

KILDWICK CE PRIMARY SCHOOL
Striving for Excellence and Promoting Christian Values
Educational Visits Policy

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Educational Visits Policy and Guidelines

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Section 1: Introduction

It is recognised that students can derive great educational benefit from participating in educational visits, residential trips and adventurous activities. In particular they are wonderful opportunities to extend children's learning and enrich their appreciation of themselves, others and the world around them. They can add to the quality of life and can be the catalyst for improved academic achievement, a lifetime interest or, in some cases, professional fulfilment. Most educational visits take place without incident. However if these activities are to be successful and to be of maximum benefit to children and young people, they must be **planned, prepared, delivered** and followed up in ways which are based on good and safe practice.

Section 2: The Legal Framework

All North Yorkshire LA employees, volunteers and staff employed by Governing Bodies who have adopted this policy, are required to work within the framework of the Code of Practice and follow the guidance given in this document. The guidance aims to reduce the likelihood of accidents and incidents to the lowest level and provide secure organisational and management practices to enable continued participation and development.

These Guidelines encapsulate the requirements and guidance in:

- 'Health and Safety at Work Act' - 1974
- Adventure Activities (Young Person's Safety) Act – 1995
- Disability Discrimination Act – 1995
- 'Management of Health and Safety at Work Regulations' -1999
- 'Health and Safety of Pupils on Educational Visits' - (HASPEV)
- 'Health And Safety – Responsibilities and Powers' - DfES 0803/2001
- 3 supplements to HASPEV - DfES 2002

NB DCSF guidance and supplements and HSE guidance are provided on line and may be updated or revised at any time. Any substantial revisions will lead to amendments in the LA guidance. This guidance reflects good practice that has been recognised over many years of work both in and beyond North Yorkshire and informed by review of incidents that have occurred during educational visits and activities in recent years.

The Management of Health and Safety at Work Regulations 1999 require employers to:

- Assess the risks of activities
- Introduce measures to control those risks
- Tell their employees about those measures

Under Health and Safety legislation employees must:

- Take reasonable care of their own and other's health and safety
- Cooperate with their employers over safety matters
- Inform the employer of any serious risks and any shortcomings in health and safety arrangements

These duties apply at all times to all visits and activities. All adults in charge of pupils have a common law duty to act as a reasonably prudent parent would do in the same circumstances and in a way which reflects the skills, qualifications and responsibilities which attach to their professional role.

Section 3 Responsibilities

The LA

In managing the Health and Safety of pupils and adults, the LA has a responsibility to ensure the provision of all that is described within the Code of Practice – page 8.

To fulfil its responsibilities the LA will:

- Work with Headteachers to assign a member of staff to EVC duties in their school/establishment
- Give advice and guidance to EVCs and to other managers who are involved in organising off-site visits
- Arrange access to EVC training
- Assist EVCs to access specific training for staff leading or supervising off-site visits or activities
- Help to ensure risk assessments are appropriately completed, current and in accordance with LA guidance
- Monitor the role of EVCs in liaison with schools
- Give written/electronic Formal Approval to schools as required
- Intervene in exceptional/unusual circumstances after Formal Approval has been granted by either the school/establishment or LA
- Investigate accidents and incidents

**“Guidelines on Off Site Visits and Activities Section 2 – Roles and Responsibilities
Interim Revision January 2008 North Yorkshire Children and Young People's Service”**

The Governing Body

The responsibilities are specified in the Code of Practice – page 8.

The Governing Body must be satisfied that:

- They can understand visit objectives and are able to challenge ventures they are not clear about or do not appear to be realistic for the age and aptitude of the pupils concerned
- Risk assessments are carried out by a competent person
- Risk control systems and safety measures are in place
- They do not need to become involved in risk assessment or related matters unless they have appropriate competence
- When Governors give professional advice, they should ensure that their professional indemnity insurance will cover them for unpaid advice
- They are informed about less routine visits well in advance
- They can assess visits which include travel outside the UK
- Bookings are not confirmed with providers until all necessary assurances have been obtained
- LA Formal Approval is sought and obtained for the relevant categories before bookings are confirmed
- The Headteacher/Group Leader can show how their plans comply with the LA Code of Practice, Guidelines and school/establishment policy
- Formal reviews of visits and activities are completed and recorded
- They understand what Governor training is available and relevant
- The Headteacher and EVC have taken all reasonable and practicable measures to ensure inclusion of pupils irrespective of race, gender, ability, special need, or economic circumstance
- The Headteacher and EVC are supported in matters relating to off-site visits and activities and that they have appropriate time and expertise to fulfil their responsibilities

**“Guidelines on Off Site Visits and Activities Section 2 – Roles and Responsibilities
Interim Revision January 2008 North Yorkshire Children and Young People's Service”**

Headteacher

Headteachers must ensure that off-site visits and activities comply with the Code of Practice and Guidelines provided by the LA and the school/establishment policy as determined by the Governing Body. Headteachers must ensure that the Group Leader is competent to lead the visit and monitor risks throughout a visit or activity and make appropriate decisions. Headteachers must be clear about their role if taking part as a group member/supervisor. They should follow the instructions of the Group Leader who will have sole charge. According to the school/establishment's policy agreed by the Governing Body, the Headteacher may give Formal Approval for certain types of off-site visit or activity and delegate certain types of approval to the Education Visits Coordinator(EVC) with the agreement of the Governing Body and recorded in the minutes of the Governing Body meeting at which this is agreed. Similarly, certain other responsibilities may be formally delegated to the EVC.

When circumstances change after Formal Approval has been granted, Headteachers must ensure the continued security of the venture or if necessary withdraw Formal Approval and cancel the visit or activity. It is their responsibility to inform the LA immediately in writing of any material changes to arrangements Formally Approved by the LA.

The Headteacher must :

- Ensure the school/establishment's policy for off-site visits and activities is implemented
- Be aware of relevant regulations and guidelines, including Health and Safety responsibilities in the LA Code of Practice and Guidelines, DfES HASPEV Guidance and
- its supplements, Disability Discrimination Act
- Regularly review the school/establishment's policy off-site visits and activities
- Make details of off-site visits and activities available to the Governing Body or its delegated member in accordance with the school/establishment policy and that they have the opportunity to question or challenge as necessary
- Ensure all staff involved in off-site visits or activities have access to and understand their responsibility to follow the LA and school/establishment policies
- Maintain a register of relevant staff, governors and volunteers who have signed a dated record indicating that they have read the LA Code of Practice and Guidelines
- Maintain an Off-site Visits File as the central source of detail for all off-site visits or activities
- Ensure that every visit or activity is prepared, planned and managed appropriately and that staff/volunteers receive any appropriate briefing, induction or training
- Appoint or nominate an Educational Visits Coordinator with clear, agreed and specific duties
- Authorise directly, or by delegation to the EVC, all off-site visits and activities
- Ensure that Group Leaders have sufficient training and knowledge to undertake their responsibilities and that they are given sufficient time for all aspects of planning, preparation, pre-visits and risk assessment
- Ensure that the LA is notified of all visits through the Notification Database and that approval is gained for the necessary visits or activities
- Ensure that effective child protection procedures are in place including appropriate CRB checks
- Determine the school/establishment's emergency procedures and maintain full support and a direct telephone contact for the complete duration of all off-site visits or activities.
- The contact must have authority to make significant decisions and be able to contact Headteacher/Chair of Governors if appropriate
- Establish a procedure whereby parents can be informed quickly about incident details by the school/establishment rather than through the media or pupils
- Ensure staff and other supervising adults understand the school/establishment and LA emergency procedures
- Recognise that support must be provided by the LA's Press Officer when dealing with the media
- Where more than one centre in an area of the visit is being used there is coordination and suitable communication systems between them. Have a system to monitor off-site visits and activities through checks of practices before, during and after the venture
- Have a review process for each visit/activity/on-going arrangement to inform future planning of similar ventures. Keep records of individual visits
- Have a system to record all accidents, incidents and near misses and report them to the LA or HSE where appropriate. All staff must be made aware of, and comply with, these procedures

- Secure sufficient resources to meet the training needs of staff and governors
- Ensure that systems are in place to meet the financial regulations and that all staff understand and comply with them
- Be aware of the need to obtain best value.

For each visit the Headteacher must ensure that:

- The visit has appropriate written approval
- The visit has a sound educational objective
- The Group Leader is approved
- All procedures have and will be followed
- The plans are suitable for the age, aptitude and experience of the particular pupils
- There is a contingency plan (Plan B)
- Ensure inclusion and equal opportunity policies work in practice
- Risk assessments have been completed, reviewed or updated
- Suitable risk management processes are in place
- Supervision ratios are appropriate for the particular visit or activity involving the named children. Children with special educational or medical needs may well require a higher supervision ratio
- All adults involved are competent to carry out their responsibilities
- The group leader, supporting staff and other volunteers understand their roles, responsibilities, the plans, emergency procedures
- Charging and financial procedures have been followed
- Any required insurance is in place
- Checks have been completed of locations and providers. Providers of licensable activities hold a valid AALA licence
- Full emergency and delayed return contact arrangements are provided by the school/establishment and that the Group Leader and nominated school/establishment contact has all names, addresses and contact details of the entire party
- Providers' emergency procedures link with those of the school/establishment and LA
- First aid and general welfare provision is adequate
- Fully informed written parental consent has been obtained
- A parental information meeting has taken place where appropriate with a record of questions raised and responses given
- Where an external provider is being used, a copy of the Provider Statement should be available for inspection and where necessary parents should be advised where they can access risk assessments (NB: The LA generic risk assessments are available online at www.visits.n-yorks.net)
- Carry out any other reasonable action or check to ensure the Health, Safety and Welfare of the pupils and adults involved Ensure that arrangements comply with the Disability Discrimination Act.

Guidelines on Off Site Visits and Activities Section 2 – Roles and Responsibilities

Educational Visits Coordinator

Each school/establishment must appoint or nominate an Educational Visits Coordinator (EVC). The Headteacher may take this role or delegate it to another competent member of staff. If there is no EVC the duties pass by default to the Headteacher. In some circumstances a cluster of schools may elect to appoint an EVC to act on their behalf. Such an arrangement will require the formal agreement of all Governing Bodies and Headteachers together with written terms of reference. The competence required will vary according to the size of the school/establishment and type of visits and activities proposed. Evidence of competence should be through training and practical experience over a number of years. Generally the EVC will :

- Take on delegated responsibilities as formally agreed with the Headteacher in writing
- Be the main point of contact with the LA Outdoor Education and Educational Visits Consultant
- Support the Headteacher with approvals and other decisions

- Consult with the SENCO and other appropriate colleagues regarding needs of pupils with statements of SEN and other relevant issues
- Provide details of planned off-site visits and activities to the LA using the LA database
- Ensure competent staff lead or supervise visits or activities
- Assess the competence of staff to lead or supervise
- Assist with risk assessment and risk management processes
- Coordinate or assist in all training provision for off-site visits and activities
- Keep the records of off-site visits and activities
- Maintain their Continuous Professional Development to support their role and regularly consult the LA website for new and revised information
- Disseminate appropriate information to staff
- Review and monitor systems, practice and individual visits or activities to facilitate reporting as required
- Inform the LA of anything that they should be aware of
- Take the lead for any review of the school/establishment's policy for off-site visits and activities

Guidelines on Off Site Visits and Activities Section 2 – Roles and Responsibilities

Group Leader

One adult, the Group Leader, must have overall responsibility for the planning, management, supervision and conduct of an off-site visit or activity. Every off-site visit or activity must have a Group Leader and approved aim(s) and objective(s). The Group Leader must be appointed or approved by the Governing Body or Headteacher, EVC or Manager within CYPS as specified within the school/establishment policy for off-site visits. The Group Leader is **the key person** in the process of safe and successful delivery of offsite visits and activities. The Group Leader is expected to remain with the group and stay in the same accommodation, close to the group, unless approval has been given for remote supervision or delegation of responsibility to another adult. Schools/establishments should offer CPD through a process of induction and 'apprenticeship' style training and are strongly recommended to send future Group Leaders on the Group Leader Training course.

Within this context the Group Leader must:

- Have the experience, training and qualifications (where appropriate) to safely control the group on the planned visit or activities and lead the team of other accompanying teachers and adults
- Appoint a competent deputy in conjunction with the Headteacher and/or EVC or Manager of CYPS, if working with one or more other adults
- Use the LA Guidelines and school/establishment policy to prepare for a visit or activity
- Follow the special guidance for exchange visits
- Carry out all the necessary planning and preparation before the visit including full risk assessments and risk management processes and where necessary a planning visit to the site
- Ensure all activities are suited to the age, aptitude and experience of the particular pupils
- Maintain appropriate levels of supervision and supervision styles
- Be aware of child protection issues
- Define the roles and responsibilities of accompanying teachers and other adults
- Provide full written information to parents or carers and obtain their fully informed consent
- Prepare and brief pupils, their parents and accompanying teachers and other adults
- Ensure all adults are aware of any special needs or medical issues
- Manage the overall organisation during the visit, including staff leadership, supervision of pupils and have due regard for the Health, Safety and Welfare of everyone at all times
- Be able to facilitate continuous and **on-going risk assessment** for the duration of the visit or activity and be prepared to stop the visit or activity if appropriate
- Be **able to initiate Plan B or cease all activity** and return to school/establishment or base
- Be conversant with good practice in planned activities including those activities they are not directly leading or delivering
- Determine the level of first aid and medical provision required and appoint an adult(s) to take that responsibility
- Provide the Headteacher/EVC with all relevant documentation

- Carry all relevant documentation including emergency procedures
- Have an effective and tested communication system with the designated member of staff from the school/establishment in the event of emergency or delay
- Report and record any accident, incident or near miss appropriately
- Carry out a review of the visit or activity with the Headteacher or EVC
- Observe the guidance set out for teachers and other adults
- Advise the Headteacher/EVC of any material change to a Formally Approved visit or activity

Guidelines on Off Site Visits and Activities Section 2 – Roles and Responsibilities

Teachers and other Adult Helpers

Teachers on school-led visits or activities act as employees of the LA (or the Governing Body), whether the visit or activity takes place within or outside normal hours, by the agreement with the Headteacher and Governors. Teaching staff carry the prime responsibility for supervision and assisting the Group Leader in their responsibilities. When more than one teacher is involved, another must be appointed as the Deputy Leader and be able to take full responsibility for the Group Leader's role if necessary. Teaching assistants, non-teaching staff, governors, parents and volunteers can play an important role in providing appropriate supervision. The Group Leader must ensure that they are competent to undertake their responsibilities and brief them to ensure they understand their role and responsibilities. Normally parents and volunteers cannot be expected to take on the same level of responsibility as employed members of staff but their role and responsibilities must be recorded, explained and agreed with them. In exceptional circumstances an adult other than a teacher may be the Group Leader or take another lead role if deemed suitably competent by the Headteacher and the decision is supported by an appropriate risk assessment. All teachers, teaching assistants, non-teaching staff, governors, parents or volunteers will act 'in loco parentis' and carry a duty of care toward anyone they are supervising. Their duty of care will require them to do everything they reasonably and practicably can to ensure the safety and welfare of the pupils. If the main group separates into smaller operating groups, each group should be under the charge of a teacher. In specific circumstances, as part of the risk assessment, the Headteacher may agree that another adult, working under the direction of a teacher, has the competence to fulfil this role.

- Adults other than the group leader must not be left in sole charge of pupils unless previously agreed during the planning and risk assessment process or it is the only reasonable way to deal with an unanticipated emergency situation.
- All adults must follow the Group Leader's instructions at all times.
- All adults must bring the Group Leader's attention to any risk they feel is not acceptable.
- All adults must report immediately to the Headteacher if they feel their concerns are justified but are being ignored.
- Staff should not be accompanied by their own children without the specific agreement of the Headteacher. Where staff are accompanied their children should normally be of the same age, aptitude and experience as the rest of the group.

Guidelines on Off Site Visits and Activities Section 2 – Roles and Responsibilities

Parents or Carers of children on a visit

Parents and carers must :

- Be fully informed about the visit or activity including rules and procedures, including access to all information on the appropriate written risk assessments (care must be taken to ensure confidentiality of pupil/adult specific information where necessary)
- Ensure that their children understand the rules and procedures and will follow them
- Give written informed parental consent for their child to participate and acknowledge their own and their child's responsibility to support the disciplinary, health, safety and welfare arrangements for the visit or activity. This may be rolling consent for a period of time.
- Provide emergency contact details to the Headteacher and Group Leader
- Provide all relevant details regarding their child's emotional, psychological and physical health to the Headteacher and Group Leader
- Where necessary take responsibility for collecting their child if illness or unacceptable behaviour occurs during a visit or activity

Guidelines on Off Site Visits and Activities Section 2 – Roles and Responsibilities

Pupils

Pupils must:

- Behave sensibly and responsibly
- Not take unnecessary risks
- Follow the instructions of the Group Leader and other supervising adults, including those at any venue
- Report anything that may harm anyone to the Group Leader or supervising adult
- Dress as requested
- Be sensitive to local codes and customs, especially abroad
- Understand that any behaviour that may put themselves or others at risk may result in being stopped from joining a visit or activity. In the event of this happening during a visit or activity arrangements may be made to return them to school/establishment or home.
- The curricular aims should be fulfilled in another way where possible

Guidelines on Off Site Visits and Activities Section 2 – Roles and Responsibilities

Section 4: Notification of all visits and activities to the LA

This process is **key** to the LA's monitoring responsibility.

- All off-site visits and activities must be notified to the LA through the **EVOLVE Database**. The system permits entry to be made either as a single one off event or a rolling programme (e.g. a series of events which are largely identical such as a swimming programme, team sports fixtures or a series of curriculum enrichment visits). The Notification Database also facilitates the confirmation of LA approval for those visits that require it.
- Notification to the LA is the responsibility of the Headteacher, who may delegate it to the EVC. Input of information may be delegated to a suitable person under Workforce Remodelling procedures.
- Any addition or change must be notified to the LA as soon as possible by making an amendment to the Database

Section 5: Approval for Off-Site Visits or Activities

All Off-Site visits are given formal approval at Full Governing Body meetings and recorded in the minutes for that meeting.

Section 6 : Supervision

The Headteacher must be satisfied that pupils will be supervised by an adult who is:

- competent and suitable
- CRB checked where appropriate
- fully briefed on school/establishment policies and relevant procedure
- approved by the Headteacher and the Governing Body.

Competence/suitability may be evidenced by:

- qualified teacher status/other professional qualification related to the supervision of young people e.g. youth work qualification
- a coaching qualification appropriate to the level of activity being undertaken
- experience or other appropriate qualification relevant to the situation

Suitability is a matter of judgement of the character, attitude and experience of the person to undertake the required level of supervision. Where the supervising adult is not a teacher, direct access to a teacher must be maintained in an appropriate way.

Headteachers will need to access technical advice from appropriately qualified individuals to check competence and suitability in areas outside their own expertise. Appropriate Q & I and Outdoor Education Service staff may be consulted in this respect. Any adults not fulfilling the above criteria who have access to pupils will require supervision by a teacher. All staff and volunteers having substantial or unsupervised access to children or young people should be covered by a valid CRB clearance. Staff and volunteers in other circumstances, and without full clearance, should be subject to appropriate supervision by a CRB cleared member of staff.

- All supervision should be part of the planned and risk assessed arrangements.
- All supervision must be active.
- The Group Leader and other supervising adults must regularly check that the entire group (or their sub-group) is present, especially when leaving a site or comfort stop on a journey. Two supervisors who are able to confirm each other's count should make head counts independently.
- Rendezvous arrangements should be clearly established and pupils told what to do should they become separated from the group.

All supervising adults must:

- Be briefed by the Group Leader and clearly understand their roles and responsibilities
- Know why the various measures are in place
- Understand what first aid arrangements are in place
- Have prior knowledge of the group including any special or medical needs
- Follow the guidance given in 'Roles and Responsibilities'

Both safety and educational aims are often best served by dividing a large group into smaller sub-groups to be supervised independently.

The Group Leader should prepare a written list of all pupils and any sub-groups, amended if appropriate, for each adult. All pupils must know who they are responsible to at each stage of the visit or activity. Supervisors of sub-groups must ensure the sub-group knows they have assumed responsibility and when that responsibility has ceased.

Supervision Ratios

The legal framework and national guidance does not lay down specific staff:pupil ratios for visits or off-site activities. The responsibility for staffing levels rests with the Headteacher or CYPs Manager. Suitable ratios and choice of specific teachers and other adults are a matter of judgement for the Headteacher and EVC or CYPs Manager after consultation with the Group Leader as part of the Risk Assessment and Management processes. Supervision ratios depend entirely on the Risk Assessment for the visit or activity for the particular pupils on a particular day.

Factors to consider will include the:

- Age, aptitude, experience, behaviour patterns and gender of the group
- Journey
- Nature, location and duration of the visit or activity
- Special educational or medical needs
- Experience and competence of the staff
- Requirements of the provider/location to be visited
- Weather conditions
- Availability of prompt outside assistance
- Mobile phone/radio signal coverage between sub groups

Generally it is good practice to have at least two adults accompanying any off-site experience. The Group Leader must be a suitably competent adult, specifically approved by the Headteacher/Establishment Manager/EVC, as determined in the school visits policy. Headteachers may determine that ratios can be reduced for short local routine visits or activities eg sporting events or very local study activity

In some circumstances the Headteacher may determine that it is appropriate for one teacher or other adult to lead a group, supported by clear and specific emergency procedures. Ratios for residential visits should take account of the 24 hour responsibility and 'down' time for adults. Any gender issues should be considered carefully.

The following may be used as a general guide for local visits in normal circumstances:

1 adult : 6 pupils for Years 1 - 3

1 adult : 10 –15 pupils for Years 4 - 6

1 adult : 15 – 20 pupils in Years 7 – 13

Under 5s reception classes will need a higher ratio according to the Risk Assessment

Years 12 – 13 may be able to use a lower ratio

Section 7: Safeguarding Pupils and Safeguarding Practice

All adults involved in any off site visit or activity are required to work within the school/establishment safeguarding and child protection policy and North Yorkshire Safeguarding Children Board procedures and guidance (www.safeguardingchildren.co.uk). Taking pupils off-site may increase their vulnerability and adult supervisors are required to be mindful of this issue at all times. Risk Assessments must take this into account and apply appropriate control measures to ensure safety. The provision or delegation for suitable first aid arrangements is the responsibility of the Group Leader. Whilst in many low key and very local visits it may not be necessary for a qualified first aider to be with the group, access to such a person and the ability to call the emergency services is essential. In addition to ensuring that the first aid requirements of certain agencies and National Governing Bodies must be adhered to, schools/establishments should be mindful that it would be good practice to ensure training for all staff going off-site at the level of an Emergency Aid 1-day training course in first aid.

The Headteacher, EVC, Group Leader and all supervising adults must ensure that measures are taken on all visits and activities to protect all pupils from neglect, physical, sexual, emotional or racial abuse at their stage of the planning stage and during the event.

- Consideration must be given to the possibility of abuse from someone within the group or access to it, including intruders entering or a pupil leaving accommodation. Control measures must be in place.
- Adults should avoid being alone with a pupil wherever possible.
- Separate male and female sleeping areas should be arranged on residential visits, except in special circumstances such as the use of Alpine huts, bothies or similar.
- Adults should avoid sleeping in the same room or tent as pupils, except in circumstances where a special or medical need has been clearly identified, particular types of accommodation are to be used, as noted above and Risk Assessed. Any separate adult accommodation should be in close proximity to the young people. Sleeping arrangements must be clearly identified and agreed during Formal Approval and confirmed with pupils and parents.
- Where separate wash/showering facilities are not available for staff sensible measures should be taken to ensure privacy and dignity for adults and young people.
- The Group Leader must report any concern directly to the Headteacher/Governing Body/Manager/Senior Designated Person for Child Protection or in unusual circumstances to the LA.

Section 8: Risk assessment

The school uses the example risk assessment proforma from NYCC Guidelines on Off Site-Visits. Risk assessments are completed and signed then an electronic copy is stored on the Headteacher's PC and also logged and approved on the NYCC EVOLVE system.

The risk assessment and risk management process is at the heart of effective planning, preparation and delivery. It is not, and never has been, an additional activity. It is essential, core and informs all planning decisions and ongoing monitoring of the planned activities.

Definitions

Aim: To make sure no one gets hurt or becomes ill and no one is exposed to any unnecessary dangers.

Process: To examine what could cause harm and judge if precautions make the activity acceptable.

Risk Assessments: Risk assessment is a careful examination of everything that could cause people to suffer injury or ill health or cause loss or damage to their personal property or that of a third party or adversely impact on the environment. It is based on professional judgements – sensible decisions based on knowledge, experience, training and an integral part of the planning process.

Generic: Apply to an activity when and wherever it takes place *e.g. climbing.*

Site Specific: Specific to an individual location *e.g. Armscliffe.*

Event Specific: Its purpose is to draw together all the risk assessment information connected with the planned visit/activity. It will be specific to the particular group of participants at a particular time *e.g. named children on a particular day*. It may combine several risk assessments to cover the planned programme. These may have been generic but become Event Specific when deemed appropriate or amended by the Group Leader for this particular visit/activity.

On-going: Judgements made as an activity progresses to take account of changing circumstances. This is an essential and vital part of the risk control mechanism.

Hazards: Anything that may cause harm. Risk assessments should focus on hazards which present significant risks.

Control Measures: Actions that reduce the likelihood and/or severity of an accident. Supervising adults must fully understand the control measures and what they must do. Involve young people in the process as much as possible.

**Taken from Pages 33-39 Guidelines on Off Site Visits and Activities
Interim Revision January 2008 North Yorkshire Children and Young People's Service**

Section 9 – Insurance

All NYCC, Voluntary Aided and Foundation schools, outdoor centres and Continuing Education establishments have insurance cover for public liability and employers' liability. Additional adequate insurance is taken out by the school where appropriate for all off-site visits and activities.

**Other relevant information can be found in Guidelines on Off Site Visits and Activities Interim Revision
January 2008 North Yorkshire Children and Young People's Service**

- Types of visit and activity – section 11
- Generic risk assessments – Appendix C

Reviewed by: Tim Whitehead

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