



**NEWBURY ACADEMY TRUST**

**Offsite Visit and Activities Policy & Procedures**

**DATE APPROVED: December 2014**

**DATE FOR REVIEW: December 2016**

A handwritten signature in black ink that reads 'S. H. Way'.

**SIGNED: .....**

**On behalf of the Board of Directors**

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## **1.1. Introduction**

Offsite Activities and Educational Visits can greatly enhance the education and development of the students involved. Outdoor education can promote an understanding of teamwork, risk and hazard identification, developing relationships and practical problem solving. It can also be beneficial in developing and enhancing self-esteem, taking personal responsibility for own actions and developing a respect for others and their differing needs. Outdoor education is particularly effective when young people take part in well planned activities, with opportunities to reflect and build upon their experiences.

This policy is designed to ensure that these activities are as safe and well managed as they are beneficial. It is essential to ensure that the visit is suitable for the participants, the purpose is clearly defined and that the visit is thoroughly planned.

Activities operate within a legal framework and this manual outlines this framework. All activities and actions of those concerned must comply with the guidelines contained in this manual.

## **1.2. Duty of Care**

When staff members or others are responsible for the care, custody and control of the participants, they must take the same care that a reasonable, prudent and careful parent or guardians would take in the same circumstances.

### **Implementing the duty of care**

In implementing this principle and interpreting the meaning of "reasonable, prudent and careful", common sense should be applied. In doing so, those involved should:

- Think as a parent or guardians would think in similar circumstances
- Consider whether they would be able to justify what is proposed to professional colleagues whose judgement they respect and, ultimately, to a court of law
- If they are in doubt they must not go ahead unless or until they have sufficient further information and advice to remove the doubt

### **Voluntary supervisors**

The duty of care applies to all who take responsibility for the participants but the law is likely to expect a higher standard of care from professionals and those who hold qualifications, because of their training and experience. A voluntary supervisor is someone who is assisting the School to discharge its function under the supervision and control of the School through appropriate employees.

### **Participants aged eighteen and over**

With these participants those responsible for them should assume that the duty of care which must be exercised is the same as for other participants.

## **Outside agencies**

Where an activity involves an outside agency the party leader must take great care to ensure that the agency involved is competent and any establishment safe. Organisations should be approached directly to ascertain that the qualifications and experience of the staff are in line with the requirements of this document. All external agencies not known to us will need to be checked by the EVA before bookings are confirmed.

Generally outdoor activity centres in the United Kingdom must be licensed by the **Adventure Activities Licensing Authority**. More detailed advice can be found later in this manual.

## **Equal Opportunities**

Offsite visits and activities should be accessible to all regardless of gender, religion, ethnic origin, social background, medical need or physical ability.

### **1.3. Roles and Responsibilities**

#### **The Educational Visit Adviser (EVA)**

The Educational Visit Adviser is appointed by Trinity School and acts on behalf of the Governors when approving visits and providing guidance.

The EVA is Mr Brian Mallett and normally the EVC will liaise with him.

#### **The Governing Body**

The Governing Body will be involved in the overall approval of offsite trips and in ensuring that measures have been taken to ensure the safety of all concerned. The Governors discharge their responsibility to the Headteacher and thus the EVC. The Governors must give written approval to all residential trips, those that travel abroad and any deemed of a hazardous nature.

#### **The Head of Establishment**

Mrs Wilson should ensure that visits comply with regulations and guidelines and that tasks delegated to the EVC have been carried out and that approval decisions are based on the recommendations of the EVC as the competent person.

#### **The Educational Visit Co-ordinator (EVC)**

The Educational Visit Co-ordinator is appointed by the establishment and oversees the approval system at local level. The EVC will make recommendations and provide information to the Head (and Governing Body), to allow them to make informed decisions on trips. Currently the EVC is Mr Nick Awbery.

#### **The Group Leader**

The group leader will have overall responsibility for the supervision and conduct of the visit and should have regard for the health and safety of the group. The group leader will be involved in the planning stages of the trip and will work with the EVC to ensure the safety and success of the visit.

The group leader should:

- Obtain the Head's agreement before the visit goes ahead
- 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
- Appoint a deputy for the visit and define what this entails
- Clearly define each group supervisor'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. The group leader should ideally be familiar with the location and its characteristics. Assess the suitability of the activity for the participants' abilities and ages and ensure that their needs are appropriately met. Ensure that the supervisors on the visit have information on any specific needs or requirements of the participants involved
- Be aware of child protection issues and consider when planning the visit
- Ensure that there is adequate first aid provision for all aspects of the visit, including travel
- Ensure that the group and the school 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, which may exceed the minimum levels stated within this manual
- If necessary, do not allow a visit to go ahead if the risk to the health and safety of participants is unacceptable and report concerns to the EVC and Head of Establishment
- Review each visit and where necessary make changes to future visits based on the experiences had by the participants and supervisors

## 2 Offsite activities

### 2.1 Introduction

This section deals with offsite visits arranged by Staff for the students of Trinity School

It includes such things as:

- Short trips on establishment business, i.e. visits to the local church, team trips
- day visits
- short and long stay residential journeys
- field studies not at the establishment
- foreign language exchanges
- sports tours in this country and abroad

### 2.2 The Rationale of Offsite Activities

#### **Educational purpose**

All offsite activities must serve an educational purpose, which is clearly related to the curriculum, whether the School is in session, or not. Any activities, which do not meet this requirement, will not be approved.

#### **The educational element**

This must be sufficient to ensure an element of rigour and discipline such that participants will respond to instructions and advice from members of staff at least as readily as if they were in the establishment.

### **Links with the curriculum**

In most cases the relationship of the aims of an activity to the curriculum will be clear. Where the link is less obvious, it should be clearly demonstrated to all concerned before the trip is approved. Links may include:

- the acquisition of language
- skills in sport
- field studies and scientific investigation
- cultural awareness
- problem solving and leadership development

### **2.3 Recreational ventures**

It is accepted that ventures which have a considerable element of pure recreation can be of benefit to participants but in all such cases organisers must ensure the element of rigour and discipline, as described above.

### **2.4 Preparation and planning**

Thorough preparation and planning are key to the success of offsite visits. Those who organise and run offsite activities have very substantial responsibilities to those in their charge. Each of the following should be considered in the planning process and evidence should be provided for the approval procedure as required.

#### **Planning lead time**

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.

#### **Research, particularly of venues**

- The party leader must research the background and implications of an offsite activity thoroughly. He/ she should make decisions on the information gathered, which should therefore be full and complete.
- Whenever possible staff should have visited venues either on previous activities or on preliminary visits. When a venue involves naturally hazardous areas this is vitally important.

#### **Appropriate activities**

When activities are in the planning stage it is important to 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.

#### **Emergency contacts**

It is important that, as far as reasonably practicable, it is always possible for groups to be contacted and for them to be able to make contact with the establishment. A member of professional staff not on the activity should act as the contact for the group out of the establishment's hours. They should have available all relevant information about the group, programme and venues. Clearly emergency contacts cannot guarantee to be available at all times. With this in mind it is wise, wherever possible, to have two or more contacts,

particularly when an activity extends over a weekend or holiday period. A mobile telephone can also assist with communications, allowing an emergency contact to be available for most of the time.

### **Safety, Security and Welfare**

Safety, security and welfare must be the prime considerations in all aspects of planning and preparation. Party leaders must be continually aware of the degree of care expected of them. In particular, care should be taken to ensure that appropriate preparations are made to deal with any emergencies, money for the telephone for example, and that appropriate first aid facilities are available at all times. The welfare and security of staff and participants should also be considered and plans put in place to guarantee this.

### **First aid**

Within the party a member of staff must have sufficient first aid expertise available to deal with any likely emergency. There should be sufficient first aid cover for the journey, the residential aspect if there is one and for the activities themselves.

### **Choosing outside agencies and travel companies**

- It is important that trip organisers take steps to learn as much as possible about the nature and guarantees of the services, safety arrangements and any teaching or learning facilities that are included in any contract.
- It is usual for payment to be made to companies in a number of stages sometimes well before the date of departure. Therefore it is essential that the establishment makes sure that the company is financially secure. This can be achieved by using companies that have some form of bonding or trust system that enables establishments to recover funding or to return home should the company cease to trade before or during an activity.
- Companies that are bonded through the Association of British Travel Agents (ABTA) or similar schemes should be used. Any company offering a residential package deal at an inclusive price, which includes any two aspects out of accommodation, transport and other services is obliged in law to be bonded.
- Companies with LOTC badge are recommended. Advice can be found at [www.lotc.org.uk](http://www.lotc.org.uk)

### **When considering the use of organisations, companies and centres for offsite activities the following should be considered:**

- It is now a statutory requirement that outdoor activity centres are licensed by the Adventure Activities Licensing Authority. The only time that this does not apply is when the technical level of the activities involved is very low or that the centre operates beyond the parameters of the scheme.

### **Travel arrangements**

When making travel arrangements, the following should be considered:

- Are these reasonably priced, comfortable and appropriate?
- If the travel operator has its own rules that might affect the supervision ratios; for example most cross channel ferry companies require a ratio in the region of one staff member to ten participants. It is clearly important to check any such constraints before bookings are made.

- If the arrangements for the journey itself might cause a problem; for example sea crossings can bring their own difficulties in terms of supervision.
- Ensure access arrangements for disabled students.

### **Location**

When choosing a location, the suitability for the staff, participants and the chosen activities should be assessed. The following should be given consideration:

- The distance to the venue/location. Long journeys can be tiring and stressful in themselves.
- If the cost in time and money is worth the educational benefit.
- If the environment is appropriate.
- If the activity or benefit could be found more easily or more cheaply elsewhere.
- If it provides what is needed and meets all the objectives set.
- If the climate and the weather conditions are appropriate at the time of the visit.
- Ensure access arrangements for disabled students.

### **Information**

It is important to gather as much information as possible on all aspects of the visit and the activities concerned. Please consider the following:

- Information should be clear, unambiguous and comprehensive. If you are unsure or require more information don't hesitate to ask and have the response confirmed in writing.
- Beware of any areas where there is a reluctance to give information
- Are the claims in the information realistic?
- If an organisation presents itself as a provider of holidays, a claim to run educational courses may need some exploration before an establishment can ascertain that '**educational**' is meaningful.

### **Staff qualifications and experience**

Please consider the following points:

- Ask about the qualifications and experience of the staff who will be looking after your participants. Ask for copies if necessary.
- If staff are trained in house, ensure that the training relates to national standards.
- Ensure that qualifications are appropriate to the activity.
- A facility that is approved by a national body is a helpful indicator.

Assessing the competence of staff may require technical knowledge.

### **Equipment**

- Find out as much as possible about the equipment to be used. Age, manufacturer and model are all useful indicators.
- Find out how well is it maintained. Find out if the correct equipment is available and used at all necessary times? Having it available and not using it when necessary is a negative sign.
- Find out if staff are trained in its use.



### **Itinerary/programme preparation**

A clearly defined itinerary/programme should be put together prior to the visit. This should form part of the information provided to gain parental/guardians' consent and should be checked against the objectives laid

out for the visit and also the identified needs/abilities of the participants. When compiling a programme you should consider:

- Ideally a provider should be able and prepared to tailor courses to your requirements, where standard courses only are available this may indicate limited expertise or facilities.
- Providers should be able to demonstrate that effective risk assessment, followed by appropriate precautions where necessary, is an integral part of the way they work.
- You should be confident and have some evidence that you are going to get what you have asked for/been promised.

### **Buildings and other facilities**

The following questions should be answered, when assessing the buildings and facilities available at a venue:

- Have the fire precautions been checked and approved by the Fire Service?
- If abroad, do fire precautions meet the standard expected in this country?
- What are the arrangements for evacuation in case of fire and are they easy to understand, readily available and would they work?
- Do new arrivals go through a fire drill or at least have the arrangements explained to them?
- Are the staff familiar with emergency procedures in the building?
- Is appropriate first aid equipment and expertise available?
- Has the provider made arrangements for access to medical help if it proves necessary?
- Are vehicles clean and regularly checked?
- Do drivers hold an appropriate licence?

If sufficient information is not available from other sources then establishments should approach the EVC, in the first instance, who will have access to extensive information.

## **2.5 Risk Assessment Process**

It is a legal requirement to perform a formal risk assessment when considering any offsite activity and this procedure should be an integral part of the planning for all such activities. Risk Assessment forms are provided with trip monitoring forms and must be completed.

The Risk Assessment process should consider all aspects of the process, from the venue to the travel arrangements and also the supervision requirements. It is important to carefully consider the participants and their needs, as this may change on a visit to visit basis.

**If at any stage you find that you are identifying an activity or part of an activity as involving an unacceptable risk then that must not go ahead even if the overall score is reasonable.**

### **Low Risk**

A low risk activity is one in which the possibility and nature of an accident are not substantially different to those encountered in every day experience.

### **Medium Risk**

A medium risk activity is one in which the hazards encountered are outside the group's experience but by adopting principles of safe practice should bring them down to an acceptable level.

### **High Risk**

A high risk activity is one in which the hazards encountered are well beyond the everyday experience of the group. The repercussions of an accident could lead to serious consequences.

### **Unacceptable Risk**

An activity in which the level of risk is unacceptable is one in which the hazards encountered are far beyond the experience of the group and the party leader.

## **2.6 Supervision and Staffing Ratios**

**The implications of this section of the document are crucial to participant safety and to receiving approval for the visit.**

### **Party leader**

The party leader is responsible for the running of an activity. The party leader must be an approved member of staff with appropriate skills and expertise for the trip.

### **Definition of other appropriate members of staff**

Such staff would normally be employed at Trinity School and would be employed in a position where they were responsible for the supervision of the children and/or young people throughout the working day. They would also be appropriately qualified and experienced. In some cases appropriately qualified and experienced volunteers or professionals who are not on the staff may accompany a trip, but this must be approved by the EVA or Headteacher.

### **Supervision ratios - minimum ratio**

It is important to have an appropriate ratio of adult supervisors to children or young people for any visit. The factors to take into consideration include:

- sex, age and ability of the group;
- participants with special educational or medical needs;
- the nature of the activities;
- the experience of the adults in offsite supervision;
- the duration and nature of the journey;
- the type of any accommodation;
- the competence of staff, both general and on specific activities;
- requirements of the organisation/location to be visited;
- competence and behaviour of the participants;
- first aid cover.

The following minimum ratios should apply for day visits within the UK:

- Key Stage 3 (11-14) – 1 adult for every 20 participants with a minimum of two adults

- Key Stage 4 and above (14+) - 1 adult for every 20 participants with a minimum of two adults

The following minimum ratios should apply for residential visits within the UK:

- Key Stage 3 (11-14) – 1 adult for every 15 participants with a minimum of two adults
- Key Stage 4 and above (14+) - 1 adult for every 15 participants with a minimum of two adults

The following minimum ratios should apply for residential visits outside the UK:

- Key Stage 3 (11-14) – 1 adult for every 10 participants with a minimum of two adults
- Key Stage 4 and above (14+) - 1 adult for every 10 participants with a minimum of two adults

### **Minimum number of staff**

The circumstances in which it may be acceptable to have less than the minimum number of staff are:

- where activities involve situations that are familiar to participants, and where additional appropriate adult help could be available in a short time, should the party leader become incapacitated
- on a journey where additional help will be available at the group's venue, providing always that there is adequate supervision of participants during the journey
- Supervision in minibuses.
- For local activities, for example PE matches, and where further adult help is available quickly
- For activities that are not directly supervised, please see the section below
- For groups of participants that are 16+ and can be involved in the supervision process themselves. The participants should be closely considered, to ensure that this is appropriate

### **Children, relatives or close friends of staff**

Children, relatives and close friends should not form part of the group. Dispensation from the Governors may be given on special occasions – see EVC for advice.

### **Activities where participants are not under direct supervision**

It is acknowledged that there are occasions when it is appropriate for participants to work in situations where they are not directly supervised. Examples might be Duke of Edinburgh's Award expeditions, some fieldwork exercises and in order to explore, however briefly, a carefully and clearly defined area. This would include shopping excursions.

In such cases, no matter how short the time scale may be, particular care must be taken to ensure that the following are observed:

- Participants must have the aptitude and maturity for, and be appropriately trained, briefed and experienced for whatever is involved.
- the next of kin must be given clear and detailed information in writing about what is proposed, before being asked to give their consent and must agree in writing (signed consent form is sufficient).

- there must be appropriate emergency backup available and participants must have the means, knowledge and ability to use it. The extent of back up depends on the circumstances.
- If there is any doubt as to what is appropriate here then further advice should be sought from the EVA.

### **Groups which include participants of both sexes or where participants are of one sex and the leaders are of the opposite sex**

Parties must have staff of the same sex as participants, with the following possible exceptions:

- where an activity involves a small group of participants on an activity lasting less than twenty four hours and not involving an overnight stay
- where appropriate adult help is available at the group's venue and only the journey involves adults of one sex being present
- where an activity involves participants working without direct supervision

This regulation is concerned with the position of staff as well as the welfare of participants. It would be wise to ensure that where participants are supervised by adults of the opposite sex, the next of kin are clearly aware of this and in agreement.

Staff members are advised to take particular care in such circumstances. If there is ever a need, for example, for them to visit bedrooms or changing rooms for participants of the opposite sex then they should always be cautious and considerate in choosing the time and style of such visits and should be accompanied by an adult of the opposite sex.

### **Supervising adults other than professional staff**

Such persons should:

- Have the appropriate skills, qualifications or experience to offer;
- Have CRB checks

Such persons should not be asked:

- to supervise more than ten participants at any one time;
- to be in a situation where they are remote from the support of staff members.

### **Good practice in supervision and the standard of care**

It is most important that staff members and other supervisory adults are:

- made aware by the party leader of information including all risks involved in the activity
- carry out frequent head counts / register calls.

## **2.7 Insurance**

All trips are insured by The Newbury Academy Trust insurers and all trip participants are covered, including staff. However it is recommended that residential trips organised by a third party take out their insurance as this leads to less complication if an incident occurs. Please discuss with the EVC if in doubt.

Parents/ guardians must be informed of the nature and extent of insurance taken out on their behalf. A copy of our own insurance is available from the EVC. In

general student's electronic devices and high cost equipment are not insured and it is incumbent upon parents to insure such items.

## 2.8 Transport

### **Minibuses and Multi-Person Vehicles Vehicles**

Drivers must check that vehicles are roadworthy, ensure that they have all necessary documentation and that they drive safely and within the law.

#### **Drivers**

- Anyone wishing to drive a 17-seater minibus on Trust business must have taken a driver assessment. The driver must carry a D1 and or be 21 years old or over, having held a full licence for more than two years.
- Where an adult accompanying a group is also driving there should be a non-driving assistant to supervise participants, unless the driver is entirely confident that they can effectively supervise participants themselves and the journey is of short duration avoiding major trunk roads and motorways; the driver carries a means of communication in the event of a breakdown.

#### **Drivers' hours**

- Where a person drives a minibus, the total working day, including driving time and all other duties, should not exceed 12 hours, excluding rest periods, in any 24 hour period. In this context other duties means any activity in which the person is obliged to undertake a task that carries a degree of responsibility. Supervision of young people during a rest period would count as work. Sleeping time would not, even if there is a continuing general responsibility for an activity.
- Drivers should either take a complete rest of at least 15 minutes before driving again after 2 hours or take a complete rest of at least 45 minutes before driving again after a maximum of 4.5 hours.
- In making decisions about driving hours, drivers must take account of the road conditions. If conditions are difficult then it would be wise to take more frequent rests. By the same token if there is nowhere safe to stop then it would be unwise to do so.
- A relief driver should be available on pre-planned journeys of more than 4 hours.

#### **Alcohol**

Drivers must have a zero intake of alcohol during the ten hours before they drive.

#### **Private vehicles**

When these are being used to transport participants the NAT third party liability policy is effective. Any claims, therefore, would be met through the NAT insurance. The insurance policies on all such vehicles should be fully comprehensive. The same rules on driving hours apply.

#### **Use of coaches**

Coaches used by participants up to the age of 16 are required by law to be fitted with seat belts. It is important to ensure that an appropriate vehicle for the

length of journey and size of group is ordered and that the vehicle which arrives meets these requirements

British law does not bind foreign coaches and therefore coaches supplied might not be fitted with seatbelts as required within the UK. The next of kin should be made aware of this and agree to the participant travelling in these circumstances. This should be done in writing.

## 2.9 Approval and monitoring including parental consent

Legislation on the approval of school trips was published by the DFE in 2003 and also falls under the auspices of the HSE. The Government published an advice note in July 2011 that reduces some of the previous paperwork and further advice is due in 2012.

A letter to all parents requesting consent for their son/daughter to attend trips organised by the School will be issued and given out to all students joining the school subsequently. This letter will be kept centrally.

The approval and monitoring of trips will now follow three separate routes.

### Day Trips (Non-sports)

- Any day trip that is published on the Trinity School Calendar is deemed to have the permission of the Head. Any other trip in the school day that arises post publication of the calendar will need the Head's consent before the trip can go ahead.
- Any trip out of school hours will normally be agreed with the EVC prior to the letter to parents.
- The letter to parents must contain information on the trip including date, time and venue and any financial contribution to be made. It must ask them to withdraw their child, confirmed in writing, if they do not wish them to attend a compulsory trip.
- The OFFSITE ACTIVITY APPROVAL FORM (Low Risk) must be completed and passed to the EVC one month before departure.

### Day Trips (Sport)

- Parents/guardians of a team member must be informed of the time and location of the fixture and the expected time of return and any financial contribution to be made.
- A list of team members and staff must be lodged with the office prior to departure.

### Residential Trips, Foreign trips and Hazardous Trips

These trips need early planning ideally a minimum of 3 months before departure.

- Any trip under this heading needs the approval of the Governors, The Head and the EVA before parents/guardians are consulted.
- The OFFSITE APPROVAL FORM (Medium-High Risk) and RISK ASSESSMENTS will need to be completed and passed to the EVA

- Written consent is required from the parents/guardians via PARENTAL CONSENT Form (formerly OHA4)
- A parent/guardian meeting must be held prior to departure

### 3 Charging for Trips

The charging for School trips must follow the School's Charging and remissions policy

#### 3.1 Definitions

##### **A charge**

A sum payable by the next of kin for an optional extra to which they had agreed or for board and lodging.

##### **An optional extra**

- This is an activity which takes place outside the establishment's hours
- the next of kin can choose whether the participants attend or not
- no profit from any charge is made
- the cost is divided equally among all participants (that is charges on some cannot be used to subsidise others)
- cannot involve a charge for alternative provision for any participants not attending
- is not a statutory curriculum requirement

##### **A voluntary contribution**

This is a sum of money for which an establishment has asked the next of kin. Establishments can request voluntary contributions for anything. In so doing they must ensure that:

- the contribution is genuinely voluntary
- participants are not treated differently because their next of kin choose not, or are unable, to pay

##### **A deposit**

In some circumstances it is necessary to request a deposit from the next of kin to secure a place on a trip – typically an optional residential trip abroad. Deposits are not usually refundable unless;

- they can be recovered from the supplier
- the place on the trip can be taken by another full paying student
- agreed by the Head and Finance Manager.

#### 3.2 Funding

##### **Possible types of funding**

- In this context there are three distinct categories of offsite activity:
  - activities which take place out of the establishment's normal hours
  - activities which take place during the establishment's normal hours
  - activities financed by voluntary contribution

- There are statutory criteria, which determine whether an activity can be charged for, or not.
- The form of funding that is possible will depend on the category of an activity.
- It is always possible for the governing body to subsidise an activity from the funds available to them providing that the subsidy is in line with the establishment's charging policy. It is also always possible for activities to be funded by voluntary contributions provided the criteria are met.

### **Deciding on types of funding**

- Decide whether the activity will be classed as being in the normal hours of the establishment or out of hours.
- Decide what types of funding can and will be used.
- Ensure that parents/guardians are fully aware of the nature and value of the activity and the nature and amount of funding required.
- Ensure that the necessary level of funding is available before the establishment is financially committed.

### **What can be charged for**

The number of circumstances in which an establishment can charge the next of kin is limited. The only two areas in which charges can be made for offsite activities are board, lodging and optional extras. This is based on the Charging provisions of the Education Act 1988 and represents the statutory minimum requirement. (see Charging and Remissions Policy)

It is always possible to ask for voluntary contributions from the next of kin.

### **What establishments must pay for from official funds**

- Where an activity is part of the syllabus of a prescribed examination or is required to fulfil statutory duties relating to the National Curriculum or to religious education, then the activity must be paid for out of official funds on the following basis:
  - all transport and tuition costs (including teaching materials) must be covered by the establishment;
  - a charge can be made for board and lodging;
  - where a participant's next of kin receive Income Support or Family Credit then the establishment must also cover the cost of board and lodging.
- Only two categories are at present recognised as forming part of the syllabus of a prescribed examination. These are field studies courses that are necessary for 'A' level and GCSE courses.

### **Voluntary contributions by the parents /guardians**

- Voluntary contributions are the most effective, reasonable and easiest way of funding most offsite activities. It must be made clear that without voluntary contributions the trip may be cancelled if appropriate funds are not achieved.



# **SECTION 4 – HAZARDOUS ACTIVITIES**

## 4.1 Introduction

This section forms guidance for those staff planning on doing activities that are deemed hazardous. It covers:

- **Hazardous Outdoor Activities**
  - Water based activities
  - Land based activities
  - Air based activities

The qualifications and experience required to teach or lead an activity are given first. Staffing ratios are given where relevant and possible. There is also further advice and information for some activities.

The list of these activities has grown over the years and new ones continue to appear. If advice is required for an activity not in the list then it is important that the EVA in the first instance is contacted for advice. The absence of an activity from the list should not be taken to mean that it is without potential risk.

## 4.2 Monitoring

Those wishing to teach or lead participants in the activities listed requiring registration must be registered with the appropriate authorising agency.

## 4.3 Further advice and training

This should be discussed with the EVC.

## 4.4 Adventure Activity Licensing Scheme

The law requires providers of specified adventure activities to young people under the age of 18 to hold a licence. The licensing requirements affect establishments in a number of ways:

- Where activities are organised by external centres and come within the scope of the licence scheme the centre must be registered pursuant to the Activity Centres
- (Young Persons' Safety) Act 1995 and the Adventure Activities Licensing Regulations 1996 and hold a licence.
- Establishments are exempt from the licensing scheme unless they join together with another establishment to provide activities within the scope of the licence.
- If establishments do join together then they fall within the bounds of the scheme and therefore the establishment must then hold an appropriate licence under the Adventure Activities Licensing Regulations 1996.

Where establishments are visiting a centre and pursuing activities, which are within the licensing scheme, they must ensure that the providing centre holds an appropriate licence for the relevant activities.

When visiting centres, establishments should ensure that appropriately qualified instructors are provided and staffing ratios are adhered to.

## 4.5 Hazardous outdoor activities - water based

### Water competence for participants

- This applies to all these activities.
- In all situations where personal buoyancy is being worn there is no necessity for participants to be able to swim a set distance. There is a need for participants to be sufficiently confident in water so that the teacher or leader is given no reason to think that they will react in such a way as to endanger themselves or others in the event of a capsize, or immersion for any other reason. In particular, there should be no known and/or acute fear of being in the water.
- If there is ever any doubt on this point then reference should be made to the qualified teacher/leader for the activity. If there is still doubt, advice can be obtained from the EVA.
- For those outdoor activities on the water where personal buoyancy is not normally worn, i.e. recreational rowing in shallow and sheltered water, competitive style rowing, some flat water canoe racing and snorkelling, participants must be thoroughly competent and confident swimmers.
- Many outdoor centres set a qualifying swimming distance, for example 50 metres, before allowing participants to participate in water based activities.

### Board surfing – registration required

This is regarded as a high risk activity. It is strongly recommended that any person wishing to take a group board surfing must make direct application to the EVA.

### Canoeing and kayaking - registration required (within AALA scope)

The following British Canoe Union qualifications are considered appropriate for the types of water and boat indicated.

### Qualifications - Inland Water

#### Very Sheltered Water

The leader in charge must be a BCU Level 1 Coach Award for kayak or open canoe as appropriate with a valid canoe safety test and first aid certificate or a Trainee Level 2 Coach

#### Sheltered Water

The leader in charge must be a BCU Level 2 Coach or above for kayak or open canoe (as appropriate).

#### Moderate Inland Water

The leader in charge must be a BCU Level 3 Coach or above for kayak or open canoe (as appropriate).

#### Advanced Inland Water

For work at this level, a direct application must be made to the EVA.

### Qualifications – Sea

**Very sheltered tidal waters**, holiday beaches, close inshore and calm conditions:  
BCU Level 2 kayak Coach or above

**Moderate tidal waters** and quiet slow moving estuaries and tidal rivers:  
BCU Level 3 Coach (Sea), or a BCU Level 3 Coach (inland / canoe) with appropriate 4 star.

**Advanced Sea** - Coastal waters in conditions up to force 4 wind strength and moderate surf (that is surf up to a metre high) BCU Level 3 Coach (Sea)

**Offshore kayaking and canoe surfing in anything more than moderate surf:**

Specific application must be made to the EVA.

## Canoe surfing

This is regarded as a high risk activity. Any person wishing to take a group canoe surfing must make direct application to the EVA.

### Recommended minimum staffing ratios

- Level 1 Coach or Level 2 Coach Trainee with valid Canoe Safety Test and First Aid certificate or Placid Water Teacher:  
Inland 1:8 (very sheltered water)
- Level 2 Coach  
Inland 1:8  
Sea 1:6
- Level 3 Coach  
Inland 1:12  
Sea 1:6
- For activities that involve levels of difficulty beyond those referred to above, direct application must be made to the EVA in the first instance for advice on staffing ratios.
- If a group is making a journey that lasts for half a day or more, or where a group is operating too far away from a recognised and appropriately equipped base for emergency assistance and facilities to be readily available, then at least two suitably qualified staff must accompany the party. The ratio will also change depending on the type of water.

## Canoeing and kayaking – unsupervised

### Very Sheltered Water

Young people may canoe without direct supervision, in groups involving a minimum of three people, providing they all hold a minimum qualification of the Paddlesport UK 2 Star Award. They must have the written permission of their next of kin and also written permission from the appropriate head of centre or establishment and a BCU Level 3 Coach.

### Moderate Inland Water

Young people may take part in canoe expeditions unsupervised, in groups of at least three people, providing they all hold a minimum qualification of the BCU 2 Star Award, have the written permission of their next of kin and the written permission also of the appropriate head of centre or establishment and a BCU Level 3 Coach.

## Canoe racing

### Qualifications

Leaders and coaches should hold the British Canoe Union Level 2 Coach Racing Award or above.

## **Recommended staffing ratios**

The same staffing ratios as above (Canoeing and Kayaking Unsupervised; and Canoeing and Kayaking Registration is required)

## **Buoyancy Equipment**

It is acceptable for those involved in flat water canoe racing to paddle without personal buoyancy between Easter Monday and 1 November, provided that:

- they have been promoted into Division 5 (K1) or above
- they are strong and competent swimmers
- their boats have adequate buoyancy
- the river is in normal summer conditions

In all other canoeing personal buoyancy is essential.

## **Fishing**

### **Qualifications**

The instructor / supervisor must be experienced in the type of fishing undertaken and have an appropriate level of knowledge and/or qualification in first aid, resuscitation and water safety.

### **Recommended staffing ratios**

- **Coarse Fishing:**
  - Still water 1:12
  - Running water 1:6
- **Fly Fishing:**
  - Still water 1:6
  - Running water 1:6

These ratios should be improved for novices
- **Boat Fishing:**
  - Still water and running water
  - 1 member of staff per boat with a maximum of 4 people per boat depending on the size.
  - Appropriate personal buoyancy should be worn
- **Wading:**
  - Running 1:1
- **Sea Fishing:**
  - An appropriate level of knowledge about tides, currents and wave activity is essential
  - From shore – 1: a maximum of 6, depending on conditions
  - From a boat – this is regarded as a high risk activity. For work at this level apply to the EVA.

## **Canal and river cruising - registration required**

### **Qualifications**

All those who wish to be in charge of boats on canals and rivers must have passed an appropriate test unless, exceptionally, it is possible for them to be registered as a result of previous experience and / or training.

### **Recommended staffing ratios**

Department of Transport regulations state that the maximum number of berths in a boat is twelve. As a guide, there should be one adult to every three young people.

### **Boats**

All boats used must comply with the British Waterways Board, The Environment Agency or other relevant Authority's licensing regulations, and hold a current certificate of compliance where appropriate. On canal navigation in summer conditions non-swimmers must wear buoyancy aids when outside the cabin. On river navigation over 1.5 metres deep, buoyancy aids must be worn at all times when outside the cabin. In winter conditions buoyancy aids must be worn by all, at all times, on all types of waterway when outside the cabin.

## **Rafting and white water rafting - registration required (within Adventure Activity Licensing Authority (AALA) scope)**

This is regarded as a high risk activity. Any person wishing to take a group rafting must make direct application to the EVA in the first instance.

## **Rowing - registration required**

### **Recommended qualifications**

- Teaching beginners - The Basic Teaching Award of the Amateur Rowing Association.
- Coaching club crews - Club Coach Award of the Amateur Rowing Association.
- Coaching to advanced competitive standard - Advanced Coach Award of the Amateur Rowing Association.

## **Recreational rowing on inland sheltered water - registration not required**

Personal buoyancy should be worn for this activity unless the water is sufficiently shallow for participants to walk to the side in the event of a capsized.

### **Qualifications**

A responsible adult, who has appropriate knowledge of water safety, resuscitation and lifesaving techniques should supervise this activity.

### **Staffing ratios**

1:10 maximum but less if local conditions and the ability of the participants demand it.

## **Dinghy sailing, inland sheltered water - registration required (within AALA scope)**

### **Qualifications**

The staff member or leader in charge of the activity should hold a valid Royal Yachting Association/National Schools Sailing Association, Dinghy Sailing Instructors Certificate.

If more than one boat is used there should be a helmsman holding at least the RYA/NSSA. National Dinghy Sailing Certificate Level 2 or the Start Sailing Certificate Level 3 in charge of each boat unless otherwise approved by the Principal of the relevant RYA teaching establishment for each occasion. Where single-handed sailing boats are used the teacher or leader in charge must also be experienced in handling and teaching in this type of boat.

### **Staffing ratios**

- 1:6 single handed boats.
- 1:3 for a two person boat.
- 1:12 with a minimum of two staff for all other dinghies, depending on local conditions and abilities. Where more than one dinghy is used the activity should take place under the supervision of an RYA Senior Instructor or another approved by the Principal of the relevant RYA teaching establishment.
- Where sailing is taking place at a RYA recognised sailing centre the above requirement will probably be met by the staff provided by the centre, but establishment staff should be careful to check.

**Rescue Boats:** The teacher or leader in charge should hold the Powerboat level 2 certificate of the RYA. This certificate should be upgraded with either the level 3 club rescue or level 4 fleet rescue endorsements when sailing takes place on open water.

## **Windsurfing – registration required (within AALA scope)**

### **Qualifications**

- The teacher or leader in charge should have considerable experience of the activity and must hold the appropriate Instructors Award of the RYA National Windsurfing Scheme.
- The activity should take place in a controlled area and all relevant and appropriate safety precautions should be taken.

### **Recommended staffing ratios**

1: 6 maximum in controlled teaching situations.

### **Rescue**

Areas of water not more than half a kilometre square where access is readily available from all points on the surrounding land.

## **Coastal and offshore sailing including dinghy cruising and racing - registration required (within AALA scope)**

This is regarded as a high risk activity. Any person wishing to lead a group in these activities must make direct application to the EVA..

### **Jet skiing - registration required**

- This can be a high risk activity. Any person wishing to lead a group on this activity must make direct application to the EVA.
- Jet skiing should only take place at sites approved by the British Marine Industries Federation.
- Staff members and leaders should check that those instructing are qualified BMIF Personal Watercraft Trainers.

### **Snorkelling - registration required**

#### **Qualifications**

Staff member/leader must hold the Snorkelling Instructors Certificate of the British Sub-Aqua Club.

#### **Staffing ratio**

- 1:10 Swimming pools
- 2:6 Open water

### **Recreational snorkelling in sheltered water - registration not required**

Young people engaged in social or recreational snorkelling must be confident and competent swimmers and should be supervised by a responsible adult who has a snorkelling instructors certificate or equivalent and is:

- an experienced and strong swimmer.
- has an appropriate level of knowledge of water safety
- has knowledge and experience of snorkelling.
- has a Lifesaving and Resuscitation Award from the Royal Lifesaving Society or other equivalent qualification.
- Such snorkelling should only take place in swimming pools or sheltered water where emergency services are readily available.

### **Sub aqua - registration required**

#### **Qualifications**

- For introducing the sport in pools or sheltered waters the staff member/leader should hold the Club Instructors Award of the British Sub-Aqua Club.
- At any level above this it is a high risk activity. Any person wishing to teach or lead must make direct application to the EVA.

### **Swimming**

#### **Qualifications**

- **Shallow water pools**  
This qualification must be updated every three years. The teacher/leader in charge must have completed an appropriate course dealing with safety and the teaching of swimming in shallow water pools.



- **Deep water/public pools - use in the curriculum**

The teacher/leader in charge must have either successfully completed a specialist course in physical education at a recognised college or hold the Amateur Swimming Association Preliminary Teaching Award and be in possession of the National Aquatic Rescue Award for Teachers and Coaches of Swimming or Royal Lifesaving Society's Bronze Medallion or the National Pool Life Guard or other equivalent lifesaving qualification.

The lifesaving qualification must be kept updated. A lifesaving qualification may not be necessary in public pools provided qualified lifeguard cover is provided.

- **Deep water/public pools - use for social or recreational purposes**

In public pools party leaders should be competent and experienced swimmers and hold an Amateur Swimming Association Level 1 Teaching Award. If qualified lifesaving cover is provided at the poolside, they need not hold a lifesaving qualification.

**In any pools or where no qualified lifesaving cover is provided, the teacher or leader in charge must hold a recognised lifesaving qualification as stated above.**

- **River, lake or sea**

Party leaders should be competent and experienced swimmers. They must hold a current lifesaving qualification and should be competent in resuscitation techniques. Assistant leaders should also be competent swimmers.

- **Please note:** all those involved in teaching or supervising swimming and those who act as assistants, at whatever level, should have knowledge of how to administer artificial resuscitation.

- **Please note: all establishment pools must be kept locked when not in use.**

### **Staffing ratios**

- Key Stage 3/4 1:20
- This will need to be increased depending on the nature of the pool and the competency of the staff member.
- For participants with special needs the ratio will vary depending on the need.
- Staffing ratio for participants suffering from epilepsy and other medical conditions that could affect the safety of participants.
- In addition to the staff member or leader an adult should be designated to keep participants with medical problems under observation. These may require a 1/1 ratio or even greater if specified by the participants medical practitioner.

### **Diving - registration not required**

#### **Qualifications**

The person in charge should hold the Amateur Swimming Association Teachers Certificate for diving and an appropriate lifesaving qualification.

**Please note:** Diving by its very nature can be dangerous. The water must be deep enough to avoid possible impact with the bottom of the pool.

**The following water depths are recommended:**

- For shallow plunge dive 2 metres
- For vertical entry dive 3 metres

**Please note: Water should be at least 0.9 metres deep for a shallow entry racing dive and should only be performed by participants who have the ASA competency award for shallow entry dives.**

**Staffing ratio**

1:20 but with no more than two in the water at any one time.

**Water skiing**

**Qualifications**

The instructor should hold the Instructors Award of the British Water Ski Association.

**Staffing ratios**

1 per towing boat.

#### 4.6 Hazardous outdoor activities - land based

**Campcraft**

**Qualifications**

The staff member or leader should:

- have substantial experience of the type of camping involved.
- be familiar with the equipment to be used and the associated safety measures (this applies particularly to the use of cooking stoves).
- be thoroughly familiar with the area to which they are going and the sites to be used.
- and/or the instructor should have attended a recognised training course such as the Basic Expedition Leaders Award (BELA).
- If there is any doubt as to the adequacy of the qualifications of anyone proposing to take a group camping, it is important that the EVA in the first instance is contacted for advice.

**Staffing ratios**

Under this heading three categories of camping are recognised:

- Camping on a commercial site or using a recognised camp site having toilets, a shop and/or other facilities.
- Semi-permanent standing camps, for example, Scout and Guide facilities, where basic amenities such as permanent toilets and showers are not available.
- There should be a minimum ratio of 2:12 but with at least two staff in each case.

- Remote standing camps that have reasonable access to emergency services and ready access to the nearest road. The road should be no more than two kilometres away from the site.
- There should be a minimum ratio of two staff and a maximum party size of 12, including the two staff. It may be advisable to reduce participant numbers in some circumstances.
- Camping in places which are more remote than the above or that are in naturally hazardous terrain (for example high level camping in mountain areas) is dealt with under 'expeditions'.

## **Caving, potholing, mine exploration**

### **Qualifications**

Please note - staff members and leaders in charge of this activity are registered not only for a given level of difficulty but also for the particular area to be used. In addition the specific caves or mines to be used must be listed. Local qualifications for one area may be transferable to another area if a particular cave is well known to the leader involved. This is less likely to be the case with mines. Appropriate details should be made clear on the application for registration.

**NCA Level 1 - caves or mines**, horizontal systems with small drops that can be free climbed and where the flood risk is predictable.

The leader should have been successfully assessed at National Caving Association, Local Cave/Mine Leader Level 1.

This is a high risk activity when done at anything more than an introductory level. Any person wishing to teach or lead at a more advanced level than NCA level 1 must make direct application to the EVA in the first instance.

**NCA Level 2 - caves or mines**, systems involving ladder and or abseil work.

Leaders should have been successfully assessed at Local Cave/Mine Leader Level 2.

For vertical caves involving the use of single rope techniques leaders should be qualified under the NCA scheme as Cave Instructors.

### **Staffing ratios**

A minimum of two staff should be used. Minimum staffing ratios are:

Level 1 horizontal systems 2:8

Level 2 vertical systems 2:6

It may be that in some circumstances these figures will need to be substantially reduced.

### **Cycling - general**

It is recommended that for all cycling activities the following precautions should be taken:

- cyclists must wear protective headgear that complies with appropriate British Safety Standards.
- appropriate protective clothing must be worn, for example gloves when mountain biking.
- bicycles must be in good working order.

## **Cycling (road and track racing)**

### **Recommended qualifications**

The instructor/supervisor should be a cyclist experienced in the relevant branch of the activity who holds the appropriate coaching award of the British Cycling Federation or The English Schools Cycling Association.

### **Recommended staffing ratio**

Road Racing: 1:5

Track Racing: 1:10 with not more than four participants on the track at any one time

## **Cycling (recreational)**

### **Recommended qualifications**

The instructor/supervisor should be an experienced cyclist who understands the safety requirements of group cycling.

If there is any doubt as to the adequacy of the qualifications of anyone proposing to take a group recreational cycling the EVA must be consulted.

### **Staffing ratio**

1:10 minimum with two members of staff in most situations.

One member of staff would be adequate only in situations and areas with which experienced participants were thoroughly familiar.

### **Unsupervised cycling**

At the discretion of the head of establishment responsible, young people may be given permission to cycle unsupervised, provided that they hold a Cycling Proficiency Certificate or are at a similar standard, relevant to the cycles and provided that they are wearing an appropriate crash helmet and other protective clothing.

**Please note:** all young people taking part in cycling activities should be encouraged to take the Cycling Proficiency Certificate.

## **BMX – registration required**

### **Qualifications**

The instructor/supervisor should have knowledge of the Bicycle/Moto Cross Association guidelines, obtainable from the UK Bicycle / Moto Cross Association, Unit 2, Lowe Hill Lane, Greater Manchester, WN2 3AS.

### **Staffing ratio**

1:10

## **Mountain biking - registration required (can be within AALA scope)**

### **Qualifications**

All leaders should be:

- competent at navigation in the terrain involved.
- technically competent at bicycle repair and maintenance.
- competent at first aid to an appropriate level.
- be approved under these regulations for hill walking in similar terrain and conditions and hold the Basic Expedition Leaders Award or the Mountain Leaders Certificate (Summer).
- Have appropriate training

### **Lowland areas**

On roads and tracks in lowland areas the teacher or leader should be an experienced cyclist who understands the safety requirements of group cycling.

### **Off road and hilly terrain (non-remote)**

Off road or on tracks in hilly but non-remote areas the teacher or leader should be an experienced cyclist and should hold an appropriate qualification for leading groups in the type of terrain to be visited, e.g. Basic Expedition Leaders Award.

### **Mountainous, wild and remote areas**

For cycling off road in mountainous, wild or remote areas the teacher or leader should be an experienced cyclist and have undergone appropriate and registration for the areas to be visited, for example MLTB Mountain Leader Award (Summer).

### **Duke of Edinburgh's Award**

For further information on Award qualifications for leaders, instructors and assessors, staff members and leaders are advised to contact the EVA for further details.

### **Expeditions (including overnight camps) - registration required (can be within AALA scope)**

#### **Qualifications**

- The leader should be experienced in expedition work and campcraft in the type of area to be used. They should have a thorough knowledge of the area involved and be qualified, and if appropriate registered for the mode of travel and level of technical difficulty.
- The Basic Expedition Leaders Award (BELA) provides a good base of training for all expedition work.
- Leaders for more advanced expeditions must make direct application to the EVA in the first instance for advice and to ensure that the leader qualifications and leadership capabilities are adequate for the expedition planned.

### **Gorge walking and Coasteering**

#### **Qualifications**

For activities such as these and similar activities there are no formal qualifications. **They are potentially hazardous and should not be undertaken by anyone who is not experienced and qualified in a range of outdoor activities.** Leaders should

be careful to ensure that they have qualifications and experience appropriate to the more formal activities that are combined under these headings. For example, gorge walking requires a thorough knowledge of water safety, rock climbing and in some circumstances mountain leadership qualifications.

If there is any doubt as to what is appropriate in a particular situation then reference can be made to the EVA.

## **Hill walking information - the definition of winter and summer conditions (within AALA scope)**

### **Summer conditions**

These exist when there is no likelihood of snow and/or ice underfoot being present or forecast. It should be noted that cold winds, rain and low temperatures are not unusual facets of summer conditions.

### **Winter conditions**

These exist when there is any likelihood of snow and/or ice underfoot being present or forecast - irrespective of the season or time of year.

**Please note:** Local weather forecasts from reliable sources should be obtained and carefully considered before a decision is made as to whether winter or summer conditions exist at a given location. "Reliable sources" in this context might be Weather Centres or the Meteorological Office. It should never be assumed that because summer conditions apply at low level they would also apply on the hill.

## **Hillwalking (hills, moors and mountains) in the UK**

### **Qualifications - summer conditions**

The leader must be an experienced hill walker who has the Mountain Day Leaders Award.. Leaders must have a thorough knowledge of the area being used and the standards outlined by the CCPR, the Basic Expedition Training Award and the British Mountaineering Council. Registration is possible at a range of levels depending on qualifications, experience and the ground to be used. The EVA can advise. For work in upland areas a significant distance from the road the qualification expected is the Mountain Leader Award (Summer).

### **Qualifications - winter conditions**

This is a high risk activity. Any teacher or leader wishing to lead at this level must make application to the EVA.

The level of qualification looked for is that of the Winter Mountain Leadership Certificate.

### **Recommended staffing ratio**

Experienced leaders will be aware of the ratios that apply in different circumstances. If there is ever any reason for doubt then reference should be made to the EVA.

## **Hill walking in other European countries**

### **Qualifications**

It is now a legal requirement that mountain leaders in Europe must hold the European Mountain Leader Award or appropriate Guides qualifications.

Any teacher or leader wishing to work in other European countries should contact the EVA in the first instance for advice on whether the area they are considering comes under this requirement.

## **Horse riding**

### **Qualifications**

The minimum qualification for those in charge of this activity is the British Horse Society's Assistant Instructors Certificate. Instruction should only take place at riding establishments approved by the British Horse Society or that section of the society known as the Pony Club of Great Britain. In addition the establishment should follow the BHS Code of Conduct for Riding and Trekking Holiday Centres. A leaflet giving details staffing ratios for different kinds of rides is available from the BHS. These should be adhered to.

### **Recommended staffing ratio**

1:8

## **Pony trekking and casual riding - registration not required**

### **Qualifications**

Riding should only take place at an establishment recognised by the British Horse Society or that section of the Society known as The Pony Club of Great Britain. In addition the establishment should follow the BHS Code of Conduct for Riding and Trekking Holiday Centres. A leaflet is available from the BHS.

### **Staffing ratios**

The above mentioned leaflet gives staffing ratios for different kinds of rides.

## **Orienteering - introductory activities - registration not required**

### **Qualifications**

Introducing the sport in well-known and low level terrain where the safe limits can be easily defined - for example local parks and establishment grounds.

It is sufficient for the teacher or leader to be reasonably competent and have some experience in navigation and basic safety techniques.

## **Orienteering - registration required (within AALA scope)**

### **Qualifications**

- Running coaching and training courses (that is where the teacher or leader designs and sets out the courses) in well-known woods and other local terrain

which could not be defined as wild country or mountainous, and where safe limits can be easily and clearly defined.

- 'Colour coded' or 'badge' events where British Orienteering Federation standards of safety are in operation.
- All permanent courses in the United Kingdom which have been set out according to the guidelines of the British Orienteering Federation.
- The teacher or leader should hold the Instructors Award of the British Orienteering Federation or, exceptionally, be qualified by experience and other training to operate at this level.
- Running coaching and training courses (that is where the teacher or leader designs and sets out the courses) in all terrain in the United Kingdom that is not wild or mountainous.
- Any organised event in the United Kingdom where British Orienteering Federation standards of safety are in operation.
- The teacher or leader should hold the Club Coach Award of the British Orienteering Federation or, exceptionally, be qualified by experience and other training to operate at this level.
- Orienteering at any level above this is a high risk activity. The EVA must be approached for advice.

### **Staffing ratio**

- the ratio should be at least 1:15 but may need to be improved depending upon the circumstances.
- At least two supervising adults should be available in most circumstances. If there is ever any doubt then advice should be sought from the EVA.

## **Rock climbing - registration required (within AALA scope)**

### **Qualifications**

The leader must be an experienced rock climber who has attended an appropriate training course and been placed on the Hazardous Activities Register. Frequently this will mean having been trained and assessed under the Berkshire Rock Climbing Scheme. Details of this scheme can be found later in this manual. The British Mountaineering Council Single Pitch Supervisors Award qualifies staff members or leaders for teaching seconding on single pitch crags. All leaders wishing to work at this should have this qualification. Under exceptional circumstances it is sometimes possible to become registered through experience.

This is a high risk activity when done at anything more than an introductory level. Any person wishing to teach or lead above 'severe' grade or on multi pitch climbs must make direct application to the EVA.

### **Staffing ratio**

- Artificial walls 2:10 with a minimum of two adults
- Single pitch top roping on rock and abseiling 2:8 with a minimum of two adults; or 2:10 with a minimum of two adults
- In each of the above cases one registered leader and one trainee is an acceptable minimum staffing.
- Single pitch leading on rock 1:2 with a registered leader, with a minimum of two staff available at any one time.



- Multi pitch seconding 1:2 with a registered leader, with a minimum of two staff available at any one time.
- Persons supervising high rope courses should be appropriately qualified in rock climbing skills in order to supervise this activity.

## **Skiing - registration required**

### **Qualifications**

- **Alpine downhill skiing and cross country skiing on the piste**

### **Organising and running skiing activities**

The party leader must hold the English Snow Sport Organiser's Certificate - Part 1. This qualification is not sufficient for teaching skiing or for leading groups of participants while skiing on pistes.

- **Recreational skiing**

The party leader must hold the English Snow Sport Leaders Part 2. This should be supervised at all times by a suitably experienced and responsible person and should only be done on green, blue or easier red pistes that are well within the competence of the participants. If there is any doubt as to the implications of this then reference must be made to the EVA.

- **Leading groups on the piste**

The party leader should hold at least the English Ski Council Ski Course Organiser's Certificate - Part 2. This is not a teaching qualification.

- **Teaching skiing**

The teacher or leader should be qualified to teach at the technical level involved and in the piste conditions prevailing at the time. Appropriate qualifications include the Artificial Ski Slope Instructors Award, the Ski Party Leaders Award of the Scottish National Ski Council and the British Association of Ski Instructors Awards or their equivalent in other countries.

- **Off piste and cross country skiing in remote areas**

This is a high risk activity. Anyone wishing to undertake this activity must approach the EVA in the first instance directly for advice.

### **Staffing ratio**

Alpine downhill skiing and cross country skiing on the piste.

Teaching should be given at a ratio approved by the governing body in the country involved. It should not normally exceed 1:12.

Supervision of recreational skiing should not exceed 1:12. This may need to be improved depending on conditions and circumstances pertaining at the time.

**Please note:** when under instruction a supervising adult from the party must accompany each group in addition to the instructor. Instructors may not have the language, social skills and training necessary to deal with any behavioural or other difficulties which might arise. In addition it is not unknown for instructors to leave their groups at the time given for the end of a teaching session irrespective of whether they have rejoined their accompanying staff or not. Clearly this raises the possibility of participants being left unsupervised in a potentially dangerous environment.

## 4.7 Hazardous outdoor activities – air based

### All air based activities

All air based activities involve a high level of risk. Any persons wishing to teach or lead on these activities must make direct application to the EVA or representative of the LEA.

The arrangement most usually looked for would be where activities take place at an establishment or club appropriately registered and/or recognised by the governing body of the sport involved and where those responsible are also appropriately licensed or approved.

This includes the following activities: flying, gliding, hot air ballooning, parachuting, parascending and any other air based activity.

## 4.8 Other hazardous activities

Please note that the list of these activities has grown over the years and new ones continue to appear. If advice is required for an activity that is not on the list, then it is important that the EVA in the first instance is contacted for advice. **The absence of an activity from the list should not be taken to mean that it is regarded as without potential risk.**

### Archery – registration required

#### Qualifications

The Certificate of Competence of the Grand National Archery Society entitles staff members or leaders to introduce the sport to beginners. In order to progress further than beginner level the Club Instructors Award of the GNAS is required.

#### Staffing ratio

1 staff member per class

### Bungee jumping, bungee running and fruit bat flying

The Governors take the view that it is not appropriate that these activities should be any part of the establishment curriculum.

### Circus skills - registration required

Any group wishing to be involved in circus skills such as juggling, unicycle, balancing, trapeze work and tightrope should operate via an appropriate training scheme. Advice on what might be appropriate can be obtained from the EVA.

### Crossbow

The Children and Young Peoples Service takes the view that the firing of crossbows should not be permitted under any circumstances.

### Fencing - registration required

#### Qualifications

- Basic instruction in foil, epee and sabre - the Amateur Fencing Association Basic Coaching Certificate in the appropriate discipline.
- For more specialised instruction in foil, epee and sabre - the FAA Intermediate Coaching Award in the appropriate discipline. For more advanced specialised instruction - AFA Advanced Coaching Award in the appropriate discipline.
- Professional coaches who are members of the British Academy of Fencing are acceptable at all levels.

### **Staffing ratio**

1:10

## **Judo - registration required**

### **Qualifications**

The minimum requirement for a qualified staff member to teach judo in an establishment is either:

- the Green Belt of the British Judo Association 5th KYU.
- the British Judo Association's Teachers Certificate.
- A visiting coach who does not have qualified teacher status should hold the Brown Belt 1st KYU and have completed a recognised course in teaching and coaching the sport.
- A person holding a personal performance grade 1st KYU (Brown Belt) or above of the British Judo Association may act as an assistant instructor but should not take responsibility for group coaching.

### **Staffing ratio**

1:20

Please note: Judo should only take place where appropriate mats are available.

## **Other oriental martial arts - registration required**

### **Recommended qualifications**

The qualifications required to teach will vary according to the discipline concerned.

## **Karting - registration required**

All karting should be done according to the rules and regulations of the National Schools Karting Association (NATSKA) with regard to the organisation of events and driver licensing.

## **Roller Skating, Roller Hockey, Skate Boarding – registration required/not required**

### **Qualifications**

These are not normally required for these activities in a recreational context. For roller hockey competition the teacher/leader should be a qualified coach who has been trained and registered by the BRHA – the national governing body. Contact details:

- BRHA, Grammont, Chiddingly Road, Horam, Heathfield, East Sussex TN21 0JH  
Local secretary: Mrs Hilary Sharp, Ivy Cottage, Cranmer Close, Tilehurst, Reading RG31 6FL Tel. 0118 967 8083.

## **Equipment**

Whether recreational or competitive the person in charge must ensure that proper safety equipment is worn. As a minimum a helmet with a chin strap which is fastened and elbow/shin pads. For roller hockey there

should also be padded shorts, a box and a full or half face visor attached to the helmet. Goalkeepers must wear the basic equipment listed above and full face mask or visor, padded gloves, shoulder/chest/ abdominal pads, and a pair of goalkeeper leg pads.

## **Self Defence - registration required**

### **Qualifications**

Staff members/leaders will normally be expected to have an Oriental Martial Arts background related to one of the governing bodies recognised by the Sports Council. They should also have a qualification equivalent to instructor grade in the discipline concerned.

## **Shooting – air rifle and air pistol – registration required**

Staff members and leaders wishing to introduce this activity to young people are recommended to do so through the auspices of a recognised club affiliated to either the National Rifle Association or the National Small Bore Rifle Association.

### **Qualifications**

- Club Coach Award of the NRA.
- Club Coach Award of the NSBRA.

### **Staffing ratio**

1:5

## **Weight training - registration not required**

### **Qualifications**

- Staff members or leaders with specialist qualifications in physical education who have had a course of instruction in weight training at a recognised college of education may be regarded as adequately qualified.
- Staff members coaching a known group may coach their group with dumbbells, fixed weights and cardio-vascular equipment if they hold a BAWLA Leader qualification.
- Those coaching classes and writing specific programmes for clients must have one of the following F.I.A. approved qualifications:
  - BAWLA Instructors Award
  - British Powersport Instructors Award
  - Powersport Instructors
  - YMCA Fitness Training Certificate
  - Fitness for Industry Certificate – Instructors and Advanced Instructors
  - Life Works Unlimited Trainers Certificate
  - Shape Gym / Weight Training Certificate
  - P.E.A. Health and Exercise Studies Certificate
- Those offering advanced coaching in this activity should hold the Coach Award of the BAWLA.

- A qualified teacher or coach should supervise participants involved in weight training at all times and weight rooms should be kept locked when not in use.

### **Age restrictions**

- **Age 12+** Stamina equipment only. For example running, rowing and canoeing machines.
- **Age 14+** All fitness room equipment with the exception of loose weights. Discretion needs to be used by the instructor/supervisor as to the physical suitability of some young people of 14+ to use the equipment.
- **Age 16+** All fitness room equipment including loose weights.
- **Age 16+** Unsupervised use. All fitness room equipment with the exception of loose weights, providing the participant has passed an appropriate test and is capable of working in an unsupervised situation.

### **Staffing ratio**

- Loose weights 1:6
- Multigym 1:10

### **Weight lifting**

The Governors believe this activity is unsuitable for inclusion in the establishment curriculum. If it is done as an extra curricular activity it should observe the requirements of the British Amateur Weightlifting Association.

### **Wrestling**

It should be under the auspices of a club affiliated to the British Amateur Wrestling Association.

### **Paintballing**

**The Governors believe that where paintballs are fired at each other then this activity should not be included within the establishment curriculum or activity programme.**

It is only acceptable where paintballs are fired at a static target.

### **Please Note**

Enquiries can be made to Sport England, 3rd Floor Victoria House, Bloomsbury Square, London, WC1B 4SE. Tel: 08458 508508, email: [info@sportengland.org](mailto:info@sportengland.org) for any information regarding individual sports, national governing bodies and specific regulations not referred to in this document.

## **SECTION 5 - EMERGENCY PROCEDURES**

## 5.1 Introduction

These procedures are for use in the event of an accident or incident involving offsite or hazardous activities.

There are sets of procedures for party leaders, contact personnel at the establishment and the Head and senior staff.

**For the purposes of these procedures a serious incident is defined as:**

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury;
- circumstances in which a party member might be seriously at risk;
- serious illness; hospitalisation
- any situation in which the press or media are, or might be, involved.

## 5.2 Party leaders and other supervisory adults

### Introduction

It is important that these procedures are implemented as quickly as possible. They should be carried, along with appropriate information (telephone numbers for example) whenever possible.

### First response - care of the group

- Ensure all staff and participants are safe from further danger.
- Ensure all necessary steps have been taken to provide rescue, medical care and hospitalisation of anyone who is injured or missing.
- Ensure appropriate steps are taken with regard to the welfare of all concerned.
- If an incident has, or is at all likely to, involve the press or media, it is important that you inform your contact person at home, or if they are not available, the Headteacher and/or EVC. It could save much anxiety on the part of colleagues and the next of kin.
- Do not let party members telephone home until contact has been made with the home contact. Participants should not use their mobile phones.
- Please note – DO NOT let anyone speak to the press or media. This applies equally to all members of the party, staff and participants. The press and media will know how to contact the School.

### Contacting your establishment

In the case of a fatality or other serious accident or incident, inform your Emergency contact person immediately.

**Indicate clearly that it is an emergency and give the following information:**

- where you are;
- who you are;
- what has happened to whom;
- what has been done so far; and
- your telephone exchange and number (including direct dialling codes if at all possible - particularly if you are abroad).

The contact person will normally arrange for the next of kin and others to be informed.

### **Legal and organisational concerns**

In the case of a fatality:

- **In the United Kingdom,**
  - notify the police as soon as possible;
  - give them details of what has happened;
  - what you have done so far;
  - They will take all necessary statements and notify the next of kin if this has not already been arranged through your emergency contact.
  
- **In foreign countries** the procedures will vary. Local police should be able to advise.  
**If in doubt follow United Kingdom procedures until told to do otherwise by an appropriate official of the country concerned.**
- Ensure that you retain all equipment involved in an accident or incident in an unaltered condition.
- **NEVER ADMIT LIABILITY OF ANY SORT.**
- Do not allow anyone to see any party member (staff or participant) without an independent witness being present.
- Only those in a relevant official capacity have any right to see anyone who does not wish to see them. Should any person not in a relevant official capacity try to force a confrontation, do not say anything and call the police.

**Please note – DO NOT speak to the press or media other than to refer them to the School. This procedure applies equally to all members of the party, staff and participants.**

### **General concerns**

- Be as helpful and compassionate as possible with the next of kin of participant involved;
- Keep a careful written record of all facts, events and circumstances and retain this until all matters are finally settled;
- circumstances in which a party member might be seriously at risk;
- use of mobile phones;
- serious illness;
- any situation in which the press or media are, or might be, involved;
- Be sure you are prepared for emergencies with, for example, money for the telephone and knowledge of the telephone numbers and codes that you might possibly need.

## **5.3 Contact personnel at the establishment**

### **Introduction**

The contact will always be a member of the professional staff of the establishment.



## First response

The first report of an incident can come from many sources.

If you receive a call write down:

- callers name, address and telephone number;
- location and time;
- the nature of the incident;
- the names, condition, and location of individuals involved;
- details of any assistance required.

**Please note – DO NOT speak to the press or media.**

## Next steps

- Ensure that information about an incident is passed to the Head or whichever other senior member of staff can be contacted. **It is most important that this is done immediately.**

## Legal and organisational concerns

- **NEVER ADMIT LIABILITY OF ANY SORT.**
- As far as is possible, do not allow anyone to see staff or participants without an independent witness being present.
- No one, unless they are in a relevant official capacity, has any right to see anyone who does not wish to see them. Should any person not in a relevant official capacity try to force a confrontation, do not say anything and call the police.

## General concerns

- Keep a careful written record of all facts, events and circumstances and retain this record until all matters are finally settled.
- Be as helpful and compassionate as possible with the next of kin of those involved.
  - Keep details of emergency procedures to hand and ensure that you have the means to implement them – details of all possibly relevant numbers for example.-

## 5.4 Heads/Officers and senior staff

These emergency procedures should be to hand at all reasonable times.

### First response

The first report of an incident can come from many sources.

If you receive a call write down:

- the name and address of the caller;
- the telephone number of the caller, including dialling codes;
- the location of the incident;
- the time the incident occurred;
- the nature of the incident;
- the names of the individuals involved;
- the condition and location of any injured;
- the details of any assistance required.

### **Next steps**

- It is usual for the police to inform next of kin in a case of fatality.
- Ensure the next of kin are contacted as quickly and as compassionately as possible.
- In serious cases and certainly in the case of a fatality the most rapid and effective way of achieving this will probably be through the local police station. Explain the circumstances and give appropriate details.

**PLEASE NOTE - Any delay at this point could mean that the next of kin could experience distress by learning of an accident through other sources such as the press or media.**

- The police cannot stay long. Little more than half an hour because of other responsibilities.
- It is important that arrangements for other forms of support and help for the next of kin are then made available as quickly as possible.
- One way of achieving this might be to seek help from the Social Services Department.
- Whatever is arranged, details should be passed on to whoever is in charge of arrangements so that a course of action can be agreed that will:
  - Facilitate the use of available resources as necessary;
  - Ensure all necessary support for those involved;
  - Ensure the next of kin, relatives of other participants involved are informed as rapidly as possible so as to avoid being unnecessarily distressed.
- Ensure as far as possible that all communications with the media or press goes through a suitably experienced person who is responsible for public relations.

### **Legal and organisational concerns**

- Ensure that all equipment involved is retained in an unaltered condition.
- **NEVER ADMIT LIABILITY OF ANY SORT.**
- No one should see any person involved without an independent witness being present.
- No one, unless they are in a relevant official capacity, has any right to see anyone who does not wish to see them. Should any person not in a relevant official capacity try to force a confrontation, do not say anything and call the police.

### **General concerns**

- Be as helpful and compassionate as possible with the next of kin.
- Keep a careful written record of all facts, events and circumstances and retain it.
- All these procedures will not necessarily be relevant in all cases. They will all be relevant in the case of a fatality. Whatever, they should be kept in mind and to hand.