

Educational Visits Policy 2020



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Policy Statement:

Peak Education, as an integral part of Peak Activity Services Ltd, wholly subscribe to the idea that the Outdoor Environment and Adventurous Activities provide a rich and diverse range of educational opportunities, which should be available to all young people as part of their education.

While working and learning in the outdoor environment does pose its own challenges and sometimes risks, this policy sets out the company process for planning and delivering outdoor education to ensure the challenges and risks are correctly balanced against the benefits.

Scope and Remit:

Peak Education accepts that no environment or activity can be completely risk free, this policy sets out the company method for the planning and delivery of activities that fall under the following categories:

- The direct supervision of young people undertaking an experience away from their 'normal' classroom environment;
- The indirect supervision of young people undertaking an experience away from their 'normal' classroom environment;
- The supervision of any activity or experience that falls within the remit of Learning outside the Classroom.
- The supervision of residential activities.

Employer Responsibilities to Employees:

As an employer, Peak Education is required to supply its employees with the following:

- Information on planning and risk management process used in the company;
- The necessary equipment and provide for its correct storage and maintenance;
- Information on the approved venues and the process for monitoring and/or adding new venues;
- Access to training and development that allow the employee to remain current with best practice in line with their Continuing Professional Development Plans.

Planning & Approval of Activities & Trips:

Outdoor and Adventurous Activities are integral parts of any program delivered by Peak Education thus are planned into the main timetable for the young people. Senior program staff are responsible for the initial planning of activity programs and ensuring that the correct risk assessments and venue approvals are held on file. Proposed programs are submitted to the management team of Peak Education for final approval.

Risk Management:

Overall Responsibility:

The overall responsibility for the safe running of activities lies with the Proprietor (Paul Ball). This includes: ensuring that staff are suitably qualified for the job they undertake, ensuring that the appropriate equipment is used and that that equipment is of a well maintained standard, procedures and guidelines are followed and that working practices and procedures are constantly reviewed ensuring a safe up to date company policy.

Activity Leader:

The Activity Leader is responsible for all safety during the course activities. This includes the safety of all participating course members, visiting staff, Peak Education staff and members of the public who come into contact with the course in progress. The responsibility includes ensuring that there is no damage to client, company or hired property and that there is minimal environmental damage as a result of Peak Education activities

Activity Instructor:

The activity instructors are responsible for the safety of all participants in the activity that they are leading, this includes visiting staff, and therefore our instructors will liaise with visiting staff in order that there is no confusion to their role. To maintain everyone's safety instructors have the right to: - Exclude any member of a group from an activity on safety grounds. Cut short an activity session where they feel that the health/safety of an individual is likely to suffer by continuing.

Visiting Staff:

Visiting staff are not expected to know any more about the activity than the other participants and are not expected to assist in the running of the activity, unless previously agreed in writing between both parties. It is expected that they will continue to take responsibility for the general behaviour and well being of the group, thus allowing the instructor to give all their time to ensuring that the group obtain maximum benefit and enjoyment from the activity

Initial Planning:

Any planned activity must first be submitted and agreed by Peak Education management whom will then send out the appropriate documentation. In the majority all activities will be planned and organised by management. The relevant Leaders will then be allocated the work. Occasionally a Leader may plan and execute an activity on behalf of Peak Education; management must accept this before any activity takes place. In certain circumstances the young person may be involved in the planning for example on a Duke of Edinburgh expedition. On accepting a booking for an activity Peak Education will require the following forms filled and returned prior to commencing with any activity:

- Parental consent for each candidate or Form of Indemnity (Over 18).
- Information sheet for parents.

On receiving a booking, forms will be despatched along with booking forms and information requirements, in the form of an organisers pack. If the area being used to carry out the activity is new to the company then a pre-visit by a qualified member of staff will ensue where they will fill out the risk assessment forms. Generic risk assessment forms will be held at the office for regularly used sites.

Activities Involving At Least One Overnight Stay:

At least one member of staff must be qualified to a Basic Expedition Leader Award for camping expeditions. All members of staff must have attended a team meeting explaining their position as 'loco parentis' and are aware of the standard of responsibility of the 'prudent' parent. All Leaders then must be aware of their responsibility.

Staffing:

Due to current legislation any instructor used by Peak Education must be screened for any criminal offence, which may debar from working with young people. This will be in full compliance with the Safer Recruitment Policy.

Staff Briefings:

Peak Education will endeavour to call a quarterly meeting of all staff for both social and informative reasons. There will also be a memo system run through e-mail and the intranet to keep staff informed of all policy changes.

Insurance:

Whilst working in the United Kingdom Peak Education insurance indemnifies Leaders and volunteer helpers against claims for negligence by third parties. Peak Education insurance provides personal accident cover for all Leaders whilst representing the company. If private vehicles are used for business purposes, the owner should confirm with their insurance company that they are covered.

Activity:

No activity will be permitted to take place unless the above mentioned forms have first been received. A risk assessment of the area to be used along with the one for the activity must be held at Peak Education before any physical activity occurs. On residential courses and activity days the amount of free time given to the young people may vary considerably. Where free time is planned arrangements will be made for a member of staff to be available at all times. Whilst running an activity on behalf of Peak Education the Leader must meet all aspects outlined in the working procedures handbook signed by themselves at their Induction.

Risk Assessment:

All Peak Education risk assessments are created using the same format and stored with companywide assessments in the annually reviewed Operational Procedures and Generic Risk Assessments. Bespoke

risk assessments are undertaken for site specific venues and one off activities.

All Peak Education Risk Assessments are subjective and calculated with all control measures in place.

In the event of an incident, specific details are analysed allowing the risk assessments to be updated and amended: This means that the risk assessment are constantly evolving, allowing us to keep our practises as safe as possible. Annually the whole staff team are given the opportunity to input in to the risk assessments by way of an open forum where they can share the experiences that they have had over the year, allowing for issues that were dealt with on the day but may not have generated a near miss or accident report.

All activities undertaken by Peak Education are risk assessed in this manner, as are all the commonly used locations to highlight potential risks inherent to the venues. Peak Education also has guidance in place for assessing risks attached to a particular young person and specific medical conditions.

Accidents & Near Miss Procedures:

Near Miss Procedure:

A near miss is an incident that could have had serious consequences. This near miss must be recorded and then reported back to the office at the earliest opportunity. Peak Education will then report back to all its Leaders as well as considering in place procedures.

Accidents fall into two distinct categories minor and major, a minor accident results in low level injuries, are treatable by the instructor on site with no outside support, and do not cause the termination/significant alteration of the activity. Incidents are designated as major if any or all of the above conditions are broken.

A minor injury can be treated on site and the reported at the end of the day, if a major incident was to occur then the Peak Education are to follow:

Emergency Procedure:

In the case of an accident to an individual the Leader must: -

- Consider other group members
- Make the area safe before attending the casualty
- Assess the Casualty and administer First Aid
- Send for the Emergency services if required.
- Fill out Incident form (send with person going for help if appropriate)
- Stay with casualty until help arrives
- Report the incident to Peak Activity Services Head Office at the earliest possible time.
- The on-site Leader must not under any circumstances contact the parent/guardian or talk to the press until the incident is sorted.
- Once contacted the office staff must: -
- Calm down the Leader if required.
- Take all relevant information from the Leader using the home base incident report form.

- Stay available to liaise with all groups involved until the incident is resolved or until relieved.

Assessment of Leader Competence:

A copy of the Leaders qualifications will be kept on record and updated yearly or as and when the Leader improves their qualifications. Qualifications will be verified with the appropriate bodies after the initial meeting with the Leader. A log of all work that each Leader carries out on behalf of Peak Education will also be held along with their certification. All staff must hold an up to date first aid certificate. As a company we will endeavour to supply access to appropriate qualifying courses.

Whenever appropriate all Activity leaders will hold the full relevant National Governing Body award including being up-to-date valid with any best practice guidance issued by the Governing Body. Where no relevant NGB award exists then the staff member will have to have demonstrated to a current instructor of that activity and a member of the management team that they are affective and competent to lead the activity.

Freelance, casual and temporary staff will all be assessed and monitored in the same way as the full time staff team.

Staff Ratios:

The level of staffing will be dependent on the actual activity but must always be adequate for the safety and welfare of the young people. The ratio of staff to young person on each activity will be determined by the appropriate qualification, which stands as listed.

- Mountain Walking – minimum of 1 to 8.
- Rock Climbing – minimum of 1 to 8.
- Mountain Biking – minimum of 1 to 7 and a second assistant.
- Canoeing – minimum of 1 to 8.
- Scrambling – minimum of 1 to 8.

All groups will always be accompanied by at least one responsible adult in addition to the party Leader, wherever feasible Peak Education will endeavour to reduce the ratio of Leader to young person. The gender of adults will always reflect that of the participants.

Child Protection (To be understood in the context of the Whole School Safeguarding Policy)

Peak Education recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Pre-selection checks must include the following:

- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self disclosure about any criminal record.
- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau.
- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving licence with photo).

- Interview and Induction.
- All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction, during which:
- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- They should sign up to the organisation's Code of Conduct.
- Child protection procedures are explained and training needs are identified.

Industry Recognition, Licensing & Quality Assurance:

Peak Education as part of Peak Activity Services holds the following Licensing and quality assurance certificates

- Adventure Activities Licensing Authority (AALA) Licence.
- AHOEC Gold Standard.
- Learning Outside the Classroom (LOtC) Quality Badge.
- Adventure Mark.
- Institute of Outdoor Learning Organisational Member.
- Duke of Edinburgh Award Accredited Activity and Expedition Provider.
- Sports Leader UK Accredited Training and Assessment Centre.

Insurance:

Peak Education as part of Peak Activity Services holds Employer Liability Insurance and Public Liability Insurance cover all the activities provided in the United Kingdom and access to extend this for agreed events outside the UK when required.

Inclusion:

Part of the ethos of Peak Education is that Outdoor and Adventurous activities should be available for every young person regardless of their personal background. As a wider company Peak Activity Services specialises in the provision of programs for socially excluded young people and young people (both individuals and groups) with Emotional, Behavioural and Learning Difficulties. No distinction is made between gender, race or social background. Young people who visit us with physical disability are assessed before the visit and the program is tailor to their personal needs, wherever possible the planned program is discussed with the young person in question and their family or any support workers before attendance.

Transport:

Driver Requirements:

- MPV (9 seats or below) – Peak Activity Services require drivers to have held a full British driving licence for no less than 12 months.
- Minibus - Peak Activity Services require all drivers to hold a PSV licence or to be D1 endorsed in order to drive minibuses with 10 or more seats.
- All drivers will need to be a minimum of 21 years of age and will be required to produce original copies of their card and paper driving licence at the start of their employment and at the beginning of November each year.
- Any external transport providers (e.g. coaches, taxis etc) will be contacted prior to use and asked to provide evidence of drivers' suitability to work with young people and to ensure they comply with all statutory requirements.

Driver Induction:

Before clearance to drive any Peak Activity Services Vehicles is allowed; all drivers must attend a company induction to driving the vehicles with the companies transport manager and to be cleared at management level. If the transport manager should raise any concerns or issues then a training and assessment package is to be offered either internally or with an outside agency. (Please see driver induction process).

Seat Belts & Passenger Safety:

- All passengers will wear a seat belt whilst travelling in a Peak Activity Services vehicle. Children who require a booster seat will be supplied with one.
- When possible, passengers are to fill the vehicle from the front, and avoid sitting on the back seats.
- A Peak Activity Services staff member will sit the back of a vehicle if passengers are misbehaving and their safety is compromised, or the vehicle is at risk of being damaged.

Insurance:

All vehicles are to be insured to the appropriate level; the registration of all vehicles used by Peak Activity Services is to be reported up to the insurance company.

No vehicle shall be run by the company without the appropriate insurance cover.

In the case of a query regarding a driver or vehicle, then confirmation should be sought from the insurance company before clearance is given to drive any of the company's vehicles.