



Christ's College Guildford

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Christ's College

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Educational Visits Policy & Procedure

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All resources are available on U/Everyone/Visits

SECTION 1 - POLICY

At Christ's College we offer extra-curricular and residential opportunities for all students and they are encouraged to take advantage of these enriching experiences. All members of the school community (students, staff, parents and governors) have a right to be informed of the many and varied opportunities available and should anticipate a broad, balanced and exciting offer. Students will not be barred on financial grounds from any courses/visits considered a necessary part of the curriculum. When additional funding is necessary, the school will endeavour to source appropriate funds.

Visits should be consistent with the aims of the school and be fully researched, approved, clearly targeted and reviewed.

The scope of this policy covers a very wide range of potential activities, whether a short visit to a local church or travelling long distances for a specific activity at a specially selected location. The same principles will also be applied to those types of visits that are purely for enjoyment and enhancement of life experiences, such as swimming and sporting activities. The benefit for students visiting venues and gaining first-hand experience and/or partaking in activities is absolutely invaluable in their educational and personal development.

We also recognise that the selection of appropriate venues that can enhance the experience and enjoyment without compromising the health and safety of those who are involved, are crucial to the success of the visit. Equally crucial in the success of educational visits is the need to involve parents/carers and to gain from their support and enthusiasm. The purpose of this policy is to therefore ensure that all educational visits, irrespective of their nature and duration, are well planned and co-ordinated and take into account the health and safety issues that may foreseeably arise during any visit. Only competent persons and organisations will therefore be selected for the purpose of planning and organising any visits and all venues visited will be carefully assessed beforehand.

RESPONSIBLE PERSON

(Educational Visits Co-ordinator- EVC)

1. The primary functions of the above-named person are to co-ordinate and oversee all issues and controls regarding educational visits and to liaise between all appropriate parties during the planning and organisation.
2. This includes the need to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.
3. In particular, the above-named person has responsibility for ensuring that any systems and procedures laid down for dealing with educational visits and the selection of suitable persons and organisations involved, follow the principal requirements of this policy and are fully in place prior to the commencement of any educational visit.
4. In addition, the above-named person is responsible for ensuring that feedback is obtained from all educational visits and utilised, where practicable, to both enhance and improve any future arrangements and selection processes.
5. The above person can delegate specific tasks to other staff members and is responsible for ensuring that such delegation is appropriate and clearly understood.
6. The EVC should attend 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.
7. The EVC should support the Principal in ensuring competent staff are assigned to lead and accompany visits. See section 11 [SCC Offsite Visits Guidance V5 JANUARY 2021.pdf](#)
8. All visits are recorded, approved and evaluated via EVOLVE.

Practicalities

The Policy

To ensure that the purpose of any Educational Visit is clearly understood and is the focal point for any arrangements made.

- To ensure that all visits have prior approval before going ahead.
- To not exclude any student with protected characteristics as defined by the Equality Act (2010).
- To ensure adequate provisions and arrangements have been included for all students with special needs during educational visits.
- To categorise each educational visit and to plan and organise accordingly. (Note: visit categories are summarised at the end of this policy document).
- To co-ordinate all educational visits through our appointed Educational Visits Co-Ordinator (EVC).
- To ensure a suitable Visit Leader is appointed for each type of visit, irrespective of the nature and duration.
- To ensure that any selected Visit Leader has the relevant qualifications (where appropriate), skills, experience and abilities suitable for the responsibilities placed upon them.
- To select only appropriate venues and locations that are well-known and/or have been adequately assessed beforehand.
- To select only competent persons for supervisory roles and to ensure they have been suitably vetted and cleared in line with the school's safeguarding procedures.
- To select only competent and assessed travel and/or tour operators for means of transportation to and from venues and locations.
- To arrange educational visits only where the risks have been assessed and reduced to as low as reasonably practicable beforehand.
- To provide effective levels of supervision at all times appropriate to the numbers and age group(s) of the students.
- To ensure that all parents/carers are fully informed of any plan to organise an educational visit and that formal consent has been obtained beforehand.
- To assist, wherever possible, those parents/carers who may have difficulties in meeting all the costs of any specific visit.
- To be inclusive all students wherever practicable, to be mindful of those whose personal circumstances represent a threat to the health and safety of themselves and others. It is the right of the school to review an individual's position on the visit if this is the case.
- To ensure that visits have compulsory visits/fieldwork as a statutory part of the course have staff cover costs supported by whole school.

The Arrangements

The following arrangements and activities are in place in order to meet the above policy requirements:

- A comprehensive risk assessment system and procedure to identify risks to the health and safety of all those who attend an educational visit and to determine the necessary precautions required to adequately control the risks.
- A set of procedures to be followed in the event of an emergency or any unpredicted event that may threaten the health and safety of anyone during the visit (Appendix 4).
- A reporting procedure for any accidents or incidents that may occur on the educational visit and for observed conditions that may lead to such incidents.
- A system for providing feedback on the experiences of all educational visits that enables improvements and enhancements of future visits to be considered.
- First aid provision and trained first aiders appropriate to the assessed needs of any educational visit.
- Adequate insurance arrangements appropriate to the nature of the visit covering (where appropriate):
 - Luggage and equipment
 - Accident and medical cover
 - Cancellation
- Provision of relevant, more detailed and updated internal guidelines, checklists and procedures to ensure a safe and successful visit (see Appendix 2).
- Checklist systems to ensure the following are accounted for:
 - Names of all students on the visit and accountability during the visit.
 - Emergency contact details of parents.
 - A list of provisions and equipment required for the visit, including specific medical and first aid provisions.
 - Itineraries and schedules for all proposed travel and activities.
 - Appropriate and adequate provision of information (Medical, SEND or behavioural) and instructions to all those who require them.
 - Appropriate mobile communication methods, systems and equipment.
 - Additional specific requirements based on the nature and location of the visit.
 - The assessment and provision of a licensed transport provider and adequately maintained transport vehicles wherever and whenever required.
 - The assessment of appropriate modes of travel and provisions for alternative arrangements in the event of an emergency.

Responsibilities Visit Leader

1. Where so instructed and delegated by the responsible person named in this policy, to plan the proposed visit taking - into account the health and safety risks that may arise before, during and after the visit.
 2. To appoint, where considered appropriate, any competent deputy or deputies in support of any visit.
 3. Ensure relevant information is obtained on any proposed visit, Inc. programme, ongoing profile of student needs, and the venue to enable an appropriate risk assessment to be carried out. (Staff cannot be responsible and not liable for a known historical medical condition if information is withheld from the visit leader prior to the visit.)
 4. To ensure that the needs of all those included on the visit are assessed and provided for.
 5. To complete a risk assessment and ensure that the risk assessment(s) also determine the appropriate level of supervision, first aiders and any other specifically trained and/or experienced personnel.
- Risk Assessment examples can be found on the system under [U:/Everyone/Visits/Risk Assessments](#)*
6. Ensuring that all equipment and materials required for the visit are adequate and arrangements are made to store them safely and correctly.

7. To ensure parents are provided with all the necessary information about the educational visit, any equipment etc. they need to provide and the standards of conduct expected of their child(ren).
8. Where appropriate, invite parents/carers to any briefing sessions. This should take account of any difficulties that parents may have if they have disabilities, if English is their second language etc.
9. To brief all group members, including students and parents, on the main elements of the visit, the standards expected and the roles and responsibilities of all prior to commencing the visit.
10. To finalise all details and arrangements with the EVC.
11. To explain school Code of Conduct and any other relevant rules related to that activity.
12. To ensure that staff have capacity to lead at all times. Alcohol must not be consumed whilst on school visits.
13. To ensure students mobile phones are not used on visits unless authorised by the Principal.

Teaching staff involved with educational visits

1. Support the Visit Leader in all requirements and follow instructions.
2. Look out for the health and safety of themselves and those around them and for whom they also have appointed responsibility. Be aware of the risks and controls.
3. Assist in general control and discipline requirements.
4. Inform the Visit Leader of any concerns, observed or otherwise.

Parents/Carers

1. Must provide emergency contact details prior to the educational visit.
2. Provide consent via Wisepay or google consent form unless the visit is local and takes place during school hours.
3. Provide any relevant information known to them regarding the (current) health of their child and if necessary, complete an Individual Healthcare Plan (IHP) and/or Administration of Medicine Form. (Staff cannot be responsible for any history that is not disclosed).
4. To disclose any specific details of concerns for their child that may be appropriate to the nature of the visit and any activities planned. Update staff if medical conditions/needs change.

Students

1. Must dress in accordance with the [College Uniform Policy](#) for Educational Visits and behave sensibly and strive to meet the expectations placed upon them.
2. Must follow the instructions given to them by any accompanying adults.
3. Must not take any unnecessary risks or place their fellow students at unnecessary risk.
4. Report to any supervising adult any concerns they may have during the visit and, in particular, if and when they are asked to partake in any activities.

Training

The following training will be undertaken by the organisation:

- All staff will be made fully aware of this policy and the requirements and arrangements laid down within it.
- All staff will be trained in understanding the health and safety requirements of educational visits, particularly in relation to those identified in the relevant risk assessments.
- The EVC, Principal and visit leader are key staff responsible for ensuring compliance and be trained in any specific role they are required to take in support of this policy.

Definition of an Adventurous Activity – see section 22
[SCC Offsite Visits Guidance V5 JANUARY 2021.pdf](#)

SECTION 2 - ACCOUNTABILITY

The Educational Visit Co-ordinator (EVC)

The EVC ensures that educational visits follow [National Guidance, OEAP, Local Authority \(LA\)](#) and School policies ensuring that all aspects of the guidelines are complied with and that the Visit Leader and accompanying adults are suitably competent to run the visit.

Visit and Activity Leaders

Those formally appointed as a designated Visit or Activity Leader should take account of the following:

- Visit/Activity Leader should be formally approved for the event-specific activity
- Visit/Activity Leader must be formally assessed as being competent
- Ensure that those leading visits have appropriate understanding of employer guidance.
- It is good practice for employers to provide formally accredited Visit Leader training.

New Staff will be required to attend Visit Leader training/arrange formal induction with the EVC before they can lead a visit.

- The officially approved and designated Visit/Activity Leader should be: Accountable (being accountable implies being an employee, or legally contracted - and thus part of a chain of specified roles and responsibilities).
- Competent/Confident (a leader who is not confident may not be effective). Competence requires that the leader can demonstrate the ability to operate to current standards of recognised good practice and the following indicators of competence should be in place:

Appropriate knowledge and understanding of:

- LA guidance reinforced by formal training
- School procedures reinforced by the Educational Visits Policy
- The group, the staff, the activity and the venue; recent and relevant experience; in some cases, a formally accredited qualification e.g. first aid, adventure activities leadership/coaching award

Where a Visit Leader or Assistant Leader plans to provide their own adventurous activities to young people or vulnerable adults, it is recommended that competence is externally and credibly verified.

This can be achieved by:

- holding a current NGB leadership award (or equivalent)
- or, if working in an outdoor centre, through a “signing off” process by an Employer-approved technical adviser.
- A Visit/Activity Leader must follow Employer guidance and school policy and procedures.

- A Visit /Activity Leader must ensure that the activity is properly planned and that the plan includes appropriate risk management procedures based on a risk-benefit analysis.
- A Visit/Activity Leader must ensure that the roles and responsibilities of other staff (and young people) are properly defined and communicated, ensuring effective supervision. To access a full explanation of the expectations and responsibilities attached to the role of Visit or Activity Leader.

Use of third-party providers on visits (e.g. instructors, facilities hired, drivers)

When using a third-party provider, the visit leader is responsible for checking Risk Assessments, DBS/insurances (including Public Liability), Fire and Evacuation Procedures, Leadership Qualifications and experience.

Third Party providers must hold an LOfC Quality Badge or complete a Provider Form.

Section 23 [SCC Offsite Visits Guidance V5 JANUARY 2021.pdf](#)

The responsibility for the safety of participants in an adventurous activity will rest with either an external provider or a member of the college staff who must be specifically approved by the Principal to lead the activity, via EVOLVE.

SECTION 3 – VISIT APPROVAL CRITERIA

A decision on whether or not a visit may go ahead will be made on the basis of:

- Cost to school and parents – the school reserves the right to cancel visits in the event of inadequate funding being available
- Educational value
- Inclusivity of students
- Timing – avoiding calendar clashes
- Adequate leadership arrangements and suitability of qualifications
- Health and Safety /First Aid arrangements as a result of a completed risk assessments
- Whether or not it includes all students (Health and safety relates inclusion)
- Financial security
- Evidence of appropriate planning
- Evidence that minimum disruption to the normal curriculum has been considered

There must be a briefing meeting for parents before **all** residential, overseas visits or visits involving adventure activities. Parents must be informed before the visit if any form of remote supervision is to take place.

Inclusion: - Christ's College will ensure we try our best to accommodate all students. Serious health and safety concerns could prevent some students from travelling, particularly if an individual's participation poses a greater risk to the others involved. Conduct in school could deem a student may pose a greater threat to health and safety if allowed to attend a visit. Final decision will be made by the Principal.

SECTION 4 – HEALTH & SAFETY

At least **one** appropriate accompanying adult must be trained in First Aid. ***It is the Visit Leader's responsibility to check that all essential medications have been taken e.g. Epipens, asthma inhalers etc.*** It is the student's responsibility to bring labelled medication and present it to one of the adults supervising the visit e.g. travel sickness medication. If any medication is taken it should be recorded on the Healthcare Plan Form Template A.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

If an accompanying adult considers that medical treatment necessary, s/he may contact parents/carers for advice and consent in minor cases. If in doubt the student should be referred to a doctor.

Administration of Controlled Substances e.g. Ritalin

Visit leaders are responsible for keeping all controlled substances in a locked container and then within another locked/secure area e.g. cupboard or glove box.

All medication administered on the visit should be recorded on the Administration of Medication Form Template D <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3> and returned to the college reception.

On residential visits, students and staff must be familiar with fire and emergency procedures.

Staff to Student ratios.

Although there are no specific guidelines Christ's College recommend:

Years 7-11 students

Day Visits -1 adult: 20 students

Residential Visits 1 adult: 10 students

Ratios may change according to the proposed activity, nature of group, environment and distance from College during the course of the visit.

SECTION 5 – EXTRA CURRICULAR CLUBS

Where extra-curricular activities regularly take place off-site, e.g. sports fixtures, the organising staff at the start of each school year should obtain from parents of those students likely to be selected for teams:

- Consent to participate
- Appropriate medical information
- Emergency contact details

Details of other students selected during the year may be collected as necessary prior to departure for the fixture.

SECTION 6 - TRANSPORT, including mini-buses and private cars

The Visit Leader is responsible for ensuring that transport is hired from a reputable company; that there is adequate supervision; that seat belts are worn and that staff and students are aware of what to do in an emergency, e.g. evacuation routes, assembly points.

School minibuses must have a LA permit, which expires after 5 years. Staff must receive minibus driver training. All persons in the mini-bus must wear a seatbelt.

<https://www.gov.uk/government/publications/driving-school-minibuses-advice-for-schools-and-local-authorities/driving-school-minibuses-advice-for-schools-and-local-authorities>

Teachers, and others who drive students in their own cars, must have the appropriate licence and insurance cover for carrying students and must therefore contact their insurance companies to make suitable arrangements. Parent/carers must give consent for their child to travel in staff cars.

The Visit Leader should arrange a central dropping off point for all students rather than individual drops home.

Staff on residential visits should liaise with the Site Team if parking their vehicle on the school site for the duration of the visit.

SECTION 7 – EMERGENCY PROCEDURES AND CRITICAL INCIDENTS

Definition of a Critical Incident

When a group undertaking an off-site activity and any member of the group has been involved in an incident where a group member has:

- either suffered a life-threatening injury or fatality
- is at serious risk;
- or has gone missing for a significant and unacceptable period. In such a case, the incident should be treated as a “critical incident” and the procedure should be followed as detailed in the Operation Duke’ Visit Leader Emergency Card. (Appendix1)
- All Emergencies should be assessed in accordance with the Emergency Procedures flowchart (Appendix 4)

R Barr - Educational Visits Co-ordinator (EVC)

Further guidance to support this policy can be found at

Links to

[Surrey County Council Guidance for Outdoor Educational Activities and Off-Site Visits 2021 V5](#)

[National Guidance](#)

[Christ’s College Uniform Policy](#)

Appendix 1

Operation Duke' Visit Leader Emergency Card

IN CASE OF FATALITY OR EMERGENCY :

- Inform local emergency services
- Inform the Principal /CLT- Work tel: 01483 537373
CLT Mobile: Number given to visit leader
- If Principle/CLT are unavailable, call SCC Emergency Management Duty Officer (tel: **07831 473039**)
- You will be answered by:
 - the SCC Emergency Management Team Duty Officer - quote OPERATION DUKE
 - or - an answer phone – quote OPERATION DUKE, leave a message and your number
 - or - A messaging service - quote OPERATION DUKE, leave a message and your number.

An expectation has been set for the call to be returned within 5 minutes

- **DO NOT SPEAK TO PRESS OR MEDIA**
Refer to SCC Duty Press Officer Daytime tel: **0208 541 8996/9962**
Out of hours tel: **0208 541 792**

Try to prevent staff and young people phoning home until contact has been made with your Duty Officer or Emergency Management Team Duty Officer

When contacting duty officer or emergency planning officer be prepared to give the following information:

- **Quote 'operation duke'**
- **Your full name**
- **The telephone number you are calling from**
- **Name of group involved**
- **Exact nature of the incident**
- **Is a fatality involved? Has it been confirmed? By whom?**
- **Full name(s) and ages of injured person(s)**
- **Exact nature of injuries**
- **Whether local police or emergency services have been informed**
- **Whether any next of kin have been informed, if so, how?**
- **If contacting Emergency Management Duty Officer, name and number of unobtainable Duty Officer**

Appendix 2

Internal Notification of an Educational Visit/Recreational Visit

**Please complete this form and submit it to the Principal's PA office for CLT approval before parents' letter is sent.*

1 *Destination of Visit*

Time of Departure and Date

Expected Time of Return and Date

Method of Travel- Coach/Minibus

(Name of coach firm if appropriate)

2 *Purpose of Visit*

3 *How will this benefit learning?*

4 *Intended Curriculum Links*

5 *Careers Link*

6 *Visit Leader*

7 *Type of student group making visit*

Year(s) / Tutor / Group, etc.

8 *Number of Students*

Boys

Girls

9 *Names of accompanying Staff*

Ratio Guidelines. Years 7 to 11

Day visits - 1 adult: 20 students

Residential visits - 1 adult: 10 students.

10 Will the visit require any nights away from home?

YES	NO
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If yes, approval of the Governors will be required*

11 Insurance arrangements – Group or individual policies?

Group	Individual
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12 Date of visit in school calendar

--

13 Cost of visit per student

£

--

Signature of Visit leader in charge of the visit _____ Date _____

Principal's approval and signature _____ Date _____

*(If applicable) Local Committee approval: _____ Date _____

FINANCIAL ARRANGEMENTS FOR EDUCATIONAL VISIT / RECREATIONAL VISIT

1. Mode of Travel:

Full cost of travel (coach/minibus)

(inc any travel costs during visit- parking, congestion charge etc) _____

2. Admission

Cost of any admission tickets (per student) _____

Cost of admission (per member of staff) _____

3. Accommodation

Cost of accommodation (per student) _____

Cost of accommodation (per member of staff) _____

4. Insurance

Cost of insurance (per student) _____

Cost of insurance (per member of staff) _____

5. Incidentals

Cost of other incidentals (please list) e.g. food, coursework

6. Wisepay 5%

TOTAL COST OF VISIT

£ _____

NO OF STUDENTS ON VISIT

Are the accompanying staff paying for themselves?

If not, any associated costs must be divided by the number of students.

COST OF VISIT PER STUDENT

to cover above including contingency: £ _____

Amount of non-refundable deposit per Student: _____

Letter to parents outlining payment dates and amounts must also be seen and approved by the Finance Department.

FINANCE APPROVAL: Name: _____ Date: _____

Note to Visit Leader: Please ensure that the parents' letter clearly states:

- ***That 'if a child pulls out of the visit after instalments have been paid they cannot have a refund if this money has already been paid to the travel company'.***
- ***The non-refundable deposit is just that – non-refundable under any circumstances! This should be part of the initial parents' consent form.***
- ***Please DO NOT inform parents that charity funding is available – it is very limited and those parents on support know to contact the Finance Dept. for help if required.***
- ***Staff procedures checklist: point8, guidance for when to complete the Evolve Application for approval for educational visit***

EVOLVE

Once Visit is approved by CLT, details of visit to be entered on Evolve by Visit Leader.

Visit Leader Name _____ Date Submitted to EVOLVE _____

EVC ONLY

Date checked _____ Date Approved _____

EVOLVE ID: _____

Educational Visits – Staff Procedures Checklist

Before considering any visit, staff must familiarise themselves with the latest recommendations from Surrey County Council, Guidelines for Educational Visits and Outdoor Activities (2021). Responsibility for ensuring the recommendations are followed rests with visit leader. These guidelines cover all activities taking place off the College site.

1. Identify destination and timing of visit.
2. Identify educational purpose of visit.
3. Obtain Coach/Minibus quotes from Finance Dept.

4. Visit Leader must complete an Internal Notification of an Educational Visit/Recreational Visit form for all visits. This should be done within the set time-scales for approval by CLT. Forms are to be submitted to the Principal's PA.
5. **The Principal must approve the visit.**
6. The Local Committee must approve the visit if there will be any nights away from home.
7. **Visit Leader to confirm coach/minibus with Finance Dept.**
8. Visit Leader to complete information on Evolve and submit for approval at least 3 weeks prior to the visit or as long as possible for day visits. A minimum of two term's notice is required for residential / overseas visits, or if it involves any adventurous pursuit or location, both in term-time or during holidays. (Please request log in details from School Business Manager).
9. Check dates with Cover Manager to ensure cover availability.
10. Visit Leader to draft parent/carer letter for visit (google doc) and send to Principal's PA for approval.
11. Notify Finance team of the visit, including the letter(s) and schedule of payments.
12. Send out letters relating to the visit to parents/carers including the necessary google consent form link if visit is free of charge.
13. Visit Leader to carry out risk assessments covering potential dangers associated with the visit.
14. Catering Supervisor notified by office staff? (When taking large groups out).
15. Catering Supervisor notified of number of Free School Meals required for the visit by office staff.
16. Copy of all relevant documentation including internal notification, risk assessments and contact details for all children and staff to EVC to keep for the duration of the visit.
17. Assignment of a Duty Officer (normally CLT) for the visit. Contact details for Visit Leader and Duty Officer to be exchanged. To also select a Home Contact person for non-essential queries.

Visit leader must take the following on the visit:

- ✓ First aid kit available from the main office, if more than one is required please give plenty of notice.
- ✓ Emergency Contact Procedures
- ✓ Take the Duty Officer contact details
- ✓ Take Operation Duke cards to give to each of the accompanying staff
- ✓ Contact details for all students and also for the accompanying staff
- ✓ Medical Information for students (and accompanying staff is relevant)

Visit leader is also responsible for phoning College Reception/CLT upon the group arrival to the visit destination. Then upon return to college remember to phone the CLT to confirm the groups' safe arrival and that all students have been collected from College. In the event of a delay in the arrival time back at college then an estimated time of arrival must be communicated to the College Reception/CLT.

As well as using your common sense, there are certain activities which are classified as adventurous. Please also complete this information on the forms if the visit has activities / an activity which is classed as adventurous. The requirements are not to make the visit paperwork arduous, but it is a statutory requirement that the correct procedures are met to protect visit leaders, staff and students.

Although this list is not comprehensive, definition is at the time of writing (**May 2022**) – Reference - [Surrey County Council, Guidance for Outdoor Educational Activities and Offsite Visits 2021 V5.](#)

➤ The visit requires travel using travel by:-

- Air
- Sea
- Channel Tunnel

➤ **The visit involves any absence from home for one night or more**

➤ The visit has the following activities, therefore 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. There is a level of competence required to lead in 'open country' visits.

➤ Visits to certain locations such as:-

- Quarries

- Mines
- Beaches near cliffs
- Cliff walks

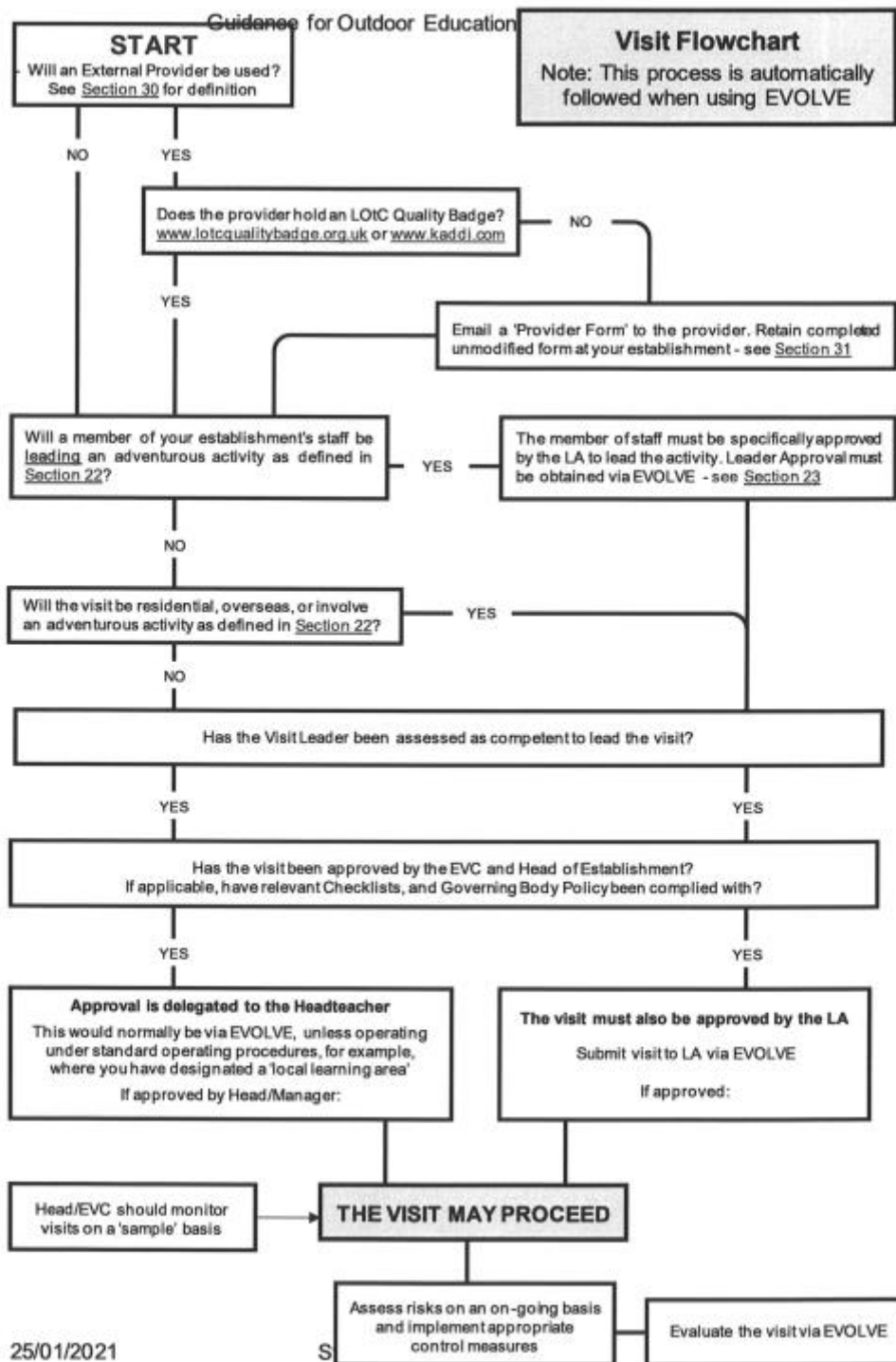
➤ Duke of Edinburgh Awards visits/expeditions

➤ **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 Principal 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 17 of guidance.

➤ **All of the above include whether the visit is during term-time or during the holidays**

Appendix 3



Appendix 4

https://oeapng.info/search-results/?download_search=emergency+procedures