Windsor Academy Trust

| Educational Visits Policy | |
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# Educational Visits Policy Statement

## 1. Introduction

1.1 Windsor Academy Trust (WAT) is committed to child protection and safeguarding, protecting the health, safety and welfare of all its pupils/students in all of its activities. Educational visits are activities arranged by or on behalf of the academies, and which take place outside the academy grounds. WAT considers that off-site activities can supplement and enrich the curriculum by providing different experience. All off-site activities must serve an educational purpose, enhancing and enriching our pupils/student's learning experiences. Visits will usually take place within the academy day, but not exclusively.

1.2 It is our policy to embrace diversity and to promote inclusiveness so that all children/young people can where eligible, participate in educational visits. We may seek guidance from parents/carers to help us adapt our programme, and we will make any reasonable adjustments to our itineraries to include a child/young person with disabilities.

**1.3** WAT is committed to supporting off-site visits and activities aimed at:

- **Enhancing the curricular and recreational opportunities** for our pupils/students.
- **Providing a wider range of experiences** that could not be provided on the academy site alone.
- **Promoting the independence of our pupils/students as learners** to enable them to experience new learning environments.
- **Promoting inclusiveness across all years groups** in participating in short excursions and longer residential visits.
- **Enabling our pupils/students to grow and develop,** supporting their progress in both life skills and knowledge of the curriculum.

1.4 The range of visits and activities may vary between our primary and secondary academies and may include, but are not limited to:

- Sporting fixtures involving travel to another school or venue.
- Visits to local amenities (sacred spaces, towns and villages).
- Day visits within the UK.
- Residential visits within the UK.
- Overseas visits including exchange visits.
- Adventurous activities including the Duke of Edinburgh Award.

**1.5 WAT will ensure that its employees are provided with:**

- Appropriate guidance relating to educational visits and Council for Learning Outside the Classroom (LOtC) activity.
- Access to training to support guidance.
- Suitable systems, processes and procedures to ensure that staff are suitably trained and are kept up to date.
- Access to advice, support and further training from appointed advisers that have proven experience and professional understanding of the guidance, the training and expectations set by current good practice.

## 2. Purpose

2.1 In this policy document we seek to establish a clear and coherent structure for the planning, delivery and evaluation of our off-site visits, and to ensure that any risks are

managed and kept to a minimum in protecting the health, safety and wellbeing of all pupils/students at all times.

## 3. Approach

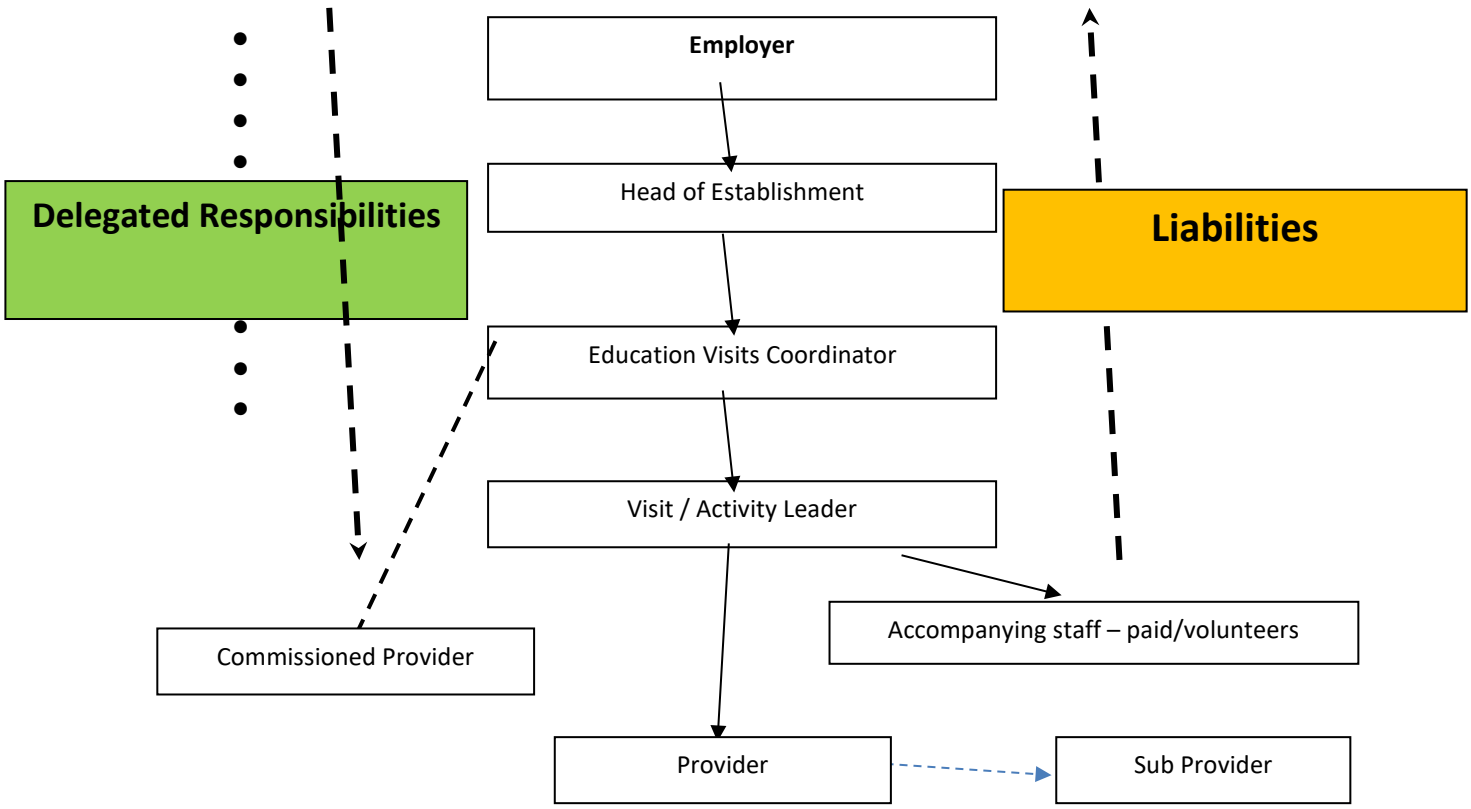
3.1 WAT has formally adopted the Outdoor Education Advisers' Panel's (OEAP's) 'National Guidance' as its own Employer Guidance and is the principal source of guidance and information regarding practice for educational and offsite visits. It is a legal expectation that all employees work within the requirements of their employer guidance; therefore employees must follow the requirements of this policy in conjunction with the OEAP National Guidance. This guidance can be found on the following website: **http://oeapng.info**

3.2 Where there may be variance of policy/practice between National Guidance and this policy clarity should be sought from the Headteacher or a designated Educational Visits Coordinator (EVC).

3.3 This policy and OEAP National Guidance is applicable to all employees whose work involves:

- Direct supervision of pupils/students undertaking experiences beyond the boundary of their normal operational base.
- Direct supervision of pupils/students undertaking experiences that fall within the remit of Learning Outside the Classroom (LOtC).
- Facilitating experiences for pupil/students undertaking experiences beyond the boundary of their normal base.
- Deploying staff who will supervise or facilitate experiences for pupils/students undertaking experiences beyond the boundary of their normal operational base.

## The flow diagram below illustrates the lines of responsibility and liability



3.4 Where an employee commissions a LOtC activity they must ensure that such commissioned agents have systems and procedures in place where standards are not less than those required by the employer and/or OEAP National Guidance.

## 4. Governance

4.1 The Headteacher will have an overview of all educational visits and make suitable arrangements for authorisation of these. The Headteacher will provide the Local Community Committees (LCCs) with an overview of educational visits and activity.

4.2 The WAT executive must be notified of the full details of all overseas or high risk adventurous educational visits for prior approval at least one month before the visit is due to commence.

4.3 The notification and approval process is as follows:

**Category A** – **Simple low risk 'everyday' activity** (usually within the school day). Requested information to the EVC (normally no later than 6 weeks prior to the visit). These visits will normally be checked / approved by the Educations Visit Coordinator (EVC)/Headteacher.

**Category B** – **Medium or enhanced risk activities.** Requested information to the EVC (normally no later than 8 weeks prior to the visit). These visits will normally be checked / approved by the EVC/Headteacher and if appropriate by the Outdoor Education Adviser.

**Category C** – **Higher or enhanced risk activities.** Requested information to the EVC (normally no later than 6 months prior to the visit). These visits will be checked / approved by the EVC / Headteacher / Outdoor Education Adviser.

4.4 Once initial / outline approval is granted, detail should be entered onto the visit platform used within school.

## 5. Education Visits Coordinator

5.1 A competent appointed group leader will be responsible for leading the activity. This will normally be a teacher or employee of the academy.

5.2 The academy's EVC will support the planning and management of all off-site visits as required. The duties and role of the Headteacher and the EVC should be considered in conjunction with WAT's Health and Safety Policy and procedures

5.3 The EVC is responsible to the Headteacher for ensuring that:

- There is careful planning and preparation of the trip to include a suitable and sufficient assessment of the risks and benefits of all activities.
- The academy procedures for educational visits are implemented and adhered to.
- All academy visits comply with all regulations in every respect.
- Off-site activities are properly supervised, and that the pupils' health, safety and well-being are paramount.
- The competency of all supervising staff and volunteers is checked.
- Staff involved in educational visits are fully aware of their responsibilities regarding the off-site policy and have access to it.
- Risk assessments (as appropriate) are completed by the visit leader well in advance
- support is provided to the Headteacher and the LCC in their decisions regarding approval
- Related staff training is organised.
- All accompanying adults, including private car drivers, have had satisfactory disclosure and barring checks

- Records of visits are kept in accordance with the WAT Information and Records Retention Policy and statutory and legislative requirements to ensure compliance There is access to suitable generic assessments of the risks (for example road-crossing) where there are frequent/regular visits to local venues (for example a swimming facility).

## 6. Responsibilities of Staff

6.1 Staff arranging or otherwise involved in educational visits/off-site activities must familiarise themselves with this policy and the regulations, advice and procedures available through OEAP National Guidance **http://oeapng.info**.

6.2 Where staff are proposing to arrange an off-site activity, they must seek and obtain prior written approval which should be retained/recorded and a comprehensive visit plan should be provided by the member of staff to allow an informed decision to be made.

6.3 For academies using online platforms, these platforms contain details of providers who hold the Council for Learning Outside the Classroom (LOtC) Quality Badge. These providers do not require safety or quality checks.

Risk Assessments

6.4 Staff planning an off-site activity should, where possible, make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the visit leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the pupils/students. They will also consider the venue's own approach to security and to health and safety. Venues providing their own staff led activities or organising events will have their own risk assessments in place for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if she/he lacks the skills required to make informed judgements about the risks it may involve. The EVC/Headteacher will not give approval for the visit unless satisfied with the venue, its staff and their risk management procedures. Holders of the LOtC Quality Badge have been externally assessed as to Health and Safety and Educational Quality. When using LOtC badged providers the visit leader should consider travel to/from and pastoral/welfare issues whilst with the provider. It is not a requirement to see or have copies of their risk management processes.

6.5 A risk assessment must also cover transport to and from the venue.

6.6 A copy of the completed risk assessment must be retained/uploaded on the recording system and sent to the EVC. All adults supervising on the visit should also receive a copy of the completed risk assessment.

6.7 It is important to assess and record any significant health, safety or security issues that are identified during the preliminary assessment. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of any preliminary visits will be met by the academy, and should be built into the overall financial arrangements for the visit itself.

## 7. Effective Supervision

7.1 To ensure clear principles are set and to follow the Outdoor Education Advisors Panel (OEAP) National Guidance, effective supervision should be determined by considering the following model:

**S**taff - experience/competence

**T**iming and Transport - during school day / out of normal hours, how long, transport required etc

**A**ctivity - nature of the visit / activities

**G**roup - age, ability, behaviour, specific needs, gender etc

**E**nvironment - where are we going, time of year, weather etc

**R**emoteness - how far from school or base, how far from accessible roads/tracks

7.2 An activity should have sufficient adults taking part. to provide effective supervision. The following minimum ratios are indicative and will be dependent upon the outcome of the risk assessment relating to the activity. There are no statutory requirements, except for the Early Years Foundations Stage (EYFS) but the following ratios should be considered:.

- 1 adult to 6 pupils in Years 1 to 3.
- 1 adult to between 10 and 15 pupils in Years 4 to 6.
- 1 adult for every 15-20 students in Year 7 onwards
- 2 adults for visits abroad
- School led/delivered activities e.g. The Duke of Edinburgh Award Expeditions (Outdoor)
- National Governing Body or Duke of Edinburgh Award requirements should be followed

7.3 The EYFS Statutory Framework sets out legal minimum ratios for all providers working with children aged up to five. The appropriate ratio during an outing is always likely to be higher than the legal minimum as with other age groups, this should be determined by the risk assessment, which should be reviewed before each outing.

7.4 In some cases there may be only one leader on a visit or on a particular activity during a visit . If this is the case students (or any adult helpers) should be competent to manage in the event of the leader being taken ill or injured and should, as a minimum, know what to do to contact the establishment and get support in case of emergency.

7.5 **Please note**: These are **minimum** requirements, and may **not** provide adequate supervision in all cases. Please remember that third party provider 'free staff place' ratios may not reflect those shown above.

## 8. Staff Competence Requirements

8.1 Education Visits Coordinators: -

- There will be at least one nominated senior member of staff to act in the capacity of EVC.
- The EVC will undertake formal OEAP revalidation on a minimum 3 year cycle
- EVCs should be specifically competent, ideally with practical experience in leading and managing a range of visits.

8.2 Visit Leaders: -

- Leaders should be current in their knowledge and expectations regarding good and safe practice.
- It is recognised as good practice for newly qualified staff or staff involved with higher risk activities to attend recognised OEAP Visit Leader Training for which there is no current requirement to revalidate.

8.3 The EVC will support the Headteacher in ensuring that competent staff are assigned to lead and accompany visits.

## 9. First Aid

9.1 Before undertaking a visit the Visit Leader should assess the level of first aid cover required. Whilst there is no statutory requirement for qualified first-aiders (except in EYFS) all staff should have a good working knowledge of first aid and ensure that a first aid kit is available. They should also be familiar with how to contact the emergency services.

9.2 The minimum first aid provision for a visit is:

- A suitably stocked first aid kit.
- Person/persons appointed to be in charge of first aid arrangements.

9.3 Other considerations when considering first aid include:

- Numbers in the party and the nature of the activity
- Likely injuries and how effective first aid would be
- Duty of Care requirements
- Distance to the nearest hospital
- Venue/providers first aid availability
- All minibuses are required by law to carry a first aid kit

## 10. Disclosure and Barring Service (DBS) Checks

10.1 Employees and volunteers who work are working in Regulated Activity either with young people or carrying out certain activities for adults, must undergo an enhanced DBS check as part of their recruitment process. With specific reference to LOtC activities and Offsite Visits, Regulated Activity for Children is defined as any adult (staff or volunteer) carrying out **unsupervised** activities **at least once a week, 4 or more days, or once overnight** (between 2am and 6am) **in a 30 day period.**

10.2 For the purposes of this guidance, “activities” are to: teach, train, instruct, care for or supervise children, provide advice/guidance on well-being, provide relevant personal care, e.g. washing or dressing, or drive a vehicle only for children.

10.3 Volunteers used on a temporary or occasional basis or supervised volunteers no longer fall within the scope of regulated activity and are not entitled to an enhanced DBS with barred list check, although the academy can still carry out an enhanced DBS without barred list check. The placement of an adult within a situation of professional trust (where young people could be vulnerable to physical or mental exploitation or grooming) should always be on the understanding that an overview based on a common sense risk-benefit assessment process has been considered.

10.4 It is normal practice that all academy staff (employees / volunteers) having access to pupils/students will be DBS and barred-list checked.

- The use of volunteers should only be permitted by the Headteacher or EVC. Permission will be based on knowledge of the volunteers and their previous experience and training.
- All volunteers will require a current DBS check.
- Volunteers have responsibility to follow the instructions of the visit leader.

## 11. Transport

11.1 Careful consideration must be given to planning transport to support educational visits in accordance with local policy for the use of school minibuses and national guidance http://oeapng.info. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it and therefore staff must follow statutory and good practice requirements – coaches/private cars/minibuses/public transport.

11.2 Academies may charge parents/carers if their children are transported by the school. The charge covers the expenses of the journey only; no profit is made from this.

Minibuses

11.3 The driver of the vehicle cannot safely drive and supervise passengers at the same time. Therefore a risk assessment should be undertaken to ascertain the likely behaviour and individual needs of pupils/students.

11.4 Considerations should include –

- The length of the journey and time of day when it takes place
- The nature of the group (age/maturity/special needs/behavioural issues) and the level of behaviour management or support they are likely to require during the journey
- The overall workload of the driver during the day (other responsibilities and duties undertaken or planned by drivers)

11.5 Based on an assessment of these factors, it may be prove satisfactory to have only a driver present in the vehicle (no supervisor/s). It may also demonstrate the need for additional staff to share driving duties or to act as supervisors.

11.6 Any driver should have access to a mobile phone and have available school contact details in case of difficulty or emergency.

11.7 Where more than one minibus is being used to provide transport to the same destination vehicles should normally travel in convoy.

11.8 Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Staff using Private Cars

11.9 Staff must consult the EVC / Headteacher regarding the use of their own vehicles. Should permission be granted it will be subject to the following –

- The vehicle has tax and is roadworthy
- The driver has business use insurance cover
- Parents/carers have given permission
- Child seat and seat belt laws are adhered to

11.10 Child and Seat Belt laws state that children in cars, vans and other goods vehicles must be carried in an appropriate child restraint from birth until either they are 135cm (4'5") tall or 12 years old, whichever comes first. There are very few exceptions (the rear of mini-buses being one). They must then use a seat belt (although it would be preferable to use a booster seat until they are 150cm (5') tall).

11.11 Where possible there should be 2 staff present in the vehicle and there should be male and female staff present if there are male and female students.

11.12 If parents/carers are requested to make their own transport arrangements for their child (and / or others) responsibility normally lies with them. In such circumstances school only accepts responsibility for pupils once they have met with staff at the allotted time/place. Pupils will be handed back to those parents/carers providing transport at the end of the visit / activity. If a parent/carer is collecting children who are not their own, written consent must be provided by the child's parent.

## 12. Charging for Visits

12.1 WAT has a Charging and Remissions policy which outlines the arrangements for charging for Educational Visits.

12.2 The costing of off-site activities should include any of the following that apply:

- transport
- entrance fees
- insurance
- provision of any special resources or equipment
- costs related to adult helpers
- any refreshments the school has opted to pay for
- Administrative costs

12.3 The timetable for the payment of parental contributions should allow the EVC to make a decision regarding the financial viability of the activity in reasonable time.

## 13. Insurance

Pupils/Students

13.1 The academy provides limited Insurance cover for pupils/students regarding delays / curtailment, personal belongings or accidental personal injury. Visit Leaders should check that the Insurance cover in place is sufficient.

13.2 Where the visit involves overseas travel, the government Foreign and Commonwealth Office guidance should be assessed for any travel restrictions. This is especially relevant in light of the Covid-19 pandemic as visits booked at a time where travel is not advised to a specific country is unlikely to be covered by insurers for cancellations.

Staff

13.3 Employer's Liability Insurance is a statutory requirement and academies must hold a policy that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it. This cover extends to persons who are acting in a voluntary capacity as assistant supervisors.

13.4 The academy must also hold Public Liability insurance, indemnifying it against all claims for compensation for bodily injury from persons not in its employ, as well as for the

accidental loss of, or damage caused to, property. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as off-site activities and visits organised by all establishments and settings for which the employer is responsible.

13.5 Some level of Personal Accident Insurance is provided for all employees in the course of their employment, providing predetermined benefits in the event of an accident. Staff are advised to consider taking out additional personal accident cover privately, or obtain cover through a professional association.

## 14. Communication with parents/carers

14.1 The parents/carers of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents/carers must give their permission in writing or electronically via MIS or other school based platform before a child can be involved in any off-site activities.

14.2 For simple low risk everyday activities taking place within the academy day (including after school sports fixtures), a one-off permission / consent slip will be sent out to parents / carers at the start of the academic year (blanket consent).

14.3 For medium or higher risk activities specific consent must be sought from parents /carers.

## 15. Emergency Planning and Critical Incident Support

15.1 A critical incident is an event where any member of the group undertaking an offsite activity has:

- Suffered a life threatening injury or fatality
- Is at serious risk
- Has gone missing for a significant and unacceptable period
- Or an event which is beyond the normal coping mechanism of the Visit Leadership Team

15.2 The academy must provide an emergency 'base' contact number which should be carried by visit leaders at all times during an offsite activity. This should only be used in the case of a genuine emergency. Under no circumstances should these numbers be issued to students or to their parents/carers.

15.3 For medium and higher risk visits parents /carers may be issued with the academy's mobile number carried by the visit leader, in case they need to speak urgently to the visit leader, accompanying staff or students.

15.4 The visit leader needs to ensure that they collect phones, first aid kits, emergency action plan cards and the first response emergency recording sheet before they depart on a visit or activity from the EVC administrator.

## 16. Further Health and Safety Considerations

16.1 All adults accompanying a party must be made aware, by the visit leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the academy number, but where an activity extends beyond the normal school day the home or mobile telephone number of the designated emergency 'base' contact person should be provided.

16.2 Before a party leaves school the EVC administrator or academy office should be

provided with a list of everyone, pupils/ students and adults, travelling with the party, together with a programme and timetable for the activity.

16.3 The safety of the party, and especially the pupils/students, is of paramount importance. During an activity the visit leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that pupils/students are both safe and well looked after at all times.

16.4 Prior to an activity, if it is felt that the behaviour of an individual pupil/student is likely to compromise the safety of others or the good name of the academy/Trust, the visit leader should discuss with the EVC the possibility of excluding that pupil/student from the activity.

## 17. Visit Leaders' Planning

17.1 Visit leaders must be familiar with the contents of this policy document and relevant information available through OEAP National Guidance. The EVC is available to provide advice or support if required.

## 18. Visit Plan

18.1 The visit plan for intended educational visits must include the following:

- risk assessment
- report on preliminary visit/assessment
- applications for approval of visit
- general information
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- travel schedule
- accommodation plan (where applicable)
- full plan of activities
- fire precautions and evacuation procedures (where applicable)
- intended arrangements for supervision
- insurance arrangements for all members of the group
- emergency contacts and procedures
- general communications information
- guidance for visit leaders
- guidance for the emergency contact and Headteacher
- medical questionnaire returns
- first-aid boxes

## 19. Monitoring

19.1 The academy will periodically review arrangements, develop and share best practices and learning by ensuring that there is sample monitoring of visits and LOtC activities. Monitoring will be in keeping with the recommendations of OEAP National Guidance. Updates will be provided to the LCC and Board of directors on any matters warranting specific attention, particularly those matters that have wider implications for the Trust.

19.2 Following all educational visits, a post visit review will be completed by the Visit Lead or the EVC. This review provides an opportunity to reflect on the effectiveness of planning, risk management and the overall delivery of the visit. Any issues, incidents or areas for improvement will be identified and appropriate actions will be taken where necessary. Effective practice and learning points will also be shared to support continuous improvement and the safe, high quality delivery of future visits.

## 20. Retention of Records

20.1 The retention of documents and the circumstances in which records should be retained are outlined in the WAT Information and Records Retention Policy. Records should be kept in accordance with statutory and legal requirements. Information relating to personal data should only be retained if there is a clear need to do so.

20..2 Any records carried by the visit leader and accompanying staff containing personal information should be disposed of after the visit in accordance with WAT's Data Protection policies.

In the event of an accident

20.3 Reference should be made to WAT's Health and Safety Policy. Whenever there has been an accident or incident the academy will consider whether the nature of any accident or incident might, in the future, give rise to an insurance claim or a civil claim for damages. Where this is considered to be a possibility, or where an incident was reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR), sufficient information regarding the visit and incident will be retained to allow for an investigation, and, if necessary, defend any actions:

- Full details of the incident and any related report/witness statements/follow-up actions.
- The plan for the visit (including risk management and individual care plans)
- Names of the pupil/students and adults on the visit.
- The programme of activities that took place on the visit.
- A copy of the information about the visit sent to parents prior to the visit.
- A copy of the completed parent/carer consent form(s) for anyone directly involved in the accident or incident.

20.4 Due to the time limits on civil claims for negligence, such records should be kept in accordance with the WAT Information and Records Retention Policy and with statutory and legal requirements.

20.5 Other policies and procedural documents related to this policy include:

- Health and Safety
- Emergency and Business Continuity policy, plans and procedures
- Charging and Remission Policy
- Inclusion/Equality/SEND
- Student/Staff Behaviour
- Child Protection and Safeguarding
- The Duke of Edinburgh's Award
- School Minibus
- First Aid
- WAT Data Protection Policies

## 21. Local Arrangements

21.1 In discharging this policy, each academy will develop and document their local procedures suitably customised and tailored to meet the needs of their own local circumstances. Such arrangements will be supported and informed by WAT's Health Safety Advisor and other specialists advisors. These arrangements will ensure that the commitment and intent outlined in this policy is delivered. A reference copy of the full document is to be kept in the academy premises and must be readily available.

## 22. Communication

22.1 This policy statement must be brought to the attention of all members of staff involved in arranging or delivering educational visits.

## 23. Policy Review

23.1 This policy statement and local arrangements will be reviewed regularly and as a minimum every 2 years.

# Paragraphs 24 - 35

# The Duke of Edinburgh Award – Expeditions and Ventures

# The Duke of Edinburgh Award – Expeditions and Ventures

## 24. Introduction

24.1 Due to the progressive nature of the Award programme in developing young person's confidence, resilience and ability to work as part of a team a specific operational document has been developed. The DofE operational document **MUST** be used in conjunction with this Educational Visits Policy.

## 25. Operating Guidelines - DofE Expeditions

25.1 WAT secondary academies may support students in participating in the Duke of Edinburgh's (DofE) Award Scheme Expedition at Bronze, Silver and/or Gold level. ***Kingswinford Academy*** is a Direct Licensed Centre (DLC) and the award is delivered 'in house' by XXX DofE Manager and staff volunteers supported by external Expedition Supervisors with relevant National Governing Body (NGB) qualifications for the appropriate Level.

25.2 All staff volunteering as Leaders/Expedition Supervisors/Helpers must undergo training to ensure they are capable and competent to operate at the level they assist in delivering. This training is in line with DofE Training Framework.

## 26. Safety

26.1 As a Direct Licensed Centre (DLC) the DofE Manager is responsible for the safety and well-being of participants and staff during DofE expeditions and expedition training. The DofE Manager approves Leaders/ Expedition Supervisors/Helpers and Expedition Assessors. The DofE Manager organizes necessary training for the academy staff supervising and volunteering on DofE expeditions in line with the DofE Expedition Training Framework

26.2 The DofE Manager will ensure suitability of expeditions, safety aspects, adequacy of training, and emergency procedures. This will be in consultation with External Technical Advisor and DofE Supervisors.

26.3 The DofE Manager must be satisfied that participants are capable of undertaking the planned expedition, and the necessary Risk Assessments are in place.

26.4 Expedition Supervisors must also accept responsibility for the safety and welfare of participants on behalf of the DofE Manager.

26.5 Once deployed on expeditions, including training, the DofE Supervisors will be responsible for dynamic risk assessments made during the expeditions and will accept responsibility for the safety and welfare of all during the expeditions. This person will be identified to all staff.

## 27. Supervisor Qualifications

27.1 To facilitate expeditions the academy should ensure those staff members who have not undertaken a NGB qualifications are safe and suitably experienced to supervise expeditions with training delivered by suitably (NGB) Qualified Instructors, or Instructors that have been approved by the DofE Manager as having the necessary skills and experience to deliver aspects of training.

27.2 This does not replace NGB qualifications WAT believes that the best way of proving competence is by undertaking National Governing Body Qualifications (NGB) such as

Basic Expedition Leader (BEL), Lowland Leader (LL), Hill and Moorland Leader (H&ML), and Mountain Leader (ML).

27.3 The leader's qualifications need to be matched to the terrain in which the expedition teams will be working and for simplicity this terrain has been split into three distinct categories.

| Terrain Level | Description of Terrain | NGB Qualification | Internal Verification | First Aid required |
|---|---|---|---|---|
| Bronze | Normal rural countryside<br><br>Low-lying rural countryside, farmland, valleys, woodland and small areas of forest.<br><br>Lowland glens and valleys from which reliable access to communication or external assistance is feasible without undue delay and without reliance on any portable communications device.<br><br>Gentle to moderate rolling terrain with no steep slopes to negotiate. | Basic Expedition Leader (BEL)<br><br>Lowland Leader (LL) | Level 1 | 8 Hour First Aid Course |
| Silver | Normal rural, open countryside or forest, which is unfamiliar to the participants. The environment should be more demanding for participants than at Bronze Level. Where possible the expedition should all be in, or at least include areas of open country or forest<br><br>open, uncultivated, non-mountainous high or remote country known variously as upland, moor, bog, fell, hill or down<br><br>areas enclosed by well-defined geographical or man-made boundaries such as classified roads (areas that merge with mountain regions and do not have well defined boundaries are excluded)<br><br>areas of remoteness that are easily exited in a few hours, returning to a refuge or an accessible road<br><br>areas where movement on steep or rocky terrain is not required (in either a planned or unplanned situation) | Lowland Leader (LL)<br><br>Hill and Moorland Leader (H&ML) | Level 2 | 16 Hour First Aid Course |

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| Gold | Wild Country (defined as remote from habitation) which is unfamiliar to participants. The environment should be more demanding for participants than at Silver level. Remote estuaries, marshes, fens and coastal areas may provide an appropriate environment for an expedition with the emphasis on exploring rather than journeying (*DofE Gold expeditions should be through, rather than over wild country* - ***it is about solitude not altitude.*** | Hill and Moorland Leader (H&ML)<br><br>Mountain Leader (ML) | Level 3 | 16 Hour First Aid Course |

**28. Internal Verification**

28.1 The academy Dofe Expedition Supervisor and/or DofE Manager will undertake internal verification of helpers where they do not hold National Governing Body Qualifications, this process will be limited and does not equate to an NGB. Verification will be for a limited amount of time and will need to be repeated yearly. Internal training takes place before a member of staff can assist on a DofE. The helpers are measured on the competence on the skills on the DofE training Framework. The DofE Manager and Expedition supervisor have the relevant NGB for Level 1 and 2 and have vast knowledge of the area known. At level 3 Expedition Supervisors will hold relevant NGB.

**29. Scope of Qualifications**

29.1 All National Governing Body Qualifications and Terrain 1, 2 and 3 listed in the matrix on page one take place between the end of March and end of October.

**30. The Delivery of Expeditions and Training**

30.1 DofE Leaders delivering Expeditions and Training must at all time follow the appropriate policies of WAT and the Guidance as laid down in the DofE Award Handbook, Programmes Pack and Expedition training framework Guide.

**31. Ratios of Adults to Young People.**

31.1 Each DofE Expedition Group can consist of up to 7 young people - these groups can be mixed gender. There can be multiple Groups out walking. The aim of the expedition is that the Group completes its expedition without support or interaction from others, including Supervisors.

31.2 The training format for students is generally supervised walks and training, building up to remotely supervised expedition practice.

31.3 DofE Groups on final practice and qualifying expeditions, should be self-sufficient, and be able deal with any incident or know what to do in the event of an emergency.

31.4 There must be a minimum of 2 adults with any DofE Expedition that takes place, where there are both male and female participants then it is advisable to have an adult staff member of each gender. Ratio 1:7

31.5 When training novice groups, a qualified Expedition Supervisor may lead up to two expedition teams with the support of one other adult providing they are within the same, contained geographical area, or in close proximity. For example, on the same route but separated in time, or on parallel routes close together, in close enough contact for the appropriately qualified leader to be able to assist if necessary. If there are sufficient assistant supervisors then an appropriately qualified Expedition Supervisor will be able to move between the two groups.

31.6 New staff/volunteers should shadow an experienced Expedition Supervisor until deemed competent by the designated DofE Manager/Expedition Supervisor.

31.7 Where more than two expedition teams go out then the ratio of staff to young people must be as follows:

- There must be one member of staff for each independent expedition group
- A Qualified Expedition Supervisor may supervise up to two teams with the support of another Helper
- Helpers are there to assist with driving and pastoral care primarily

## 32. First Aid

32.1 All Supervisors/Helpers ideally would hold have a valid first aid certificate. (See Terrain Level Table) Students are trained to deal with their own First Aid issues.

32.2 All staff should have a good working knowledge of first aid and ensure that a first aid kit is available. They should also be familiar with how to contact the emergency services.

32.3 The minimum first aid provision is:

- A suitably stocked first aid kit
- Person/persons appointed to be in charge of first aid arrangements

32.4 Other considerations when considering first aid include:

- Numbers in the party and the nature of the activity
- Likely injuries and how effective first aid would be
- Duty of Care requirements
- Distance to the nearest hospital
- All minibuses are required by law to carry a first aid kit

## 33. Recruitment of Volunteers/ Expedition Supervisors

33.1 Academies will require a copy of all National Governing Body qualifications. It is WAT policy to undertake a Disclosure and Barring Service (DBS) check on all DofE Expedition Supervisors and helpers. As per EV guidelines.

## 34. Notification of intention to run DofE Expeditions or Training

34.1 All DofE Expeditions must be entered onto the recording system. In addition any DofE training that takes place away from the usual meeting place must be notified

34.2 Notifications must be sent in a minimum of 8 weeks prior to the activity taking place. Where an expedition is taking place in a Wild Country Area (as defined by the Duke of Edinburgh's Award) then the notification must be received at least 8 weeks before.

34.3 Expeditions will be approved by DofE Manager or EVC who will use the matrix of qualifications and terrain to decide on the appropriateness of the planned expedition.

## 35. Insurance

35.1 DofE has limited personal accident insurance in place to cover Participants and Staff for injury or damage while doing a DofE program.

Students

35.2 The school provides limited Insurance cover for students regarding the following: –delays / curtailment, personal belongings or accidental personal injury. Visit Leaders should check that the Insurance cover in place is sufficient.

Staff

35.3 Employer's Liability Insurance is a statutory requirement and WAT will hold a policy that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it. This cover extends to persons who are acting in a voluntary capacity as assistant supervisors. The academy should check with WAT that the insurance is sufficient for the planned activities.

35.4 The academy must also hold Public Liability insurance, indemnifying it against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as off-site activities and visits organised by all establishments and settings for which the employer is responsible.

35.5 Some level of Personal Accident Insurance will also be provided for all employees in the course of their employment, providing predetermined benefits in the event of an accident. Staff are advised to consider taking out additional personal accident cover privately, or obtain cover through a professional association.

35.6 To ensure cover, staff must be a member of the DofE Staff team at the academy, Young People must have signed up and be logged on to eDofE.

**Glossary of DofE Terminology**

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|---|---|
| Directly Licensed Centre (DLC) | A DLC is a type of Licensed Organisation which holds a license to deliver DofE programmes to young people on its own premises. |
| DofE centre | A location where the DofE is run |
| DofE Manager | Named person in a Licensed Organisation who is responsible for the day-to-day delivery of the DofE |
| DofE Leader | The adult responsible for a DofE Group. They lead, guide and encourage young people, agree their programme choices and approve their progress |
| DofE Group | A group of young people who are working together on their DofE program, with one or more DofE Leaders |

| | |
|---|---|
| DofE Team | This is to describe participants who are working on a specific sectional activity e.g. A Silver Expedition team will have four to seven participants |
| Expedition Supervisor | A Supervisor is essential for the Expedition section as they are responsible for supervising and supporting a team of participants to ensure their safety and well-being whilst they are doing their expedition |
| Helper | Any adult who volunteers to help a DofE Leader run a group. (These generally drive minibuses or are there to offer Pastoral Care) |
| eDofE | The online system for managing young people's progress through their DofE programmes |

# Appendix 1

# Templates and Flow Charts