



This policy is not intended for use by non-maintained schools. If extracts are used they should be attributed.



Foundation and Voluntary Aided Schools can adapt and adopt this policy or use an alternative.



This policy is for use by Community and Voluntary Controlled schools. Governing Bodies are asked to adopt this policy. Should a Governing Body wish to adopt an alternative policy please ensure that a copy is supplied providing assurance that it is legally compliant.

Guidance for Off-Site Visits and Related Activities with National Guidance and EVOLVE

Revised February 2018



www.milton-keynes.gov.uk/schools

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1 General

The purpose of this document is to link the requirements of Milton Keynes Council with National Guidance and EVOLVE.

Milton Keynes Council (the LA) acknowledges the immense value of off-site visits and related activities to young people, and fully supports and encourages those that are well planned and managed.

The LA adopts the Outdoor Education Advisers' Panel 'National Guidance' (NG): www.oeapng.info
NG references in this document hyperlink to specific sections of NG.

The LA uses the web-based system 'EVOLVE' to facilitate the efficient planning, management, approval, and evaluation of visits www.offsitevisits-mk.org All staff that lead or accompany visits can access their own EVOLVE account, which is set up by their establishment's Educational Visits Coordinator (EVC). As well as a planning tool for staff, EVOLVE also contains a variety of features including: search and report facilities, downloadable resources, staff records and visit history, and a link to a National Library www.national-library.info.

The 'starting point' for this document echoes National Guidance, in that the key to effective and successful outdoor learning and off-site visits is: **the right leaders doing the right activities with the right young people in the right places at the right times.**

Refer to National Guidance document 1.b [Foundations](#)

2 Responsibilities

The Health and Safety at Work Act 1974 places overall responsibility for health and safety on educational visits with the employer:

For community schools, community special schools, voluntary controlled schools, maintained nursery schools, and statutory youth groups, the employer is the local authority. Establishments that buy into this area of local authority services must adhere to the requirements in this document.

Where any of the above schools has chosen not to access this area of support from the local authority, then they must ensure that their systems and procedures are equally as robust as would be the case if they were accessing this support. This would include ensuring that National Guidance www.oeapng.info is followed, that your Educational Visits Coordinator has attended an Outdoor Education Advisers Panel (OEAP) accredited EVC course, and that you have access to competent technical advice, for example, via an Accredited OEAP member.

The LA does not have the capacity to undertake 'field observation' of visits, and this task is therefore delegated to the head of establishment and/or EVC.

For academies, foundation, independent, and voluntary aided schools, the employer is usually the governing body or proprietor. Although welcome to do so, these establishments are not obliged to use the guidance of the LA. If using LA guidance, this should be clearly stated. If not using LA guidance, establishments are advised to ensure that their systems are equally as robust as those of the LA.

All persons involved in a visit have a specific responsibility which they should be clear about prior to the visit taking place.

Refer to National Guidance documents 5.2b [Planning Basics](#) and [Checklists](#)

3 Role of the Educational Visits Coordinator

To help fulfil its health and safety obligations for visits, establishments are encouraged to appoint an Educational Visits Coordinator (EVC) who will support the Head of Establishment. In small establishments the EVC may also be the Headteacher or manager. Should the establishment choose not to appoint an EVC, those functions will automatically fall to the Head of Establishment.

The EVC should be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the establishment. Commonly, but not exclusively, such competence will be identified in a person on the senior management of the establishment.

The EVC should attend initial EVC training as soon as possible after appointment. Subsequent update training or a repeat full course is particularly recommended for those who are involved in the role infrequently.

The EVC should support the head of establishment in ensuring that competent staff are assigned to lead and accompany visits, see [Section 10](#), and with approval and other decisions.

The EVC must ensure that a policy is in place for educational and off-site visits, and that this is updated as necessary. This should be uploaded to EVOLVE resources.

Establishments are advised to consider the merits of adapting the sample 'Educational Visits Checklist' (Word version in EVOLVE Resources) to suit their own particular circumstances and uploading this to their establishment's own EVOLVE Resources section.

Refer to National Guidance [Educational Visits Coordinator](#)

4 Approval and Recording of Visits

Final approval rests with the Head of Establishment for all visits, except Overseas, Residential or Adventurous activities, which EVOLVE automatically forwards for Local Authority approval. These should be submitted to the LA at least 30 days in advance.

In approving visits, the Head of Establishment and EVC should ensure that the visit leader has been appropriately inducted/trained, and is competent to lead the visit, see [Section 10](#).

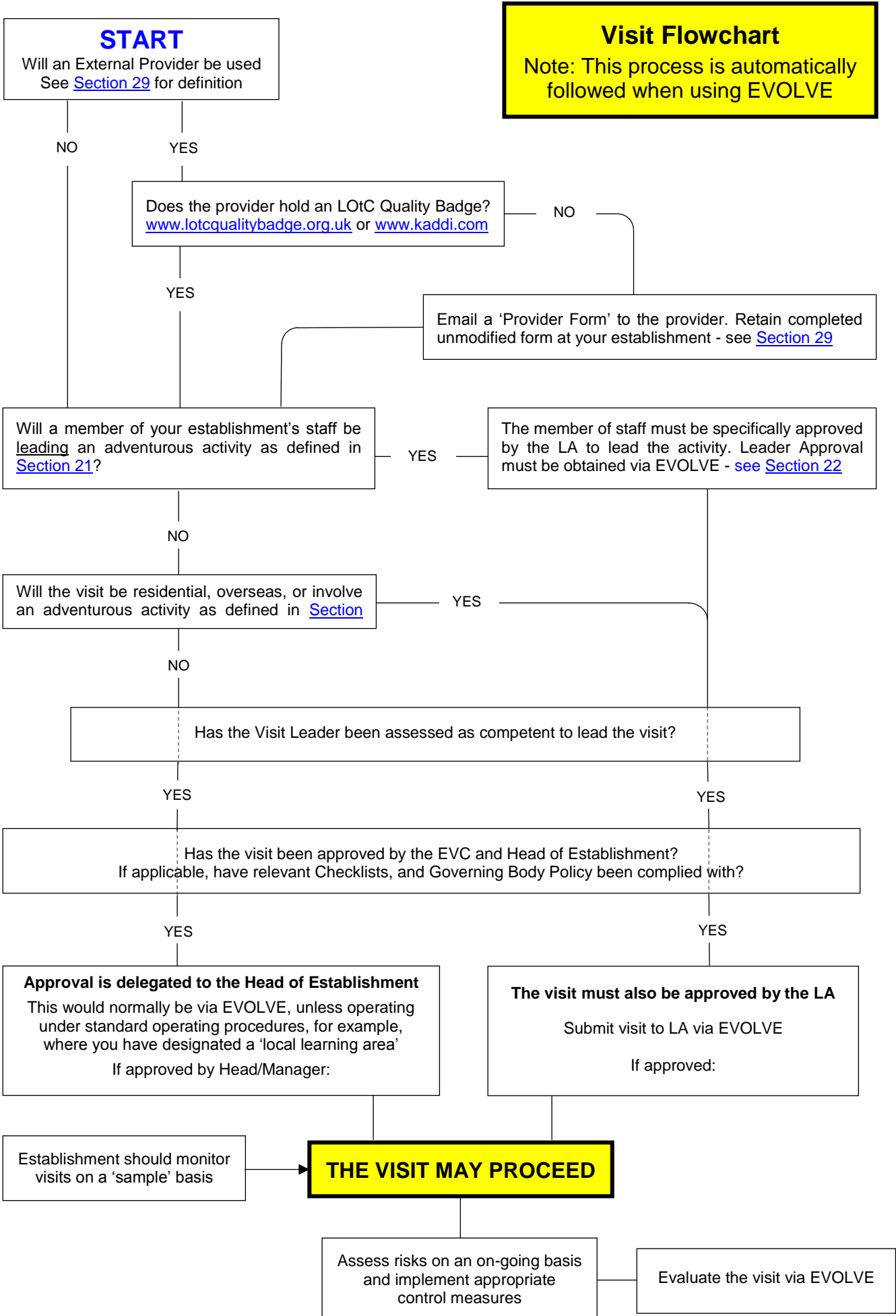
It is recommended that all visits are recorded and approved via EVOLVE as this reduces bureaucracy and ensures that a robust audit trail exists. The exception to this may be activities within the School's Local Learning Area (see below).

Local Learning Area (if designated)

This refers to specified visits/activities within a designated geographical area that are part of the normal curriculum and take place during the normal school day. If the school has designated a Local Learning Area by adapting the template document on EVOLVE, then these activities should follow the Standard Operating Procedures set out and should not normally need additional risk assessments or Notes added. A 'Signing Out' sheet (see example in EVOLVE Resources) containing relevant information should be left with the base contact/office before departure.

See 'Local Learning Area Policy template' in EVOLVE Resources, for more information.

Refer to National Guidance 1b [Foundations](#)



Visit Flowchart
 Note: This process is automatically followed when using EVOLVE

5 Outcomes

Clarity regarding the intended outcomes of the visit will help to ensure that the potential benefits can be achieved. Up to four 'intended' outcomes may be recorded on EVOLVE during the planning process, for subsequent evaluation.

Work that takes place outside the classroom can provide a very powerful means of developing learning in all curriculum areas and raise attainment. Experiential learning can also provide opportunities for development in other areas, including:

- Relationships
- Emotional & spiritual
- Cross curricular
- Individual
- Teamwork
- Environmental

Preparatory work should take place in advance of the visit where appropriate. This, in conjunction with activity that will take place during the visit, should feed into any follow up work.

Refer to National Guidance document 5.1c [Learning Outside and Off-site visits: self-evaluation using the Ofsted framework](#)

[High Quality Outdoor Learning](#) can be used as a tool by visit leaders to assist in both identifying outcomes and in the evaluation of the learning taking place. It can also help the leader in providing clarity to a provider when designing a programme.

6 Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. You are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

Refer to National Guidance document 3.2e [Inclusion](#)

7 Planning & Risk Management

EVOLVE provides a means of recording planning during the planning phase and enables the EVC and Headteacher/Manager to contribute to, support, and monitor the activity.

The extent of planning required is related to the complexity of the visit. See National Guidance document 4.3c [Risk Management – an overview](#)

Risks are expected to be reduced to an *acceptable* or *tolerable* level, and not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity. See [Managing Risk in Play Provision](#)

Many aspects of planning will normally already be in place in the form of existing policies and guidance, such as the establishment's own policy, LA policy, etc. These, in conjunction with the EVOLVE Visit Form may be sufficient for a particular visit, as it is not necessary to repeat generic policies on EVOLVE. See National Guidance document 4.3g [Risk Management - What to record and how](#)

Due to the complex nature of off-site visits, conventional 'risk assessment' as a stand-alone tool is not particularly useful and can on occasion be misleading. It is of greater benefit to consider the overall 'risk management' of visits by taking all aspects of visit planning and management into account. This can be achieved effectively through a combination of the EVOLVE Visit Form itself, and any appended notes and/or attachments.

Visit planning includes consideration of the question: *'What are the really important things that we need to do to keep us safe?'* It should focus on those issues that are individual to the specific event, taking into account the needs of the group (including special and medical needs), the experience and competency of the staff team, and the leader in the context of the event. Significant issues should be recorded on EVOLVE, either using the online Event Specific Notes facility, in EVOLVE Notes, or as an attachment, and shared with all relevant parties.

This planning process by the leader may be compared to the expectation of a teacher or youth worker to plan a lesson/session which is relevant to the needs of the group.

Planning that includes adventurous activity commonly involves delivery by an external provider (see [Section 29](#)) and the provider will have responsibility for managing the activity. As such, the provider's risk assessments are not the concern of the establishment leader, do not need to be requested from the provider, and do not need to be uploaded to EVOLVE.

Alternative arrangements (Plan B) should be included within the planning process where appropriate, for example, where weather conditions or water levels might be critical, or where an overcrowded venue might necessitate an alternative option.

It is good practice to involve participants in the planning and organisation of visits as, in doing so, they will make more informed decisions and will become more 'risk aware' and, hence, at less risk. They will also have greater ownership of the event.

- this is endorsed by HSE in [Principles of Sensible Risk Management](#)

An example [Alcohol & Drugs](#) policy is in EVOLVE Resources; establishments may wish to adapt and/or adopt this if appropriate.

Refer to National Guidance document 3.4k [Responsibilities of the Visit Leader](#)

8 Safety During the Visit

Prior to the visit, staff must ensure that all participants understand what is expected of them. This includes any 'rules' that will be in place. These should be re-emphasised as appropriate during the visit.

Monitoring of the visit must be ongoing; this contributes towards enjoyment, safety, and learning.

It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (e.g. Plan B) to suit changed or changing circumstances - for example: over-busy lunch area, rain, rising water levels, etc.

Following the visit, the visit leader should record any significant issues as a note on EVOLVE, for both reference, and to inform future visits.

Refer to National Guidance document 3.4k [Responsibilities of the Visit Leader](#)

9 Parent / Carer Consent

Schools:

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, it is good practice to inform parents of where their child will be at all times and of any extra safety measures required.

Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. Parents must be informed of these activities in advance and given the opportunity to withdraw their child from any particular visit or activity covered by the form. The school must have a robust means of ensuring that changes to parent / carer contact details and child medical details are up-to-date.

E-consent, via services such as EVOLVE+, ParentPay, etc, is an acceptable alternative to paper-based consent forms.

Other establishments:

Annual consent is appropriate for regular routine activities.

For all other visits, consent should be obtained on an individual visit basis. Information provided to parents prior to granting consent should include full details of the activities and any other significant information.

All: Refer to National Guidance document 4.3d [Parental Consent](#)

10 Competence to Lead

The competence of the visit leader is the single most important contributory factor in the safety of participants.

The EVC and/or Head of Establishment must therefore consider the following when assessing the competence of a member of staff to lead a visit:

- a) What experience has the leader in leading or accompanying similar or other visits? (check Staff History on EVOLVE).
- b) Is the leader competent in planning and managing visits?
- c) What are the leader's reasons for undertaking the visit?
- d) Is the leader an employee of the local authority?
- e) Does the leader have the ability to manage the pastoral welfare of participants?
- f) Does the leader exhibit sound decision-making abilities?
- g) What experience has the leader of the participants he/she intends to supervise?
- h) What experience has the leader of the environment and geographical area chosen?
- i) Does the leader possess appropriate qualifications?
- j) If appropriate, what is the leader's personal level of skill in the activity, and fitness level?
- k) If leading adventurous activities, has this been 'approved' by the LA?
- l) Is the leader aware of all relevant guidelines and able to act on these?

Refer to National Guidance document 3.2d [Approval of leaders](#)

11 Staffing and Supervision

On all visits there must be an 'effective level of supervision' that has been approved by the EVC and Head of Establishment, and where applicable is in accordance with Governing Body policy.

The [Statutory Framework for the Early Years Foundation Stage](#) no longer differentiates between outings and on-site settings as regards minimum specified ratios.

For all other visits the visit leader, EVC and Head of establishment must make a professional judgement regarding the number and suitability of staffing on an individual visit basis, after consideration of the following factors:

- The type, level, and duration of activity.
- The nature / requirements of individuals within the group, including those with additional needs.
- The experience and competence of staff and other adults.
- The venue, time of year and prevailing/predicted conditions, if applicable.
- The contingency, or 'Plan B' options.

A visit must not go ahead where either the visit leader, EVC, or Headteacher is not satisfied that an appropriate level of supervision exists.

Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

Particular consideration should be given to the additional implications that may arise if staff are to be accompanied by family members (or partners) on visits.

Refer to National Guidance document 4.2a [Group management and supervision](#)

Vetting and Disclosure and Barring (DBS) Checks

Staff and volunteers who work *frequently* or *intensively* with, or have regular access to, young people or vulnerable adults, must undergo an enhanced DBS check with barred list check as part of their recruitment process. For the purpose of this guidance:

- '*frequently*' is defined as 'once a week or more'.
- '*intensively*' is defined as 'four or more days in a month, or overnight'.

Refer to National Guidance document 3.2g [Vetting and DBS Checks](#)

Direct, Indirect and Remote Supervision

Young people must be supervised throughout all visits, even though they may be unaccompanied at times.

Direct supervision is where a member of staff is with a young person / group.

Indirect supervision is where young people are unaccompanied by a member of staff, but where there is a member of staff in the vicinity, for example as might occur in a museum or shopping centre, or 'down-time' at an activity centre.

Remote supervision is where young people are unaccompanied by a member of staff, and the supervising member of staff is not necessarily in the immediate vicinity, for example as might occur during D of E expeditions, or a 6th Form unaccompanied visit to university open day.

Both Indirect and Remotely supervised activities can bring valuable educational benefits, and the progression from dependence to independence is to be encouraged. Such activities develop essential lifelong skills, including learning to manage risk, self-sufficiency, interaction with the public, social skills, communication, decision making, etc.

The decision to allow indirect or remote supervision should be based on professional judgement taking into account such factors as:

- prior knowledge of the individuals (including their maturity and levels of responsibility);
- venue and conditions;
- the activity taking place;
- preparatory training;
- the competence of the supervising staff;
- the emergency systems in place.

When recording a **remotely** supervised visit on EVOLVE, there must still be a named visit leader. This will be the member of staff that has made a professional judgement regarding the level of responsibility and maturity of the participants and decided that, in their opinion, it is reasonable for them to be undertaking the specific activity unaccompanied by an adult. A 'Note' should be added to EVOLVE specifying that remote supervision applies.

Refer to National Guidance documents: 4.3b [Ratios and Effective Supervision](#)
4.2a [Group Management and Supervision](#)
3.2g [Vetting and DBS Checks](#)

12 First Aid

For all visits there should be a responsible adult with a good working knowledge of first aid appropriate to the environment (e.g. urban, remote, water, etc.)

General 'life experience', or a 3 hour non-assessed 'Basic Skills' course is suitable for routine urban visits. However, the nature of the visit may indicate that a higher-level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed.

Based on the nature of the particular visit, the EVC (or visit leader) should make a professional judgement regarding the level of first aid required.

A first aid kit appropriate to the visit should be carried.

For EYFS outings, there must always be at least one member of staff present who holds a current Paediatric First Aid certificate.

Refer to National Guidance document 4.4b [First Aid](#)

Refer to: [Statutory Framework for the Early Years Foundation Stage](#)

13 Insurance

Cover is dependent on the establishment organising the activity as follows:

Schools

MKC's school offsite insurance, which covers all trips outside the school boundaries, is available on request as an optional insurance cover for schools that buy back into the Council's central insurance arrangements. Schools may purchase this cover on an annual basis with cover commencing on 1st April each year. Cover is automatically in place for schools that opt to purchase the cover therefore it is not necessary for these schools to request cover or complete additional forms for each trip.

Schools must assess and control risks attaching to all trips, and ensure that records including a list of pupils, teachers or accompanying adults that attend each trip are kept. Please refer to MKC School Insurance Guide 2017 sent out to schools with their 2017 insurance estimates for further details of the cover provided.

Schools that do not buy back into the Council's central insurance arrangements should ensure that adequate cover for their school journeys is arranged prior to commencement of the trip. It is expected that the minimum levels of cover should reflect those provided by the Council, as detailed below:

Cancellation & Other Expenses £1,000

Medical & Associated Expenses £1,000,000

Personal Accident £20,000 Capital Sum

Personal Effects & Money Up to £1,500

Legal Liability £3,000,000 any one event

For those establishments who make their own insurance arrangements, travel insurance must be taken out for all visits abroad. It is the responsibility of the Governing Body (if applicable) and Headteacher to determine whether additional insurance should be taken out. The establishment should also particularly consider the need for additional insurance for residential activities, or those involving adventurous activities or hazardous environments.

Non-Schools

Cover is in place via the Council's insurance programme for business travel. Please contact the LGSS insurance team for more details.

NCC-insurance@northamptonshire.gov.uk

01604 367037

For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all participants must hold a valid EHIC (European Health Insurance Card). See www.dh.gov.uk

Refer to Insurance in National Guidance www.oeapng.info See Insurance [Contacts](#)

14 Transport

Refer to National Guidance document 4.5a [Transport general considerations](#)

PRIVATE CARS

Where a private (staff or parent) car is to be used to transport young people then this must be approved by the Head of Establishment, and a [PRIVATE CAR](#) Form must be completed and retained by the establishment on an annual basis.

Refer to National Guidance documents 4.5c [Transport in private cars](#) & 6.f [FAQ Use of private cars](#)

COACHES

The LA does not 'approve' coach companies. Whilst UK legislation ensures that coach companies are fit for public use, the facilities available on coaches may vary. Liaising with other establishments within the LA that have used a particular company (via a search on EVOLVE) will help to determine the level of service that may be provided.

Refer to National Guidance document 4.5e [Hiring a coach](#)

MINIBUSES

Establishments that own or hire a minibus must have an operational policy in place for this.

Refer to National Guidance document 4.5b [Transport in minibuses](#)

PUBLIC TRANSPORT IN LONDON

For public transport within the Greater London area contact 'Transport for London', who may offer staff-assisted travel for establishment parties on the Underground to cultural destinations.

15 Farm Visits

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Refer to National Guidance document 7g [Farm Visits](#)

Refer to: EVOLVE National Library: [Preventing or controlling ill health from animal contact at visitor attractions - Advice to Teachers](#) and associated documents.

Refer to: Farming & Countryside Education: www.face-online.org.uk

16 Water-Margin Activities

This section applies to:

Activities that take place near or in water – such as a walk along a riverbank or seashore, collecting samples from ponds and streams, or paddling or walking in gentle, shallow water*. It does not apply to swimming and other activities that require water safety or rescue qualifications and equipment, or water-going craft.

* 'gentle' means hardly moving at all.

'shallow' typically means up to the knees of the participants.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

At the outset the leader must decide whether the activity:

- a) Falls **within** the definition in bold above - in which case this is a water-margin activity and the below guidance applies,
or
- b) **Exceeds** the definition in bold above - in which case this is a water-based adventurous activity and [Section 23](#) applies.

Staff involved in water-margin activities should be conversant with, and adhere to, the guidance contained within National Guidance document 7i [Group Safety at Water Margins](#) This document must be made available to all supervising adults in advance of the visit.

As with all visits, where appropriate there should be an approved alternative 'Plan B' that could be used where conditions dictate, and for which parental consent has been obtained if necessary.

LA approval is not required for water-margin activities, but the leader must have previous relevant experience, and must have been assessed as competent to lead the activity by the EVC and/or Head of Establishment.

Refer to National Guidance document 7i [Group Safety at Water Margins](#)

17 Residential Visits

The LA acknowledges the immense educational benefits that residential visits can potentially bring to children and young people, and fully supports and encourages residential visits that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

[A Guide to High Quality Outdoor Learning and Residential Experiences](#) can be used as a tool by visit leaders to assist in both identifying outcomes and in the evaluation of the learning taking place. It can also help the leader in providing clarity to a provider when designing a programme.

Refer to National Guidance document 4.2b [Residential Visits](#)

18 Overseas Visits

The LA acknowledges the immense educational benefits that overseas visits can potentially bring to young people, and fully supports and encourages overseas visits that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

For all visits it is essential that consideration is given to the following:

- a) Culture: food and drink, local customs, religion, expected behaviour/dress, gender issues, sanitary arrangements, corruption, political stability, local financial information, alcohol & drugs.
- b) Accommodation: checked for suitability, security, safety precautions and emergency evacuation.
- c) Transport systems have been assessed as safe for use.

The visit leader should consider the relevant country information from the Foreign and Commonwealth Office website: www.fco.gov.uk (from the home page select 'Travel Advice'). All relevant FCO information should be circulated amongst the staff team.

For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all participants must hold a valid EHIC (European Health Insurance Card). See www.dh.gov.uk

For Exchange Visits: Refer to National Guidance document 7.f [Exchanges and home stays](#)

For Overseas Expeditions See [Section 26](#)

19 Weather, Clothing & Survival

Where appropriate, the leader must obtain and act upon recent weather forecasts and local advice.

Participants should be adequately clothed appropriate to:

- The time of year, prevailing weather conditions, altitude and exposure to elements;
- Likely changes in weather;
- The experience and strength of the party;
- The nature of the visit and environment.

When venturing away from immediate help, leaders should consider the need for:

- Comfort, insulation and shelter for a casualty;
- Comfort, insulation and shelter for the whole group;
- Provision of emergency food and drink;
- Torch;
- Possible need of signalling equipment and/or mobile phone (N.B. Mobile phones may not work in remote areas);

It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (e.g. Plan B) to suit changed or changing circumstances - for example: over-busy lunch area, rain, rising water levels, etc.

20 Swimming

The LA acknowledges the immense educational benefits that swimming activities can potentially bring to young people, and fully supports and encourages swimming activities that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

All swimming activities and venues must be included within the visit plan, and lifeguarding arrangements checked in advance. This is particularly important in respect of visits abroad, where for example, a hotel pool may be available.

Young people must be supervised by a competent adult at all times whilst undertaking swimming activities. The following criteria apply:

Swimming pools (lifeguarded)

LA Approval is not required

- UK Swimming Pool safety is guided by the Health and Safety at Work Act 1974 and associated regulations. Pool operators have a duty to take all reasonable and practicable measures to ensure that teaching and coaching activities are conducted safely.
- For publicly lifeguarded pools abroad, the establishment’s staff must seek assurances that appropriate lifeguard cover is in place prior to participants entering the water.
- Unless suitably qualified, the establishment’s staff should not have responsibility for lifeguarding. However, they do retain a pastoral role for participants at all times either through direct or ‘remote’ supervision.
- For swimming lessons, the LA establishment should ensure the swimming teacher in charge or other pool employees/responsible adults supervising the participants are qualified according to current guidelines.

Refer to National Guidance document 7.x [Swimming pools](#)

Hotel (and other) swimming pools

Establishments should check the lifeguarding position in advance.

LA Approval is not required for this activity.

If lifeguarding arrangements are not provided at the pool then the visit leader will bear the full responsibility for ensuring swimming safety, and approval to lead the activity will be required via EVOLVE.

The following awards/qualifications apply:

For free swimming activity

- A valid RLSS UK National Pool Lifeguard Qualification (NPLQ), or equivalent in the country visited - see www.lifesavers.org.uk

For structured or programmed activity

- A valid RLSS UK National Rescue Award for Swimming Teachers and Coaches (NRASTAC) or equivalent - see www.lifesavers.org.uk **or**
- A valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement.

The role of the lifeguard is:

- To directly supervise the pool and the pool users, exercising appropriate levels of control. (Note: the lifeguard should remain on the poolside at all times except in the case of an emergency)
- If necessary, brief pool users in advance regarding rules (e.g. no diving, running, etc.).
- To communicate effectively with pool users.
- To anticipate problems and prevent accidents.
- To intervene to prevent behaviour which is unsafe.
- To carry out a rescue from the water.
- To give immediate first aid to any casualty.

The above must be accomplished in the context of the normal operating procedures and the emergency plan for the pool, which should be considered before swimming takes place. Full familiarisation of the systems described should be walked through at the pool.

Staff must be aware of the procedures in the event of an emergency, and who at the venue will provide back up. Staff should also know if they have exclusive use of the pool, as other pool users may increase the supervision role of your lifeguard.

If a young person holds an appropriate qualification then their role should be emergency lifeguard action, and supervision should remain the responsibility of the establishment's staff.

Refer to National Guidance document 7.x [Swimming pools](#)

Open water swimming (i.e. not in a swimming pool and not a 'water-margin' activity)

LA Approval is required via EVOLVE.

Particular consideration should be given to the following factors:

- Unknown locations and hazards, especially overseas.
- Changing environmental conditions.
- Supervisor complacency.
- Adherence to local advice.
- Preparation and knowledge of young people, i.e. is it a planned activity?

The designated lifeguard must be dedicated exclusively to the group, and the location used must fall within the RNLI/RLSS definition of a 'safer bathing area'. Local advice must always be sought.

For free swimming activity

- A valid National Beach Lifeguard Qualification (NBLQ) or equivalent in the country visited, see www.lifesavers.org.uk Note: this is for beach/sea only, not inland water

or

For structured or programmed activity

- A valid RLSS UK National Rescue Award for Swimming Teachers and Coaches (NRASTAC) or equivalent - see www.lifesavers.org.uk

or

- A valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement. see www.lifesavers.org.uk

Refer to National Guidance document 7.o [Natural Water Bathing](#)

21 Definition of an ‘adventurous activity’

The following activities are typically regarded as ‘adventurous’:

- All activities in ‘open country’ (see below)
- Air activities (excluding commercial flights)
- Abseiling
- All forms of boating (excluding commercial transport)
- Camping
- Canoeing / kayaking
- Coasteering/coastal scrambling/sea level traversing
- ‘Extreme’ sports
- High level ropes courses
- Hill walking and Mountaineering
- Horse riding
- Motor sport – all forms
- Off road cycling
- Rafting or improvised rafting
- River/gorge walking or scrambling
- Rock climbing (including indoor climbing walls)
- Sailing / windsurfing / kite surfing
- Swimming (all forms, excluding publicly lifeguarded pools)
- Shooting / archery / paintballing
- Snorkel and aqualung activities
- Snowsports (skiing, snowboarding, and related activities), including dry slope
- Trampoline Parks
- Underground exploration
- Use of powered safety/rescue craft
- Water skiing
- Other activities (e.g. initiative exercises) involving skills inherent in any of the above

‘Open country’ is normally defined as land above 300m, or more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate. Please contact the local authority if you think this might apply. For level of competence required to lead in open country see [Section 24](#)

The following activities are not regarded as adventurous; however, these activities must be supervised by a member of staff who has previous relevant experience and who in the opinion of the EVC and Head of Establishment is competent to supervise the activity:

- Walking in parks or on non-remote country paths
- Field studies - unless in the environments stated in ‘open country’
- Swimming in publicly lifeguarded pools
- Theme parks
- Tourist attractions
- Pedal go-karts
- Ice skating (rink)
- Farm visits
- Local traffic survey
- Museum, library, etc.
- Physical Education and sports fixtures (other than the above)
- Water-margin activities as defined in [Section 16](#)

22 Adventurous Activities

This section is applicable to all adventurous activities except the following, for which separate guidance applies:

[Water-based activities](#) - Section 23

[Open country activities](#) - Section 24

[Snowsports](#) - Section 25

[Overseas expeditions](#) - Section 26

The LA acknowledges the immense educational benefits that adventurous activities can potentially bring to young people, and fully supports and encourages adventurous activities that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

The responsibility for the safety of participants in an adventurous activity will rest with either:

a) **An external provider** - see [Section 30](#)

The provider must hold an [LOtC Quality Badge](#) or complete a [Provider Form](#)

Note: If a Provider holds an [AALA licence](#) (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.

Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

or

b) **A member of your establishment's staff** - see [Section 29](#)

This person must be specifically approved by the Head of establishment to lead the activity, via EVOLVE.

23 Water-Based Activities

For clarification between water-margin and water-based activities see [Section 16](#)

The LA acknowledges the immense educational benefits that water-based activities can potentially bring to young people, and fully supports and encourages water-based activities that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

The following are not regarded as adventurous activities for the purposes of this guidance:

- Swimming in publicly lifeguarded pools - see [Section 20](#)
- Water-margin activities as defined in [Section 16](#)
- Commercial craft, tourist boat trips, and similar activities for which young people would not normally wear personal buoyancy.

With the exception of the above, all other forms of water-based activities are regarded as adventurous activities.

The responsibility for the safety of participants in an adventurous activity will rest with either:

- a) **An external provider** - see [Section 30](#)

The provider must hold an [LOtC Quality Badge](#) or complete a [Provider Form](#)

Note: If a Provider holds an [AALA licence](#) (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.

Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

or

- b) **A member of your establishment's staff** - see [Section 29](#)

This person must be specifically approved by the Head of establishment to lead the activity, via EVOLVE.

In order to participate in water-based activities, participants should normally be water confident. Participants who lack water confidence may still be able to take part subject to consideration of all factors, including the activity itself and supervision arrangements. The level of water confidence of all participants must be known by the activity leader prior to the commencement of water-based activities.

Leaders should have knowledge of the water conditions/hazards (and potential changes) that might be encountered and prepare accordingly. Local advice must be sought where appropriate, e.g. coastguard, harbour master, other site users, etc.

Personal buoyancy conforming to the appropriate National Governing Body must be worn at all times by all participants in water-based activities, except, at the discretion of the activity leader, where the activity:

- a) takes place in a swimming pool, **or**
- b) is 'swimming', **or**
- c) is an activity for which personal buoyancy would not normally be worn by young people.

24 Open-country activities

The LA acknowledges the immense educational benefits that open-country activities can potentially bring to young people, and fully supports and encourages open-country activities that are correctly planned, managed, and conducted.

For the purposes of LA approval, 'open-country' is normally defined as land above 300m, or more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate. Please contact the LA if you think this might apply.

The responsibility for the safety of participants in the activity will rest with either:

- a) **An external provider** - see [Section 30](#)
Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.
or
- b) **a member of your establishment's staff** - see below
This person must be specifically approved by the Head of Establishment to lead the activity, via EVOLVE.

The following minimum levels of technical competence apply where a member of the establishment's own staff intends to lead an open-country activity:

- a) For leaders of walking groups outside the UK or Ireland,
- International Mountain Leader Award (IML) www.mltuk.org
- b) For leaders of walking groups in mountainous terrain within the UK and Ireland
- Mountain Leader Award (ML) Summer or Winter as appropriate www.mltuk.org **or**
- A written statement of competence by an appropriate technical adviser - see [Section 29](#)
- c) For leaders of walking groups in summer conditions in non-mountainous hilly terrain
(Known variously as upland, moor, bog, hill, fell or down), with well-defined obvious boundaries, such as roads and coastlines, and where any hazards within it are identifiable and avoidable, and where wild camping or movement on steep ground is not involved.
- Hill & Moorland Leader Award (HMLA) www.mltuk.org **or**
- A written statement of competence by an appropriate technical adviser - see [Section 29](#)
- d) For leaders of walking groups in terrain 'easier' than that defined in c)
The leader must demonstrate an appropriate level of competence. This may include one or more of the following:
 - Countryside Leader Award (CLA) www.countrysideleaderaward.org
 - Lowland Leader Award (LLA) www.mltuk.org
 - Sports Leaders UK Level 3 Award in Basic Expedition Leadership (BEL) www.bst.org.uk
 - Completion of a suitable 'Leader Training' Course.
 - A written statement of competence by an appropriate technical adviser see [Section 29](#)
 - Evidence of recent, relevant experience, appropriately corroborated.
 - A written statement of competence by an appropriate technical adviser see [Section 29](#)
 - Evidence of recent, relevant experience, appropriately corroborated.
 - An assessment of competence (written or implied) by the Head of Establishment.

25 Snowsports

The LA acknowledges the immense educational benefits that snowsport activities can potentially bring to young people, and fully supports and encourages snowsport activities that are correctly planned, managed, and conducted.

Snowsports (e.g. skiing and snowboarding) are regarded as adventurous activities, and the visit therefore requires LA approval.

There are advantages to snowsports taking place during term time as opposed to during the establishment holiday period. These include: greater choice generally, less queueing for lifts, less crowded slopes therefore less chance of collisions occurring, less crowded resort, higher possibility of 'sole use' of accommodation, lessons more likely to be conducted by permanent snowsport establishment instructors (as opposed to 'casual' instructors), greater likelihood of English speaking instructors, considerable cost savings through avoiding high season (possibly allowing more young people to participate), etc.

A member of staff intending to organise a snowsport visit (but not instruct, lead or supervise on snow) must hold the Snowsport Course Organiser Award (SCO), administered by Snowsport England www.snowsportengland.org.uk and must have previously accompanied at least one educational snowsports visit.

Young people may only participate in snowsports when under the direction of an appropriately qualified and competent person. This would normally be an instructor employed by the local snowsports school. Establishments should therefore consider the merits of fully instructed lessons of 4/5 hours duration per day.

A member of staff intending to lead skiing or snowboarding (i.e. not using a ski school instructor) must be qualified as below and have been approved by the Head of Establishment via EVOLVE- see [Section 29](#)

Skiing: The minimum qualification to lead skiing on snow is:

- The Alpine Ski Course Leader Award (ASCL) www.snowsportengland.org.uk **or**
- The Alpine Ski Leader Award (ASL) www.snowsportscotland.org **or**
- A statement of competence by an appropriate 'technical adviser' - see [Section 29](#)

Snowboarding: The minimum qualification to lead snowboarding on snow is:

- The Snowboard Leader Award (SBL) administered www.snowsportscotland.org **or**
- A statement of competence by an appropriate 'technical adviser' - see [Section 29](#)

See EVOLVE Resources for the current good practice guidance on helmets for snowsport activities.

Pupils may only take part in off-piste activities if:

- a) under the direction of a suitably qualified local instructor, AND
- b) they will remain within the designated controlled areas, AND
- c) off-piste activities are specifically included within the visit insurance policy, AND
- d) a NOTE is added to EVOLVE in advance of the visit, confirming that the above criteria are/will be complied with.

Important: Owing to unacceptable liability waiver requirements, currently LA establishments must not use the following resorts: Vail, Beaver Creek, Breckenridge, Keystone and Heavenly Lake Tahoe, until further notice. For other resorts in USA or Canada, the establishment must check the liability position prior to making a commitment.

Refer to National Guidance document 7.v [Snowsport visits](#)

26 Overseas Expeditions

The LA acknowledges the immense educational benefits that overseas expeditions can potentially bring to young people, and fully supports and encourages overseas expeditions that are correctly planned, managed, and conducted.

Overseas Expeditions (for the purposes of this document) are defined as those which typically involve journeying in remote areas of the world and/or in developing countries.

Overseas Expeditions will only be approved by the local authority if the provider either:

- a) Holds an LOTC Quality Badge www.lotcqualitybadge.org.uk

or

- b) Provides a statement of compliance with [Guidance for Overseas Expeditions, Edition 4](#)

For providers that do not hold an LOTC Quality Badge, 'Guidance for Overseas Expeditions, Edn.4' should be referred to when the proposal is initiated. This document contains information for both establishments and providers, and includes a checklist of vital aspects that **must** be considered prior to the establishment making a commitment with an external provider. Overseas expedition providers are required to comply with the minimum standards specified in this document.

When planning an expedition and selecting a provider, establishments should particularly consider the educational aims of the venture, that appropriate progression takes place, and that the requirements relating to 'Best Value' are met.

Refer to National Guidance document 7.q [Overseas Expeditions](#)

27 Trampoline Parks

The Association for Physical Education (AfPE)'s view is that trampolining is suitable for teaching in secondary schools only. It is seen as one of the higher risk activities, and as such, those teaching it must have undertaken specific trampolining qualifications. AfPE currently recommends that schools do not arrange visits for pupils to Trampoline Parks.

See National Guidance document 6n [Visiting trampoline parks](#)

'Trampoline Parks' is now designated as an adventurous activity but EVOLVE has been configured such that final approval is delegated to Head level.

Prior to making the decision to visit a trampoline park, visit leaders, EVCs, and Headteachers should fully consider both AfPE and National Guidance, and EVOLVE will require you to confirm such consideration.

Please note that the above does not apply to trampoline clubs or centres which are registered with British Gymnastics. These activities are not classified as 'adventurous', and schools intending to visit these facilities should comply with current AfPE guidance.

28 Emergency Procedures

Establishments should ensure that their Health and Safety policy includes off-site visits.

Staff involved in a visit must be aware of and adhere to their establishment's policy on emergency procedures.

For visits that take place outside normal establishment hours:

- A completed [Emergency Card – Visit Leader](#) (or equivalent) must be with the Visit Leader at all times, **and**
- A completed [Emergency Card – Home Contacts](#) (or equivalent) must be with the emergency home contact(s) at all times, where access to EVOLVE is not possible.

In an emergency, if it is not possible to reach any of the designated establishment emergency contacts, the leader should call the LA 24-hour emergency number - see [Contacts](#)

Refer to National Guidance Documents: 4.1i [Emergencies and critical incidents](#)
4.1b [Emergencies – The establishment's role](#)
4.1c [Emergencies – Guidance for leaders](#)

29 Approval of staff to lead an adventurous activity

PROCEDURE FOR OBTAINING APPROVAL

Staff who wish to **lead** (i.e. supervise or instruct) an adventurous activity, as defined in [Section 21](#), should first upload details and scanned copies of all relevant qualifications (e.g. instructor certificates, first aid, etc) to the 'My Details' section of their EVOLVE account.

The visit leader should complete the Visit Form on EVOLVE as usual. During this process EVOLVE will ask for an Activity Leader Form (ALF) to be completed, which will request further details regarding the proposed venture (e.g. dates, venues, numbers, etc). The ALF will then be embedded within the Visit Form for that particular visit.

On receipt of a Visit Form (and embedded ALF), the Headteacher should view the proposed activity in the context of the leader's competencies and qualifications. If the Headteacher does not have the competence to make this judgement, then he/she should enlist the help of a suitably qualified 'Technical Adviser', see below or contact the LA for further advice.

CRITERIA FOR APPROVAL

Approval should normally be granted where the leader of the activity has recent relevant experience, and:

- is appropriately qualified through the relevant National Governing Body,
- or**
- has a 'Statement of Competence' from an appropriate 'technical adviser' – see below.

In some cases, approval may be granted where no qualification is held, but the person concerned is deemed to have a sufficient level of competence in addition to recent relevant experience.

In cases where no National Governing Body exists, the decision should be based on factors which may include: technical advice, the leader's stated competence, observed competence, past experience, and attendance at training courses.

Approval should always be subject to a requirement that the leader must act at all times within the remit of his/her qualifications, and in accordance with National Governing Body Guidelines where these exist.

Technical Adviser

For further clarification regarding a technical adviser see [Adventure Activity Qualifications](#) in National Guidance.

For most activities the competence required of a technical adviser is stipulated by the activity's National Governing Body.

30 Using an External Provider

An 'External Provider' is defined as where there is an element of instruction, staffing, or guiding, for example:

- Activity Centre
- Ski Company
- Educational Tour Operator
- Overseas Expedition Provider
- Climbing Wall where instruction is provided by climbing wall staff
- Freelance instructor of adventurous activities
- Youth Hostel (where instruction is provided)
- Voluntary organisation (e.g. Scout Association), where instruction is provided

For the purposes of this guidance, an External Provider is NOT a:

- Youth Hostel (where accommodation only is used)
- Hotel, B&B, etc
- Campsite
- Museum, gallery, etc
- Tourist attraction
- Theme Park
- Farm
- Coach, Train, or Airline company
- Swimming Pool
- Climbing Wall where instruction is provided by a member of your establishment's staff with an approved Activity Leader Form (ALF) ([Section 29](#) applies)
- 'Volunteer' instructor of adventurous activities (see below)

The decision about the use of an external provider is the responsibility of the visit leader, EVC, and Head of establishment. The LA does not maintain a list of 'approved' external providers or tour operators. Establishments will find it useful to 'Search by External Provider' on EVOLVE and liaise with other LA establishments that have used a particular provider.

Establishments should consider the requirements under 'best value' when selecting an external provider.

To confirm that all aspects of the operation of the provider are satisfactory, the establishment must ensure that either:

- a) The Provider holds an LOTC Quality Badge www.lotcqualitybadge.org.uk or www.kaddi.com
or
- b) A 'Provider Form' has been satisfactorily completed by the provider

Note: If a Provider holds an [AALA licence](#) (and/or any other accreditation) but not an LOTC Quality Badge, then a Provider Form is still required.

Procedure for Providers that hold an LOTC Quality Badge

No further action is necessary, other than to check the suitability of the provider/venue in relation to the intended aims or learning outcomes for the particular group.

Procedure for Providers that do not hold an LOTC Quality Badge

- Download a [Provider Form](#) from EVOLVE Resources.
- Complete the top section.
- Send Provider Form to the provider.
- On its return check that it has been satisfactorily completed.
- Upload the completed Provider Form to EVOLVE, - or keep on file.

Important: If the Provider has made any alterations to the wording of the Provider Form or is unable to comply, then you must discuss this with the Provider, and if necessary seek advice from the LA prior to making a commitment with the Provider.

The Provider Form should be sent to the provider at the time of making a provisional booking and no deposits should be committed prior to its satisfactory completion and return.

The satisfactory completion of a Provider Form does not necessarily signify that the service on offer will be appropriate for the young people from your establishment. A pre-visit and recommendation from previous users will help you decide on its suitability.

In some instances, for example where an establishment intends to use an 'external', **voluntary** individual for services, then this person may be regarded as a temporary member of staff and the procedure outlined in [Section 29](#) may be appropriate.

See National Guidance documents: 4.4h [Using external providers and facilities](#)
6a FAQ [Asking for a provider's risk assessments](#)

For completion by ‘external providers’ used by Milton Keynes Council establishments

Providers that do not hold an LOfC Quality Badge and that are to be used by establishments from Milton Keynes Council, are required to complete and return this form in advance of the establishment making a commitment.

Establishment Staff member in charge

Date(s) of visit..... Name of provider

The provider or tour operator providing services to the establishment named above is asked to give careful consideration to the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications which do not apply to your provision.

Section A should be completed for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.

SECTION A - ALL VISITS

Health, Safety, and Emergency Policy

- 1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection.
- 2. Accident and emergency procedures are maintained, and records are available for inspection.

Vehicles

- 3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

Staffing

- 4. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability to work with young people.
- 5. There are adequate and regular opportunities for liaison between establishment staff and the provider’s staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to establishment staff.
- 6. The provider has never been dismissed from any employment or had a contract ended

Insurance

- 7. The provider has public liability insurance for at least £5 million with a clause giving ‘indemnity to principal’.

Accommodation (if provided)

- 8. UK accommodation complies with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)
- 9. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned.
- 10. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
- 11. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants’ accommodation.

SECTION B - ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

- 12. Adventure Activities Licensing Authority (AALA) Licence covering dates of visit YES OUT OF SCOPE
- 13. If YES, AALA Licence Number R

For AALA licensable activities in the UK, the specifications in this section are checked as part of the AALA inspection. However, providers licensed with AALA are asked to consider these specifications with respect to any activities or aspects of provision not covered by the licence.

Activity management

- 14. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.
- 15. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.
- 16. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser.
- 17. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is in line with current good practice within the UK, and this includes appropriate instructor competencies.
- 18. Participants will at all times have access to a person with an appropriate First Aid qualification. Staff are practiced and competent in accident and emergency procedures.
- 19. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
- 20. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.

SECTION C - TOUR OPERATORS

Where a tour operator delivers services to establishments using other providers e.g. ski establishments, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in Sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

- 22. Sections A and B of this form, as appropriate, have been completed to show that checks have been made. Records are available for inspection.
- 23. The Tour Operator complies with the package travel regulations, including bonding to safeguard customers' monies.
- 24. ATOL, ABTA or other bonding body name and numbers.....

SECTION D - OVERSEAS EXPEDITIONS

- 25. The provider complies with ['Guidance for Overseas Expeditions, Edition 4'](#) (GOE4).

If any of the above specifications cannot be met or are not applicable, please give details:

Details of any other accreditation, e.g. with National Governing Bodies, tourist boards, etc.

DECLARATION

I hereby certify that I am an authorised signatory to enter into this Agreement and to bind the said company, firm, person or corporation to the terms and conditions herein.

Signed Date.....

Name (print) Position in organisation.....

Full name and address of company, firm, person or corporation

.....

Tel E-mail

Note: This can be completed online within EVOLVE

EVENT SPECIFIC NOTES

What are the really important things we need to do to keep ourselves safe?

Visit details..... Carried out by Date

ISSUE Consider STAGED: Staff, Timing Activity, Group, Environment, Distance	HOW TO MANAGE IT	WHO TO BE INFORMED		
		PARENTS	STAFF	PARTICIPANTS

You must also ensure that appropriate persons are aware of any Generic procedures, but these do not need to be repeated here

Use of a private car to transport young people

1	To: The Head of _____ Establishment
----------	-------------------------------------

I confirm that I am willing to use my own vehicle for transporting young people on educational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.

2	Signed: _____ Print name: _____
----------	------------------------------------

3	Address: _____ _____ _____ _____
----------	-------------------------------------------

4	Date: _____
----------	-------------

The LA and the establishment reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence

	Insurance cover required
For teachers, youth workers, or other LA employees	<i>'Use by the Policyholder in connection with the business of the Policyholder'</i>
For parents and other volunteers	<i>'Use for social, domestic and pleasure purposes'</i>

Emergency Card (Visit Leader)

This 'card' must remain with the Visit Leader at all times on a visit

In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** to report the incident and request assistance.

Milton Keynes Council Emergency Contact

01908 311773

Be prepared to give: Your name and Establishment/Group
Phone number & back up phone numbers
Exact Location
Nature of Incident
Number in the Group

You will be called back as soon as possible so try not to make outgoing calls until contact is made. You will be given advice and asked what the LA can do to support you.

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

Name	Home	Mobile
Establishment		
Milton Keynes Council	01908 311773	

If the visit will be outside normal establishment hours:

Establishment 'Home' Contact		
Head of Establishment / Chair of Governing Body (optional)		
Other/EVC		

Emergency Card (Home Contacts)

For visits that take place outside normal establishment hours.

This 'card' or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.

The establishment's Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts who may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back as soon as possible;

It is the responsibility of the Visit Leader to contact the LA. However, circumstances may prevent this. If you are not 100% positive that the LA has been contacted, please contact Milton Keynes Council 01908 311773 and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident.

- Your details will be taken, and you will be phoned back as soon as possible;
- You should also contact the Head of Establishment (if this is not you);
- A Response Team will be brought into action to support the party, the establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately;
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group and, depending on the level of emergency, will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

Name	Home	Mobile
Head of Establishment		
Deputy Head of Establishment		
Milton Keynes Council	01908 311773	

Chair of Governing Body (optional)		
Other/EVC		

Contacts

EVOLVE	www.offsitevisits-mk.org
Outdoor Education Adviser	Mark Falkingham (EVASSA Ltd) via: EVOLVE Messenger or Notes
Head of Setting and School Effectiveness	Cheryl Eyre 01908 254419 cheryl.eyre@milton-keynes.gov.uk
Health & Safety Adviser	Corporate Health & Safety Team 01908 253839 CHST@milton-keynes.gov.uk
LGSS Insurance Team	Mark Greenall (Team Manager) 01604 367037 ncc-insurance@northamptonshire.gov.uk
Milton Keynes Council Emergency Contact (24 hour)	01908 311773

National Guidance www.oeapng.info

National Library www.national-library.info

LOtC www.lotc.org.uk

LOtC Quality Badge www.lotcqualitybadge.org.uk

Outdoor Education Advisers' Panel www.oeap.info