work *frequently* or *intensively* with or have *regular access* to young people or vulnerable adults, must undergo an enhanced DBS check as part of their recruitment process.

For the purposes of this guidance:

- *frequently* is defined as "once a week or more";
- *intensively* is defined as 4 days or more in a month or overnight.

However, it must be clearly understood that a DBS check (or other vetting procedure) in itself, is no guarantee as to the suitability of an adult to work with any given group of young or vulnerable people. The placement of an adult within a situation of professional trust (where young people could be vulnerable to physical or mental exploitation or grooming) should always be on the understanding that an overview based on a common-sense risk-benefit assessment process has been considered. Refer to NG document: "[Vetting and DBS Checks](#)"

Children and Young People: An essential aspect for the school policy is that all groups are made aware and active in the process of managing the visit or venture as they can be. Procedures, group and supervision strategies must be explained and understood. Individual and group responsibilities need to be clear, as well as the rewards and sanctions for ensuring they are kept to. A code of conduct, negotiated and agreed in an acceptable way, is a key component of educational visits e.g. communication, behaviour, dress, group supervision and 'down time'. The standard of behaviour expected of staff will be no different from behaviour expected within school. It may be necessary to have individual behaviour contracts with some young people, signed by themselves and their parents. Everyone should be as risk aware as is realistic.

Communication with Parents/Guardians: Parents/guardians will be informed fully about the nature, purpose, cost and arrangements for all School visits involving their son/daughter. Written consent will be sought, except for such activities as sporting fixtures, where pupils are expected to take responsibility for keeping their parents/guardians informed and making their own arrangements to travel home. Parents will also be expected to sign a consent form giving permission for emergency medical treatment to be administered if they cannot be contacted during the visit. All letters should be emailed or a paper copy returned to the School Office so they have a record of which children are out on trips, when they are expected to return to school and can liaise with parents if required.

Permission for any pupil to participate in a school visit must be obtained in writing from his/her parents/guardians. The letter from the organising teacher will contain:

- A summary of the nature and purpose of the visit.
- An outline of the programme/itinerary including dates and times of departure and return to School.
- Information particular to the visit e.g. clothing, equipment/stationery, details of work.
- Details of the cost of the visit and how this will be collected.
- A request for medical information including details of current medication.

For any residential visit parents/guardians are also given details of:

- Where and how the party can be contacted at any time.
- Arrangements made to contact parents/guardians in case of an emergency.
- The degree of freedom, restrictions and possible risks to their son/daughter.
- The amount of money each pupil will need.

Additional information for trips abroad will include details of:

- The meeting about the trip to be held with parents/guardians and pupils.
- Travel insurance provisions (if applicable).
- Advice regarding the European Health Card when travelling within the EU (if applicable).
- Passport arrangements (if applicable).
- Arrangements for the care of money.
- An emergency contact person in the UK.

Oversubscription: In the event of a trip or activity becoming over-subscribed, the Group Leader should select pupils' names 'out of a hat'. Remaining unsuccessful pupils should subsequently form a numbered waiting list. For residential trips, priority must be given to pupils who have not yet been on a residential visit.

For residential activities, the Group Leader may select one member of staff to act as their deputy. The Group Leader must then invite all teaching and non-teaching staff to participate, clearly outlining the particular demands of the trip. Once compiled, this list of staff is then passed to the Head. Based on previous participation, ability and experience of staff and operational logistics, the Head will then appoint appropriate staffing.

Insurance: The employer has, as required by law, appropriate insurance in place. The school holds Public Liability insurance, which will indemnify the school against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, third party property where the school is deemed to have been negligent. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer's staff if they commit a negligent act. The indemnity includes activities such as off-site activities and outside visits organised by all departments for which the school may be considered responsible.

Refer to NG document: **"Insurance"**

During the Visit: Groups of children off-site should be supervised by suitable adults depending on the age and sex of the children. Volunteers must be DBS checked or, if not, should never be left alone with any child. Where possible (depending on location and age of children) all groups of children should be accompanied by a minimum of two adults when off-site.

If using coaches or buses hired from third party companies, group leaders must ensure that all children are securely strapped in before departure. Coaches should not be used if they are not fitted with suitable seat fastenings. Adults must disperse themselves around the vehicle in suitable locations to maximise the supervision of the children.

Group leaders must complete the relevant Risk Assessment before departure. This form must be signed in advance by the Headteacher and left in the school office. Supervisory adults should carry a mobile phone, or have access to such, for emergency use. All supervisory adults should have the mobile number of the group leader and any other relevant adults.

Group leaders should carry full lists of pupils' details (names, addresses, phone numbers and medical information). In the event of an emergency the group leader should contact the school in the first instance. In line with GDPR regulations any information that is taken off-site is to be treated with the utmost care and must be returned to the school environment at the end of the visit and destroyed or stored securely. We recognise that there is a risk in taking this information off-site but that having it is essential as a backup in case of emergency.

Behaviour: On any outing, pupils are representatives of the School and the highest standards of appearance, behaviour and courtesy are expected. School rules apply throughout the course of an outing and school uniform will normally be worn unless the Headteacher gives permission to the contrary. It is the responsibility of the group leader to ensure that pupils are fully aware of the School's expectations on behaviour. Pupils will be fully briefed as to the nature, purpose, and arrangements for school visits in advance and they will be given the opportunity to ask questions regarding their involvement in the structure of the visit. The School reserves the right to exclude any pupil from a School outing for reasons of health or if there are concerns that his/her conduct could jeopardise the safety or well-being of others.

First Aid: The leader of the visit will be familiar with the School's First Aid Policy and be in a position to implement it if the situation required it. All Off-site activities will require the group leader to carry a first aid kit with them. Dependent on the group size and how this group is divided during an outing will determine the number of first aid kits brought on the trip. During school visits involving EYFS pupils there will always be an EYFS member of staff on a trip who has completed the one day paediatric first aid training. A staff member on the visit will as a minimum hold the 'Appointed Person' one day course of emergency first aid. A First Aid Kit should be carried at all times by the group leader. The Group Leader should check the kit is complete.

Critical Incident/Emergency Procedures: The Group Leader and other members of staff have a duty of care to ensure that all pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. In an emergency there should be no hesitation to act and to take life-saving action if necessary. All necessary steps should be taken in advance of any visit to assess all risks and take necessary precautions. We take the following actions:

- assess the situation;
- safeguard all pupils;
- attend to any casualties;
- contact the emergency services;
- ensure everyone knows who is in charge;
- alert the Head and school office and

In the case of a potential or actual terrorist attack, we follow the government guidance (Recognising the terrorist threat), along with the Outdoor Education Advisor Panel (OEAP) National Guidance regarding Visits and the threat from terrorism and the Counter Terrorism Policing poster.

Travel before and after School Visits: Parents/guardians are responsible for the travelling arrangements of their son/daughter to and from the departure point of an outing, normally School. Although teachers in charge of an outing expect to remain with the pupils in their care for a reasonable period of time at the end of an outing, it is the responsibility of parents/guardians to arrive promptly to collect their son/daughter.

Complaints: Where complaints are received these should follow the school's complaint procedure. Where complaints are made by the school concerning provision made on behalf of our school these should be in writing from the Head to the supplier of the service. All complaints are best dealt with as and when they arise.

Accounting for Individual Pupils: The Group Leader will ensure that each pupil who is not under visual supervision is accounted for. This means the Group Leader will know the identity, whereabouts and expected time and place of return of the pupil.

Mobile Phones/Pupils' Property: Mobile phones can be very useful in emergencies. However, there are reasons why their use by pupils should be restricted on educational visits, for example: mobile phones can act as distractions, carrying such phones can expose pupils to the risk of mugging and street violence and homesickness may be made worse by frequent use of mobile phones. We therefore restrict the use of mobile phones on school trips and supervise their use when necessary. The group leader is responsible for collecting mobile phones in and agreeing to limited use of them during the visit. We do not allow primary pupils to take mobile phones with them. Mobile phone use and restricted use is always discussed at a meeting with Parents and Pupils prior to a residential visit.

Parents are requested not to send pupils on visits carrying expensive equipment that may attract thieves or be lost or broken. In any event, pupils will be responsible for all items of personal property taken on the visit.

Child Protection: The Cornwall Independent School Child Protection Policy and Procedures (available on the website and on request from the school office) will apply during educational visits. The Group Leader will carry out the duties of the Designated Person or will name an appropriate adult supervisor to do so. Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the educational visit will be dealt with appropriately at the time and will be reported to the Head immediately on return.

Responsibilities of Pupils: The Group Leader will make it clear to pupils that they must:

- not take unnecessary risks;
- follow the instructions of the Group Leader and other supervisors including those at the venue of the visit;
- dress and behave sensibly and responsibly, using safety equipment as instructed;
- be sensitive to local codes and customs;
- look out for anything that might hurt or threaten themselves or anyone in the group and tell the Group Leader or supervisor about it.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. Reasonable adjustments will be made for disabled children.

Illness When Abroad: The European Health Insurance Card (EHIC) can be obtained free of charge. This can be applied for on-line, by phone or by post. See www.ehic.org.uk. This card allows reduced price or free medical treatment whilst visiting a European Union (EU) country, Iceland, Liechtenstein, Norway or Switzerland.

Evaluation: We have a clear process for evaluating all visits once they have been concluded from the planning through to the visit itself. The Cornwall Independent School keeps a record of any incidents, accidents and near misses.

This will help us to:

- evaluate whether its planning has worked;
- learn from any incidents which took place.

Upon return to school a review and evaluation should be carried out as soon as possible. A copy of the completed form should be given to the Head within one week of your return to school. Leaders should also ensure that upon completion of a visit or activity a complete file of names, addresses, insurance arrangements, contacts, procedures, etc. is kept for at least three years.