

Educational Visits and Adventurous Activities Approval and Notification System

The approval system and procedures apply to establishments, units, services where the Local Authority is the employer, namely Community schools, Voluntary Controlled schools, Maintained nursery schools, Pupil Referral Units and statutory Youth Services/Preventative Services. This includes those working under KCC Duke of Edinburgh's Award county licence.

It is considered good practice for Foundation Schools, Voluntary-Aided schools and Academies to adopt these procedures and use the LA's system for approval of visits.

Further information on KCC Outdoor Education Unit and KCC policies and procedures for Educational Visits can be found here - www.kelsi.org.uk/pupil-development-and-curriculum/outdoor-education/about-the-outdoor-education-unit

Notification and Approval System and Procedures

Overview

In order to meet the requirements set by the Health and Safety Executive all Educational Visits and Offsite Activities, irrespective of their purpose, activity or location have to be approved before they take place.

Many visits will be approved through an 'internal' system developed by each individual school, establishment, unit or service.

The responsibility for managing and monitoring this 'internal' system remains with the Head of Establishment and Governors in schools and Pupil Referral Units, and the Management Team for the youth work-based services and projects.

Visits and/or activities that include adventurous activities and/or an overnight stay (residential) will require L.A approval from the KCC Outdoor Education Adviser.

The L.A approval **is in addition** to obtaining the approval of the Head of Establishment and Governors (Schools/Units) or Youth Hub Managers/ District Managers.

To obtain L.A Approval an on-line form must be completed and passed to the Outdoor Education Unit at least six weeks before the visit is due to take place.

Access to the Visit Notification and Approval system is via **e-Go**. Contact your EVC or Headteacher or Youth Hub Manager for your Username, Password and the web address to e-Go.

Notification is required for any visit that involves a group travelling outside the County of Kent.

Completing the **Notification** form (for a non-adventurous day visit outside of Kent) should take no more than 5 minutes providing that you have the information required. It is log of the planned activity, group and visit leader and used to provide support in an emergency.

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The following describes the procedure.

Stage 1 - Pre Check (Completing this stage **does not** mean that the visit is approved)

Log on to **e-Go** and create a new visit by entering the initial details of the proposed visit including the name of any Provider(s). If the Provider has been vetted and meets KCC requirements the system allows you to complete the on line form. If the Provider has not been vetted or can not be found on the system the visit is put 'on hold' and the visit leader is advised to contact the Outdoor Education Unit.

When the **pre-check** has been completed satisfactorily, **e-Go** will display a screen that includes these words and advises what you need to do next. Please read the information found on this page.

Stage 2 - LA Approval of Adventurous Activities and Residentials

Complete the on-line form, Sections 3 – 10. Section 11, the Visit Leader declaration must be completed by the **Visit Leader** before passing it to your **Educational Visit Coordinator** or **Headteacher** or **Youth Hub Manager**. The EVC/Headteacher/Youth Hub Manager must receive the form in time for them to check it, approve the visit and pass it to the Outdoor Education Unit no later than **six weeks** before the planned departure date. They will provide any timescales for internal visits submissions. (For Duke of Edinburgh's Award ventures – forms should be returned directly to **DofE Award County Co-ordinator** who approved DofE expedition ventures).

If the form is submitted to the Outdoor Education Unit 6 weeks or less from the start date of the visit, the system will automatically block it. Please contact the Outdoor Education Unit for advice in this instance.

Stage 3 – Your own establishment's/Unit's/Service's 'internal' approval system.

Your **own establishment** may already have a policy and system that requires additional information to be submitted to a line manager, EVC, Youth Hub Manager, Headteacher or Governing Body in order for them to make an informed judgement and approve the visit/venture.

An example 'internal' visit approvals form - *GOF2 (Going Offsite Form 2)* – is available for use if required; please contact the Outdoor Education for a copy. This form can also be used for visits that do not fall into scope of requiring L.A Approval, and can be modified according to an establishments personal needs.

The information required will include:

- confirmation that LA approval has been received
- the aims of the visit or activity
- leader and other staff competence
- management and supervision arrangements
- transport arrangements including details of transport providers

Definitions

Overnight stay = *Residentials, including camping, away from home for one or more nights in this country or abroad.*

Adventurous activities = *any activity that is adventurous or is an unusual activity and classified as potentially hazardous. See categories B and C below*

Guidance Notes

In order to help staff involved in planning and managing educational visits and adventurous activities the range of **adventurous activities and outdoor environments** has been divided in to **3 categories A, B and C**. The categories relate to the different levels of potential risk presented by the activity.

The following is an outline of each category and an explanation of who should approve the activities that fall within the category. If an Educational Visit Coordinator (EVC) or Youth Hub Manger is in doubt as to which category a planned visit should fall into they should contact the Outdoor Education Unit.

Category A - Internal Approval required (approved by somebody within the establishment who is competent and has the appropriate experience to make the relevant judgments)

These are activities that are part of the regular curriculum and life of the school/unit/youth centre/project. They take place locally; involve walking or a short vehicle journey and where the activities present no significant risks.

They should be supervised by a member of staff who has been assessed by the Head of Establishment* / Youth Hub Manager/Line Manager as being suitably and appropriately experienced and competent to lead this category of visit.

The member of staff does not normally need to hold National Governing Body (NGB) Awards or other accreditation. Some activities, such as cycling in school grounds as part of the Cycle Proficiency Scheme (Bikeability) will require staff with specialist qualifications.

- The visit or activity should be conducted following *KCC Regulations and Guidance for the Safe Practice of Offsite Activities* and the establishments own Educational Visits/Offsite Activities Policy.
- Pre-visits are strongly recommended whenever possible.
- Risk assessments must be carried out and recorded for all aspects of the visit/venture.

Examples include:

- Walking in the park or on non remote country paths under close supervision.
- Visits to public swimming pools, museums, art galleries.
- School PE/sports fixtures.
- Cycling in the grounds of own establishment.
- Orienteering in an enclosed area known to the school/unit/youth centre or project.
- Field Studies in environments presenting no significant hazards. This includes visits to: *Environmental Centre and Horton Kirby Environmental Centre*.
- Farm Visits.
- Geological fieldwork in environments presenting no significant hazards.

* This role may be delegated to the EVC

Category B – L.A Approval required

These are activities not regularly or routinely undertaken by the school/unit/youth centre or project and/or include some higher risk or higher profile activities.

Safe supervision requires the leader to have:

- recent relevant experience
- undergone additional activity and/or site specific training
- to hold either a relevant qualification, or be judged as appropriately competent by the Outdoor Education Adviser and Head of Establishment.

The Outdoor Education Adviser and Head of Establishment may delegate these powers to an appropriately qualified and experienced Educational Visit Coordinator/Youth Hub Manager/Duke of Edinburgh's Award County Coordinator.

These activities include;

- Walking in non remote country where a remote supervision style is used.
- Camping in lowland non remote areas
- Orienteering in a public or non enclosed area
- Cycling on roads or non remote off - road terrain
- Geological fieldwork in a coastal location or in or by water
- Low level initiative challenges
- Beach barbecues/Beach activities (not swimming)
- Theme Parks
- Water Parks
- Adventure Playgrounds
- Student Exchange Visits
- Field Studies * in a coastal location or in or by water
- Visits to the following KCC managed Outdoor Education Centres:
 - *Kent Mountain Centre,*
 - *Swattenden Centre,*
 - *Bewl Water Outdoor Centre,*
 - *Centre d'Hardelot ***
 - *Kearsney Campsite ***

** Excluding the KCC managed Environmental Education Centres*

*** Activities that are booked whilst staying at both Centre d'Hardelot and Kearsney Campsite and take place outside the grounds **have not been 'vetted' for use** and therefore a programme that includes any adventurous activities when visiting these venues will fall within Category C.*

Category C – L.A Approval required

This category includes all the activities that are within scope of the Adventurous Activity Licensing Regulations 1996. It also includes a range of activities that fall outside the scope of the above licensing regulations but are commonly pursued by school/units/youth centres and projects.

An example of such an activity is motor sports where safe supervision requires the leader to have completed some prior test of his or her specific competence. Such competence might include a recognised training course, the recorded accumulation of relevant experience, or an assessment of competence by an appropriate body.

Category C requires that the leader should have undergone a recognised course of training, have gained relevant experience, and have been assessed as competent, usually by being in possession of a current National Governing Body qualification. Leaders of activities must provide evidence of their qualification and recent and relevant experience to the Outdoor Education Adviser.

Activities in Category C include:

- Watersports
- Climbing (on artificial walls and rock)
- Hill and Moorland walking
- Mountaineering
- Skiing
- Adventure Activities including river, stream and gorge walks
- Caving and Potholing
- Horse riding
- Swimming in the sea or inland waters

Appendix C – adventurous/hazardous activities requiring LA approval.

Abseiling	Mountain Biking
Angling	Mountaineering
Archery	Open country activities and field studies
Ballooning	Paintball
Bungee Jumping	Parachuting
Camping	Paragliding
Canal Boating	Pony Trekking
Canoeing	Potholing
Caving	Power Boating
Challenge or Assault Courses	Rafting (improvised and white-water)
Climbing - Outdoors and Indoors	Rowing
Cycling (other than Cycle Proficiency)	Sailing
Expeditioning	Sea Level Traversing and Coasteering
Flying (other than with Commercial Company)	Shooting
Gliding	Skiing
Hill Walking	Snowboarding
Horse Riding	Sub Aqua/Snorkeling
Initiative Courses	Surfing
Kite Surfing	Swimming (other than in public pool)
Land Yachting	Water Skiing
Low and High Ropes Courses	Windsurfing
Motor Sports	Zorbing