

Your Application for an External Visit or Activity - Further Information

	Page
In Advance of the Visit	1
Procedure Following the Visit	2
Supervision: Use of Volunteers	2
Supervision: Staffing Ratios	3
CRB/Disclosure	4
Transport	5
Insurance and Finance	7

The Outdoor Education & External Visits website is at
<https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx> .

The European Education Consultants' EECLive login page is at
<http://www.eeclive.co.uk/public/pLogon.asp?aid=14>.

IN ADVANCE OF THE VISIT

The Planning Process

Depending on the nature of the visit this process will take place over weeks, months or even years. The quality of the process will not only determine safety but also the quality of the experience for young people. It is not meant to be rigid but it must be rigorous.

Speak with your External Visit Co-ordinator (EVC)/Head/Manager at an early stage about your outline plan before making any commitments. This will give you immediate feedback on your ideas and will ensure you do not expend energy on a visit that may not receive approval.

Seeking Advice

Your school's/organisation's External Visits Coordinator (EVC) is a good starting point for advice and information. There may be other staff within your working environment who have run similar visits who are able to offer practical advice.

Research and a preliminary visit to the location is a highly desirable aspect of planning a visit and assists risk management procedures.

Visit Approval/Notification

Your school/establishment will have a process for approval of External Visits based upon the information contained in this safe practice guidance. This is likely to be led by the EVC who has specific responsibility to approve and oversee visit applications prior to them going on to the Head/Management Group/Governors for approval.

Local Authority endorsement or notification is required for certain types of visit. Timescales for approval/endorsement must be followed. Late submissions for approval/endorsement may be refused. The deadlines for submissions are set to allow

time for visit leaders/providers etc to respond to any areas and enable further research/information to be obtained within a safe and manageable time frame. EVCs and Visit Leaders should aim to submit their applications at their earliest opportunity prior to the final submission deadlines.

Staffing

When choosing staff for a visit, their competence to manage a group effectively in the planned activity/location and their ability to carry out ongoing risk management are of primary importance.

Visit and group leaders who accept responsibility for young people/vulnerable adults on a visit have a common law duty of care towards those in their care.

[< Contents](#)

PROCEDURE FOLLOWING THE VISIT

Thank those involved in leading/organising the visit.

Review learning with young people and staff involved. This will reinforce positive outcomes from the visit.

Consider a parents' evening/assembly or other presentation to celebrate the experience and learning which took place on the visit.

Involvement of young people in this is highly recommended.

Review the risk assessment and other planning arrangements in the light of your experience on the visit - this will help to make future visits more successful. Provide a report/evaluation of the visit to the EVC using the EVR form (available from the [Templates and Forms](#) page on the Outdoor Education & External Visits website).

Keep all records on file for future reference.

[< Contents](#)

SUPERVISION: USE OF VOLUNTEERS

Adults other than teachers/youth workers and ancillary staff based at the school/establishment can make a valuable contribution to the success of the visit. This is recognised by the LA provided that:

- Any visit is led by a teacher/youth worker or suitable LA employee approved by the Head/Manager/EVC (and endorsed by the LA where required).
- Employees at the school/establishment normally form not less than 50% of the minimum required staffing complement.
- Volunteers are competent for their allotted tasks.
- Each individual is approved by both the Head and visit leader and is entered on the voluntary helpers list kept by the school/establishment.

- They have been carefully briefed and written confirmation is available regarding their roles and responsibilities.
- Where individual volunteers help with visits, or are assisting with a residential visit, a full DBS (formerly CRB) check will be needed.
- For further information regarding ‘disclosure’ and the SCC Disclosure policy please contact 01823 356773 or 356209.
- Potential for conflict is recognised if a parent of one of the young people is included as a volunteer helper. This possible conflict should be minimised by planning and briefing.

[< Contents](#)

SUPERVISION: STAFFING RATIOS

Staff: young person ratio ranges given below are intended only as a **starting point** for visit leaders when planning their visit. A useful means of assessing effective supervision for a planned trip or activity is by following the **SAGED** acronym.

- **S**taffing requirements – trained – experienced – competent - ratios?
- **A**ctivity characteristics – specialist - insurance issues - licensable?
- **G**roup characteristics – prior experience – ability – behaviour - special and medical needs?
- **E**nvironmental conditions – like last time - impact of weather - water levels?
- **D**istance from support mechanisms in place at the home base – transport - residential?

General Activities including Fieldwork

(Note: for a detailed description of categories of visit please see “Appendix A: Classification of External Visits” in the document **What Are the Key Requirements for Enabling an External Visit to Take Place?** in the [Start Here](#) section of the Outdoor Education & External Visits website.)

Activity: Category A

ie visits in the UK but are not residential or adventurous

Age of Young People	Staff:Young Person Ratios - Typical Range (NB: actual ratios must be determined by a process of risk assessment)	Visit Leader Competence
Nursery (Age 3-4)	1:2-3 (minimum 2 staff)	Previous experience
Reception (Age 4-5)	1:3-6 (minimum 2 staff)	Previous experience
Years 1-2 (KS1) (Age 5-7)	1:6-10 (minimum 2 staff)	Previous experience
Years 3-6 (KS2) (Age 7-11)	1:10-12 (minimum 2 staff)	Previous experience
Years 7-11 (KS3/4) (Age 11-16)	1:10-15	Previous experience
Years 12-13 (6th form)	1:10-20	Previous experience
Special Schools	1:6-10 (minimum 2 staff)	Previous experience

Activity: Category B
ie visits which are abroad or adventurous or residential
(or any combination of these)

Age of Young People	Staff:Young Person Ratios - Typical Range (NB: actual ratios must be determined by a process of risk assessment)	Visit Leader Competence
All Years	1:10-12 (but minimum 2 staff)*	Previous experience and appropriately qualified where adventurous
Special Schools/Centres	1:5-8 (but minimum 2 staff)	Previous experience and appropriate qualified where adventurous

- **Note:** For small Year 12-13 (6th form) groups, 1 adult may be appropriate, if risk assessed.
- **Note:** The Category B ratios quoted above also apply to Category C 'Duke of Edinburgh's Award' expeditions.

[< Contents](#)

DISCLOSURE AND BARRING SERVICE (DBS - Previously CRB)

This guidance is provided by the SCC Disclosure Team.

General guidance on DBS checks is provided by the SCC Disclosures Team. Please contact 01823 356773 or 356209 if you need any further information or if you have any specific queries relating to DBS or disclosure.

School staff should in theory already have sufficient clearance to accompany children on school visits or residential trips. It is identifying which volunteers should be cleared that is the important part - it is a combination of the activities involved and the time where contact with children will determine whether DBS clearance is required.

Safeguarding Children and Safer Recruitment in Education states:

“For new volunteers, or those changing duties to ones that will bring them into increased contact with children, head teachers or principals should consider obtaining enhanced DBS clearance (CRB Disclosures) where the volunteering is regular and involves contact with children. Within this guidance we have used ‘regular’ as meaning three or more times in a 30 day period, or once a week or more, or overnight’ (this now supersedes the ‘frequent’ and ‘intensive’ definitions mentioned above).”

The ‘regular’ concept described in the text above refers to the term Regulated Activity and incorporates the following key aspects:

1. specified settings - includes schools/education establishments/outdoor education centres or driving of a vehicle that is being used solely for the transport of children and their carers/supervisors

2. specified activities - includes any form of teaching, training, or instruction of children and any form of care for or supervision of children
3. the work is carried out frequently by the same person, or the period condition is satisfied - *frequent* is once a week or more and *intensive* is 4 or more days in a month or overnight
4. Personal care involving physical assistance (i.e. eating, drinking, washing, dressing, bathing or toileting).

Please view the Home Office site for further guidance: [Disclosure and Barring Service](#).

For further guidance on DBS clearance (CRB Disclosures), please contact:-

Disclosure Team
County Hall
Taunton
Somerset
TA1 4DY
01823 356773 or 6209 (Direct Line)

[< Contents](#)

TRANSPORT

Summary of Transport Arrangements and Requirements

This section gives an overview of the complex issues relating to the transporting of young people on External Visits (not home to school/establishment).

Useful contacts for Transport for SCC establishments:

Transport Manager: 01823 358136

Transport Officer - Training (for driver training etc): 01823 358133

Minibus Transport

A corporate approach to minibus transport has been agreed and use of minibuses must follow the County Council Driving Policy.

In summary, this guidance includes the following that visit leaders must ensure:

- Drivers are qualified and hold the correct licence to drive the minibus being used.
- Drivers have undertaken and successfully completed the County Council's Minibus Driving course.
- The vehicle is fully insured.
- The vehicle management is satisfactory (serviced, tested, roadworthy etc).
- Passenger care and safety procedures are followed.
- Driver's hours regulations/guidelines are adhered to.

Transport by Car

Key points to consider:

- Private cars owned by employees/volunteers/parents/carers are often used to transport young people on External Visits.
- Any employee driving during working hours or paid to drive must have their license and insurance checked. They will need insurance for business use. SCC Employees who drive for work related activities must also complete the [Driving for Work Risk Assessment](#) as part of the employee/employer vehicle checks.
- Reasonable precautions must be taken to ensure that such drivers have suitable vehicle insurance and their vehicles are properly maintained and have a current MOT certificate.
- Volunteer drivers should complete form EV10 before they transport young people in their cars. (This form is available from the [Templates and Forms](#) page on the Outdoor Education & External Visits website.)
- It is preferable for parents/carers to make their own car sharing arrangements to transport young people to a visit location if possible.

Further guidance on [transport in private cars](#) is available on the Outdoor Education Advisers Panel National Guidance website.

Transport by Coach

Leaders planning to use a coach should consider the following:

- Use only coaches provided by reputable companies, preferably local, who are registered contractors of SCC whose reputations are known.
- All coaches are required by law to be fitted with seat belts on forward facing seats. You must only use coaches with seat belts fitted. Legally buses do not require seatbelts and schools may choose to use public transport buses for short journeys as they are subject to passenger transport legislation - please see ***Using Public Transport*** below.
- Visit leaders should make specific checks with the coach company beforehand and visual checks and safeguards when the coach arrives.

Using Public Transport

Included in this will be buses, local and regional trains, underground systems and ferries.

There are advantages in using public transport (cost, education, environmental), but also consider:

- A higher staff ratio may be needed.
- Groups are in the public eye - that can have benefits as well as difficulties.
- Public transport operates to strict timetables.

[< Contents](#)

INSURANCE AND FINANCE

Insurance

Schools and establishments are covered by employer's liability and third party or public liability insurance. Accident insurance cover arrangements vary. Local Authority schools/establishments can take out cover through the **Chubb School Activities Insurance**, administered by Somerset County Council's insurance team. Local Authority Maintained schools that opt out of this service will need to seek their own cover. Academy schools can purchase the **School Travel Insurance package** through the [SSTEP catalogue](#). Please note that where independent insurance cover is arranged, some policies will expect parents to arrange their own accidental insurance cover.

Useful Contacts (regarding SCC Policy/Guidance):

Email: insurance@somerset.gov.uk

Please visit the SCC Insurance web site at
<https://slp.somerset.org.uk/sites/insurance/SitePages/Home.aspx> .

Insurance Matters

Governing Bodies who have chosen to insure with other than the Council's insurers should ensure that the procedures in this manual satisfy their insurer's underwriters.

Finance

Charging for School Activities Education Act 1996 (Section 451)

Statement of Policy and Guidance for Schools

The following summarises the detailed guidance given in the above titled document previously circulated to schools. Leaders are asked to refer to the above document in case of doubt over the legality or procedure of any charging issue.

The Legal Position

Schools/establishments may invite, but not require, parents/carers to make voluntary contributions to the school's activities in order to enhance what is otherwise provided e.g. school visits or journeys.

Charges may be made for the cost of activities provided outside school hours except where the activity is specifically required by external examination syllabus or national curriculum legislation.

Schools/establishments are prohibited from charging for any activity undertaken within normal school hours except for board and lodging on residential courses.

[< Contents](#)