



Educational Visits Policy

SLT Responsible Person: Mr D Dudley, Assistant Headteacher

Date of Policy: March 2024

Date to be reviewed: March 2026

Approved by: Senior Leadership Team – 21 March 2024

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Links to other relevant policies: Child Protection Safeguarding Policy (TPAT)
Managing Medical Conditions Policy

The Educational Visits Co-ordinator is: Mr Dave Dudley

The Designated Safeguarding Officer is: Mr Andrew Oates

**For safeguarding concerns at times when the Designated Safeguarding Officer is not present,
contact the Multi Agency Referral Unit on 0300 123 1116 or if 'Out of Hours' on 01208 251300.**

1. Scope

This policy covers all educational visits and outdoor learning activities organised through the College and for which the Governors/Trustees and Headteacher are responsible.

Benefits

The Governors aim for the College to foster an educational environment in which all members of the College community can thrive, regardless of race, gender, religion or individual need. This aspiration applies equally to the planning and management of all educational visits and outdoor learning.

Outdoor learning and visits enrich and extend the curriculum in many subject areas and may include the following outcomes:

- Curriculum Enhancement.
- Adopting a positive attitude to challenge, learning and adventure.
- Developing personal confidence and character.
- Developing self-awareness and social skills.
- Appreciating the natural environment and the importance of sustainable development.
- Acquiring a range of psychomotor skills.
- Demonstrating initiative, resilience, self-reliance and responsibility.
- Developing skills in communication, teamwork, problem solving and leadership.
- Appreciating the benefits of physical fitness and lifelong activity.
- Increasing their motivation and appetite for learning.
- Broadening horizons and becoming open to a wider range of life choices and employment opportunities

For a full and comprehensive statement of the benefits of outdoor learning see the OEAP National Guidance: <https://oeapng.info/> Making the Case.

Residential opportunities and adventurous activities can play a significant role in the development of personal and social qualities for all young people as well as raising aspiration and achievement. Outdoor activities can contribute to a healthy lifestyle and encourage an interest in lifelong activity. They can also help young people to understand how to be safe by assessing and managing risk.

For comprehensive information on the benefits of residential experience see ‘Learning Away – Brilliant Residential’: <http://learningaway.org.uk/>

2. Employer’s Policies and OEAP National Guidance

The management of educational visits and outdoor learning places particular responsibilities for the health, safety and welfare of all participants on the Governors/Trustees, Headteacher, the visit leader, members of staff and volunteers, students and parents/carers. The College also has responsibilities to members of the public and to third parties. This policy on educational visits and outdoor learning therefore complements the wider school Health and Safety Policy (TPAT).

It is a priority of the College that all visits and off-site activities are safe, well-managed and have clearly articulated learning outcomes.

The Governors seek to ensure that every learner has access to a wide range of educational experiences as an entitlement. As part of this entitlement the Governors acknowledge and support the significant educational value of visits and activities which take place outside the classroom or away from the school environment.

3. Responsibilities and Roles

The Headteacher

The Headteacher will:

- Ensure all visits and outdoor learning activities have appropriate and clearly articulated learning outcomes.
- Approve all visits and activities, based on compliance with relevant Cornwall Council guidance, recognised best practice and the College's policy.
- Ensure off-site activities and visits are led by competent staff who are suitably experienced to assess the risks, manage the activity and manage the particular group of young people.
- Check that the staffing ratio is appropriate for each visit.
- Ensure visit leaders have access to a planning checklist, based on the National Guidance, and adapted as necessary to meet the particular needs of the school [See Appendix D].
- Check that risks have been assessed, significant risks recorded and suitable control measures are in place.
- Monitor educational visits and outdoor learning.

Educational Visits Coordinator

In order to carry out the above responsibilities effectively the Headteacher may delegate specified tasks to a suitably experienced and competent Educational Visits Co-ordinator [EVC]. The Headteacher will be considered to be the EVC where tasks are not delegated to a named member of staff. The EVC will be responsible for carrying out agreed tasks and must attend the relevant training accredited by The Outdoor Education Adviser Panel.

The Visit Leader

The visit leader will:

- Follow the procedures of the school [Appendix A].
- Have overall responsibility for the supervision and conduct of the visit or activity.
- Articulate clearly the learning outcomes of the visit/activity.
- Where appropriate, appoint a deputy leader who can take over at any time.
- Clearly define the roles and responsibilities of all adult helpers.
- Ensure a request form is complete [Appendix B].
- Obtain the Headteacher's approval [or the EVC on his/her/their behalf] before any visit or outdoor learning activity takes place.
- Assess the risks involved and amend as appropriate any previously recorded risk assessment.
- Use the College's planning checklist to ensure all procedures have been followed [Appendix A].
- Inform parents/carers fully about the visit and gain their consent, where appropriate.
- Complete the Visits Information sheet [Appendix C] and distribute to key personnel as detailed in Appendix A.
- Establish emergency procedures for all elements of the visit.
- Ensure adequate first aid provision is available.
- Re-assess risks while the visit or activity takes place.
- Ensure there is a contingency plan [Plan B] should a significant change to the programme be necessary due to weather or other factors.
- Complete an evaluation of the visit.

Responsibilities of additional members of staff assisting with visits and outdoor learning

Members of staff, volunteers and other helpers should:

- Assist the visit leader to ensure that the intended learning outcomes are addressed.
- Assist the visit leader in ensuring the health, safety and welfare of young people on the visit.
- Be clear about their roles and responsibilities whilst taking part in a visit or activity.

Responsibilities of students

Students also have responsibilities and they should be made aware of these by the visit leader or other members of staff, for their own health and safety and that of the group. Young people should:

- Avoid unnecessary risks.
- Follow instructions of the visit leader and other members of staff.
- Behave sensibly, keeping to any agreed code of conduct.
- Inform a member of staff of significant hazards.

Responsibilities of parents/carers

Parents/carers have an important role in deciding whether a visit or outdoor learning activity is suitable for their child. Subject to their agreement to the activity parents/carers should:

- Support the application of any agreed code of conduct.
- Inform the visit leader about any medical, psychological or physical condition relevant to the visit.
- Provide an emergency contact number.
- Sign the consent form.

4. Procedural requirements

The following arrangements apply to the management of specific provision for educational visits and outdoor learning:

Appendix A

Trips and Visits Procedures

Approval of educational visits and outdoor learning

The EVC on behalf of the Headteacher is responsible for approving all educational visits and outdoor learning activities. This includes ensuring the Visit Leader is competent to lead the activity in question. Where the responsibility is delegated the Headteacher still retains the legal responsibility.

Annual approval visits

- Sports fixtures.
- Use of College's minibus(es) for transport to weekly events or sports fixtures.
- Generic risk assessments in place and signed by all adults involved in the trips [See also below].

All visits, require:

- Permission from the Headteacher/EVC recorded via HCC Trip Request Form.
- Approved by Headteacher or EVC where responsibility delegated.
- A letter, including a reply slip notifying parents/carers of the destination, times and dates of the trip with possible voluntary contribution.
- Access to the completed annual consent form for trips and visits spreadsheet and Arbor parental contact details (in lieu of hard copies of parental consent forms)
- Details of the trip to be logged on the Cornwall Outdoors Website.
- Risk Assessments carried out, signed by all staff and read by all volunteers.
- Checking out/in procedure in place including group list, leader[s], location.
- Emergency procedures in place.

Enhanced visits, typically include or involve:

- Adventure activities.
- Foreign visits.
- Residential visits.
- Visits more than 50 miles from base.
- Larger numbers of students, for example more than one class or more.

Arrangements for these trips would involve:

- All of the requirements above plus:
- Hard copies of the mail merged annual parental consent forms.

Residential visits, foreign visits, adventurous activities or activities for which a charge is made will need specific informed consent, including agreement to any payment or cancellation terms.

5. Monitoring and Evaluation

The College monitors the planning and organisation of visits and outdoor learning through the approval process identified above.

In addition, senior staff monitor the management of visits ‘in the field’ on a sampling basis typically by taking the role of assistant visit leader supporting colleagues during activities and visits.

Evaluation

Visit leaders are asked to complete an evaluation of their activities using the pro-forma in Appendix F.

The Governors/Trustees will review this policy:

- Every two years.
- Or at such time as there are significant changes to guidance on the management of educational visits and Off-Site Activities.
- Or should significant issues be brought to the attention of the governors/Trustees through the report of the Headteacher.

6. Provision of training and information

A copy of this policy and associated school procedures will be made available to all staff within the College who may be responsible for leading educational visits and outdoor learning, and to any parent/carer requesting a copy.

The Headteacher will make additional information available to staff to help ensure the safe management of educational visits, including access to the OEAP National Guidance website <http://oeapng.info/> and the accompanying Cornwall policy document “Policy for the Management of Off-Site Visits and Outdoor Learning, 2020”

Appropriate induction and training will be made available to leaders and other adults taking part in educational visits in order to ensure high quality outdoor learning for pupils and to meet health and safety requirements. First aid provision and training of staff will be in accordance with good practice.

The Headteacher [or EVC on his/her/their behalf] will maintain a record of the qualifications held by staff and volunteers involved in outdoor activities including first aid, lifesaving, minibus driving and specific adventure activities.

7. Risk Management

The College has a legal duty to ensure that risks are managed, requiring them to be reduced to an “acceptable” or “tolerable” level. Risk management should be informed by the benefits to be gained from participating whereby the starting point for any risk assessment should be a consideration of the intended benefits and learning outcomes. This provides objectivity to a decision that any residual risk [i.e. the risk remaining after control measures have been put in place] is “acceptable.” Visit leaders should be clear that ongoing [dynamic] evaluation of the risks is still required in the event of changing conditions or unexpected situations.

The visit leader is responsible for completing the risk assessments for their activity/visit ideally supported by others in their team. The EVC can help with this process.

The College has a bank of generic risk assessments relating to visits/activities. Visit leaders may use these as the starting point for their risk management and will need to make them specific to their proposed activity the variables typically being:

- Staff.
- Activity.
- Group.
- Environment.
- Distance from base.

All members of staff involved in the running of a local trip must sign the risk assessment to indicate they have read and understood the assessment and the mitigation strategies in place to minimise any risk. Any volunteers should read the risk assessment so they are also aware of the risks. In the case of an enhanced visit - adventure activities, foreign visits, residential visits, visits more than 50 miles from base or larger numbers of students [Eg. more than one class] - all staff and all volunteers should sign the risk assessment to indicate they have read and understood the assessment and the mitigation strategies in place to minimise any risk.

8. Choosing Providers and Venues

In order to establish a framework of safety and quality visit leaders must ensure that the chosen activity and location matches the age and ability of the pupils in question. Providers engaged to deliver activities to students must therefore meet the minimum requirements of Cornwall Council safety policy. In the first instance the providers listed on the dropdown menu on the electronic EV form either hold the Learning outside the Classroom [LotC] Quality Badge [see below] or have completed a provider questionnaire subsequently checked by Cornwall Outdoors.

The LotC Quality Badge is an assurance of quality and safety across all provider sectors from museums and galleries to sports tours, ski companies and foreign expeditions. However, it is neither a mandatory nor statutory requirement.

Holders of this accreditation may be found at <http://lotcqualitybadge.org.uk/search>

Adventure Activities Licensing is a statutory scheme requiring providers of certain adventure activities to hold an AALA licence. The activities in-scope are caving, climbing, water sports and trekking however there are anomalies as the scheme does not cover, for example, surfing, sub-aqua, water skiing, climbing walls. AALA licence holders can be found at http://www.aals.org.uk/aals/provider_search.php.

If the provider does not have LotC accreditation and is not on the dropdown menu on the EV form, they must be sent a Provider Questionnaire [Appendix F] which should then be returned to Cornwall Outdoors for checking.

9. Volunteers

Where visit leaders intend to utilise volunteer helpers the following arrangements must be in place.

Enhanced DBS checks must be in place for any volunteers helping on a residential, or car drivers who are used regularly to transport young people.

Parents/carers who regularly volunteer should have an up to date DBS check. Volunteers who rarely support are not required to have a DBS however must be supervised by a member of staff.

All volunteers must be clear about their responsibilities when helping on an activity. Equally they must be competent to fulfil those responsibilities.

Careful consideration must be given to using volunteers who are related to any of the party members on the activity/visit.

In circumstances where the visit leader is not a member of the school staff they must be deemed as competent to lead that activity/visit and must be fully conversant with all the school's policies, procedures and expectations including emergency procedures.

10. Action in the case of emergency

The Headteacher must ensure that emergency arrangements are in place, known to staff and in line with Council policy, to cover the range of activities undertaken from the school and the times at which they take place. This will include a minimum of two emergency contact numbers for designated senior members of staff or the governors/Trustees/ management boards out of hours.

Any accidents and incidents that occur during educational visits and activities must be reported and recorded in accordance with the school health and safety policy. Cornwall Council must be informed of notifiable accidents and incidents which occur in its maintained schools. Accidents and incidents must be reviewed within the school to identify any learning points.

11. Behaviour

The College's Behaviour for Learning Policy should encourage the use of codes of behavioural conduct as a means of establishing appropriate expectations of young persons' behaviour. Such codes need to be explained to both the young people and those in a position of parental authority before a visit, so reducing the opportunity for misunderstanding both expectations and the sanctions that may be invoked where the code is breached.

Meetings take place prior to all residential visits to establish behaviour expectations and other information such as the use of mobile phones.

12. **Inclusion**

The College seeks to ensure that outdoor learning and visits are accessible to all, irrespective of special educational or medical needs, ethnic origin, gender, religion or ability to pay. If the proposed pupil group includes young people with special needs, every reasonable effort should be made to find venues and activities that are both suitable and accessible and that enable the whole group to participate fully and be actively involved.

Students with SEND should be specifically considered when completing the risk assessments for the visit or outdoor learning activity.

13. **Insurance**

Refer to the Risk protection arrangements [RPA] for academy trusts, Membership Rules, September 2020 for details of insurance cover.

14. **Financial Arrangements**

Refer to the SPCMAT Charging and Remissions Policy.

Contents of Educational Visits Pack - Separate Documents to be Viewed Alongside Policy

Appendix A HCC EV Trips and Visits Procedures

Appendix B HCC visits proposal form

Appendix C HCC Visit information form

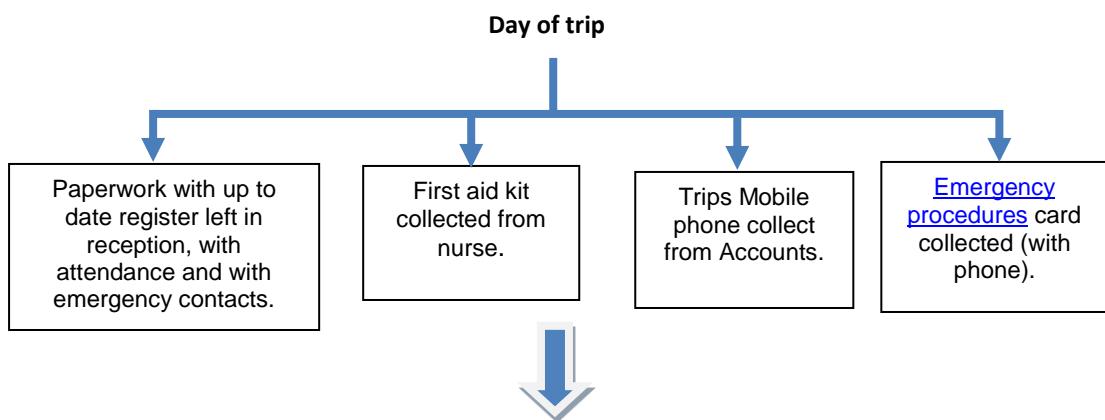
Appendix D HCC EV Provider Questionnaire

Appendix E HCC EV Volunteer Drivers' Form

Appendix F HCC EV Procedures for Coach Travel

Appendix A

1. Visit leader to fill in [a visit proposal form](#). (page 3)
2. Email the completed visit proposal form to [DDU](#)
3. DDU will place proposal in the staff bulletin for one week & circulate round SLT for approval. JHT will check calendar and if OK, will enter onto calendar a *provisional* date. Once approved the trip will be confirmed on the HCC calendar. Foreign or high risk visits need Governor approval.
4. Complete the: [online form](#), (check SLT or home contacts are aware and suitable), [risk assessments](#), [HCC Visits information](#) (page 4) sheet, and the [green absence request submitted](#) even if no cover required.
5. Ask your admin support to write the letter to parents/carers.
6. Discuss [with the Nurse](#) any medical needs to provide appropriate risk assessments and guidance. (*Minimum one week notice*). TPAT require an additional consent form for extra medication: [TPAT Parental agreement for administering Meds - Google Docs](#)
7. Complete the student section of the [HCC visits information sheet](#) and circulate to:
 - a) [DSL@](#) to check the names of students for any safeguarding concerns.
 - b) [Mike Nichols](#) for overview of PP student engagement in trips
8. Email absence@ a list of students on the trip at least 48 hours prior to trip. (in alphabetical order by surname, with Inform the canteen of PP students for packed lunches. (email lscanteen@)
9. Book [Mobile phones](#) for trip leader and emergency contacts. (Accounts office South Site)
10. Prepare and provide copies of paperwork:
 - a) **Trip leader** - For local trips in college hours: [HCC visits information sheet](#), risk assessments, and reply slips.
 - b) **Trip leader** - For higher risk trips in / out of college hours: [HCC visits information sheet](#), risk assessments, consent forms and reply slips.
 - c) **Reception, attendance and the two Home Contacts** (please check they are available) - For local trips in college hours: [HCC visits information sheet](#).
 - d) **Reception, attendance and the two Home Contacts** (please check they are available) - For higher risk trips in / out of college hours: [HCC visits information sheet](#), risk assessments, consent forms and reply slips.
11. Book a 15 minute meeting with DDU to check paperwork etc DDU to sign off.



Text emergency contacts on return and email any photos to your email and remove them from the phone.

Appendix B

Helston Community College - Educational Visits Proposal Form



All proposals for Educational Visits involving students must be made on this form and then passed to Dave Dudley. If approval is given by the SLT the remaining paperwork, risk assessments and Cornwall Outdoors On-line Form must be completed according to Cornwall County Council regulations and guidelines.

Adventure Activities require 1 months notice.

Residential and foreign visits require at least 3 months notice.

NB for foreign visits please also email proposal to Sarah Bayes for governor approval.
<mailto:clerk@helston.tpacademytrust.org>)

Date of request:	
Educational Visit Leader (VL):	
Other staff involved (Must have staff initials, not TBC)	
Number of students & year groups:	
Location of visit:	
State the education purpose for the trip:	
Dates of Visit:	
Start time of visit (am/pm):	
End time of visit (am/pm):	

Calendar and cover approved by JHT - *Please note that this indicates that the proposed trip has been cleared against the Calendar: it does not guarantee SLT approval –*

If this proposal is successful I will provide a brief article about the visit and some jpeg photographs *with captions* that will be suitable for use on the college website, newsletter and the local press (please tick box)

Signed: _____ Date: _____ Approved by EVC/SLT
Date.....

Appendix C

Helston Community College Educational Visits Information Sheet

Please copy and paste this sheet into your own area before completing.

Nature of Visit:	Date of Visit:
Date/Time Departure:	Date/Time Return:
Departure Point:	Drop Off Point:
VL:	VL Mobile No:
SLT Contact (1):	Phone No:
Staff Contact (2):	Phone No:

You must ensure all of the following before departure: Once you have completed the checklist contact DDU to arrange an appointment to sign off your paperwork.

- Medical needs have been discussed with the nurse and any additional medication has been collected.
- Your letter to parents and the reply slip included the reference in the policy to any **changes to medical needs of the student** and that all reply slips have been returned.
- Emailed a copy of this sheet to the **Attendance Officer, Mike Nichols and DSL@**
- Informed the canteen of PP students needing packed lunches (**Iscanteen@**)
- The **trip leader pack** consists of this form, (and for higher risk trips: the risk assessments, consents forms and reply slips).
- Checked that the home contacts are available.
- Prepared and delivered the **home contacts pack** (consisting on this form, (and for higher risk trips: the risk assessments, consents forms and reply slips)) to the **home contacts and reception**.
- Green absence forms have been submitted to Cover Office (even if no cover required)
- You have a copy of **Emergency Procedures** to take on visit
- You have a visits mobile phone (contact Accounts to book mobile) and first aid kit (contact Nurse to book) to take on visit.
- Notified **attendance and reception** of any last minute changes to the student register below.
- Agree to keep student consent forms/medical details secure and shred upon return to College.

Staff and Students Taking Part

List student names in alphabetical order by Year Group. Failure to do so will result in the form being returned and you will not be able to go on the trip until the form is correctly completed. You must send a provisional list of students to absence@ at least 48hrs prior to the trip. On the day of the trip you must confirm the names of the students with the Attendance Office.

Appendix D

HCC EV Provider Questionnaire

PROVIDER STATEMENT

Visit Leaders please note: You should not send this form to a Provider that holds a valid Learning Outside the Classroom Quality Badge, unless you require confirmation of the questions in Section A. Details of the badge and its holders can be found at lotcqualitybadge.org.uk.

Part 1: Completed by the Visit Leader

Name & address of Establishment (school/organisation)	
Email	
Name of Visit Leader	
Name of Provider	
Date(s) of visit if known	

Part 2: To be completed by the Provider

Please give careful consideration to the following statements and respond with YES, NO or N/A, or give the specific information required. If you hold a valid Learning Outside the Classroom (LOtC) Quality Badge, only complete Section A and the Confirmation.

Section A: To be completed for all types of visit

Learning Outside the Classroom Quality Badge	
Do you hold a valid Learning Outside the Classroom Quality Badge?	
Data Protection	
Do you comply with the General Data Protection Regulations (GDPR)?	
Will the terms of the contract with the establishment include an outline of how any personal data the establishment shares with you will be shared, used, stored, secured and eventually deleted or returned?	
Do you accept that you may only take or use photographs of participants with the establishment's specific permission?	
Waivers	
Do you guarantee that the establishment, the participants or their parents will not be required to agree any waiver which seeks to limit your liability for death or personal injury resulting from your negligence?	

Section B: To be completed for all types of visit

Insurance	
Do you hold public liability insurance which will be current during the proposed visit and which covers all directly provided and sub-contracted activity?	
If Yes, what is its indemnity limit? (NB a minimum £5m is required)	£
Health, Safety and Emergency Policies	
Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments which are available for inspection?	
Vehicles	
Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and EU regulations on passenger seats and seat restraints?	
Staffing	
Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity?	
Are there regular opportunities for liaison between your staff and establishment staff?	
Is there sufficient flexibility to make significant changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?	
Accommodation	
Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	
Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available?	
Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	
Are separate male and female sleeping accommodation and washing facilities provided?	
Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	
Sub-contracting	
Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	
Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	
Do you have accident & emergency procedures in place, and accident records available for inspection?	

Section C: To be completed if the visit includes activities or field studies

Adventure Activities Licensing Authority (AALA) Licence to be completed if any activities are within the scope of the licensing regulations	
AALA Reference number	
Date of expiry	
Does the Licence held cover all planned activities, which are in the scope of AALA licensing?	
Activity Management to be completed about all activities	
Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties?	
Do you maintain a written code of practice for activities, which is consistent with relevant National Governing Body guidelines and, if abroad, the relevant regulations of the country concerned?	
Do you confirm staff competence by appropriate National Governing Body or AALA- recognised qualifications for the activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	
Where there is no National Governing Body for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice?	
Will participants at all times have access to a person with a current first aid qualification, and are staff practiced & competent in accident & emergency procedures?	
Do you make clear your expectations of how responsibilities for the supervision and welfare of participants are shared between your staff and visiting staff?	
Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?	

Section D: To be completed by tour operators

Tour Operators	
Do you comply with the Package Holidays and Package Tours Regulations 1992, the Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001 and the Package Travel and Linked Travel Arrangements Regulations 2018 including bonding to safeguard customers' monies?	
Details of bonding (ATOL, ABTA, etc.)	

Section E: To be completed if the visit includes an overseas expedition as defined in National Guidance document 7q "Overseas Expeditions" at <https://oeapng.info>

Overseas expeditions	
Do you comply with British Standard BS8848:2014?	

Section F: Accreditation

Details of any accreditations held by the operator

CONFIRMATION

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might adversely affect the safety and wellbeing of user groups.

Signed:	
Date:	
Name:	
Position in organisation:	
Name of Provider:	
Address of Provider:	
Tel:	
Email:	
Website:	

Thank you for completing this form. Please return it to the Visit Leader at the establishment named above or to Cornwall Outdoors, Chy Trevail (N2), Dunmere Road, Bodmin, PL31 2FR, email cornwalloutdoors@cornwall.gov.uk

Appendix E

HCC EV Volunteer Drivers' Form

This form should be completed by all volunteer drivers who will be transporting young people in private vehicles for the purposes of visits and journeys and is valid to the end of the academic year in which it was signed.

School:	
Academic year:	
Model and make of vehicle:	
Registration number:	

Declaration

1. I confirm that my vehicle is in a roadworthy condition and has a valid MOT certificate.
2. I am in possession of a current valid driving licence, free from any of the following endorsements:

Failing to stop after an accident. Failing to give particulars or to report an accident within 24 hours. Driving while disqualified by order of court. Attempting to drive while disqualified by order of court. Driving without due care and attention. Driving without reasonable consideration for other road users. Driving without due care and attention or without reasonable consideration for other road users. Reckless driving. Driving while under the influence of drink or drugs.

3. I confirm that I have a current policy of insurance in respect of my vehicle which covers the carriage of young people.
4. I confirm that I have no medical problem which might make the transporting of children an unacceptable risk.
5. I agree to produce the above-mentioned documents if requested to do so by any school leader.
6. I undertake to ensure that seat belts will be worn.
7. I undertake to inform the school if the circumstances referred to in this form change.

Signature of volunteer driver:	
Name of Volunteer driver:	
Date:	
Position in organisation:	
Address (including postcode):	
Tel:	

Under no circumstances should volunteer drivers be engaged without a signed declaration being received.

Appendix F

HCC EV Procedures for Coach Travel

The visit leader within the Risk Assessment will review the actions required in the eventuality of an accident or breakdown.

Student briefing.

Please ensure that students are briefed on the following prior to departure:

- All passengers to remain seated whilst in vehicle.
- Seat belts worn at all times. Staff: please check and insist on this.
- Luggage stowed under chair, in suitable locker or in boot space.
- Students must not distract the driver (eg. with music or rowdy behaviour).
- Trip return times.
- The pre-arranged times for visits to service stations (long journeys).
- Minimum group size when visiting service stations.

Staff responsibilities.

Please ensure that you observe the following points:

- Supervise access to/exit from the coach.
- Head count of passengers each time on/off vehicle.
- Students exit to pavement where possible, particular care to be taken on trips abroad.
- Students do not walk behind the vehicle.
- Staff to sit at **front and back** of vehicle.
- Staff to ensure access to first aid equipment and bags, in case of sickness.
- Staff to ensure that all passengers are familiar with escape routes.
- Staff will follow the Emergency Procedures if there is an incident with coach travel.

Finally, please note:

- **The driver** has the final say on appropriate behaviour and all passengers must comply.