

SHETLAND INTER-AGENCY

**GUIDELINES ON HEALTH AND
SAFETY OF YOUNG PEOPLE ON
OFF SITE TRIPS AND VISITS**

TRIPS AWAY!



GUIDELINES

SHETLAND INTER-AGENCY GUIDELINES ON HEALTH AND SAFETY OF YOUNG PEOPLE ON OFF SITE TRIPS AND VISITS

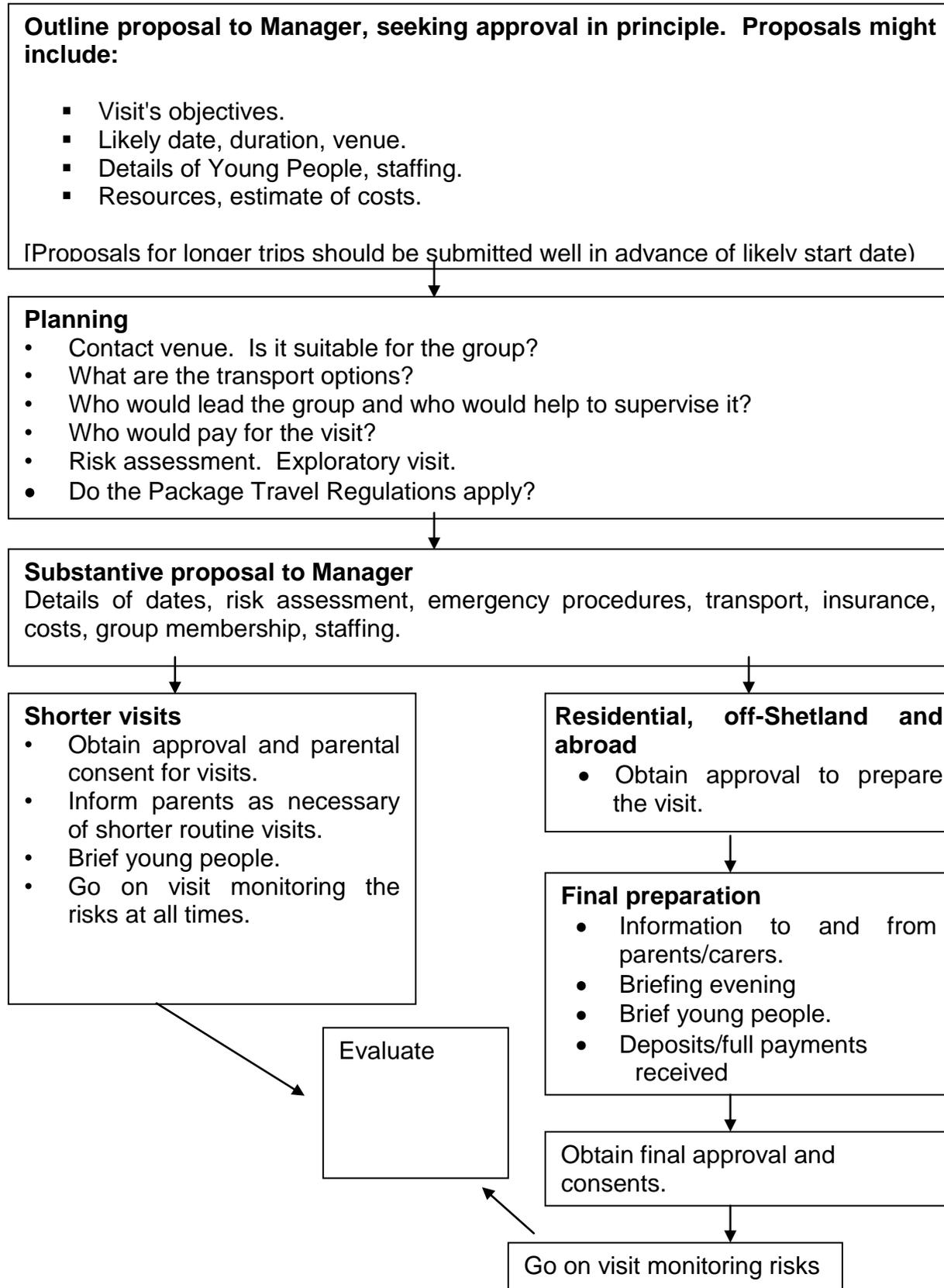
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1. PLANNING THE VISIT

This page charts the stages of planning a visit. Appendix 2 also lists the roles and responsibilities of all those involved in the trip.



2. SUPERVISION

2.1 Ratios

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

- gender, age and ability of group and any additional support needs;
- nature of activities, journey and accommodation;
- competence of adults in off-site supervision and specific activities;
- requirements of the organisation and/or location to be visited;

2.1.2 Group leaders must assess the risks and consider an appropriate safe supervision level for their particular group. There must be **a minimum of two adults present** on any trip and gender balance must be considered – e.g. if there are boys and girls present, then it is recommended that there should be male and female group leaders present.

A general guide for ‘low-risk’ visits - e.g. to local historical sites, exhibitions or for local walks, in normal circumstances, is:

- 1 adult for every 4 children of nursery or pre-school age groups;
- 1 adult for every 6 children of Primary 1 to 3 age groups;
- 1 adult for every 10 children of Primary 4 to 7 age groups;
- 1 adult for every 15 children of Secondary 1 age group upwards.

For residential visits, trips off-Shetland, trips abroad or trips involving adventurous activities, the minimum recommended ratios are:

- 1 adult for every 5 children of Primary school age;
- 1 adult for every 10 children of Secondary school age.

There should be enough supervisors to cope with an emergency. The above ratios should be considered as a minimum only. Best practice would dictate a higher ratio of staff to young people.

2.1.3 When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly, based on a thorough risk assessment.

2.2 Overnight sleeping arrangements

2.2.1 Serious consideration should be given to overnight sleeping arrangements where this is needed on the trip – e.g. hotels, hostels, camping, ferries and homestay. Group leaders have a responsibility to protect and supervise all group members, particularly young people. To do this, the rooms allocated to adults should be close to those of group members, so that they are available to maintain order and to deal with any unforeseen incidents that may arise. For clarification, ‘rooms’

should be taken to mean either bedrooms, dormitories, cabins, tents or any other overnight sleeping location.

- 2.2.2 Single sex rooms must be allocated – i.e. males and females should be allocated to separate rooms. For a mixed sex group, there should be both male and female supervision.
- 2.2.3 Adults should not share the same rooms as young people. The only exception to this is if there is an adult who is a parent/carer of a young person on the trip, and they share the same room, with no-one else present.
- 2.2.4 The group leader and all supervisors should make their own room details known to the accommodation provider on arrival, as the contacts for any incidents involving group members.
- 2.2.5 The group leader and all supervisors with the group must have a list of the members of the group and their allocated rooms. All adults in the group must know of any significant medical conditions of group members that may require attention whilst in the premises. Young people in the group must also be told the room numbers or location of any nearby adult supervisors.
- 2.2.6 Adults should not find themselves alone with a young person in a room. If there is occasion to enter young people's room, at least two adults should accompany each other. This is particularly so during the evenings and mornings, when young people may be in a state of undress.
- 2.2.7 It is good practice for all young people and adult supervisors to check rooms for tidiness and any left valuables before leaving. All group members should leave the premises together and adult supervisors should conduct a head-count to ensure that no group members are left behind.
- 2.2.8 With particular reference to homestay, group leaders must have daily contact with group members to ensure that they are safe and well and that their needs are being appropriately met by their hosts. Procedures must be in place to address foreseeable issues that may arise – e.g. provision of alternative accommodation at short notice.

2.3 Parents/Carers/Volunteers

- 2.3.1 Where parents/carers/volunteers are travelling on a trip, they must be carefully selected. If it is determined that they will be in a 'child care' position during the trip, then they will also need to have a satisfactory Enhanced Disclosure Scotland check in place, or the equivalent when the 'Protection of Vulnerable Groups Act 2007' is introduced.
- 2.3.2 For the protection of both adults and young people, all adults should ensure that wherever possible they are not left alone with a young person.

2.4 Supervisors' responsibilities

- 2.4.1 All adult supervisors travelling on trips must understand their roles and responsibilities (see Appendix 2). It may be helpful to put this in writing for more complex or potentially hazardous visits. In particular, all supervisors should be aware of any young people who may require closer supervision, such as those with additional support needs.

2.5 Head counts

- 2.5.1 For all trips, regular head counting of young people should take place, particularly before leaving any venue. All adults should carry a list of group members. Young people should not wear name badges, but it may be useful on visits outwith Shetland, or where a number of schools are attending the same venue to provide badges displaying the name of the school and its emergency contact number. The group leader must establish rendezvous points and tell young people what to do if they become separated from the group. Large groups can be divided into smaller groups for ease of counting. Each supervisor can be allocated a small number to count which will avoid "losing count". This also supports sharing information and answering queries.

2.6 Remote supervision

- 2.6.1 The aim of visits for some young people may be to encourage independence and investigative skills, and some of the time on visits may be unsupervised. The group leader must establish during the planning stage of the visit whether the young people are suitable for remote supervision and should ensure parents/carers have agreed this part of the visit. The group leader remains responsible for young people even when not in direct contact with them. It is essential however that each group member knows how to contact a supervisor at all times in the event of an emergency.

2.7 Participation

- 2.7.1 The group leader must ensure that young people are capable of undertaking proposed activities. They should be encouraged to take on challenges during adventurous activities but should not be coerced into activities of which they have a genuine fear.
- 2.7.2 Young people whose behaviour threatens their own or others safety must be withdrawn from the activity. On group outings, including day excursions or overnight trips, the group leader should consider whether the individual(s) concerned should be sent home early. Parents/carers and young people must be made aware before the visit about the procedures for dealing with misbehaviour; how a young person will be returned home safely; and who will meet the cost.

2.8 Equal opportunities

2.8.1 Every effort should be made to ensure that journeys and activities are available and accessible to all who wish to participate, irrespective of additional support needs, ethnic origin, gender, religion, sexual orientation, etc. All young people should be encouraged to participate in as wide a range of activities as possible. If a visit is to cater for young people with additional support needs, then a suitable venue and/or activities must be selected.

3. COMMUNICATION WITH YOUNG PEOPLE

3.1 Providing information

3.1.1 Providing information to young people is an important part of preparing for a visit. When involved in planning, young people can make informed decisions and be able to avoid hazards. Young people must understand what is expected of them and what the visit will entail. They must understand what standard of behaviour is expected and why rules must be followed. Young people must be told about potential hazards and how to ensure their own safety and that of others.

3.1.2 The group leader must ensure that the young people understand key safety information. For some young people on overnight visits it will be their first experience away from home on their own and in the close company of others. They should understand:

- the aims and objectives of the visit activity;
- the background information about the place to be visited;
- basic foreign words, culture and customs where appropriate;
- how and why to avoid specific dangers;
- what standard of behaviour is expected from young people;
- inappropriate personal and social conduct, such as under-age sexual activity and possession of illegal drugs, weapons, consumption of alcohol etc.;
- what to do if approached by anyone from outside the group;
- what to do if separated from the group, rendezvous procedures and emergency procedures;
- what to do if there is a change in the planned schedule.

3.1.3 For residential visits all group members should carry the address and telephone number of the accommodation. For exchange visits young people will need to know about any ground rules agreed between the group leader and host family.

3.2. Preparing young people for remote supervision

3.2.1 Whilst remote supervision takes place the group leader must ensure that young people know the ground rules and are equipped to be on their own as a group without direct supervision. The size of each group should also be considered (suggested minimum of 3). As a minimum, young people should have the following:

- telephone numbers and emergency contacts if lost, and rendezvous points;
- maps, plans, a knowledge of how to summon help, coins for telephones (as there may be no access to mobile networks, or cost of using mobiles may be expensive) and any other information for them to act effectively;
- a knowledge of out-of-bounds areas or activities.

3.3 Transport and young people

3.3.1 Young people using transport on a visit must be made aware of basic safety rules including:

- arrive on time and wait for the transport in a safe place;
- do not rush towards the transport when it arrives;
- wear your seatbelt and stay seated whilst travelling on transport;
- never tamper with any equipment, lean out of or throw things from the window;
- block aisles or cause obstructions;
- never attempt to get on or off the transport until directed to do so;
- never distract or disturb the driver or impede the driver's vision;
- after leaving the vehicle, always wait for it to move off before crossing the road;
- take particular care when using UK vehicles abroad;
- if you feel unwell tell a teacher or supervisor.

3.3.2 The group leader must ensure that young people know what to do if they miss the scheduled departure time.

3.4 Young people with additional support needs

3.4.1 Every effort should be made to include young people with additional support needs in visits. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

3.4.2 All staff supervising visits must be aware of the medical needs of young people on the trip and have written information required in the event of an emergency. Arrangements for taking medication and ensuring sufficient supplies for residential visits will be required. If appropriate, a staff member should be trained in administering medication. If the young person's health and wellbeing cannot otherwise be guaranteed, it may be appropriate for them to be accompanied by a parent or care assistant.

3.4.3 Medical information required includes:

- details of medical conditions, medication, allergies, phobias, dietary requirements, equipment needed and any other relevant information;
- emergency contact numbers and GP contact details;
- special transport needs for young people who require help with mobility.

- 3.4.4 If wheelchairs are needed, arrangements for access and facilities must be made for transport and at residential centres, including the provision of portable ramps where needed. Staff may need training in manual person handling skills.
- 3.4.5 If concerns are anticipated about a young person's safety or the safety of others on a trip because of a medical condition, further advice should be sought.
- 3.4.6 Managers and staff should be familiar with the nature of a young person's additional support needs, and these must be considered at the planning stage and when carrying out the risk assessment. Liaison will be necessary with the activity provider. Off-site visits may pose additional difficulties for a young person with additional support needs. Consideration must be given to whether the young person is capable of taking part in the activity. It may be necessary to vary the activity and provide additional support and supervision.

4. COMMUNICATION WITH PARENTS/CARERS

- 4.1. Parents/carers must be informed in writing of any off-site activity or visit unless it is a regular part of the establishment's activities which parents/carers have already been informed about. Annual consent may be sought for routine visits.

4.2 Information

- 4.2.1 Before residential visits or when young people are to travel away from Shetland parents/carers should be encouraged to attend a briefing meeting where written details of the proposed visit should be provided. There should be alternative arrangements for parents/carers who cannot attend.

- 4.2.2 Parents/carers must be told that the supervisors on the visit will be exercising the same care that a prudent parent would. The following information on matters that might affect young people's health and safety should be given to parents/carers **(Appendix 4 – template Project information sheet)**:

- dates and times of departure including location of departure/return, and travel arrangements;
- details of accommodation with address and telephone number. For exchange visits, the details of the host family;
- emergency contact arrangements and procedures, including those for young people who become ill;
- names of leaders, of other staff and of other accompanying adults;
- details of the activities planned. Any particularly hazardous activities must be clearly identified;
- appropriate standards of behaviour including alcohol, sexual behaviour, smoking and general group discipline;
- details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents/carers need to arrange additional cover;
- money, clothing and equipment to be taken;

- the information to be given by parents/carers and what they will be asked to consent to;
- details of the cost of the visit.

4.3 Consents

4.3.1 Parental consent must be sought for those young people under the age of 16 for participation in:

- non-routine visits
- adventure activities;
- off Shetland trips;
- other residential visits;
- any visit involving remote supervision.

4.3.2 If parents/carers withhold consent the young person must not be taken on the visit. If the parents/carers give a conditional consent, the Manager will need to consider whether the young person may be taken on the visit or not.

4.3.3 A parental consent form should be completed for each young person in the group. Additional information may be asked for on this form. General issues to consider include:

- any allergies or phobias;
- any medication being taken (including dosage);
- recent illnesses and contact with contagious or infectious diseases;
- contact details of the young person's GP;
- any special/medical dietary requirements;
- whether the pupil suffers from travel sickness;
- whether the parent gives consent to adult supervisors to administer over-the-counter medications if necessary, such as sun (or after sun) cream; paracetamol; aspirin; or travel sickness medications.
- any other relevant information, such as bedwetting or sleepwalking;
- the pupil's ability to swim in the pool or sea and their level of safety awareness
- contact details for the parents/carers and an alternative – e.g. friend or relative

4.4 Medical consent

4.4.1 Under the Age of Legal Capacity Act 1991 "a person under the age of 16 shall have legal capacity to consent on his own behalf to any surgical, medical or dental procedure or treatment where in the opinion of a qualified medical practitioner attending him he is capable of understanding the nature and possible consequences of the procedure or treatment." It remains good practice to seek parental consent for young people over the age of sixteen, and consent should be obtained for all those under that age. Parents/carers should be asked to agree to the young person receiving emergency treatment as considered necessary by the medical authorities. Where such consent is not given it may not be possible for the young person to take part in the visit.

4.4.2 It is sensible to include a translation of the medical consent, as signed by the parent, in the relevant foreign language for trips abroad.

4.5 Early return

4.5.1 Parents/carers must be informed if they will be required to fund the early return of a young person whose conduct requires them to be removed from the visit. A written agreement may be necessary.

4.6 Contact with parents/carers during the visit

4.6.1 The Manager should ensure that parents/carers can make contact with young people via an establishment contact in the event of a home emergency, and that they have a number to ring for information in the event of an incident during the visit or a late arrival home. Parents/carers should therefore:

- know the destination details;
- be given emergency contact arrangements;
- provide contact numbers for day and night use in an emergency. For local day visits this information may already be held by the organisation, such as the school or youth club.

4.7 Young peoples' contact with parents/carers on residential visits

4.7.1 Consideration must be given prior to the trip regarding young peoples' contact with parents/carers. Some young people, for whom this may be their first experience of being away from home, settle more quickly without speaking to their parents/carers all the time.

5. TRANSPORT

5.1 General

5.1.1 Transport provision must be planned carefully. If appropriate to the circumstances of the trip, the Organisations policy on transport must be followed in the first instance. Other factors to consider include:

- the number of driving hours required for the journey and length of the driver's day (including non-driving hours);
- capacity and experience of driver to maintain concentration; whether more than one driver is needed to avoid driver fatigue;
- type of journey - will the visit take place locally or will it include long distance driving - i.e. motorways?
- traffic and weather conditions;
- contingency funds and arrangements in case of breakdown/emergency;
- stopping points on long journeys for toilet and refreshments.

5.2 Legislation

5.2.1 The driver is responsible for the vehicle during the visit.

5.2.2 All minibuses and coaches must be fitted with a seat belt for each young person. The seats must face forward and seat restraints must comply with legal requirements.

5.3 Supervision on transport

5.3.1 The level of supervision necessary is part of the risk assessment for the journey. The group leader is responsible for the party at all times.

5.3.2 The driver should not normally be responsible for supervision. All group members should be made aware of the position of the emergency door and first aid and anti-fire equipment on transport. The group leader must be aware of alternative routes or means of travel in the event of delay or cancellation.

5.3.3 Factors to be considered when planning supervision on transport include:

- Appropriate supervision must be maintained at all times.
- level of supervision that will be necessary on buses/coaches one supervisor on each deck should be appropriate in normal circumstances;
- young people must know what standards of behaviour are appropriate on different types of transport. Particular consideration must be given to travel on ferries with an overnight journey.
- young people must also know what to do in an emergency and where emergency procedures are displayed;
- safety while on stops or rests during the journeys:- group leaders should plan with the driver sufficient stops at suitable areas to ensure the safety of all group members including the driver;
- the group leader must ensure that young people follow the road safety rules when crossing roads and highways. Pedestrian crossings and traffic lights or footbridges should be used to cross roads, whenever possible;
- safety of the group in the event of an accident or breakdown:- the group should remain under the direct supervision of the group leader or other staff wherever possible;
- staff members must be aware that travel sickness tablets should only be administered to a young person with previous written authorisation from the parents/carers, who will provide the tablets;

5.4 Hiring coaches and buses and using private transport

- 5.4.1 Coaches and buses must be hired from a reputable company, and comply with all relevant legislation. Whilst seat belts must be fitted on coaches that carry groups of children, they are not legally required on buses. Buses where seat belts are not fitted are not normally appropriate for visits involving long journeys.
- 5.4.2 Drivers of minibuses should comply with relevant legislation including having D1 entitlement on their driving licence.
- 5.4.3 Any vehicles hired will not be insured under the Council's policy, Insurance must be taken with the vehicle hire firm. Any policy excess amount incurred for damage to the vehicle if it was involved in an incident would require to be paid by the hiring Council department or section unless an additional premium was paid prior to the hire agreement to remove the excess.
- 5.4.4 Any private vehicle being driven by an employee whilst on Council business must have 'Business Use' insurance noted on the policy covering the vehicle to be used. The insurers of the vehicle must be advised of the person who will be using the vehicle for business purposes and details of the expected business use.

6. INSURANCE

6.1 General

- 6.1.1 The group leader must ensure, well before the group departs, that adequate insurance arrangements are in place. This includes the Public Liability cover of any facilities that will be used on the excursion.

6.2 Day excursions

- 6.2.1 Organisations should check that their Employers' Liability and Public Liability insurance policies apply to any day excursions organised.
- 6.2.2 For example, the Shetland Islands Council's Insurer must be advised well in advance if any day excursion or trip involves any of the following activities; and other organisations should check their own policies.

Abseiling	Hot air ballooning	Rock climbing
Archery	Helicopter	Rowing
Assault courses	Ice hockey	Rugby/soccer tours
Athletics	Indoor rock climbing	Sailing – inland
Boxing	Judo	Sailing – open seas
Canoeing	Microlite	Shooting
Cricket	Motor cycling	Ski or scuba diving
Cricket tours	Mountain biking	Snorkelling
Crossbow	Mountaineering	Soccer/rugby

Cross-country skiing	Mountaineering advanced	Sub-aqua
Dry slope skiing	Orienteering	Swimming
Duke of Edinburgh Awards	Overlanding	Surfing
Fencing	Parascending	Trampolining
Gliding	Parachuting	War games (paintball)
Go-karting	Pony trekking	Water skiing
Gymnastics	Pot holing/caving	Weight lifting
Hang gliding	Power boats	Wind surfing
Hill Walking	Quad biking	Wrestling
Hockey	Quasar laser war games	
Horse riding	Rafting (white water)	

6.3 Residential, off Shetland and abroad

6.3.1 Separate insurance is normally required and should be arranged by the group for any journey that requires an overnight stay.

6.4 Additional information

6.4.1 If any member of the group has a pre-existing medical condition, this must be disclosed to the insurers prior to travelling, and the person must not be travelling against medical advice for the cover to be maintained.

6.5 Insurance and parents/carers

6.5.1 The group leader should write to parents/carers to inform them of the scope of any insurance cover that has been arranged, and advise them of anything that may not be covered by such a policy, e.g. personal luggage.

6.6 Transport

6.6.1 Staff, other adults or a young person using their own cars to carry young people on visits must ensure that their vehicle is properly licensed and that the insurance covers its use on business.

7. SPECIFIC TYPES OF ACTIVITIES

7.1 Adventure activities using licensed providers

7.1.1 Certain activities are deemed to be Adventure Activities under the Activity Centres (Young Persons' Safety) Act 1995 and the associated Adventure Activities Licensing Regulations 1996. These activities – where undertaken by young people under 18 years unaccompanied by a parent – are:

caving: the exploration of underground passages, disused mines, or natural caves which requires the use of special equipment or expertise;

climbing: climbing, sea-level traversing, abseiling or scrambling over natural terrain or certain man-made structures which requires the use of special rock-climbing or ice-climbing equipment or expertise;

trekking: going on foot, horse/pony, pedal cycle, skis, skates or sledges over moor land, or on ground over 600 metres above sea level, when it would take 30 minutes or more to reach an accessible road or refuge. Off-piste skiing requires a licence;

watersports: this comprises sailing, canoeing, kayaking, rafting and windsurfing, on the sea, tidal waters, inland waters at a location where any part of those waters is more than 50 metres from the nearest land, and turbulent inland waters. Rowing is exempt.

7.1.2 When planning to use Adventure Activity facilities offered by a commercial company or by a local authority the group leader must check whether the provider is legally required to hold a licence for the activities it offers and, if so, that the provider actually holds a licence. For information, the Sport & Leisure Service of Shetland Islands Council does hold an Adventure Activities Licence (Licence no L5263) to deliver specified climbing, trekking and watersport activities.

7.1.3 It is illegal for a provider of licensable status to offer a licensable activity without a valid licence. The Adventure Activities Licensing Authority can check on the licence status of a provider. Their address is: Adventure Activities Licensing Authority, 17 Lambourne Crescent, Llanishen, Cardiff CF4 5GG. Tel: 01222 755715. Fax: 01222 755757. Their Internet site is at: www.aala.org

7.1.4 A licensed provider has been inspected and the Licensing Authority are satisfied that appropriate safety measures are in place for the provision of the specified licensed adventure activities. Some providers may not be licensed for specific premises, and assurances must be sought to ensure that site-specific risk assessments have been carried out. Other elements - such as catering and accommodation - are not covered by the licensing scheme, and should be checked separately.

7.2 Adventure activities using non-licensable providers

7.2.1 Not all providers are required to hold a licence, however it is advisable to use a licensed provider if at all possible. Schools and youth groups providing for their own pupils and members respectively are exempt. Commercial bodies and local authorities are also exempt if their activities fall outside the scope of the regulations. Not holding a licence does not imply a lack of safety. It might simply mean the provider or the activity is not licensable.

7.2.2 If proposing to use an exempt provider, assurances must be obtained in writing from the provider that:

- risks have been assessed and that the provider's staff are competent to instruct and lead pupils of the group's age range on the activity. Competence could be demonstrated by holding the relevant National Governing Body (NGB) award where it exists or through successful participation in an NGB approved in-house scheme;
- the equipment is appropriate and that its safe condition is checked before each use;
- operating procedures conform to National Governing Body guidelines where appropriate;
- clear management of safety systems is in place;
- there is appropriate provision for first aid;
- there are emergency procedures.
- Appropriate Child Protection procedures and Disclosure checks are in place.

7.3 Other issues to consider with all adventure activity providers

7.3.1 The group leader should check and agree the provider's arrangements for supervision and recreation during the evenings and between adventure activities with respect to the group's age range and abilities. The group leader should also provide any relevant information to the provider such as the group's age-range, competence etc.

7.3.2 The staff members retain ultimate responsibility for young people at all times during adventure activities, even when the group is under instruction by a member of the provider's staff. Clear handover and hand back procedures must be in place.

7.3.3 Staff members must have sufficient information on what the activity involves before it takes place. They should approach the instructor at an appropriate safe interval if they are concerned that the pupils may be at unnecessary risk.

7.4 Remote supervision

7.4.1 Some adventurous activities – such as those under the Duke of Edinburgh Awards – require young people to work in small groups (minimum of 4) without direct supervision. Particular attention needs to be given to the information provided to young people before supervision can be withdrawn.

7.4.2 The group leader should be satisfied that the young people have acquired the necessary skills and have the necessary experience, confidence, physical ability and judgement to be left without direct supervision.

7.4.3 The withdrawal of direct supervision should be a gradual four-stage process:

- accompanying the group;
- shadowing the group;
- checking regularly at agreed locations;
- checking occasionally at agreed locations.

7.4.4 Young people must be trained and familiar with all equipment potentially used without direct supervision. The condition and suitability of all equipment, particularly safety equipment, taken or used during these activities should be assessed separately.

7.4.5 Depending on surroundings and environment that the group will be travelling through, arrangements must be agreed in advance of the trip as to the most practical and effective means of contact between participants and leaders should the need arise.

7.5 Coastal visits

7.5.1 Group leaders and other staff should be aware that many of the incidents affecting young people have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming. The group leader should bear the following points in mind when assessing the risks of a coastal activity:

- tides, rip tides and sandbanks are potential hazards; timings and exit routes should be checked;
- ensure group members are aware of the meanings of any warning signs and flags;
- establish a base on the beach to which members of the group may return if separated;
- look out for hazards such as glass, barbed wire, animal carcasses and sewage outflows etc;
- some of a group's time on a beach may be recreational. Group leaders must consider which areas are out of bounds and which activities are acceptable;
- cliff tops can be highly dangerous for groups even during daylight. The group must keep to the path at all times. Group leaders should consider whether it is safe for young people to ride mountain bikes on coastal paths.

7.5.2 In Shetland and Orkney, Shetland Coastguard can provide information and advice on the nature and location of hazards. Their contact telephone number is (01595) 692976. Good practice would be to inform the Coastguard before any coastal trips are undertaken, detailing the intended route and trip numbers, and to report when all have returned safely.

7.6 Swimming in the sea or other natural waters

7.6.1 Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a group. This should only be allowed as a planned and supervised activity. Away from Shetland, this would preferably be in recognised bathing areas that have official surveillance i.e. qualified lifeguard cover. Such activities must only be undertaken where weather and other conditions are suitable. Young people must always be in sight of their supervisors. One supervisor should always stay out of the water for better surveillance.

7.6.2 Where the activity involves swimming the group leader, or another designated adult in the group, must be a competent swimmer and should hold a relevant life saving award, where lifeguard cover is not available.

7.6.3 The group leader should:

- ascertain for themselves the level of the young person's swimming ability;
- be aware of the local conditions – such as currents, weeds, a shelving, uneven or unstable bottom – using local information from the lifeguard, coastguard, harbourmaster, police or tourist information office;
- designate a safe area of water for use by the group;
- be aware of the dangerous effects of sudden immersion in cold water;
- be aware of the dangers of paddling especially for very young people;
- ensure that young people have not eaten (at least half an hour) before swimming;
- adopt and explain the signals of distress and recall.

7.7 Swimming pools

7.7.1 If considering the use of a swimming pool not used before or monitoring the hazards of a regularly used pool it is advisable to observe and check the following:

- is there constant pool supervision by a sufficient number of qualified lifeguards;
- where there is no lifeguard the group leader should stay at the poolside at a raised location. In such circumstances, the group leader, or a designated adult, should have a relevant life saving award and be accompanied by an appropriate number of supervisors;
- is the water temperature appropriate;
- is the water clear;
- are there signs clearly indicating the depth - is there a shallow end and is the water there shallow enough for all group members;
- does the facility cater for people with additional support needs;
- does the deep end allow for safe diving;
- is there a poolside telephone or alarm system;
- is there a resuscitator and other pieces of first aid and rescue equipment, and is there someone trained to use them;
- is there a changing room for each gender;
- are the changing and showering facilities safe and hygienic, and can clothes be stored securely?

7.8 Farm visits

7.8.1 Farms can be dangerous even for the people who work on them. Taking young people to a farm must be carefully planned. The risks to be assessed should include those arising from the misuse of farm machinery and the hazards associated with *E coli 0157* and other infections.

7.8.2 Check that the farm is well managed, that it has a good reputation for safety standards and animal welfare, and that it maintains good washing facilities and clean grounds and public areas.

7.8.3 Never let young people:

- place their faces against the animals or put their hands in their own mouths after feeding the animals;
- eat until they have washed their hands;
- sample any animal foodstuffs;
- drink from farm taps (other than in designated public facilities);
- ride on tractors or other machines;
- play in the farm area, other than in designated play spaces.

7.8.4 Further advice is contained in the Health & Safety Executive (HSE) publication - *Avoiding ill health at open farms: Advice to teachers*.

7.9 Field studies

7.9.1 Field studies are associated with a range of subjects including geography, biology, geology and history and might take young people to industrial sites and other urban areas as well as into the countryside and to the coast. Younger children may also be involved through pre-school groups, although the nature of these trips may be shorter and closer to their base. The scope of field studies means that the group leaders, who will usually be subject specialists, should also be competent to lead and instruct young people within urban and non-urban environments at minimal risk. The general provisions of this guidance apply to field studies trips.

7.10 Residential visits

7.10.1 Issues for the group leader to consider in advance of the trip include the following, however it is recognised that some of the points below, particularly relating to the building, need to be checked again on arrival:

- rooms allocated to Group Leaders should be close to those of group members, so that they are available to maintain order and to deal with any unforeseen incidents that may arise. The group leader should obtain a floor plan of the rooms reserved for the group's use in advance;
- there must be at least one adult from each gender for mixed groups;
- there must be separate male and female sleeping/bathroom facilities for young people and adults;
- ensure there is appropriate and safe heating, lighting and ventilation;
- ensure that the whole group is aware of the lay-out of the accommodation, including fire precautions/exits, regulations and routines;
- security arrangements: where the reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visitors;
- locks on doors should work in the group's rooms but appropriate access should be available to staff when required;

- there should be drying facilities;
- there should be adequate space for storing clothes, luggage, equipment etc, and for the safe keeping of valuables;
- there should be provision for young people with additional support needs and those who become ill;
- balconies should be stable, windows secure, and electrical connections safe;
- where possible young people should not be lodged in ground floor rooms;
- the fire alarm must be audible throughout the accommodation;
- there should be recreational accommodation/facilities for the group;
- there should be an appropriate number of adult supervisors on standby duty during the night.

7.10.2 Before booking a hostel/hotel abroad, the group leader should confirm it has fire exits and that any lifts have inner doors and that it meets local regulations. After arrival at any accommodation it is advisable to carry out a fire drill as soon as possible.

8. TRIPS ABROAD

8.1 General

8.1.1 Travelling abroad can be hugely rewarding for young people and adults alike, but it is important that careful preparation takes place. Much of the earlier advice in this policy applies to visits abroad, but there are some additional factors that need to be considered, not least because the legislation may be different from that of the UK. Visits abroad can be made in a number of ways.

8.2 Organising your own visit

8.2.1 A group leader may decide to organise a package abroad without the services of a travel agent (this won't be possible unless there are appropriate measures in place to protect pre-payments, etc – see 8.4.2 below). Package organisers have responsibilities under the Package Travel, Package Holidays and Package Tours Regulations 1992 (The Package Travel Regulations). These regulations apply to packages sold or offered for sale in the UK. They define a package as a combination of any two of: accommodation, transport, or other tourist services not ancillary to transport. Most package arrangements come within the scope of the regulations unless they are 'occasional' or part of an educational course programme as opposed to a leisure activity such as skiing. The legal position of packages arranged as part of an educational course was the subject of a case in the European Court of Justice in 1999. The Court considered whether an exchange trip where students spent over six months staying with host families free of charge whilst attending a school was covered by the Directive from which the Regulations are made. The Court held that it was not covered because the Directives' definition of 'accommodation' did not include staying with a host family at no cost. Organisers should be aware that the Regulations apply to all 'packages' including those which take place either within Shetland or the UK.

Further information and guidance can be obtained from the Department for Business Innovations & Skills website:

<http://www.berr.gov.uk/whatwedo/consumers/buying-selling/holidays-travel/package-holidays/index.html> or from the Trading Standards Service, Infrastructure Services.

8.3 Organising your own transport

8.3.1 Group leaders must ensure that drivers, taking groups abroad are familiar with driving the coach or minibus in the countries being visited and those en route. EC regulations require the installation and use of a tachograph and prescribe maximum limits on driving time and minimum requirements for breaks and rest periods. These regulations apply for most drivers of school passenger vehicles when undertaking an international journey. Different licence requirements would normally apply for driving abroad. The Department of Transport can provide advice on the relevant transport legislation.

8.3.2 Factors to consider when travelling abroad include:

- the need to be aware that different legislation and regulations may apply for drivers' hours and record-keeping purposes, particularly in non-EU countries;
- EU drivers' hours and tachograph regulations normally apply to any vehicle with 9 or more passenger seats on journeys through EU countries and some countries outside the EU. In other countries, drivers must observe the domestic rules of the countries being visited, Advice on domestic rules may be obtained from the relevant embassies of the countries concerned;
- special documentation is required for minibuses taken abroad,
- all group members should be aware of unfamiliar right-hand drive traffic. The passenger doors on UK minibuses and coaches may not open on the kerb side in countries where travel is on the right hand side of the road. Extra care will be necessary when the group is climbing in and out of the vehicle. Detours may be necessary to ensure safety;
- carrying capacity and loading requirements;
- The Department of Transport can provide information on legal requirements for travel abroad.

8.4 Using a Tour Operator

8.4.1 Before using a tour operator group leaders should ensure it is reputable. Ascertaining this should form part of the risk assessment. The Civil Aviation Authority licenses travel organisers and tour operators selling air seats or packages with an air transport element (Air Travel Organisers Licence or ATOL). The licence is a legal requirement and provides security against a licence holder going out of business.

8.4.2 A travel agent does not need to be an ATOL holder if acting only as an agent of an ATOL holder. But if so the group leader must check whether or not the whole package being supplied is covered by the ATOL. If it is not, the organiser must show evidence of one of the other forms of security permitted under the Package

Travel Regulations to provide for the refund of advance payments and the costs of repatriation in the event of insolvency (most likely to be a trust account which is separate from the school's other accounts/funds)

8.4.3 There are six bonding bodies approved by the Department for Business Innovation & Skills

- Association of British Travel Agents (ABTA)
- Federation of Tour Operators (FTO)
- Association of Independent Tour Operators Trust (AITOT)
- Passenger Shipping Association (PSA)
- The Confederation of Passenger Transport (CPT)
- The Association of Bonded Travel Organisers Trust (ABTOT)

8.5 Planning and preparation

8.5.1 It is good practice that an exploratory visit to the location should always be made. If this is not possible, the group leader should gather as much information as possible on the area to be visited/facilities from:

- the provider;
- the Foreign & Commonwealth Office's Travel Advice Unit;
- other organisations who have used the facilities/been to the area;
- the local authority/schools/groups in the area to be visited;
- national travel offices in the UK;
- Embassies/consulates;
- travel agents/tour operators;

8.6 Staffing the visit

8.6.1 Staffing ratios for visits abroad are difficult to prescribe as they will vary according to the activity, the young people's age and gender, the location, and the efficient use of resources. Recommended ratios for trips are set out in section 2.1.2 above. There should be enough adults in the group to cover an emergency. Mixed gender groups should have at least one male and one female supervisors.

8.7 Preparing pupils for visits abroad

8.7.1 Factors to consider for visits abroad include:

- language – particularly common phrases;
- culture e.g. body language, rules and regulations of behaviour, dress codes, local customs, attitudes to gender etc;
- drugs, alcohol-usage;
- food and drink – group members should be warned of the dangers of drinking tap water in certain countries. In some countries it is safer to drink bottled water, and care needs to be taken with raw vegetables, salads and unpeeled fruit,

- raw shellfish, underdone meat or fish;
- money – how to carry money and valuables discreetly e.g. money belts, zip armlets. If larger amounts of money will be needed, it is advisable to take a pre-paid debit card or travellers cheques.
- how to use phones abroad, money required and the code for phoning home;
- if mobile phones are carried by group members, then it would be advisable to find out the charges and codes for calls to/from the UK.
- what to do in an emergency.

8.8 Briefing meeting for parents/carers

8.8.1 It is particularly important that parents/carers are given the opportunity to meet the group leader and adult supervisors who will be taking the young people overseas.

8.9 Vaccinations

8.9.1 The group leader should find out whether vaccination is necessary and ensure that all members of the group have the opportunity to receive it in good time. Check whether the country to be visited requires proof of vaccination. The Department of Health gives advice on vaccination requirements in their publication, *Health Advice to Travellers Anywhere in the World*. www.dh.gov.uk

8.10 Insurance

8.10.1 The group leader must ensure that the group has comprehensive travel insurance.

8.11 Foreign legislation

8.11.1 The group leader needs to check local laws and customs. Particular attention should be paid to health and safety legislation.

8.12 Language abilities

8.12.1 One of the adults with the group should be able to speak and read the language of the visited country. If not, it is strongly recommended that the leader or another adult learns enough of the language to hold a basic conversation and knows what to say in an emergency. It is also advisable that young people have a basic knowledge of the local language before the visit.

8.13 Visas/passports

8.13.1 The group leader should ensure that all members of the group have valid passports and visas (if appropriate) in the early stages of planning the trip. A collective passport may be used for British Nationals under the age of 18 for travel to most European countries. The group leader should contact the Collective Passport Section at the UK Passport Service.

8.13.2 Photocopies of the group's passports should be taken for emergency use. One copy should be held with a responsible person in the UK and other copies should be with the group leader on the trip.

8.14 Nationality

8.14.1 If the group includes young people whose national or immigration status or entitlement to a British passport is in doubt, it is advisable to make early enquiries of the Home Office's Immigration and Nationality Directorate concerning the requirements of the immigration rules and the right of re-entry.

8.14.2 Young people who are not nationals of any EU member state may need a visa to travel from the UK to another member state. Details and forms are available from the Central Bureau for Educational Visits and Exchanges.

8.14.3 Young people other than EU nationals may need to use separate passport control channels from the rest of the group.

8.15 Young people in the care of the Local Authority

8.15.1 If a child is Looked After by the local authority, foster parents/carers will need to ensure that the Children and Families Social Work Service consents to any proposed trip, and social work will usually need to obtain consent from parents holding parental responsibility. Legal advice should be sought in case of difficulty.

8.16 Emergency medical facilities

8.16.1 Some of these are available through reciprocal health care arrangements in European Community (EC) countries to EU Nationals. European Health Insurance Card can be accessed through www.show.scot.nhs.uk or by phoning 020 7210 4850

8.16.2 Group leaders should be aware that medical treatment may need to be paid for in advance and money has to be claimed back later. This may require contingencies to be in place to cover this eventuality.

8.17 Paperwork

8.17.1 The group leader should ensure that they obtain and take with them:

- travel tickets, passports and visas. It is also advisable to carry a separate list of the numbers of any travel documents/passports, and photocopies of all the group's documents in a sealed waterproof bag;
- a copy of the contract with the centre/hotel etc, if appropriate;
- medical papers eg EHIC and significant medical histories;
- parental consent forms and permission for group leader to authorise emergency treatment on parental behalf;

- the phone numbers and addresses, at home and in school, of the Manager and of the school contact;
- the names of parents/carers and the addresses and telephone numbers at which they can be contacted (home and workplace);
- copies of a list of group members and their details;
- details of insurance arrangements and the company's telephone number;
- the name, address and telephone number of the group's accommodation;
- location of local hospital/medical services.

8.17.2 The group leader should carry passport size photographs of the young people. It might be useful to have photographs of the adults in the group as well.

8.18 Information retained by the lead organisation

8.18.1 Full details of the visit should be retained by the Lead organisation while the visit is in progress. This should include:

- the itinerary and contact telephone number/address of the group;
- a list of group members and their details;
- contact names, addresses, telephone numbers of the parents/carers and next of kin;
- copies of parental consent forms;
- copies of travel documents, insurance documents, medical papers and passports;
- a copy of the contract with the centre/hotel etc, if appropriate;
- emergency contact numbers.

8.18.2 It is the Manager's responsibility to ensure this information is available at all times. This is particularly important if the visit takes place outside working hours, such as over a weekend. .

8.19 During the visit

8.19.1 It is advisable for young people to carry a note in the relevant foreign language for use if they get lost, asking the reader to re-unite them with the group at the accommodation/meeting point, or to take them to the police station. They should also carry the group leader's name and the duty contact's phone number.

8.19.2 All group members should carry an appropriate amount of foreign currency at all times e.g. money for telephone (or a phone card).

8.19.3 It is important to be able to identify group members, however, no-one should have their name clearly displayed on their clothing.

8.20 Emergencies

8.20.1 The group leader must ensure that all members of the group know what action to take if there is a problem.

- 8.20.2 The group leader and supervisors should know where the nearest British Embassy or Consulate is located and the telephone number. Depending on the ages of the group, it may be appropriate to ensure that they have this information to hand.
- 8.20.3 Group leaders need to be aware that some diseases are more prevalent in some countries than in others and should know what action to take should a member of the group become infected.
- 8.20.4 Many of the health problems of young people on longer visits are caused by lack of food, of liquid or of sleep. The group leader should take this into account at the planning stage and take measures to prevent these risks. If appropriate, parents/carers should be asked to provide suitably factored sun protection creams and sun hats/glasses. Group members should be advised about the dangers of over-exertion in the heat and of dehydration, which can cause headache, dizziness and nausea. In warm climates it is important to keep fluid levels high, take extra salt and wear loose, lightweight clothing - preferably made of cotton or other natural fibres.

8.21 Contacts at home

- 8.21.1 It is advisable to have an adult contact at home with a valid passport, who could go to the area being visited to provide support to the group in the event of an emergency.

8.22 Travel by air

- 8.22.1 Taking a youth group on an aircraft requires careful planning and preparation. The airline/travel agent will be able to advise on particular requirements. If the group includes any members who use a wheelchair the group leader should check that the airline has a wheelchair service and lifting facility. The group leader should resist any attempt by the airline to split the group between different aircraft – but accept that in exceptional circumstances this may prove necessary.

8.23 Exchange visits

- 8.23.1 The success of an exchange visit largely depends on good relationships and communications with the partner organisation.
- 8.23.2 Individual youth exchanges differ from other visits abroad in that young people may spend most of their time with host families and are, therefore, not always under the direct supervision of staff. Host families abroad will not be subject to Scottish law.
- 8.23.3 Young people must be aware of the ground rules agreed between the group leader and the host family. Many of the considerations that apply to residential and day trips also apply here. In addition, the group leader should ensure the following:

- a good personal knowledge of the host organisation;
- satisfactory 'pairing' arrangements. The partner organisation should tell the host families of any special, medical or dietary needs of their guests;
- age and gender matches should be appropriate;
- parents/carers, young people and the host organisation should be clear about the arrangements for collecting and distributing young people to families, and for transporting young people throughout the visit;
- the Manager should retain a list of all the young people involved and their family names and addresses;
- young people living with host families should have easy access to their adult supervisors, usually by telephone;
- parents/carers should be made aware that their children living with host families will not always be under direct supervision.

8.24 Vetting host families

8.24.1 Exchange or home stay visits can be arranged through agencies, in which case the agency should have some responsibility for vetting the host families. Group leaders making their own arrangements need to be clear about procedures in the relevant country for vetting the suitability of host families including criminal background checks insofar as these are available.

8.24.2 If the host organisation or placing agency does not have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of young people involved in the exchange, the group leader should seek further assurances and/or reconsider whether the visit should take place.

9. EMERGENCY PROCEDURES

9.1 General

9.1.1 Group leaders and supervisors in charge of young people during a visit have a duty of care to make sure that they are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Group leaders and supervisors should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

9.1.2 Emergency procedures are an essential part of planning an off-site visit. Managers and Group Leaders should refer to their organisations emergency planning procedures.

9.1.3 If an accident happens, the priorities are to:

- assess the situation;
- safeguard the uninjured members of the group;
- attend to the casualty;
- inform the emergency services and everyone who needs to know of the incident.

9.2 Who will take charge in an emergency?

- 9.2.1 The group leader would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover has been arranged i.e another Leader is equipped with the knowledge and information to take over should it be necessary. The group leader should liaise with the representative of the tour operator if one is being used.
- 9.2.2 In the event of an emergency the named lead organisation contact, based at home, will act as the link between the group and parent/carers, and to provide assistance as necessary. The named person should have all the necessary information about the visit.

9.3 Emergency procedures framework

- 9.3.1 All those involved in the trip, including Group Leaders, young people and their parents/carers, should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.
- 9.3.2 Emergencies may range from the straightforward to the very serious, and may be considered in three categories.

Category 1 problems might include.

- the coach breaks down on the way home from a visit
- roadworks cause delay
- bad weather causes delay

Where such an occurrence takes place a phone call to the named contact at the lead organisation will be all that is necessary to advise parents/carers of the problem and the estimated time of new arrival.

Category 2 problems might include

- a young person is injured (non-life threatening) and needs medical attention, e.g. a twisted ankle, broken wrist, bad cut
- a young person becomes ill e.g. appendicitis

In such cases, especially where a young person is hospitalised, the Group Leader should;

- Contact emergency services as appropriate
 - take a note of the circumstances surrounding the incident at the first opportunity
 - contact the parents/carers direct to inform them of the position and to reassure them
 - phone the lead organisation named contact to appraise them of the situation
 - delegate responsibility to a member of staff to remain with the young person

In the event of an accident taking place the Group Leader should relate only the facts about the young person's condition and whereabouts, and give a brief outline of what happened. The Group Leader should not admit liability but give the parents/carers the reassurance that a full investigation will take place if necessary.

Category 3 problems might include.

- a young person or member of staff is seriously injured (life threatening)
- a young person or member of staff is killed
- a young person or member of staff becomes seriously ill
- a young person or member of staff goes missing

If a Category 3 emergency occurs on a trip or visit the main factors to consider include:

- establish the nature and extent of the emergency as quickly as possible;
- ensure that the rest of the group are safe and looked after;
- contact the emergency services as appropriate;
- establish the names of any casualties and get immediate medical attention for them;
- ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures;
- ensure that a staff member accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together;
- notify the police if necessary;
- notify the British Embassy/Consulate if an emergency occurs abroad;
- inform the lead organisation named contact. The lead organisation contact number should be accessible at all times during the visit;
- details of the incident to pass on should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents/carers can be reassured; action taken so far; action yet to be taken (and by whom);
- notify insurers, especially if medical assistance is required (this may be done by the named contact);
- notify the provider/tour operator (this may be done by the named contact);
- ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties, and should not replace usual communication procedures;
- write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
- keep a written account of all events, times and contacts after the incident;
- Full details of the incident must be recorded with the Lead Organisation in line with approved procedures, and the Health and Safety Executive if necessary, as soon as is possible after the event;
- no-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact in the home area;

- no-one in the group should discuss legal liability with other parties.
- 9.3.3 Prior to the visit, the name and school and home telephone numbers of a school contact should be identified. It is advisable to arrange a second school contact as a reserve. Head teachers and group leader should bear in mind that the contact lines may become busy in the event of an incident and that alternative numbers to ring would be useful.
- 9.3.4 The main factors for the named contact to consider include:
- ensuring that the group leader is in control of the emergency and establishing if any assistance is required from the Organisation in general;
 - contacting parents/carers. Details of parents/carers' contact numbers need to be available at all times while the group is on the visit. The named contact should act as a link between the group and parents/carers. Parents/carers should be kept as well informed as possible at all stages of the emergency;
 - liaison with media contact. If a serious incident occurs, the named contact should liaise with the designated media contact as soon as possible;
 - the reporting of the incident using appropriate forms, if necessary. Some incidents are reportable under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*.

9.4 Media contact

- 9.4.1 The media contact will be a designated person, such as a senior officer in the lead organisation. The media contact should liaise with the named contact, the group leader and, where appropriate, the emergency services. In the event of an emergency all media enquiries should be referred to the media contact. The name of any casualty should not be given to the media.

9.5 After a serious incident

- 9.5.1 It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or affected. In some cases reactions do not surface immediately. Organisations in this situation have sometimes found it helpful to contact local community support services and to seek professional advice on how to help individuals and the organisation as a whole cope with the effects of a tragedy.

Appendix 1

Glossary

Terminology.

For the purposes of this document the following terms apply:

Group Leader-	is the member of staff responsible for overall organising and leading of the trip.
Head of Service (HOS)-	is the Head of that particular Service or their delegated representative.
Manager-	refers to the manager of the establishment(s) that the participants normally attend. e.g. Head Teacher
Parents/carers-	are parents/carers, carers or those that has parental responsibility for the participants going on the trip.
Participants-	are the children or young people going on the trip.
Providers-	are commercial companies or individuals who provide a service to support a trip.
Service-	is the department or body that the visit is organised on behalf of. e.g. Schools Service
Supporting staff-	are other staff involved in organising and accompanying the trip.
Trip-	an excursion planned and led by any Organisations staff that takes children or young people away from their normal base of activity.

Appendix 2

Roles and responsibilities

Personnel	Roles and Responsibilities
Group Leader	<ul style="list-style-type: none">• Developing the plan for the trip;• Discussing plan with management and obtaining appropriate permission;• Selecting colleagues to support implementation of the trip plan ensuring correct staffing ratios are adhered to;• Confirming that all appropriate standards and qualifications are met by providers, instructors, drivers etc.• Communication with prospective participants;• Communication with participants parents/carers;• Obtaining permission and appropriate information from parents/carers.• Risk assessments as appropriate;• Child protection arrangements;• Ensuring first aid provision as appropriate;• All administration tasks or delegation thereof;• Emergency planning;• Overall responsibility for behaviour of participants;
Adult supervisors	<ul style="list-style-type: none">• Undertake appropriate tasks as agreed with group leader;• Support health and safety of all participants• Behaviour of trip participants;
Manager	<ul style="list-style-type: none">• Discussing trip plan with group leader;• Being satisfied that all providers, instructors, facilities and staff meet appropriate standards of quality, competence and experience.• Ensuring appropriate child protection arrangements are in place• Granting permission for trips;• Where appropriate, forwarding necessary paperwork relating to the trip to other relevant individuals – e.g. SIC Safety & Risk Services;• Monitor ongoing implementation of the trip plan;



APPLICATION FORM FOR THE APPROVAL OF VISITS AND JOURNEYS

ORGANISATION: _____

Please continue on a separate sheet where necessary.

1. Purpose of the proposed visit and specific educational objectives.

2. Places to be visited and programme of activities.

3. Dates and Times:
Departure: _____ Returning: _____
Time: _____ Time: _____

4. Transport Arrangements. Include the name of the transport company.

5. Name of organising company/agency (if any).

6. Proposed financial arrangements.

Note: No financial or other commitments should be made before approval is obtained

7. Insurance arrangements for all members of the proposed party, including voluntary helpers.

8. Accommodation to be used:
Name: _____
Address: _____
Telephone No: _____
Name of head of centre (if available): _____

9. Details of any hazardous activities and the associated planning, organisation and staffing:

10. Names, relevant experience and qualifications and specific responsibilities of staff accompanying the party.

Name	Responsibility	Qualification/Experience

11. Name, address and telephone number of the contact person in the home area who holds all information about the visit or journey.

12. Is there existing knowledge of places to be visited and is a preliminary visit is intended. Yes/no, please give details:

Has a Risk Assessment been completed yes/no, Risk Assessment No _____

13. Size and composition of the group.
Number of boys:
Adult/Participant:

Age Range:
Number of girls:
Leader/Participant ratio:

14. Consent forms: completed/not completed.
Please attach a draft copy of information sheet to be sent to parents (Form 2)

15. Names of persons with special needs or disabilities or those requiring medication.

Arrangements for these members of the group.

16. First Aid Arrangements:

I request your approval for the proposed visit, full details of which are outlined above.

**Signed:
Print Name**

**Date:
Position**

COMMENTS FROM (insert Authorising persons title)

1. I have studied this application and I am satisfied with all aspects including the planning, organising and staffing.

Approval is given _____ (Position)

2. To the leader/co-coordinator:

- a) Please ensure that I have all relevant information including a final list of members and a detailed itinerary at least seven days before the party is due to leave.
- b) Your Illuminating Practice, report and/or evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns.

Signed:

Position:

Date:

A copy of the completed application form and details of any subsequent changes should be retained by the *(insert name of Organisation)*.

A copy should also be available for the responsible authority such as the agreed local contact.



PROJECT INFORMATION SHEET

This sheet should be retained for your information and the attached consent form completed and returned.

1. Organisation

2. Project Details:

2.1 Departure Date: _____ Time: _____ Place: _____

Return Date: _____ Time: _____ Place: _____

Programme:

2.2 Details of any hazardous activities:

2.3 Additional Information:

2.4 You will need to bring:

Cost:

3. CONTACTS

3.1 Leader with responsibility for project. This person may be contacted for more details.

Name: _____

Position: _____

Address:

Telephone No: _____

3.2 Local Emergency Contact:

In the event of an emergency this person holds all information about the project.

Name: _____

Position: _____

Address:

Telephone No: _____

4. Consent Forms

Participation in the project is dependant on completion of the consent form.

The attached consent form must be completed and returned to:

_____ By. Date: _____

Name:

Address:

Telephone No: _____



CONSENT FORM

ORGANISATION: _____

1. Name of Participant

_____ Age: _____

Date of Birth: _____ Male / Female

Address:

Tel. No's. _____

2. PROJECT to:

Departure date: _____ Time _____

Return Date _____ Time _____

3. MEDICAL INFORMATION:

- Do you suffer from any condition requiring medical treatment/medication? YES/NO :
If yes give brief details.

- If you require that medicines be held and administered by leaders, please give brief details:

- Have you been in contact with any infectious diseases in the last 4 weeks? YES/NO:
If yes give details:

- Are you allergic to any medication? YES/NO? If yes please specify:

- Have you received a tetanus injection in the last 5 years? YES/NO

4. EMERGENCY CONTACT:

Name _____ Daytime Tel: _____

Address: _____ Work Tel.: _____

If not available please contact:

Name _____ Daytime Tel: _____

Address: _____ Work Tel.: _____

Doctor: _____

Tel: _____

5. DECLARATION

- If aged under 16 years this declaration must be completed by a parent or guardian. Those aged 16 years and over can complete the declaration themselves.
- I agree to my son/daughter taking part in this project and having read the information sheet, agree to participation in any or all of the activities described. I acknowledge the need for obedience and responsible behaviour.
- I agree to my son/daughter receiving emergency treatment, including anaesthetic, as considered necessary by the medical authorities present.
- I undertake to inform the co-coordinator/leader of any changes in the medical circumstances between the date signed and commencement of the journey.
- I understand the extent and limitation of the insurance cover period.
- In the case of water sports, I am able to swim at least 50 metres.

Signed: _____ Date: _____

Name: Please Print _____ parent/guardian/participant.

A copy must be taken by the leader of the activity. A copy must be left with contact person/organisation.