

OFF-SITE VISITS AND OUTDOOR LEARNING POLICY AND PRACTICE

Establishment: Uplands Infant School

DATE: September 2020

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OFF-SITE VISIT AND OUTDOOR LEARNING POLICY AND PRACTICE

1. The value and benefits of undertaking off-site visits and outdoor learning

Uplands Infant School recognises the value of well planned and managed Outdoor Learning and Off-site Visits for our children. We believe that outdoor learning is fundamental in the acquisition of knowledge and development of skills; that builds upon our classroom learning. Children also have the opportunity to develop their interpersonal skills of leadership, team work, trust and respect when facing challenges in an unfamiliar environment. The experience of outdoor learning can also increase self-confidence, self-esteem and resilience.

2. Policy and Practice

This document is a statement of the procedures and guidelines in place to ensure that outdoor learning and off-site visits take place within safe and meaningful context. In particular it ensures that:

- Off-site Visits/Activities have an identifiable benefit, with clear objectives.
- All those involved in the organisation and running of Off-site Visits/ activities or Outdoor Learning will comply with OEAP National Guidance, LCC Off-site Visits Policy and the establishments' guidelines relating to the health and well-being of children and young people undertaking such activities.
- The management of all visits/activities will be based on the outcome of suitable and sufficient planning, with reference to both this document and the Leicester City Off-site Visits Policy.
- Systematic written procedures, based on reasonable and sensible risk/benefit management process and underpinned by establishment induction and training, support staff when leading Outdoor Learning. These procedures and any associated risk assessments are reviewed as and when necessary but not less than annually.
- Standards and procedures exist to ensure that staff and accompanying adults lead activities/sessions within their own proven area of competence.
- While undertaking outdoor learning it is the responsibility of all staff to ensure that the risk to participants is minimised by a process of continuous vigilance and ongoing risk management.
- Equipment used is fit for purpose and systematically checked, maintained and replaced when necessary.

- When appropriate, staff should hold an appropriate current first aid qualification and have access to a first aid kit at all times.

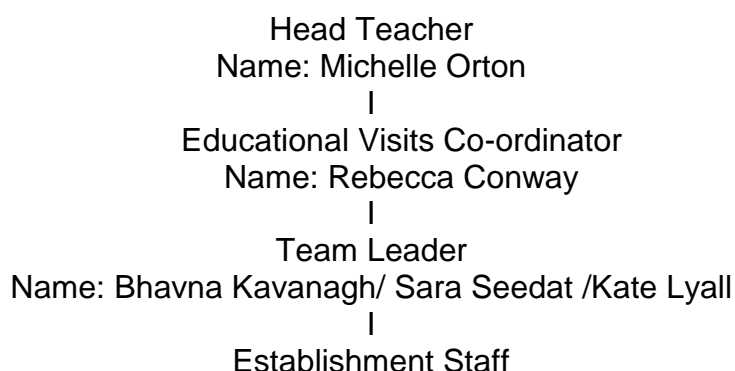
3. Management structure and lines of responsibility

In compliance with both DfE 'Health and Safety: Advice on legal duties and powers' and LCC Off-site Visits Policy the establishment will appoint a trained Educational Visits Co-ordinator (EVC) and will ensure they attend a refresher course every three years following their initial EVC training.

The Educational Visits Co-ordinator is: Rebecca Conway

The tasks of the EVC are outlined in the LCC Off-site Visits Policy

The EVC is responsible to:



4. Approval and notification of Outdoor Learning and Off-site Visits:

Every off-site visit or outdoor activity must be either notified or approved by the Head Teacher or the Educational Visits Co-ordinator.

For the purposes of approval off-site visits are classified into 3 categories:

Category A – Local and regular activities which are defined in this policy in terms of the nature of the activity and their location e.g. sports fixtures, swimming, local parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments.

All of these visits can be put on EVOLVE, or School based forms can be used. One application can cover a range of visits or activities over a term, for example.

For the purposes of this policy the establishment defines 'regular and routine' (Category A) activity as those activities that take place as part of a planned curriculum within the local neighbourhood or within Leicester City.

Beyond these areas of working it is recommended that the LCC Off-site Visits Guidance is used as a framework to plan and operate off-site visits and the visit becomes a category B visit.

- For 'regular and routine' activities staff will be trained in the operation of this policy.
- 'Regular and routine' visits will include those that take place as part of a planned programme of activity over a given period of time.

Category B – Usually annual visits to attractions or locations beyond the City or County e.g. Visits to the seaside, visits to neighbouring counties, major visitor attractions or Cities.

All of these visits MUST be entered on EVOLVE and will require the approval of the EVC and Head Teacher.

Category C – Includes: All residential visits, visits abroad and activities in hazardous environments or involving 'adventurous' activities, see [Figure 3](#) for more detail.

All of these visits MUST be approved using EVOLVE and will require the approval of the EVC, Head Teacher and LCC.

5. Process of Approval and notification

Category A Notification of Regular and Routine visits:

All Local regular and routine visits both around and local to the site must be notified to your Team Leader who will liaise with the EVC. The school reception must be in receipt of the 'local visits' form to state which children are leaving the school, which teachers and which first aiders are accompanying the children.

The process for a Category A trip is:

1. Inform your team leader and gain approval (Team leader to inform EVC)
2. Verbal feedback will be given
3. You need to gain approval at least 1 day before you are planning to leave the school
4. A list of children being taken off site, accompanying teachers/volunteers and first aiders must be left at reception

N.B Library visits do not need prior approval, however your class list must be submitted to reception upon leaving the building. This should have any absent children marked off, the staff members accompanying the children written clearly and the date and time.

Category B visits to be approved by:

First stage Approval:

EVC Name: Rebecca Conway

Second Stage Approval:

Head Teacher: Michelle Orton

For **Category B** visits Visit Leaders should:

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Read and follow the EVC timeline
Complete off-site visit planning pro-forma
Complete the On-line Approval on EVOLVE;
Risk Assessments that should include:

- Travel
- All Visits
- Any other Risk Assessment appropriate to the activity

Activity programme and itinerary
Use the LCC Provider Form or use LOtC Quality Badge for checking providers.

THE INFORMATION AND RISK ASSESSMENT MUST BE ON EVOLVE AT LEAST 4 WEEKS PRIOR TO THE VISIT.

Category C Visits, to be approved by:

First stage Approval:

EVC: Rebecca Conway

Second Stage Approval:

Head Teacher: Michelle Orton

Third Stage Approval:

Leicester City Council Outdoor Education Adviser

For **Category C** visits Visit Leaders should complete the following:

Complete the On-line Approval on EVOLVE;
Risk Assessments that should include:

- Travel
- All Visits
- Accommodation – if staying overnight
- Any other Risk Assessment appropriate to the activity programme or location

Activity programme
Programme planning information, as appropriate.
Provider Form or use LOtC Quality Badge.
Parental consent form completed

THE INFORMATION AND RISK ASSESSMENT MUST BE ON EVOLVE AT LEAST 6 WEEKS PRIOR TO THE VISIT

6. Staff Training and Induction

All staff are trained in the operation of this policy.

Staff will be able to take part in internal and external In-Service Training in order to achieve higher levels of skills and competence.

New employees will undertake a specific establishment induction process in relation to this code of practice.

7. Staff management and communications

All staff will participate in regular staff meetings where ideas, problems, queries and relevant information will be discussed and actions recorded. Notes of such meetings should be maintained as evidence of the risk management process, and retained.

To supplement such meetings, staff will be issued written information and briefings when appropriate.

8. Staff responsibilities

Our staff are directly responsible for the well-being of young people and the quality of the experience they provide and they should have the minimum level of competence, as stated in this Code of Practice and LCC Guidance, for the activities they undertake.

9. Staff Competence

- The Head Teacher should be satisfied that all staff are sufficiently competent to lead the activity/session. Specific levels of competence may be required depending on any activities being led.
- In addition, it is important that supervising staff are competent and understand their roles and responsibility and are briefed regarding the outcome of risk assessments. Appropriate levels of first aid cover must be available according to the activity and establishment risk assessment.
- All staff in sole supervision of young people must have undergone suitable DBS and disqualification checks as part of their recruitment procedures, including the taking up of references. These are part of the school's wider recruitment processes.

10. Consent and management of group information

DfE guidance ('Health and Safety: Advice on legal duties and powers', 2014) states:

"Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required. Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. The Department has prepared a "one-off" consent form which schools can ask parents to sign when a child enrolls at the school. This will cover a child's participation in any of these types of activities throughout their time at the school. These include adventure activities, off-site sporting fixtures outside the school day, residential visits and all off-site activities

for nursery schools which take place at any time (including during school holidays or at the weekend).

Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form.”

Where visits take place outside of the school day or for residential visits, we will gain additional consent from parents.

Schools can use the DfE consent form or continue to be use their own Consent form as a basis for such consent. In addition, the establishment will inform parents and seek consent for each category of visit via the process below:

- For **Category A - local regular and routine** visits, that are part of the curriculum, planned programme or life experiences.
Parents will be informed at the start of the year of the range of trips offered within the year group and annual consent gained.
 - For **Category B visits**
Parents will be informed via a letter informing them of the specific details of the trip and where required, requesting a voluntary contribution.
 - For **Category C visits**, for example residential visits, adventurous activities or visits abroad.
Even though annual consent for such activities has been given, consent specific to these types of activities is asked of parents/carers.
- Personal information on all participants is known (as regards any medical, dietary or special requirements) this is to assist safe inclusion of all participants.
 - Ensure that appropriate enquiries are made of any establishment or company being used for residential or adventurous activities. (Use the Provider Form, or the Learning Outside the Classroom Quality Badge Scheme as guidance)
 - When appropriate, ensure that the visit is logged on the EVOLVE Online system or reporting process is completed for any off-site visit, or series of visits, and the appropriate approvals are obtained. In the event of any off-site visit or activity being undertaken, a nominated member of the establishment staff must be informed.
 - The EVC should have access to the following information, prior to and during an off-site visit taking place:
 - a) Names, addresses, dates of birth and phone number of all children taking part.
 - b) Names of all staff attending, with contact phone numbers.
 - c) Full details of the venue, Coach Company, departure and arrival times, with appropriate phone numbers.
 - d) The staff member in charge of the visit should have easy access to emergency

contact numbers of all parents/carers and the nominated establishment contact person.

Appropriate details should be placed in an accessible location or available electronically.

- When planning the number of adults needed to lead/accompany a visit undertake a risk assessment to inform the appropriate staff/young person ratios.
- DBS checks should be obtained on all individuals helping on activities with children, as appropriate.
- Ensure appropriate briefings and instructions are given to the group and accompanying adults to ensure a safe and high quality experience.
- Ensure all young people are informed of the nature and purpose of the visit. Discuss programme and arrangements with young people and staff during the preliminary planning, when a record should be kept of any discussions.

OFF-SITE VISITS PROCEDURES – ALL VISITS/ACTIVITIES

Pre – session/activity planning and considerations

Before any off-site activities are undertaken staff must ensure the following guidelines are followed:

- Ensure that the visit complies with this code of practice and LCC Off-sites visits Policy, both the policy and a summary can be found in the Resources section of EVOLVE.
- It is recommended that a pre-visit should be made to any new venues, or by staff using existing venues for the first time.
- When additional specific planning and risk assessments are required reference should be made to the Generic Risk assessments prepared by Leicester City Council, found on EVOLVE, in the 'Resources' section under 'Guidance, Policies and Documents'.
- Ensure that a parent/carer and young people are made aware of the nature, purpose and detail of the off-site visit/activity and are briefed/notified accordingly and consent obtained, as appropriate.

During the visit the Visit Leader will:

- Ensure children and young people are wearing appropriate clothing and have appropriate equipment for the activity being undertaken.
- Ensure that the visit is managed in order that risks are reduced to staff and young people, as far as is reasonably practicable.
- Curtail the visit or stop the activity if the risk to the health and well-being of any participant reaches an unacceptable level.
- Ensure that participants, including staff, are aware of the need to be involved in the

process of on-going risk assessment, including the reporting of hazards and potential risks.

- Retain ultimate responsibility for participants at all time.
- Contact School or nominated contact person if you anticipate returning later than estimated. Your 'late back' procedure should be followed.

Use of appropriate equipment:

- Consider possible weather conditions and plan appropriate programme, clothing and equipment
- Provide clear information r.e. suitable clothing and equipment to group members
- Staff to check that appropriate equipment and clothing is being worn, and that it is suitable for the activity and prevailing conditions
- Plan for young people who may not bring suitable clothing – check before departure and/or bring spares

Management of on-going conditions:

- Daily weather forecast obtained and plans adjusted accordingly.
- Ongoing risk assessment carried out by Visit Leader during the activity.
- Be considerate to other site/venue users and seek advice on venues for off-site activities from your line manager, Head or Outdoor Education Adviser prior to the session. Such sites must be risk assessed before use.

Group ability and management

- Pre - plan supervision before visit and brief staff
- Discuss itinerary and arrangements and code of conduct with children and staff
- Children understand the arrangements- that they are part of a group and need to follow instructions
- Ratios are set as part of the risk assessment, in line with National Guidance
- In conjunction with any assistant staff, provide adequate supervision of young people in your charge during the activity session.
- Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc)
- During a briefing on the day include what to do if separated from the Group.
- Head counts should be undertaken by leaders particularly at arrival/departure points, and when separating and reforming groups.
- Obtain and have ready access to emergency contact numbers, information on medical conditions and any special requirements of group members.
- Member of staff identified to remain at the venue if transport leaves before the child returns. Return by staff/school vehicle or public transport.
- Make necessary arrangements for individual young people with additional needs including in risk assessment and additional staffing as necessary
- Pre-existing medical conditions and required medication known. Details circulated amongst supervising staff, for both staff and pupils
- Children and parents/carers are reminded to bring individual medication and this is kept secure (e.g. Asthma inhalers)

- Programme arranged with due regard to mobility and special needs of all members of the group

Incident management and containing emergencies

- Ensure all participants, including staff, are aware of the emergency procedures and risk assessments for this visit and understand their role how it may affect them, especially in an emergency.
- Brief participants again at the beginning of the visit.
- Ensure that provision is made for any incident, including First Aid, and a procedure is known and understood in the event of an emergency or other serious incident.
- Ensure sufficient supervisors to deal with an incident and take charge of the rest of the group
- Mobile phones should be carried by staff with key numbers shared amongst leaders.
- List of children and contact details of parents/carers are held by visit leader, deputy leader and school contact, after-hours emergency person and contact number must also be available.
- Emergency plan for lost or missing young people known and understood by group leaders.

Illness of injury – Young people and Staff

- At least 1 staff member with each group is lead first aider. They have a current first aid certificate and have an appropriately stocked first aid kit.
- Staff must know and understand Uplands Infant School Emergency procedures. For staff this must be part of their induction training or briefing
- First aid and travel sickness equipment carried and children with travel sickness known and are on the bottom of the double decker bus if appropriate
- Member of staff identified to remain at the venue or accompany child/staff member to hospital if necessary. Return by staff/establishment vehicle or public transport. School emergency contact informed.
- Supervision re-organised to take into account the member(s) of staff now missing.
- Group return home early if supervision levels fall below the required standard for safety to be maintained.

Contact with animals, insects and plants

- Avoid known high risk situations
- Take necessary avoidance action if encountered
- Ensure those with known allergies carry medication
- Wash hands after contact, especially before eating

During a visit accompanying adults will:

Ensure they undertake the roles and tasks given to them so as not to put themselves or others at unacceptable risk and continually monitor the group.

During a visit all participants will:

Ensure they co-operate with the Group Leader and follow the instructions given to them in order to maintain the lowest acceptable risks to the health and safety of all participants.

Develop their knowledge and understanding related to responsible participation in risk reduction.

12. POST VISIT ACTIVITY

Where appropriate ensure that the visit is reviewed and a report is made to the Head of establishment indicating the extent to which the intended visit aims were achieved. The receipt will include the result of all investigations into particular incidents/near misses as necessary, and report these to both the Governing Body and the Outdoor Education Adviser.

Ensure that pertinent information acquired from or about the visit or activity is drawn to the attention of the Educational Visits Co-ordinator and shared with colleagues for consideration in the planning of future educational visits and activities.

13. OFF –SITE TRAVEL PROCEDURES

BY FOOT

General considerations:

- 'Walk on foot' planned to avoid fast roads wherever possible.
- Pavements must be used where available and the dangers of being on the road explained to children. Children to walk on the pavement the furthest distance from the road eg against fences/ walls etc
- Supervision on pavements, roads and especially crossing of any fast roads is pre-planned
- Children are briefed r.e. hazards and behaviour required
- Safety when crossing roads on journeys is a key issue. Where possible pedestrian crossings or footbridges should be used and young people made aware of the rules outlined in the Highway and Green Cross codes. Otherwise, staff members will stop the traffic for all children to cross.
- **All children to wear school uniform.**
- Staff and volunteers to spread along the line of children ensuring they are spaced equally to ensure full supervision.

Walking on roads:

- Face oncoming traffic
- Staff must be present at front and rear of the group wearing hi-vis vests
- On the approach to a right hand bend, the front member of staff should go on ahead to warn approaching traffic of the presence of the group

- Young people must be cautioned as to the dangers and have the dangers explained to them beforehand.
- Everybody must keep well in to the side

BY PUBLIC TRANSPORT

- Journey is planned and assessed
- Careful supervision particularly in crowded areas and entry, exit and change points with head counts
- Children know their group and leader and the route they are taking.
- On buses, trains, ferries and boats clear guidelines concerning levels of remote supervision must be given and planned for in the risk assessments.
- The safety of young people whilst waiting to be picked up and at drop off points or getting on and off transport must be considered with adults maintaining behaviour and ensuring all children are accounted for.
- Young people should never be on their own.

Emergency and medical issues:

- Emergency plan in place –children are briefed where they are going, what to do if separated from group, or if there is an incident.
- Children must be made aware of safety rules and expected standards of behaviour
- Children should be made aware of emergency procedures and should remain under the direct supervision of the group leader
- Travel sickness pills can only be given if prior consent by parents/carers has been obtained

Taxi:

- Only 'Black Cabs' / Council Licensed cabs to be used.
- Ensure seat belts are used
- Set 'pick up' times and check arrival times.

Buses and Trams:

- On double-decker buses supervisors should be positioned on both decks
- Use seat belts where possible
- Children should not be allowed to walk around on a bus or coach
- Supervise embarkation and disembarkation
- Warn pupils and staff when using raised platforms on the Tram system
- Make sure young people sit whenever possible

BY COACH AND MINIBUS

Traffic accident – Injury to passengers:

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- Coaches/Minibuses have seat belts, which staff ensure are used.
- On double-decker coaches supervisors should be positioned on both decks.
- Young People not to stand in the aisle or distract driver.
- All bags are secure and clear of exit routes

Young people lost or separated - Service station and other breaks in journey:

- Care always taken in parking in suitable place for disembarkation
- Brief children: re purpose and timings of any stops and behaviour expectations
- Children know to stay with their designated adult.
- Remind re moving traffic (driving on right abroad)
- Careful head count before departure

Accident injury due to poor supervision:

- Supervision within risk assessed ratios
- Brief passengers on expected behaviour, e.g. not to distract the driver, to remain seated whilst vehicle is in motion, etc and action in case of emergencies
- Loading should be from the front back, with the rear seats only used when the coach/minibus is full
- Suitable embarkation points used (e.g. coach park, onto wide pavement)
- Make sure staff sit in different areas of the coach/minibus to ensure supervision of young people
- If there is an incident involving young people on the coach/minibus e.g. involving behaviour, stop at the next Service station to deal with it or come off at the next junction. Do not stop on the hard shoulder, except in an emergency.

Injury / disorientation in an emergency:

- Evacuation and emergency procedures are known by all before departure
- Make sure luggage is stowed safely without blocking emergency exits
- Make sure there is a mobile phone on the
- Make sure young people are evacuated safely off and away from the coach and road if it has to pull onto the hard

Action in case of injury or incident while travelling

On a normal Road

- On normal road keep pupils safe by remaining on the transport if it is safe to do so.
- If not then move the young people to a safe location protected from oncoming traffic.
- When moving young people to a safe place follow the Highway Code and use staff to supervise the young people to avoid danger.
- Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at all time.

- Follow school emergency procedures and deal with any casualties as best as you can until emergency help arrives.

On a Motorway

- Get the party behind the side crash barrier as soon as possible
- Those that cannot be moved safely to behind the crash barrier must remain in the vehicle, but move to the front. Ensure control room and rescue services know how many people are on the vehicle- and details of any special circumstances (e.g. no. of wheelchairs etc.)
- Follow school emergency procedures and deal with any casualties as best as you can until emergency help arrives.

If a minibus is self-drive or Establishment operated ensure a risk assessment and operating procedures are in place, see LCC Minibus Risk Assessment and complete

A. Accident and incident procedures

All staff to follow the procedure below in the event of an accident or incident. However, we also recognise that some aspects of the procedure need to be flexible and that decisions will need to be made by the Designated Lead in accordance with the situation that has arisen. Staff to use the emergency card to follow the process.

1. Secure all staff and children and make sure that they are safe.
2. Ring emergency services.
3. Ring school on 01162625280. If engaged then contact SLT.

Colleen Bath 07791850788

Michelle- 07581089288

Becki- 07921181222

Artee Odedra 07949162210

State: Who (full name)? What? When? Where? Why? And state if you need an additional adult.

4. Phone the crisis line 0116 3737599
5. School will inform next of kin of those persons involved.
6. Do not speak to the media.
7. Arrange staff to support any injured whilst maintaining a ratio of children to adults to keep them safe whilst holding them in the location.
8. Arrange to get children back to school (use a black cab if necessary).
9. De-brief and complete relevant paperwork upon return to school.

School responsibilities

1. Designated member of SLT or SMT to ensure that next of kin are contacted as necessary.
2. Formulate response to the situation eg delegate tasks, send staff to the site etc.
3. Set up an emergency holding area if necessary.

B. Near Miss Procedure

Complete an SO2 form upon return to school.

Procedures to be tweaked accordingly.

C. Emergency Contact Numbers

Crisis Line 0116 373 7599

School Reception 01162625280

Becki 07921181222

Colleen Bath 07791850788

Michelle Orton 07581089288

Artee Odedra 07949162210

D. Late Back Procedure

If you are going to be late back, the procedure is as follows:

1. Ring school as soon as possible and give your reason and an estimated time of arrival.
2. School to contact parents and inform them of the new arrival time.
3. One member of staff to stay at school until the children arrive back at school and are collected by their parent/carer.

E. Missing Child

Children will be trained before the trip commences of the behavioural expectations and of the need to stay with their designated adult. Upon arriving at the trip location a 'lost child' point will be established and shared with the children.

Upon learning of a missing child, the following procedure must be followed:

1. All other children to be held in an area by a member of staff.
2. Other staff to do a quick search of lost child point, toilets and outside areas.
3. Alert all staff on trip and the reception point and widen search area.
4. Inform School using emergency contact numbers- information needed to be provided is child's full name, last known location and what you have done to try and find them.
5. Phone the Police and report missing child.

OFF-SITE VISIT MANAGEMENT CATEGORIES (LCC)

Category	CATEGORY 'A'	CATEGORY 'B'	CATEGORY 'C'
	REGULAR AND ROUTINE	OCCASIONAL OR 'ONE-OFF'	
Example	Local and regular activities which must be defined in terms of the nature of the activity and their location e.g. sports fixtures, swimming, local parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments etc	Usually annual visits to attractions or locations beyond the City of County e.g. Visits to the seaside, major visitor attractions, UK cities.	Includes all residential visits, visits abroad and activities in hazardous environments or involving 'adventurous' activities.
Risk Management	If not covered by School/Establishment/Centre Policy, risk assessment and planning completed. Enter on EVOLVE system or use school form, or similar.	Consider Generic Risk Assessments for: <ul style="list-style-type: none"> • All Visits • Travel • Specific Activity being led or location working in. • Enter on EVOLVE system 	Consider Generic Risk Assessments for: <ul style="list-style-type: none"> • All Visits • Travel • Accommodation • Specific Activity being led or location working in. • Check providers through Provider Form or LOfC Quality Badge • Enter on EVOLVE system
Consent	Covered by annual consent/notification to parents, is clarified in School/Centre Policy and is part of the curriculum/offer.	No consent requires if part of the curriculum (schools only), but specific notification to parents/carers recommended.	Inform parents/carers and obtain Specific consent from parents/carers –

Appendix 1

Appendix 2

ACTIVITY AND LEVELS OF APPROVAL (LCC)

CATEGORY	LEVEL OF APPROVAL	ACTIVITY	ENVIRONMENT / LOCATION
A	OVC and HEAD OF ESTABLISHMENT	<ul style="list-style-type: none"> Sports fixtures, within the county School Swimming – formal teaching in life-guarded pools Regular visits to libraries, places of worship, study support centres, local parks and open spaces, local shops etc. Fieldwork in environments with no technical hazards. (e.g Bradgate Park, Leicester City Centre etc.) Visits to local/city museums and Space Centre 	<ul style="list-style-type: none"> Local parks, residential areas and shopping areas.
B	OVC and HEAD OF ESTABLISHMENT MUST be entered on EVOLVE	<ul style="list-style-type: none"> Full Day Visits to museums, attractions and parks some distance from the City. (Conkers, Farm Visits etc.) Theme Parks and other tourist attractions Seaside resorts Zoos Ice skating Swimming in public, lifeguarded, pools Walking in 'normal' country London 	<ul style="list-style-type: none"> Walks in 'non-remote' country Non-remote Country – enclosed farmland, fields, low land forest – not moorland, mountain (above 600m) and/or where it is possible to be more than 30mins from a road or refuge. 'Water Margin' activity
C	OVC, HEAD OF ESTABLISHMENT AND NCC MUST be entered on EVOLVE	<ul style="list-style-type: none"> Any visit/activity involving a Residential (overnight stay) element including Camping and 'school sleep overs'. Any visit abroad Any visit involving 'adventurous activities', led either by a Centre, an outside provider or staff member (See Figure 2) 	<ul style="list-style-type: none"> Visits to hazardous environments Overseas Expeditions Any water-base activity Any activity in Winter mountain conditions Open Country/Remote terrain more than 30mins from a road (above 600m) Near cliffs or steep terrain Areas subject to extremes of weather or environmental change Swimming in non-lifeguarded pools or open water

Appendix 3

DEFINITION OF ADVENTUROUS ACTIVITIES – ALL REQUIRE NCC APPROVAL ON EVOLVE

ADVENTUROUS ACTIVITIES REQUIRING AN AALA LICENSE

Rock Climbing Abseiling Ice Climbing Gorge Walking Ghyll Scrambling Sea Level Traversing (Coasteering)	Canoeing Kayaking Dragon Boating Wave Skiing White-water Rafting Improvised Rafting Sailing Windsurfing Kite surfing Use of powered craft All the above in 'specified' waters.	Hillwalking Mountaineering Fell Running Off Road Cycling Off-piste Skiing Pony Trekking – remote country Orienteering – remote country	Pot-holing Mine Exploration Caving
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NON-LICENSABLE ADVENTUROUS ACTIVITIES

<u>Motorsports:</u> Quadbiking Go-Karts etc Airsports Horse Riding	Archery Rifle Shooting Fencing Martial Arts	<u>Remote areas:</u> Expeditions Fieldwork in 'remote country' and in water Open water swimming	Climbing Walls High Level Ropes Courses Snowsports Dry Slope Skiing Grass Skiing Water Skiing Snorkeling - Scuba Diving
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These are not exhaustive lists. If you are in doubt about the level of activity you are undertaking contact the Outdoor Education Adviser, Martin Smith, 0115 947 6202 for further advice. (www.martin.smith@collegest.org.uk)

If you are planning to undertake any of the activities outlined below, please contact the Outdoor Education Adviser before making any bookings.

- **Paint Balling**
- **High ropes Courses**
- Air Sports – paragliding, parascending, gliding, parachuting**

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