

## ST. WINEFRIDE'S CATHOLIC PRIMARY SCHOOL

### Educational Visits Policy

#### Mission Statement

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Welcome to St Winefride's where we come together to LEARN, LAUGH, LISTEN, LIVE and LOVE in the presence of Jesus.

At our school, we believe that everyone is valued as a unique gift from God.

We work together to create an engaging learning environment, where all children are challenged to achieve their full potential.

#### **Rationale**

All Cheshire West and Chester schools should have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet DfE requirements and LA guidelines.

#### **Our current EVC is Mrs. Jennifer Davies**

To enable children and staff to gain a full and enjoyable educational visit it is essential that the following guidelines and policies are adhered to. These guidelines are to be read in conjunction with the regularly updated information provided by Cheshire West and Chester on the EVOLVE website [www.cwacvisits.org.uk](http://www.cwacvisits.org.uk)

The following policy covers residential and non-residential visits. It is a response by St. Winefride's Catholic Primary to DfE Guidance and County Guidelines to ensure the safety of children on visits outside the school.

#### **Purpose**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including visits and residential experiences, can make towards pupils' academic, personal and social education.

Educational visits benefit young people in many ways, including:

- being able to apply a different range of skills than those used in the classroom,
- enabling, supporting and complementing the work of the National Curriculum, experimental (first-hand) and memorable learning,
- assessing and managing risks (safety),
- developing latent talents, abilities and interests, which can be motivational and have lifelong relevance,

Consideration of the health and safety of the child will be of paramount importance.

We shall endeavour to ensure that the children will be given the opportunity to take part in at least one residential visit during their time at the school.

#### **Approval for Visits**

**All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the head, in consultation with the EVC.**

Visits which are residential or involve an adventurous activity will require the additional approval of the LA (EVOLVE). Cheshire West and Chester advise 'at least 2 months for residential and overseas visits. (This timescale can be shortened for residential visits to CW&C owned outdoor education centres.) Approval of the Governing Body is also required for visits of this type. It is the responsibility of the Group Leader to complete the necessary paperwork. It is the

headteacher's or EVC's responsibility to check that all the necessary paperwork has been completed correctly before it is sent for approval to the LA via EVOLVE.

### **Planning a Visit**

#### **(Visit leaders may wish to refer to Appendix 1 - Planning checklist for visits)**

1. Discuss initial plans with the headteacher or EVC. **Approval should be granted before any visit is booked.**
2. If it is reasonable, prior to organisation of any visit, the teacher should visit the location and obtain information on the provision, if he/she is unfamiliar with the location.
3. Transport should be organised. School Admin. will arrange this and work out cost of visit.
4. A letter will be sent out to parents informing them of the visit.

The letter should include details of:

- Proposed activity/activities,
  - Time of departure and return to school,
  - Whether a packed lunch is required,
  - Cost and request for day of payment,
  - Whether any special clothing or school uniform is required,
  - Reply or consent slip.
5. The class teacher should complete any risk assessments – which should be signed by the EVC or headteacher. (Appendix 11) (Refer to adult/pupil ratios – Appendix 7)
  6. If the visit is residential, parents must complete Form C (Appendix 3).

#### **On the Day of the Visit**

1. Collect first aid kit(s) and accident forms.
2. Ensure that pupils have asthma inhalers or any other essential medication.
3. Brief supervising adults.
4. Give supervising adults their group list.
5. Ensure that school register is completed, so the head has a list of children attending the visit.
6. Ensure that **two supervising** adults are contactable by mobile phone and that the school office has the numbers.
7. Count pupils before you leave school and at regular intervals during the day.

**Mobile phone(s) should be switched on during the entire visit, including outward and homeward journeys.**

**(Teachers should also refer to Appendix 2 - Unexpected/unplanned events - Contingency Arrangements.)**

Following the visit, all completed risk assessments (Appendix 11) (together with any changes made to original ones) and any accident forms should be filled in the Ed. Visits Risk Assessment File.

### **Governing Body**

The Governing body needs:

- To ensure that the headteacher and EVC have adhered to the LA guidelines.
- To ensure that visits are approved as necessary by the LA.
- To agree to all residential visits and those involving outdoor and adventurous activities.
- In these instances, to ensure that bookings are not completed until external providers have met all the assurances.
- To ensure that that all aspects of risk management have been considered and that risk assessments for travel, accommodation and activities have been carried out prior to departure. It is not expected that Governors should become directly involved in risk assessment and related matters unless they have an appropriate competence
- Ask questions about a visit's educational objectives and how they will be met. Are the objectives appropriate to the age and abilities of the pupil group? Why is a particular venue being used? Is the visit inclusive for all

students? Is the visit value for money?

- Ask questions about a visit's educational objectives and how they will be met. Are the objectives appropriate to the age and abilities of the children.
- To ensure measures exist to obtain parental consent on a basis of full information, to investigate parental complaints.
- To review annually the EV policy and procedures including incident and emergency management systems.

**Governor may wish to refer to Appendix 6 (checklist for external providers)**

**The Head teacher should ensure that:**

- Visits comply with regulations and guidelines provided by the LA, schools governing body and the school's own health and safety policy.
- The group leader has attended appropriate training and is competent to monitor risks and supervise the trip throughout the visit.
- Adequate child protection/safeguarding procedures are in place.
- All necessary actions have been completed before the visit takes place.
- The risk assessment has been completed and appropriate safety measures are in place.
- Group leaders are allowed sufficient time to organise visits properly.
- Non teacher helpers on the visit are appropriate and can help supervise children.
- Ratios of staff to pupils are appropriate.
- The LA or governing body has approved the visit, if necessary.
- Parents have signed consent forms, if necessary.
- Arrangements have been made for the medical and special educational needs of the pupils.
- Adequate first aid provision will be in place.
- The mode of transport is appropriate.
- Travel times out and back are known in school.
- There is adequate and relevant insurance cover.
- They have the address and phone number of the visits venue and have a contact name.
- A school contact has been nominated and the group leader has the details.
- For residential visits, the group leader has the names of all the adults and pupils travelling in the group, and the contact details of parents and the teachers and other helpers next of kin.
- There is a contingency plan for any delays including a late return home.

**Risk Assessment (see Appendix 11)**

Risk assessments for school visits have three levels:

1. Generic activity risk assessments, which are likely to apply to the activity whenever it takes place.
2. Visit/site specific risk assessments, which will differ from place to place and group to group.
3. Ongoing risk assessments that take account of e.g., illness of staff or pupils, changes of weather, availability of preferred activities.

All risk assessment forms are available on the Cheshire Intranet, and on STAFF SHARE under Educational visits. If staff need any support completing the risk assessments, they should arrange a meeting with the EVC.

**Pre-Visits**

In order to undertake a full and comprehensive assessment of risks, it will be preferable in most cases to undertake a pre-visit, even when the visit is made regularly, risks should be reassessed from time to time. When undertaking risk assessment, several variables need to be considered.

- The number of pupils involved,
- The age of the pupils, their sex, ability and general behaviour,
- The previous experience of the group undertaking off-site visits,
- The time of day and time of year,
- The travel arrangements,

- The hazards at the environment being visited,
- The numbers, experience and quality of staff and volunteers,
- The nature of the activities,
- The special educational or medical needs of the pupils,
- The quality and suitability of available equipment,
- Seasonal weather conditions,
- Emergency procedures,
- How to cope when a pupil becomes unable or unwilling to carry on,
- The need to monitor the risks throughout the visit,

### **Responsibilities of Nominated Group Leader**

Group leaders, who must be a member of the teaching staff, but not an NQT, have a common law duty of care towards the pupils in their charge. Group leaders must recognise their responsibilities:

- Obtain the EVC's prior agreement before any off-site visit,
- Follow LA and governing body guidelines,
- Have ownership of the risk assessments,
- Pre-visit the site, if possible,
- File any paperwork, including risk assessments, to the EVC to be kept on file,
- Clearly define each helper's role and ensure all tasks have been assigned,
- Be able to control and lead pupils of the relevant age group,
- Be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity takes place,
- Be aware of child protection/safeguarding issues,
- Ensure adequate first aid provision is in place,
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents,
- Undertake and complete a comprehensive risk assessment,
- Review all undertaken visits/activities and advise EVC where adjustments may be necessary,
- Ensure that teachers and helpers are fully aware of what the proposed visit entails,
- Have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed,
- Ensure staff pupil ratio is appropriate for the group,
- Consider stopping the visit if the risk to the health or safety of the pupil is unacceptable and have in place procedures for such an emergency,
- Ensure all helpers have details of the school contact,
- When appropriate, ensure that helpers are aware of the medical or special needs of the pupils,
- When appropriate, ensure that details of the visit, including all pupil names and contact details, are given to the head and school office,
- Observe the guidance set out for teachers,

### **Teachers and Teaching Assistants**

Teachers and teaching assistants must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would in the same circumstances.

They should: -

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

### **Adult Volunteers**

Additional adults on the visit should be clear about their roles and responsibilities during the visit.

They must:

- Do their best to ensure the health and safety of everyone in the group,
- Not be left in sole charge of pupils, except where it has been previously agreed as part of the risk assessment,
- Follow the instructions of the group leader and other teachers and help with the control and discipline,
- Speak to the group leader or teachers if concerned about the health and safety of the pupils at any time,
- Have a current CRB (or an up-to-date risk assessment has been carried out),

## Pupils

The group leader must make it clear to pupils that they must:

- Not take unnecessary risks,
- Follow the instructions of the teachers and other helpers, including those at the venue.
- Look out for anything that might threaten themselves or anyone in the group and tell the leader or helpers about it,

**Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.** If the group leader feels that such action may be necessary, first speak to the head teacher or EVC. This should be highlighted as a potential problem at the earliest opportunity prior to the visit. This will allow for a clear strategy to be put in place.

## Parents

For children taking part in residential visits:

- Parents should be able to make an informed decision on whether their child should go on a visit,
- The group leader should ensure that parents are given sufficient information in writing and invited to any briefing sessions,
- The group leader should also tell parents how they could help prepare their child for the visit, e.g., reinforcing the visit's code of conduct\ provide kit lists,
- Parents should also be asked to agree the arrangements for sending a pupil home early and **need to understand that they would be expected to pay any costs involved,**

Parents will need to:

- Provide the group leader with emergency contact numbers,
- Sign the consent form Appendix **3 and 5 (depending upon trip),**
- Give the group leader information about their child's emotional, psychological and physical health, which might be relevant to the visit,
- If medication is needed on the trip, all details should be provided in writing with medication clearly labelled with name and dosage,

## Charges

In line with the Governing Body's Charging and Lettings Policy, the letter will also include the following statement on charges:

*The visit will be funded by voluntary contributions from parents. If you would like your child to participate but have difficulty in contributing, please let us know.*

## PLANNING CHECKLIST

Checklists are important both as an aide memoir and as a means of assisting effective preparation. The following checklist identifies the main elements of visit organisation. The list is not necessarily in sequential order since planning will depend to some extent on the type of visit. Nor will all elements apply to all visits.

1. Is a visit necessary on educational and/or social grounds? Is it the best way? of delivering the educational or social aims?
2. Who is the visit for? – names and number of young people and staff.
3. Purpose of the visit? – clarify aims; objectives; outcomes.
4. Where and when do you plan to go? Appropriate to aims and group?
5. Research: - area, site, accommodation, company to be used?
6. Do you have approval? - EVC and/or Headteacher/Manager, Governors and, where necessary, the Council.
7. Are adventurous activities or visits to challenging geographical areas involved?
8. Are specific adventure activity guidelines being followed? ('See Safety in Outdoor Education').
9. Staffing
  - Are adequate staffing numbers available?
  - Have you checked the ratios recommendations?
  - Is their experience appropriate to the visit?
  - Voluntary helpers? Are they appropriate? Insured, by being entered on the school or establishment list of voluntary helpers? Aware of their responsibilities?
  - Is a police check necessary for your helpers under the Child Protection Act?
  - Are any of the activities offered licensable under the Adventure Activities Licensing Regulations, 1996? (See 'Safety in Outdoor Education').
  - If so, is the provider licensed by the Adventure Activities Licensing Authority?
  - Are there any training needs identified?
10. Have you checked and are you following your internal school or establishment procedures? Have you discussed the visit with your school or establishment EVC?
11. Finance:
  - Is a "charge" or "voluntary contribution" involved?
  - If so, have you used the correct letter to parents to conform with the ERA Charging Regulations?
  - Accounting: seek advice from the appropriate school or establishment administrative staff.
  - Commercial operator or company: financial security?
12. Insurance and accident reporting:
  - Is personal insurance cover for young people necessary?
  - Have you checked any cover automatically provided by, say, a tour company?
  - Are parents aware of the insurance position?
13. Parental information:
  - Is it necessary to notify parents? Check this document and school or establishment policy
  - Have you provided appropriate information for parents?
  - Meeting with parents? Do you need and have they given their consent? Special needs: - Have you taken full account of any special needs involved?
14. Programme:
  - Have you a detailed programme, including alternatives for bad weather etc?
  - 'Down time' arrangements?
  - Adequate supervision at all times? Duty rota?
  - Agree standards of behaviour and conduct?
  - Emergency procedures?

16. Clothing and Equipment:
  - Is all clothing and equipment appropriate to the activities and location?
  - Have young people essential clothing items been checked?
  
17. Medical arrangements:
  - Do you have relevant medical information of all young people on the visit?
  - Have you made appropriate medical arrangements, including first aid?
  - Are there any special potential health hazards associated with the site?
18. Accommodation:
  - Suitability? Checked? Facilities?
  - Fire precautions and certification? Fire drill
19. Transport:
  - If using minibuses or private cars are you aware of the driver, insurance and operating requirements? Age, Minibus Driving Permit, drivers' hours? Refer to Transport Safety Issues Guidance Note and the Council Work related road safety policy
  - Travel:
  - Appropriate stops, driver hours, eating and care arrangements on route?
20. Visits Abroad:
  - Passports? Minibus driving regulations. Insurance? Exchange visits? Cultural issues?
21. Emergency Contacts and Communication:
  - Established appropriate emergency contacts with the establishment and parents?
  - Have you set up effective communication procedures with the group?
22. Review arrangements:
  - Is a review necessary? If so, plan in as part of the early planning process.
  - Thank you, letters, outstanding invoices paid; borrowed equipment returned.

## **UNEXPECTED/UNPLANNED EVENTS - CONTINGENCY ARRANGEMENTS**

Acts of terrorism or civil unrest, within our Cities, are unfortunately likely to be with us for the foreseeable future. Other unexpected events such as adverse weather conditions, natural disasters or major health risks may occur which can affect normal activities or special activities such as educational visits. Such scenarios must therefore be considered as a possible hazard to be included in routine Educational Visits Risk Assessments for visits to **all** our major cities in the UK and abroad.

In addition, schools or establishments must consider, in advance, arrangements to be put in place should such activity be encountered, just prior to or during a City Visit.

### **Unexpected/unplanned activities occurring prior to a planned visit.**

In the event of such activity in the destination city of a planned school visit it is essential for the school to re-visit the risk assessment that has been drawn up for that visit.

Risk Assessment is an essential part of the planning process for any school visit and until this can be done with full knowledge of the extent of the risk, then it is wise to suspend the activity until such time as it can be undertaken safely.

Up to date knowledge and information regarding on-going unexpected/unplanned events can be found through several ways:

Television and Radio News Broadcasts or through a few internet websites, including:

i.e., Terrorism/Civil unrest.

<http://www.londonprepared.gov.uk>

<http://news.bbc.co.uk>

<http://www.tfl.gov.uk/tfl/press-centre>

<http://www.ukresilience.info/home.htm>

<http://www.cheshire.police.uk/>

<http://www.police.uk>

Adverse weather conditions – Met Office

<http://www.metoffice.com>

These give current on-going information regarding areas that will have restricted access to the public and up to date transport information in and around these areas.

Major Health Risks – World Health Organisation

<http://www.euro.who.int>

Schools or establishments that are planning to visit Cities experiencing unexpected/unplanned events should consider whether an alternative venue is possible or appropriate.

If it is not possible then the advice is that the school or establishment party travelling must keep themselves briefed on the need to be vigilant, in particular in the use of public transport or its avoidance if possible.

It is also important for the school or establishment to ascertain that the parents are happy to allow the visit to proceed for their individual children.

### **Unexpected/unplanned events occurring during a school or establishment city visit.**

In the event of a school or establishment party encountering difficulties in pursuing their visit due to unexpected/unplanned events **dynamic risk assessment** of the situation, by the staff involved is essential.

Again, staff on the visit must ensure that they keep themselves briefed on the on-going situation, i.e., via news broadcasts and the web sites above.

Follow advice given by local Police Authority involved in the incident.

Engage the school's Critical Incident Procedures to ensure that the school or establishment-based contacts are kept informed of the parties' circumstances and any alternative activities that may be undertaken. These may include termination of the visit and return to school or establishment. (Parents will need to be notified immediately to enable them to collect the young people). Or alternative venues or activities may be undertaken to avoid higher risk areas, travel arrangements etc.

None of this advice overtakes the requirement for schools or establishments to carry out their own risk assessments as to the particular activities it engages in.

With regards to terrorist activity, advice from the Police in this present climate is for all visitors to stay alert, not alarmed. Be vigilant and keep your own luggage and bags close. **Leave no baggage unattended.**

Name: \_\_\_\_\_

Male / Female

**PARENT / GUARDIAN CONSENT FOR AN EDUCATIONAL VISIT**

Establishment/Group: \_\_\_\_\_

Details of Visit to: \_\_\_\_\_

From: Date \_\_\_\_\_ Time: \_\_\_\_\_ To: Date \_\_\_\_\_ Time: \_\_\_\_\_

I agree to \_\_\_\_\_ (name taking part in this visit)

I have read the information sheet I agree to \_\_\_\_\_ 's participation in the activities described.

I acknowledge the need for \_\_\_\_\_ to behave responsibly throughout the visit.

**1. Medical information about your child**

- a) Any conditions requiring medical treatment, including medication? YES/NO  
If YES, please give brief details:

\_\_\_\_\_

- b) Please outline any food or other allergies and special dietary requirements of your child:

\_\_\_\_\_

- c) Any recent illness or accident staff should be aware of?

\_\_\_\_\_

- d) The type of pain/flu relief medication your child may be given if necessary:  
**A young person under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

\_\_\_\_\_

**For residential visits and exchanges only**

- e) To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infections? YES/NO  
If YES, please give brief details:

\_\_\_\_\_

- f) Is your son/daughter allergic to any medication? YES/NO  
If YES, please specify:

\_\_\_\_\_

- g) When did your son/daughter last have a tetanus injection:

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**Declaration**

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers:

Name: \_\_\_\_\_

Work: \_\_\_\_\_ Home: \_\_\_\_\_

Home address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

Alternative emergency contact:

Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

\_\_\_\_\_ Address:

Email address: \_\_\_\_\_

Name of family doctor: \_\_\_\_\_ Telephone number: \_\_\_\_\_

\_\_\_\_\_ Address:  
\_\_\_\_\_

As part of the activities your son/daughter/ward are involved in Cheshire West and Chester Council may take photographs or video footage to use in printed publications or publicity or promotional material including the local press.

Can we use the young person's photograph in this way? YES / NO

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Full name (capitals): \_\_\_\_\_

**THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT. A COPY SHOULD BE RETAINED BY THE ESTABLISHMENT CONTACT**

## Form 'D'

### PARENTAL CONSENT REGULAR OUT-OF-ESTABLISHMENT VISITS/ACTIVITIES

**School or establishment:** \_\_\_\_\_

**Child:** \_\_\_\_\_

I hereby agree to my child participating in recognised activities off the site, but in the county or neighbouring area, for example, environmental studies, swimming, joint activities with other schools, etc.

**I understand that:**

- such activities will not often extend beyond the school or establishment day, but that if, occasionally, they are likely to do so, adequate advance notice will be given so that I may make appropriate arrangements for his/her safe return home
- my specific permission will be sought for any out-of-school or establishment activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or hazards
- all reasonable care will be taken of my child in respect of the activity/visit
- my child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal school or establishment discipline during the visit/activity
- any medical condition or physical disabilities will be notified to the school or establishment now and as and when they arise
- all young people are covered by the Council's third-party public liability insurance in respect of any claim arising from an accident caused by a defect in the school or establishment premises or equipment or attributable to negligence by the Council or one of their employees. These arrangements do not provide personal accident cover.

**Signature of Parent/Guardian:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Tel:** \_\_\_\_\_

## CHESHIRE WEST AND CHESTER COUNCIL

### CHECKLIST FOR EXTERNAL PROVIDERS.

This list is intended to help visit leaders and EVC's ask relevant questions prior to a trip. The list is not exhaustive nor is it necessary to pursue every question. However, an unsatisfactory answer to one or two of the issues raised would give cause for concern and thus require a deeper examination of the provider. If in doubt, contact the Outdoor Education Adviser.

- Does the provider hold a licence under the AALA regulations? Check the AALA website
- Have you seen the licence?
- Is it in date and does it cover all activities?
- Does the provider have adequate insurance?
- Be aware that some potentially hazardous activities are not covered by the AALA scheme, e.g., mountain biking, ropes courses, artificial climbing walls and abseil towers.
- Where the provider does not offer activities in scope or operates outside of the UK, which external bodies examine the organisation?
- For visits abroad, do accompanying staff have sufficient foreign language skills to cope with problem solving? Are staff providing activities fluent in English? See section 11 Visits Abroad.
- Does the provider encourage a planning visit, pre course liaison and provide regular contact during the stay?
- Can the provider give a list with contact numbers of previous customers of similar age group and from similar schools or establishments?
- How far is the nearest doctor/hospital?
- Is the programme of activities suitable, relevant and appropriate for the age group/ educational needs of the group?
- Has the Council checked the centre?
- Are all the staff competent/qualified/experienced to meet the technical expertise and group management demands of the activities they are providing? How does the centre measure this?
- How are staff recruited, what is the induction procedure for new staff and are there police checks in place?
- Is the programme fixed and are there suitable alternatives for bad weather, etc?
- Does the centre clearly identify the key person(s) responsible for the supervision of staff leading activities? Is that person suitably qualified? What qualifications do they hold? Are they current?
- Does the centre have a written safety policy with guidelines for each activity, venues, levels of staff competence/qualification/experience required for particular activities and venues? Request a copy
- Does the centre have written risk assessments? How regularly are they reviewed?
- Does the centre have sufficiently well qualified staff to provide its own technical advice or is this provided by external person(s)?
- What ratios of young people to instructor does the centre use? Does this vary with different activities?
- Does the centre have a policy for maintaining and checking the safety of its equipment? E.g., are buoyancy aids float tested every year? What is the lifespan of equipment? Does equipment conform to recognised standards CEN, UIAA, etc? How is defective gear isolated?
- Are the responsibilities of centre staff and school or establishment staff clearly defined? Loco Parentis?
- Does the centre have safety and conduct rules for visiting groups?

- Is there a fire drill? Is the centre covered by a fire certificate? Are there smoke/heat detectors in the rooms?
- Has the accommodation been checked? Do schools or establishments share accommodation? Are staff rooms adjacent?
- Are there clearly defined accident and emergency procedures?
- Are staff First Aid currently qualified? Does this include staff other than activity Leaders?
- What types and levels of insurance are provided? For what figure is the centre covered for 3<sup>rd</sup> party insurance?
- Do centre vehicles meet statutory regulations? Seat belts? Forward facing seats. Sufficient seats for all?
- Does the centre comply with all aspects of the Health and Safety at work Act?
- What are the security arrangements for safeguarding the young people/buildings/sleeping accommodation?
- Are visitors badged and/or distinguishable from resident parties? Is there a screening system for unwanted visitors?

Can the provider come and give an illustrated talk to parents/young people/Headteachers/Manager/ other establishment staff/Governors?

## CHESHIRE WEST AND CHESTER COUNCIL

### RATIOS

Ratios, where included, are recommended. If the number of young people per Leader is to be exceeded, it is recommended that the decision should be taken by a suitably qualified and experienced person. It may be appropriate to reduce the number of young people per Leader: for example, if group members have behavioural or physical needs, or if weather conditions are not favourable on the day. Ratios for specific outdoor and hazardous activities can be found in the **Safety in Outdoor Education** document.

<b>GENERAL ACTIVITIES</b>					
<b>Activity</b>	<b>Age of young people</b>	<b>Group Leader</b>	<b>Recommended ratio</b>	<b>Qualification if necessary</b>	<b>Desirable</b>
Local visit	Years 1 to 3	1	6	Previous experience	Adult helper
Local visit	Years 4 to 6	1	15	Previous experience	Adult helper
Local visit	Year 7 onwards	1	20	Previous experience	Adult helper
Residential visit	As above	1 (2 staff as a minimum)	10	Previous experience	Adult helper
Visits abroad	As above	2	10	Previous experience	
Swimming in public pool	All years	1	20	Previous experience	Adult helper
Swimming in recognised bathing location	All years	2	8	Lifeguard qualification	