



External Visits Policy

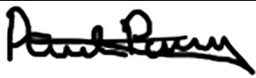
Sporting Chance Newport CIC **External Visits Policy**

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Policy Owner:	Directors
Queries to be directed to:	Directors
Signed:	
Dated:	20/01/2022

This policy will be reviewed on an biannual basis. Sporting Chance Newport CIC reserves the right to amend this policy, following consultation, where appropriate.

Date created:	September 2020
Date of last review:	20/01/2022
Date of next review:	January 2023

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1. Summary

This External Visits policy covers in detail the following areas:

- Suitability
- Approval for Trip/Activity
- Roles and Responsibility
- External Agency or Outdoor Providers
- Planning and Preparation
- Trip/Activity File
- Appropriate Activities
- Emergency Contacts
- Parental Consent
- Information to Parents
- Group Management
- Risk Assessment
- Insurance
- Transport
- Use of Minibus
- Accommodation
- Preparing the Group
- Travel in a Member of Staff's Car
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2. Who is the policy for?

Sporting Chance Newport CIC recognises that educational visits offer an invaluable opportunity to enrich pupils learning, raise their self-esteem, increase their motivation and appetite for learning and raise levels of achievement in many aspects of their life and education.

They can provide powerful opportunities for pupils to develop confidence, learn to live and work with others, and respond to challenges. Wales and England has an outstanding natural environment and a vibrant, unique culture and learning outside the classroom is a strong theme that runs through all education, therefore Sporting Chance Newport CIC will aim to identify opportunities for our pupils to experience life outside the classroom wherever possible.

However, our aim is to ensure that young people benefit from these opportunities through participation in safe, well managed visits and off-site activities. This policy aims to support staff who are involved in the planning, management and delivery of visits and off-site activities and do so in ways which reflect current good practise and our duty of care.

Sporting Chance Newport CIC staff will organise and utilise external visits in order to support the curriculum and will take advantage of the resources of the local community wherever possible.

External visits off site may include;

- Pupils travelling in staff cars
- Education staff using their own car for business use
- Education staff walking pupils on and off site
- Pupils travelling in a group on an approved coach or minibus
- Residential visits
- Adventurous activities

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- Visits abroad
- Day visits
- Sporting activities
- Other activities off site

Educational visits or journeys will be made from time to time as part of the process of curriculum delivery and may be made by a group of pupils as part of an educational opportunity in the form of enrichment or as part of the active curriculum or on an individual basis in order for a pupil to work towards the targets that are part of their individual learning plan.

To enable education staff to effectively carry out their role they may be required to visit pupils in their own homes. This may be for initial engagement, for assessment, interim teaching or integration purposes. They will also liaise with other teachers in mainstream and special schools as well as other education and health professionals. They will liaise with NCC staff and they may visit professional development centres, resource centres, the local library, rehabilitation units, other hospitals and other satellite units where pupils maybe taught.

3. Who is this policy for?

All staff, parents/carers and commissioners

4. Policy statement

4.1 Purpose of the trip/activity

Group leaders should be clear as to the purpose and objectives of the trip/activities and how it contributes to the objectives of Sporting Chance Newport CIC:

4.2 Suitability

It is essential to ensure that the trip/activity is suitable for the group, that it is planned and then led by an appropriate person. For all sporting/trips, further specific safety standards, advice, checklists and guidelines from the appropriate national governing body for the activities must be sought on supervising and managing the specific activity being planned. The national governing bodies have established safety standards and working practises for their respective activities.

If the trip/activity involves a hazardous or adventurous activity, a licensed outdoor provider must be used to deliver the activity and advice must be sought from this provider regarding suitability.

For all other outdoor activities and for trips/activities near water or in open country, advice must be sought from suitably qualified professionals with knowledge of the suitability of the activity and the local area where the trip is being planned. If there is any doubt, a licensed outdoor activity provider must be used.

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4.3 Approval for a Trip/Activity

No trip or activity can proceed without authorisation from the Directors and Head of Education. Initial approval of the proposed trip/activity should be gained in principal from the relevant senior member, prior to any detailed preparations taking place. This initial approval can be in the form of an email. Planning and preparation must be done sufficiently far ahead to ensure that there is no unreasonable risk to safety, quality or finance as a result of preparations being made in haste.

An Approval Form must be submitted by the group/activity leader to the relevant senior manager for approval of the trip/activity details once all preparations are complete. Approval must be gained at least one month prior to the intended trip date.

4.4 Roles and Responsibilities

Senior Manager

The Senior Manager (One of the Directors) is responsible for making the final decision on whether a trip/activity can go ahead and will stop a trip/activity if the guidance has not been followed or if the safety of the party cannot be guaranteed.

Education Visits Co-ordinator

The Directors will nominate an Educational Visits Co-ordinator (EVC) who has undertaken approved training and will attend the refresher course at least every three years.

All visits will need to be discussed with the EVC who will ensure that the leader is familiar with the visit/location and has completed a risk assessment specific to the pupils involved and the location of the visit.

Sufficient notice must be given to the EVC of any intended visit so that all checks can be made, letters checked, and risk assessments completed and checked.

Group Leader

It is the responsibility of the Group Leader to:

- Obtain approval from the relevant Senior Manager before the visit goes ahead
- Follow the guidelines, policies and procedures set out by this policy and those by the visited establishment
- Plan and prepare for the visit, including briefing the group members and next of kin as required
- Complete adequate risk assessments that consider all significant hazards
- Clearly define each trip/activity assistant leader's role and ensure all tasks have been assigned
- Be familiar with the age range of participants and be competent to lead the activities proposed
- Assess the suitability of the activity for the participant's abilities and ages and ensure that their needs are appropriately met
- Ensure that the trip/activity assistant leaders have information on any specific needs or requirements of the participants involved

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- Ensure all parental consents are in place
- Be aware of safeguarding issues and consider when planning the visit
- Ensure that there is adequate first aid provision for all aspects of the trip/activity, including travel
- Ensure that the group and the Senior Manager have contact details for inside and outside the normal hours of the establishment
- Ensure that there is a suitable supervision ratio based on the nature of the activities involved
- Curtail a trip/activity if the risk to the health and safety of participants is deemed unacceptable
- Review each visit and where necessary make changes to future visits based on the experiences had by the participants and supervisors

Trip/Activity Assistant Leaders

All staff who are taking part in the supervision of a trip/activity have a 'Duty of Care' towards all members of the group. Trip/Activity assistant leaders have the responsibility to provide the same care that a 'reasonable, prudent and careful parent or guardian' would take in the same circumstances.

If assistant leaders have any doubt as to the safety of the group, the trip/activity must not continue unless or until they have sufficient further information and advice to remove the doubts.

The duty of care applies to all who take responsibility for the supervision of the trip/activity, including volunteers.

External Agency or Outdoor Providers

Where an activity involves an outside agency or outdoor provider, the group leader must ensure that the agency or provider involved is competent and any establishment safe. Outside providers must be able to demonstrate that their qualifications and experience of the staff are in line with the requirements of this policy. This would include ensuring that we have sight of the providers current public liability certificate, any relevant risk assessments covering the activities they will deliver and any activity licences they hold if deemed appropriate for the activities planned. The relevant qualifications required will be established on a case by case basis, dependant on the activities planned. A decision on competence of the provider should be made by the senior manager and evidence will include the quality of documentation, site visits and in some cases testimonials.

Whilst the agency or provider may be given the responsibility to instruct/lead a group on a trip/activity, the Group Leader/Assistant Leader must still fulfil his/her duty of care to the group, and must stop the trip/activity immediately if there are any concerns, whether this is due to safety concerns or for any other reason.

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Planning and Preparation

Careful advance-planning is crucial to ensuring the safety of the group on an off-site trip/activity, and it is the responsibility of the Group Leader to ensure each of the following aspects are addressed.

Trip/Activity File

The Group Leader must compile a file for each trip/activity being planned that contains all of the relevant planning documentation and information required (where applicable) as outlined in this policy.

This file must be made available to the Senior Manager prior to commencement of the trip. Contents of the file must include:

- Purpose of the Trip/Activity
- Location and itinerary
- Programme of activities
- Safety guidelines for the specific trip/activity planned
- Details of any outside provider involvement and their qualifications/suitability
- Transport arrangements
- Financial arrangements
- Insurance details
- Risk assessments
- Details of staff and accompanying adults
- Emergency contact information
- Information on members of the party
- Parental/guardian consent forms
- Any last-minute changes

Appropriate activities

When activities are in the planning stage, the group leader must ensure that the venue, programme and cost are appropriate to the aims of the venture, the needs and abilities of participants and the resources available. Safety, Security and Welfare must be the prime considerations.

Emergency Contacts

A senior member of staff, not on the trip/activity should act as the Emergency/Home Contact for the group throughout the duration of the trip, including out of hours if necessary.

The Emergency Contact is the focus for communications between the party and those at home.

The Emergency Contact must have access to the trip/activity file containing all relevant information about the group, programme and venues.

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The Group Leader must brief the Emergency Contact prior to departure. Each parent/guardian also needs to know how to contact the Emergency contact and this should be stated on a parent/guardian Trip Information Form.

In the event of an incident or emergency, the Group Leader must alert the Emergency Contact.

In case of a critical incident, emergency details of staff are kept with the Directors.

Parental Consent

The Group Leader must ensure that the parents/guardians are aware of the trip/activity and the nature of it, before the trip occurs.

Prior to the trip departure and for each group member, the Group Leader must receive written permission from the parent/guardian for each young person to attend, and authorisation for emergency medical treatment.

Where a series of short visits are to be made over a period of weeks e.g. swimming lessons or community work, one consent form should be sufficient for the whole series. This must be renewed on a regular basis, for example termly/quarterly as necessary, so that the parent/guardian are reminded that these activities are still being carried on. The parent/guardian must still be made aware of the details of each trip when it occurs as it might also be necessary to update medical information in such cases.

The Group Leader must be aware of any medical conditions that might have an effect on the activities planned or dietary conditions and discuss individual needs with the parent/guardian and the young person to ensure a full understanding.

Information to Parents

Parents/Guardians must be given clear information on the trip/activity on a Trip Information Form being planned. This form should include:

- Date of trip
- Objectives of trip
- Details of planned activities
- Times of departure and return
- Location where the pupils will be collected and returned
- Modes of travel
- Details of accommodation
- Procedures if a pupil becomes ill
- Names of leader(s)
- How to contact the party if necessary
- What a pupil needs to take?
- Details of any unsupervised activities

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Note: If any of these information changes, it is the responsibility of the Group Leader to ensure this is communicated effectively internally and externally to participants.

Group Management

The Group Leader is responsible for the management of trip/activity assistant leaders during a trip or activity. The Group Leader must make clear to assistant leaders their responsibilities and roles at all times during the trip.

Any adults brought into help with a trip or activity is a supervisory role and/or who will have unsupervised access to young people or vulnerable adults must be DBS checked to enhanced level.

For all trips/activities, there must be at least one adult who is qualified in first aid.

Risk Assessment

The Group Leader must ensure that all activities are subjected to risk assessments and that adequate health and safety arrangements are in place.

Risk assessments must be conducted both before and during the trip. When reasonably practicable, a visit to the proposed trip location, prior to the trip taking place, must be completed in order for accurate risk assessments to be completed.

Risk assessments must be written, signed by the Group Leader, and recorded in the Trip/Activity file as evidence that they have been carried out. Risk assessments for a typical trip or activity would need to cover the following areas as a minimum:

- Transport to and from the venue
- The activity venue
- The nature of the activity
- The group members e.g. any medical factors
- Other external factors e.g. changes in the weather

The Senior Manager, prior to the final trip approval, will check that risk assessments have been completed and agree mitigation arrangements.

The risk assessments and planned journey checklists should be copied and a copy of these left at school. A further copy should be carried by the Group Leader.

Where visits within walking distance are to be made, the risk assessments still need to be completed and names left at school as with the transported visits. Copies of names and addresses are to be carried along the walk with a mobile phone. Ensure that road safety rules are followed, and pupils are never out of site of the members of staff on the trip.

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Dynamic Risk Assessment

Risks must be monitored throughout the visit and where appropriate activities modified or curtailed to suit changed or changing circumstances. The responsibility for this rests primarily with the Group Leader of EVC. Where more than one person has a duty of care each must be made aware of this and liaise with each other.

Insurance

The Group Leader must ensure that adequate and appropriate insurance arrangements are made for all aspects of the particular trip/activity. Sporting Chance Newport CIC carries insurance cover under its Employees Liability Cover and Public Liability policies. However the Group Leader must consult with facilities to check whether the activity being proposed is covered under Sporting Chance Newport CIC's current insurance underwriters, or whether additional insurance is required.

Transport

A risk assessment must be completed on the transport arrangements to and from the venue, and while at the venue. Factors which need to be considered include;

- Distance of travel
- Time of travel
- Cost of travel
- Rest stops
- Qualified drivers/numbers of drivers needed
- Level of supervision needed – risk assessment should be carried out to decide on the level of supervision required for any journey. Issues to consider would include the numbers being carried, the length of journey and the individuals being transported, to confirm whether other supervision is required in addition to the driver.

Use of Minibuses

If using minibuses, the Group Leader and the driver must check that the vehicles are roadworthy and insured. They must ensure that they have all necessary documentation and that they drive safely and within the law.

Preparing the group

The Group Leader must ensure that assistant leaders and pupils are aware of their responsibilities to the safety of themselves and to others. Providing information and guidance to pupils is an important part of the trip or activity preparation. Where appropriate, the Group Leader must ensure the pupils receive a written copy and verbal briefing covering the following:

- The purpose of the trip
- Who the group leader is?
- Where they are going and what the trip will entail
- What standard of behaviour is expected of them?

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- Appropriate and inappropriate conduct
- What rules must be followed
- Any equipment they need to take and any forbidden items
- Consequences of breaking the rules
- Potential risks and dangers
- Behaviour required ensuring their own safety and that of others
- Rendezvous procedures if they become separated from the group

Travel in a member of staff's private vehicle

A passenger list must be completed for all adults and pupils with their contact details and medical needs identified. A copy must be carried in the car and a copy left in school.

Staff will carry their work mobile phone in order to maintain contact with the school. They must be switched on at all times when off-site. Staff will have the appropriate insurance for business use. The insurance company should be aware that the person transports pupils. They will have a valid driving license and an up to date MOT certificate where appropriate. It is recommended that staff have breakdown cover.

Pupils under 12 years of age or less than 4 feet 11 inches (150cms) should travel in the back seat of the car with the seatbelt on. They will be required to use a booster seat that can be supplied by the parents.

It is recommended that all pupils sit in the back of the car wearing the appropriate restraints. Where appropriate a second member of staff will escort the pupil if the risk assessment indicates this as a risk area.

Sporting Chance Newport CIC staff must complete a planned journey checklist when making visits by car with pupils alone.

Evaluation of the Trip/Activity

Upon completion of the trip/activity, the Group Leader should consider the completion of an evaluation form recording the following information:

- Whether the aim and objectives of the trip were achieved
- Costs against actual planned expenditure
- High/lows of the trip
- Views of the pupils
- Pitfalls – places/things not to do/go to/stop again
- Problems encountered with any specific pupils
- Any incidents including non-emergency

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Policy and Practice

Off-site trips/activities should be accessible to all regardless of gender, religion, ethnic origin, social background, medical need or physical ability.

Within Sporting Chance Newport CIC, staff have a commitment to ensure all activities are relevant to all pupils and are taught in a way that is age and stage appropriate. All reasonable adjustments will be made as necessary to enable access to curriculum opportunities including visits.

In respect of the nature of the support that pupils require at Sporting Chance Newport CIC, we will carefully consider the types of visits we undertake.

In every aspect of external visits within Sporting Chance Newport CIC either alone or accompanying pupils, the County guidelines for Accident/Incident Investigation and Notification Procedures will be followed.

All educational trips and visits will be made in accordance with Welsh Government guidance on educational visits and outdoor learning. This advice can be found at:

<https://oeapng.info/>

5. Policy Requirements

The Directors must ensure that this policy is followed when arranging any external visit, they may choose to delegate their responsibility to named staff.

6. Checklist

The Directors must ensure that this policy is followed when arranging any external visit, they may choose to delegate their responsibility to named staff.

Preliminary Visit Check List	
Have you met the venue manager or other senior staff member?	Yes/No
If appropriate, have you seen and taken a copy of the organisations AALA licence or checked it on the AALA website?	Yes/No
If appropriate, have you seen and taken a copy of the organisation's Risk assessments, operating procedures, staff qualifications and equipment?	Yes/No
Have you looked around the venue identifying potential risks on or near the site?	Yes/No
Have you confirmed with the organisation the type and level of supervision they will undertake?	Yes/No
Are there proper arrangements for group members with special educational needs?	Yes/No

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Preliminary Visit Check List	
Are there proper arrangements for group members with special medical needs?	Yes/No
Have you agreed a programme with the organisation, confirming when and what responsibilities the organisation staff will have, regarding supervision and activity provision?	Yes/No
Are there proper dining arrangements?	Yes/No
Are there suitable emergency procedures, including fire exits, muster points, rollcalls and search procedures?	Yes/No
Have you confirmed with the organisation the type and level of supervision they will undertake?	Yes/No
Have you checked the organisations transport?	Yes/No
Have you checked the accommodation is fit for purpose?	Yes/No
Have you seen the organisation running activities for another similar group?	Yes/No
Do the agreed activities have appropriate educational value?	Yes/No
Is the venue within easy reach of other sites to be visited?	Yes/No
Has an alternative, back-up programme (Plan B) been agreed with the venue?	Yes/No
Has their insurance been checked?	Yes/No
Has the agreed pupil to teacher ratios been met?	Yes/No

Appendix 1: Equality Impact Assessment

Sporting Chance Newport CIC is committed to always: avoiding the potential for unlawful discrimination, harassment and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and, foster good relations between people who share a protected characteristic and those who do not.

An Equality Impact Assessment (EIA) is a tool for identifying whether or not strategies, projects, services, guidance, practices or policies have an adverse or positive impact on a particular group of people or equality group. While currently only public bodies are legally required to complete EIA's, Sporting Chance Newport CIC has adopted the process in line with its commitment to continually improve equality performance.

1. Summary

This EIA is for:	External Visits Policy
This EIA is for:	Paul Parry - Director
Date of assessment:	18/09/2020
Assessment approved by:	

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Objectives and intended outcomes

This EIA has been completed in order to ensure that the implications and potential impact, positive and negative, of the Sporting Chance Newport CIC Complaints Policy for all staff have been fully considered and addressed, whether or not staff members share a protected characteristic.

2. Potential Impacts, positive and negative

Equality Area	Positive	Neutral	Negative	Summary
Age		X		The policy applies equally to all members of staff regardless of age. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their age.
Disability		X		The policy applies equally to all members of staff regardless of health/disability. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their disability.
Pregnancy & Maternity/Paternity		X		It is not considered that the policy positively or negatively impacts on pregnant women or on staff on maternity or paternity leave.
Race (incl. origin, colour and nationality)		X		The policy applies to all members of staff regardless of their race, origin, colour or nationality. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.
Gender and Gender Re-assignment		X		This policy applies equally to all members of staff regardless of their gender at any given time. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of gender.
Sexual Orientation		X		This policy applies equally to all members of staff regardless of their sexual orientation. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their sexual orientation.

3. Negative impacts and mitigations

Negative Impact	Mitigation	Owner
None		

