

DOVE HOUSE SCHOOL ACADEMY TRUST
Off-site Visits Policy

Policy Title		Off-site Visits Policy			
Author / Reviewer		Senior Leadership Team			
Trustee Committee		Board of Trustees			
Signed by Lisa Goodall (Chair)					
Reviewed	September 2021	Approved	September 2021	Next Review	September 2023

This Policy has been drawn up in accordance with DfE Health and Safety Advice on legal duties and powers, HSE School trips and outdoor learning activities, Outdoor Education Advisers' Panel (OEAP) national guidance November 2018 and Evolve guidance.

The Department for Education in (November 2018) encourages trip leaders to refer to the guidance by the Outdoor Education Advisers' Panel (OEAP) on all aspects of organising high-quality educational visits with a minimum of red tape.

Scope

The school's Senior Leadership team (SLT) writes the policy on off-site visits. The Trust Board has overall responsibility for the policy and delegates this to the Headteacher for implementation. It is the responsibility of the Trustees to review this policy, agree the principles and monitor its implementation.

This policy provides guidance for all adults who, in the course of their employment, have responsibility for pupils away from the school. This includes all educational visits, outdoor learning activities including sports' fixtures, field work and exchanges.

Rationale

Dove House School Academy organises a range of off-site visits for pupils throughout the year. They are an important part of the education which the school provides. As well as providing opportunities for pupils to develop their knowledge and skills, they contribute to the raising of achievement, to the development of self-confidence, independence, communication skills and teamwork and to the enhancement of interpersonal relationships.

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1. Roles & Responsibilities

Duty of Care

On all visits, staff and volunteer helpers have a legal duty of care for the health and safety of themselves and the participants. The law requires them to take reasonable care to avoid incidents which might have been foreseen. For a volunteer, the legal expectation of the standard of care is that of a “reasonable person”, for a teacher that of a “reasonable professional”. The Academy Trust has a legal duty to ensure that suitable risk management systems are in place and support, training and resources available to visit staff. They must ensure that “as far as is reasonably practical” people are not harmed by their activities.

The Academy Trust

The Academy Trust has ultimate responsibility for the health and safety of staff and pupils. It has decided to commission the services of Hampshire Outdoors to provide guidance on trips, risk assessments and an emergency response in the event of a critical incident. It is the responsibility of the trustees to ensure that:

- They are aware of their legal responsibilities as employers for the health and safety of staff and pupils.
- There is suitable guidance in place for off-site visits and the school has robust systems to support the implementation of the guidance.
- There are suitable risk management systems in place.
- The Off-site visits policy covers all aspects of the visit and supports inclusion.
- A trained Educational Visits Co-ordinator (EVC) is in place.
- The school provides training and any necessary resources to enable staff to manage off-site visits with confidence.
- Monitoring procedures are in place.
- Sufficient emergency procedures are in place and arrangements to support pupils with medical conditions.
- They are aware they may be involved in adjudicating parental complaints, in line with the school’s complaints policy.

The Trust Board have delegated to the Headteacher the responsibility for ensuring notification and approval procedures are implemented in accordance with the Hampshire Evolve system and that staff are competent to fulfil their roles.

Headteacher

In addition to the responsibilities delegated to them by the Trustees, it is the responsibility of the Headteacher to ensure that:

- Trustees are informed of High-Risk trips (defined as residential, overnight and those involving water or extreme sports), prior to them taking place.
- Trustees are informed of school trips that have taken place through the Headteacher’s termly report.
- Staff follow the EVOLVE guidance for off-site visits and the school’s policy reflects the good practice outlined in the EVOLVE guidance.

- An Educational Visits Co-ordinator (EVC) is appointed and fulfils the criteria for the appointment.
- The designated person has received EVC training.
- The visit staff are accountable, competent and confident to fulfil their duties.
- Suitable child protection and safeguarding procedures are in place.
- Accidents and incidents are reported and RIDDOR requirements are met.
- Off-site visits are evaluated. (The Headteacher will carry out spot checks.)

Educational Visits Co-ordinator (EVC)

The EVC is responsible for ensuring that:

- All trips are passed to EVOLVE
- The risk assessments provided by visit leaders are checked for compliance
- Medical, first aid and inclusion issues are addressed and included with the risk assessment
- An enhanced DBS is arranged where necessary.
- Where a third-party provider is used, appropriate checks and assurances have been obtained and recorded on EVOLVE.
- Full details of visits are accessible to 24/7 emergency contacts.
- There is an emergency response procedure in place.
- Parents/carers are appropriately briefed regarding itinerary, accommodation, activities, transport and emergency telephone numbers.
- School smart phones are allocated to each visit, fully charged with sufficient credit to deal with an emergency
- Information packs are provided for all visit staff (including volunteers/helpers) and contacts.
- Audit trails are in place, in line with EVOLVE policy.
- Visits are reviewed and evaluated for best value, teaching and learning, quality experiences informing future visits.
- Induction for staff into Hampshire Outdoors' guidance and the school's off-site visits policy and procedures is provided.
- Staff training needs are identified and addressed

Visit Leader

The visit leader is accountable and should:

- Receive induction from the EVC into the Hampshire Outdoors' guidance on trips and the School's off-site visits policy and procedures.
- Follow the Hampshire Outdoors' guidance and the school off-site visits policy.
- Be confident to lead the visit and have the specific competence to do so e.g. have the relevant qualification, training or experience.
- Be formally approved by the Headteacher to lead the trip..
- Notify the Finance Manager of the trip and complete the trip budget form.
- Seek guidance from the EVC to ensure that the activity is properly planned, if necessary.
- Complete a risk assessment to the appropriate level for the risk of the trip, including consideration of:
 - Medical and first aid conditions.

- Inclusion and accessibility factors.
- Safety and security issues.
- Any environmental factors (e.g. weather, temperature, daylight hours)
- Adequate control measures and precautions that can be put in place.
- Check insurance details are adequate, seeking guidance from the Finance & Resources Director where required.
- Insure informed parental consent has been obtained.
- Organise a parental information session for all residential trips.
- Provide full information to parents/carers and pupils regarding:
 - itinerary
 - accommodation
 - activities
 - transport arrangements
 - school insurance policy
 - any unsupervised times during a visit
 - emergency telephone numbers.
- Ensure that the roles and responsibilities of all visit staff are properly communicated and that the assistant leader is in a position to undertake the role of visit leader if necessary.
- Roles for dealing with an emergency should be allocated before departure by the visit leader e.g. first aid, communications, supervision of group, recording of details.
- Provide relevant information to all visit staff about the visit including, appropriate information about pupils.
- Ensure child protection and safeguarding issues are addressed.
- Ensure all staff and any third-party providers have emergency contact and emergency procedure details.
- Ensure there is access to first aid at an appropriate level and there are sufficient supplies of necessary medicines on the visit. Keep a record of their administration.
- Report any accidents, incidents or near misses to the venue and EVC. In the case of serious accidents (those requiring ongoing treatment),
 - at an off-site venue, follow the venue's accident procedures.
 - in transit, complete an accident form and return to the Health & Safety Officer & Welfare Officer
 - Inform the pupil's parent/carer.
- Ensure that confidential information is stored and deleted in accordance with the school's protocols and in line with the General Data Protection Regulation (GDPR).
 - shred pupil confidential information
 - erase messages and numbers from school mobile phones.
- After the trip evaluate all aspects of the visit using the school's evaluation form and review the visit with the EVC.

Assistant leader

Assistant leaders should:

- Be competent and knowledgeable about Hampshire Outdoors' guidance and the School's Off-Site visits policy.
- Be involved in the planning of the visit, including contributing to risk management.
- Be confident that they are able to carry out the tasks assigned to them by the visit leader and able to assume the role of visit leader if required.
- Understand the role and responsibilities of all visit staff.

- Ensure all visit staff have been briefed on the pupils and nature and location of the activity.
- Return any confidential pupil information to the visit leader.
- Contribute to the monitoring and evaluation of the visit.

Helper

Helpers are adults who have an agreed role during a visit but are not a visit leader, assistant leader, activity leader or participant. They must be approved by the Headteacher and should:

- Be used appropriately and not used to replace the assistant leader.
- Be provided with the Off-site visits policy, with this section highlighted.
- Ensure they are briefed about the pupils and nature and location of the visit.
- Report any concerns to the visit leader or assistant leader as soon as possible.
- Return any confidential pupil information to the visit leader.
- Accept that if they are a parent accompanying a trip, then they will not have direct responsibility for their own child.

Volunteers

Volunteers may take any role on a visit. They must, however, fulfil the requirements for the role assigned to them. The engagement of any volunteer must involve an appropriate level of vetting and induction. Volunteers would usually be assigned to the role of helper.

Parents /Carers

Parents/carers should:

- Provide the School with the up to date health requirements of their child. If their child has a significant medical condition and the trip is overseas, they will be expected to provide a doctor's letter confirming the child's fitness to travel and participate.
- Provide 24/7 emergency contact numbers.
- Return any forms by the date specified.
- Pay any required contribution.
- Where the visit is more complex have had the opportunity to attend a parents/carers meeting.
- Ensure that their child understands that the school behaviour policy is still in place during an off-site visit.
- Know who to contact in an emergency.

2. Supervision

There are recommended ratios for off-site visits. Consideration will be given to the experience and competence of accompanying staff, characteristics of the activity and group, environmental conditions and distance from base.

The visit leader has a duty of care for the group at all times unless delegated to a third party for a specific period. It is recommended that the visit leader divides the group into subgroups for more effective management. Regular head counts should take place throughout the visit and be the initial response to an incident. Everyone should know the destination (e.g. tube

station), rendezvous points and know what to do if they get separated from the group. The responsibility for supervision is continuous.

It may be:

- **Direct supervision** when the visit staff remain with the pupils throughout the visit.
- **Indirect supervision** when a group is given the freedom to explore an area or take part in an activity within clearly identified and agreed boundaries. It should be possible to quickly re-establish direct supervision if necessary. Good practice includes:
 - Identifying clear geographical boundaries.
 - Setting a time limit.
 - Ensuring pupils stay together in small groups and know to wait for a leader to find them should they get lost.
 - Briefing pupils on the location of visit staff.
 - Ensuring pupils have details of their residential accommodation
 - If abroad, ensuring pupils carry small briefing card in the local language with the name of the School, accommodation details and health problems.
 - The group should be provided with the party leader's mobile phone number.

- **Remote supervision** when a group works at such a distance that direct supervision cannot quickly be re-established e.g. Duke of Edinburgh expeditions or exchanges. However, the pupils must stay in small groups and the supervisor must be able to help within a reasonable time.

This type of supervision is only appropriate where young people no longer need an adult leader and are capable of operating independently. When booking accommodation, checks should be made that the building is secure and meets fire regulations. It is important that leaders have sleeping accommodation close to that of pupils and have access to pupils' rooms if necessary.

On arrival pupils should be advised of emergency procedures and escape routes.

Arrangements should not compromise child protection issues. Clear guidelines must be set, including:

- Pupils must be sufficiently trained. This should include first aid and emergency procedures.
- Pupils must be assessed as competent for the activity, by the visit leader.
- Staff must give clear guidelines about behaviour.
- Parents/carers should be aware of the degree of supervision and level of responsibility and independence expected of their child.
- There must be clear lines of communication between the group and visit staff. Satellite and mobile phones provide an excellent way of maintaining communication but are not a failsafe method.
- There should be defined time limits between contacts. Exceeding these should activate an agreed emergency response.
- There should be clear arrangements for abandoning an activity where it cannot be completed without compromising safety.

3. Monitoring and evaluation

Monitoring by Hampshire Outdoors

Hampshire Outdoors regularly reviews and revises its off-site guidance and monitors the off-site visits database, visit notifications and risk assessments. It monitors the School's arrangements for managing trips, compliance with standards and reporting of accidents, incidents and near misses.

Hampshire Outdoors also provide an emergency response service to support establishments in the event of critical incidents. This service monitors any external incidents or crisis that could have an impact on visits.

Monitoring and evaluation by the School

The School reviews the Off-site visits policy every two years. All trips are reviewed by the EVC and approved by the Headteacher.

The Trustees are informed of all new High-Risk trips (defined as residential, overnight and those involving water or extreme sports), prior to them taking place. Trustees are informed of school trips that have taken place through the Headteacher's termly report.

Senior and/or experienced members of staff accompany a cross section of the visits and monitor both the safety aspects of the visit and efficacy of the visit against the learning outcomes

All aspects of the visit are monitored and an evaluation is completed by the visit leader and assistant leader for review with the EVC.

Further guidance and/ or training will be provided following the evaluation process.

4. Training and induction

The Board of Trustees has a legal duty to provide information, instruction and training for off-site visits. It delegates this responsibility to the Headteacher who has delegated this to the EVC who ensures that staff involved in off-site visits are sufficiently briefed and trained to be competent and confident in the roles to which they are assigned.

Careful consideration will be given to ensure that the demands of the role do not exceed the person's ability to carry out the work. The following procedures are followed:

- The visit leader and team must be approved by the Headteacher before the visit can go ahead
- The EVC will discuss the visit with the visit leader and brief him/her on the School's Off-site visit policy and procedures and Hampshire Outdoors' guidelines.
- The EVC will provide guidance to the visit leader regarding the completion of risk assessments. Any areas of concern will be identified and further training and support will be given as required.
- The visit leader will brief his/her team on their responsibilities and secure further support as necessary.
- Analysis of the evaluation forms by the visit leader and EVC after the visit will identify any weaknesses and any further need for training and support.

5. Inclusion

When organising a visit, the School will ensure that activities are available and accessible to all, irrespective of special educational or medical needs or protected characteristics (gender, race, disability, religion, sexual orientation, gender reassignment).

Every reasonable measure is taken to find a venue and activities which enable all pupils to participate, allow accessibility through adaptation or modification and integration through participation with peers.

Care is taken to avoid indirect discrimination e.g. arranging a residential visit during a religious holiday. Where it is genuinely impossible to make alternative arrangements, a visit may be approved in order not to deprive the rest of the group of worthwhile opportunities.

The School offers financial support to parents/carers in receipt of certain benefits to enable participation. For details, please refer to the School's Charging and Remissions Policy, which is available on our website.

Where a trip is oversubscribed, selection must be on a "names out of a hat" basis. Names of pupils who fail to gain a place will be recorded by the EVC so that they can be given priority on future trips. This will take priority over the "names out of the hat" process.

It may be necessary to exclude a pupil on the grounds that their behaviour presents an unacceptable risk to the health and safety of themselves and the rest of the group. Every effort will be made to enable participation through putting in place suitable strategies. Expectations of visit staff must be reasonable and within their competence. The Headteacher will take this decision and should a pupil not be able to attend then they will remain in school with suitable work.

6. Charging

Please see the School's Charging and Remissions Policy.

7. Using Independent Providers

The School has a duty of care to ensure that any provider meets acceptable standards.

8. Planning a visit.

- I. Procedures for low and higher risk visits can be found on EVOLVE
- II. **Transport**
 - (i) Coaches – reputable local coach companies to be used for a range of visits and fixtures.
 - (ii) Minibuses – the School buses to be used whenever possible for all trips to reduce transport costs. Drivers must have the appropriate Midas training and qualifications.
 - (iii) Use of Private Cars - visit staff may use private cars to transport pupils on off-site visits. However, they should normally not be put in a position where they are alone with a young person. The EVC will check that:

- Another adult is travelling in the car with the driver
- The driver has a valid driving licence and a valid insurance policy. This requires the vehicle owner to have “business use” cover.
- The vehicle is taxed and has a valid MOT certificate (if appropriate).
- Explicit parental consent has been obtained.
- Drivers are aware of their duty of care.

III. Parental Consent

At the start of Year 7, the School obtains consent for all low risk visits which take place during the school day and off-site sporting fixtures within and outside the school day.

The consent form is valid for the whole time their child is at the School. Parents/carers are advised they will receive full details of each visit via their child and have the option to withhold consent if they wish.

Separate consent forms will be sent for all higher risk trips, residential trips and visits abroad.

All staff involved in the visit will ensure that pupils’ details remain confidential and that any personal information is returned to the visit leader to be shredded after the visit. Any personal information will also be removed from their digital version on the school phones.

It is not necessary to take the consent forms on the visit but staff should ensure that they have all relevant information e.g. trip printout of participant details. Visits abroad are the exception to this, as proof of parental consent for treatment may be requested by medical professions.

IV. Vetting and Disclosure and Barring Service (DBS) checks

The School will organise an enhanced DBS, if necessary, for volunteers involved on a school trip.

V. First Aid and medication

First Aid (See the School’s First Aid Policy)

A First Aider will attend all Off-site visits.

Where a group of pupils is subject to remote supervision e.g. Duke of Edinburgh’s Award, then the group must have:

- The ability to contact first aid support.
- Appropriate first aid materials and the level of competence required to look after themselves until help arrives.

Medication (See the School’s Administration of Medicines Policy)

The conditions of employment of teachers do not include administering medicines. However, the visit leader will assign one person on the visit team to be responsible for the management of medicines.

This person should receive any necessary training (e.g. use of EpiPen). He/she should be familiar with the School's policy and instructions from parents/carers or doctors and be briefed by parents/carers on dealing with medical conditions which require management e.g. diabetes.

Consent is sought on admission to school for low risk visits and regular activities and the school ask parents/carers to provide details of any medical conditions their child has, medication he/she takes and to allow emergency treatment if necessary.

For all High-risk visits an "Off-site visits personal & medical information and parental consent form" will be sent. Consent is sought for a member of staff to administer medication if necessary or for their child to self-administer medication where appropriate and for emergency treatment.

The visit leader will liaise with the Welfare Officer to ensure there are sufficient supplies of any necessary medicines for the visit, that they are correctly labelled, stored, and administered. Any precautions or side effects of the medication will be noted. A record of their use will be kept.

Medicines taken abroad should be properly labelled and where relevant accompanied by a copy of the prescription. Where medication includes delivery by a syringe, a doctor's note should be obtained to show at border security.

In some countries it is possible to obtain medicines over the counter which would require a prescription in the UK. These should not normally be used unless prescribed by a qualified medical practitioner.

Where staff or pupils have a pre-existing medical condition, the School's insurance policy should be checked to ensure they are covered by the policy.

9. Risk assessments

At the planning stage the visit leader will identify any possible hazards or significant risks for the trip. The anticipated benefits of the trip will be weighed against the hazards and risks associated with the visit. These must be acceptable.

Risks cannot be eliminated altogether. Exposure to well-managed risks enables pupils to learn important life skills. The Visit leader will ensure that appropriate and sufficient control measures are in place to manage these risks.

For low risk trips the visit leader should fully complete the relevant templated risk assessment forms provided on EVOLVE, seeking guidance from the EVC if necessary. This form should be submitted to the EVC at least 14 days before the visit.

For higher risk trips the visit leader will also complete the relevant templated Local Authority risk assessment form. This form should be submitted to the EVC at least 28 days before the visit.

During all visits staff will carry out ongoing dynamic risk assessments. Any significant risks should be managed and recorded in the evaluation.

The review process following the visit is an essential part of the risk assessment process. Lessons learnt from ongoing risk assessments will inform future planning.

Where a trip has already been risk assessed, a review of the existing assessments may be all that is needed. Any changes should be recorded.

The LA has identified certain activities in its guidance which require special consideration. These are:

- visits abroad
- exchange visits
- overseas expeditions
- Duke of Edinburgh's Award expeditions
- adventurous activities and hazards and off-site sports fixtures

The OEAP also provides guidance on the following:

- Provider led study and sports tours
- Adventurous activities
- Duke of Edinburgh's Award expeditions
- Exchanges and home- stays
- Field studies
- Heritage visits
- Museums and galleries
- Natural water bathing
- Overseas expeditions
- Overseas visits
- Snow sport visits
- Swimming in a swimming pool
- Visitor attractions and theme parks.

10. Safeguarding (See the School's Child Protection and Safeguarding Children policies)

It is the responsibility of all visit staff to safeguard the welfare of pupils on educational visits.

The School will ensure an adequate staff/participant ratio and gender mix of staff. Where visits involve overnight stays, careful consideration will be given to sleeping arrangements and child protection issues. Parents/carers will be informed of sleeping arrangements in advance.

One of the advantages of trips is the more relaxed relationship which can develop between staff and pupils. Staff will, however, always act in an open and transparent way and apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

They will avoid being alone with a student and maintain professional boundaries at all times, avoiding situations where their actions might be misinterpreted. It is important that personal information and inappropriate images and comments are not circulated. Staff should keep their personal information secure and use the school mobile for communicating with group members.

In emergency circumstances (e.g. to obtain a better connection) staff may use their own mobile phones but they must have regard for safeguarding and data protection issues.

11. Insurance

The School has comprehensive insurance cover which comprises Employer's Liability Insurance, Public Liability Insurance, Personal Accident Insurance and comprehensive Travel Insurance.

Visit leaders are not obliged to take out insurance offered by a tour operator as part of the package. They should study the terms of the policy carefully and be aware of any exclusions or limits of indemnity.

If the cover is deemed inadequate, additional insurance or an extension to the policy should be sought. The visit leader should seek guidance from the Finance & Resources Director if necessary.

There is a danger of having two policies covering the same visit as this will lead to a more lengthy and complicated claims process. Parents/carers have the option to take out additional insurance if they wish.

12. Emergency Plan

I. Role of the Academy Trust

The Academy Trust has commissioned the services of Hampshire Outdoors to provide 24/7 emergency response cover and support in the event of a critical incident.

A critical incident is defined as an incident which goes beyond the coping mechanism of the School. The decision to alert Hampshire Outdoors will be made by the Headteacher and Chair of Trustees.

II. Role of the School

The visit staff will be able to cope with most incidents on an off-site visit. However, where there are serious incidents such as life-threatening injuries, fatalities or missing persons, emergency procedures must be activated.

The School Smart phone will be programmed with the contact information of the Senior Leadership Team (SLT) who are the emergency contacts for off-site visits should the school office be unreachable.

The first contact will record all the information using the School's First Contact Emergency Action Card. They will have copies of the contact details of all visit staff and pupils. The roles and responsibilities of SLT in an emergency are set out in the Threat Response Section of the Business Continuity Plan.

If the Headteacher, or the Deputy Headteacher in his/her absence, considers the School requires help in coping with the emergency, he/she will contact the Chair of Trustees. They will jointly determine the need to contact Hampshire Outdoors and ask for the Critical Incident Plan to be activated.

III. Emergency Procedures

The visit leader will take control, following the guidelines below.

- Remain calm and assess the situation.
- Delegate roles.
- Safeguard him/ herself and any other uninjured members of the group.
- Ensure all members of the party are accounted for, safe, supervised and briefed. (They should be instructed not to use mobile phones.)
- Call the emergency services stating the name of the group, location, nature of emergency and number of injured persons, action so far.
- Call the first emergency contact at school. Provide a telephone number you can be called back on, and give details of the nature of emergency, time of incident, casualties and status, current location.
- Support the first aider.
- Ensure that a member of the visit team accompanies any casualties to hospital and takes medical information and, if abroad, parental consent forms for emergency treatment.
- Deal with urgent physical needs of group – shelter, warmth, water.
- Deal with emotional needs of group.
- Keep a written log.
- Refer all enquiries (press, parents/carers) to the school.
- Inform the Foreign Office Consular Assistance Team if abroad.

Record the following:

- Time, nature and date of the incident.
- Accurate incident location.
- Names of casualties.
- Details of injuries.
- Actions taken, including all communications.
- Details of any moves from the incident site.
- Names and contact details of witnesses.

13. Offsite PE and Sports Activities

In addition to the content which is set out in the previous sections of the policy, the following should be adhered to when organising offsite PE and sports activities which include:

- Inter-school fixtures
- Sports tournaments and festivals
- Cup matches including regional and national events
- Sports tours Roles and Responsibilities

The EVC should support the teacher in charge of a particular sports activity by ensuring:

- A risk assessment to cover the whole season has been completed.
- Emergency and contingency planning is in place.
- Required supervisory ratios are met.
- Parents/carers are made aware of any significant risks and have given informed consent or given the opportunity to withdraw their child from any activity.
- Procedures for staff to respond to an emergency or crisis are in place.

- Adequate transport has been arranged.
- Parents/carers are informed of team lists 72 hours before event.

At the start of the academic year or the appropriate term, the teacher i/c of a particular activity will be required to do the following:

- Obtain approval for fixtures from the Headteacher.
- Whenever possible, add all of the fixtures to the school calendar.
- Produce a generic risk assessment for the sports activity and travel.
- Obtain parental consent for team/squad members to participate offsite.
- Obtain emergency contact details of participants.
- Obtain medical information of participants. 72 hours before the activity.
- The location and timing of the activity has been communicated to pupils who are expected to communicate this to their parents or carers.
- Up-to-date information on the venue has been obtained.
- First Aid provision is adequate
- A register of participants is taken and a copy is left at school.
- Emergency contact details and essential medical information of participants is known in relation to all pupils and staff involved.
- Contact details of all members of SLT are accessible in the event of an emergency or crisis
- Any procedures and precautions identified in the risk assessment are fully understood and implemented.
- An on-going risk assessment is employed
- Staffing is sufficient to cope with any circumstances that might reasonably be foreseen including illness, injury or crisis
- Their parents/carers are kept informed about their involvement in sports teams and events.
- Their parents/carers are kept informed about the location and timing of the activity (including departure and return times).
- Personal medication is to hand during the activity.
- The correct kit including personal protective equipment (protective gear) is worn during the activity.
- School rules are adhered to where applicable and the code of behaviour for off-site visits is followed.

Personal Protective Equipment

The school aims to follow the guidelines set out in the national guidance for each relevant sports activity.

Host Venues

The host school or event organiser is responsible for the risk assessment of the site for 'away fixtures'. Facilities at the venue should be checked on arrival, by the visit leader to ensure there are no obvious hazards.