

# Off-Site Visits Policy 2026-2027

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Policy Contact: Mr William Yates, Senior Deputy Head

## **Index**

|                                       |                |
|---------------------------------------|----------------|
| Introduction                          | Sections 1-7   |
| Legal Responsibilities                | Sections 8-13  |
| Other Responsibilities                | Sections 14-21 |
| Competence of Leaders and Supervisors | Sections 22-23 |
| Planning a Trip                       | Section 24     |
| Outline Approval                      | Sections 25-27 |
| Detailed Planning                     | Sections 28-30 |
| Risk Assessments                      | Sections 31-35 |
| Transport                             | Section 36     |
| Accommodation                         | Section 37     |
| External Providers                    | Section 38     |
| Insurance                             | Section 39     |
| Final Sign Off                        | Section 40     |
| Briefing Students                     | Section 41     |
| Briefing Supervisors                  | Section 42     |
| Supervision of Visit                  | Section 43     |
| Emergency Procedures                  | Section 44     |
| Types of Visit                        | Section 45-49  |
| Ski Trips                             | Section 50     |
| Water Activities                      | Section 51     |

## Off-Site Visits Policy

### Introduction

1 Seaford College recognises the significant educational value to pupils of visits and activities away from the immediate College environment and believes that staff should be encouraged to organise and take students out on such trips. Such trips should:

- a. Enhance students' understanding of curricular activities.
- b. Develop students' social skills including resourcefulness, independence, initiative and self-reliance.
- c. Provide opportunities to develop skills
- d. Enable pupils to spend time happily and intelligently sharing experiences with others.

2. The College recognises and accepts that such visits may present risks to the health and welfare of students. Educational trips and visits will therefore be planned and operated in accordance with this policy and procedures followed so that everyone involved understands his/her responsibility and can participate fully in the learning outside of the classroom.

3. All educational trips and visits will be appropriate and relevant to the age, maturity, capabilities and needs of the pupils participating and will be compatible with the ethos of the College.

4. It is assumed that, in the context of this document, "off-site visit" will include all College "away" sporting fixtures, sports tours, trips to the theatre and cinema, cultural visits, foreign trips, residential trips, curricular fieldwork, Duke of Edinburgh's Award expeditions, House outings, boarders outings, tutor outings and academic study visits.

5. In the context of this document the "visit leader" is the member of staff in charge of the visit, sports team or expedition.

6. The objectives of this policy are to:

- a. Ensure visits are worthwhile and educationally valid.
- b. Outline the legal requirements and responsibilities for visits.
- c. Provide a mechanism for the approval for all visits.
- d. Provide a planning outline for all visits.
- e. Cover all issues of Health and Safety that might arise with visits.
- f. Cover all types of visits the College might make.
- g. Provide a means of recording all visits made.

7. This policy has been written with due regard to:

- a. "Health and Safety of Pupils on Educational Visits" DfES 1998 (HASPEV)
- b. "Part 1 supplement: Standard for LEAs in Overseeing Educational Visits" DfES July 2002
- c. "Part 2 supplement: Standard for Adventure" DfES July 2002
- d. "Part 3 supplement: A Handbook for Group Leaders" DfES July 2002
- e. "Group Safety at Water Margins" DfES/CCPR

A copy of all of the above documents can be obtained from the Deputy Head.

## Legal Responsibilities

8. Under Common Law the College Board of Governors has a duty “to take reasonable care to avoid acts or omissions likely to cause foreseeable injury (physical or mental)”. This duty is owed to members of staff, pupils and others, such as parent volunteers, who may be involved.

9. Also, under Common Law, the members of staff accompanying students on a visit have ultimate responsibility for safety and are deemed to be acting “in loco parentis”. In these circumstances staff are held to the same standard of care as would be deemed a reasonable parents. Occasionally, this duty of care can be temporarily be transferred to others e.g. an instructor at an activity centre where the activities are controlled by those instructors/experts.

10. The Health & Safety at Work Act 1974 (HSWA) requires employers to ensure, as far as reasonably practicable, the health, safety and welfare of:

- a. Its employees (under section 2)
- b. Those persons not in their employment who may be affected by it, i.e. students, parents, visitors and volunteers (under section 3)

11. The Management of Health & Safety at Work Regulations 1999 (MHSWR) sets out the following requirements:

- a. Employers should carry out risk assessments and introduce arrangements for planning, organising, controlling, monitoring, and reviewing the management of health and safety. These assessments should address risks to which employees and students are exposed, to ensure that appropriate control measures are taken to protect their health and safety.
- b. Where employers implement preventative and protective measures they should be based on the following principles:
  - Avoiding risks
  - Evaluating risks that cannot be avoided
  - Combating the risk at source
  - Adapting the work to the individual
  - Adapting to technical progress
  - Replacing the dangerous by non-dangerous or less dangerous
  - Developing a coherent overall prevention policy
  - Giving collective protective measures priority over individual protective measures
  - Giving appropriate instructions to employees
- c. Provide access to competent advice
- d. Employers should devise emergency procedures, especially for offsite visits and particularly those involving water and remote locations.
- e. Employees should be provided with information on the risks identified by the assessment and the preventative and protective measures implemented.
- f. Employers shall, in entrusting tasks to employees, take into account their capabilities as regards health and safety.

12. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), if participants in off-site visits, either employees, students or volunteers die or are severely injured (defined as an injury resulting in hospital admission for more than 24 hours), the incident should be reported to the enforcing authority (HSE) by telephone and followed up on a Form F2508 within 10 days (please refer to the Deputy Head and the Estates Manager for further information).

13. Also, under RIDDOR, all accidents and incidents (near misses), no matter how minor, should be recorded in an accident book. Whilst any off-site centre will have similar duties, visit leaders should

maintain their own records for the school's purposes. Any accident as part of an off-site visit should be reported.

**Other Responsibilities (of the Board of Governors, the Headmaster, the EVC, a Trip Leader and other staff)**

14. The responsibilities of the College Board of Governors are to discharge Health and Safety Responsibilities for Educational Visits though:

- a. Maintaining appropriate insurance cover.
- b. Ensuring that the visit's leader's plans comply with the regulations and guidelines of the Seaford College Health and Safety Policy
- c. Ensuring that training needs have been addressed.

These responsibilities are delegated, through the Headmaster, to the Senior Deputy Head, the Director of Finance and the Educational Visits Co-Ordinator (EVC).

15. The responsibility of the Educational Visits Co-ordinator (EVC) is to:

- a. Ensure that visits comply with the Seaford College Health and Safety Policy.
- b. Agree the process of approval for all visits.
- c. Ensure that the accreditation of external providers is carried out.
- d. Ensure that all visits have contingency plans in place.
- e. Ensure that all visits have emergency procedures in place.
- f. Allocate time and resources for staff training.
- g. Ensure that all visit leaders are assessed as competent.
- h. Ensure that Risk Assessments are adequate.
- i. Ensure that parents are informed and that they have given consent.
- j. Keep records of visits.
- k. Ensure that accidents and incidents are reported.

16. The visit leader will have overall responsibility for the supervision and conduct of the visit including direct responsibility for the students' health, safety and welfare.

17. For every off-site visit, fixture or expedition the leader must:

- a. Have approval to carry out the visit.
- b. Be suitably competent to control, lead or instruct the students on the visit.
- c. Be aware of Safeguarding issues, ensuring that all supervisors are DBS (enhanced) checked.
- d. Ensure that there is adequate First Aid provision for the visit.
- e. Undertake and complete the planning and preparation of the visit, including the briefing of students, parents and supervisors, where necessary.
- f. Ensure that generic and event-specific Risk Assessments are in place for the visit – and copies are carried on the visit.
- g. Ensure that a medical check has been completed for all participants.
- h. Ensure that the ratio of supervisors: students is appropriate for the needs of the group relative to the activity to be undertaken.
- i. Have enough information on students proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed or confirmed.
- j. Consider stopping the visit at any time if the risk to the Health and Safety of participants is unacceptable.
- k. Ensure that supervisors have the details of emergency procedures and College contact.

- l. Ensure that, for any overnight, hazardous, overseas or trip that carries an extra charge, parents have given written consent. Matches or fixtures do not require this permission. All other local day trips are covered by the form submitted by parents when students join the school.
  - m. Ensure that non-teaching supervisors are covered by school insurance (Public Liability, Personal Accident and vehicle insurance as necessary) and have DBS (enhanced) checks.
- 18. Teaching staff acting as supervisors have a responsibility to ensure the Health and Safety of students in their care. They must:
  - a. Follow the instructions of the visit leader.
  - b. Consider stopping the visit or the activity (notifying the visit leader) if they consider the risk to the Health and Safety of any group or group member to be unacceptable.
- 19. Adult volunteers must understand clearly what their responsibilities are. Non-teaching adults acting as supervisors should:
  - a. Do their best to ensure the Health and Safety of students in their care.
  - b. Not be left in sole charge of students except where it has been previously agreed as part of the Risk Assessment and the appropriate level of security clearance (enhanced DBS) has been obtained.
  - c. Follow the instructions of the visit leader and teaching staff supervisors.
  - d. Contact the visit leader if concerned about the Health and Safety of any student during the visit.
- 20. The visit leader must make it clear to the students that their responsibilities include:
  - a. Not taking unnecessary risks.
  - b. Following the instructions of the leader and other supervisors, including those at any venues for the visit.
  - c. Dressing and behaving sensibly and responsibly.
  - d. If abroad, being sensitive to local codes and customs.
  - e. Looking out for anything that might hurt or threaten the safety of any member of the party and tell the visit leader or supervisor about it.

Any student whose behaviour may be considered to be a danger to themselves or the group may be stopped from participating.

- 21. Parents should be able to make an informed choice about whether their child should go on a visit. The visit leader should ensure that parents are given sufficient information in writing and/or are invited to any briefing sessions.

### **Competence of Leaders and Supervisors**

- 22. A person who possess sufficient technical knowledge, experience and skills to able to carry out the specific task and prevent danger or injury from arising during the course of the work, or as a result of the work, is deemed to be competent.
- 23. Leaders and supervisors of all visits must be deemed competent for the task. For some trips (including the more hazardous ones) this may take the form of a National Governing Body qualification endorsed by someone with a higher level of expertise in the area of competence being verified. It is up to the EVC or Headmaster to deem someone as competent to lead or supervise a trip.

## **Planning a Trip**

24. There are three parts to any trip or visit:
- a. The planning that takes place before a visit, which includes outline approval, detailed planning and substantive approval.
  - b. The visit itself, which will include briefing of students and supervisors and supervision of the visit.
  - c. Post trip evaluation, including the reporting of any accidents or incidents.

## **Outline Approval**

25. A submission of the proposed visit is made to the Senior Deputy Head via the Evolve platform during the term before the event. If the outline is approved the trip will be put onto the College Calendar. If a trip is planned later than this, permission should be gained from the Senior Deputy Head. If permission is given, the trip will be placed on the online calendar. Once permission has been gained detailed planning may begin.

26. It is unlikely that permission will be granted for a trip during school time for those in public exam year groups in the second half of the Easter term or in the summer term in the run up to exams. The Easter holiday should also be avoided if possible as this is a time where students will be feeling the pressure of revision.

27. No department should plan on taking students in any one year group out of school time more than once in a school year. Permission to take students out more than this will only be granted in exceptional cases. An infographic outlining the educational visits approval process can be found in the attached annex.

## **Detailed Planning**

28. The visit leader is to ensure that the objectives of the visit are pitched at the correct level for those students taking part. He/she should also ensure that any licences/accreditation are in place where appropriate.

29. The appropriate number of supervisors will depend on a number of factors including:
- a. Gender, age and ability of party members.
  - b. Students with SEN or medical needs.
  - c. Nature of activity.
  - d. Duration of visit.
  - e. Type of accommodation.
  - f. Competence of staff/supervisors.
  - g. Behaviour record of students.
  - h. First Aid cover.

It must be ensured that there is a sufficient number of supervisors to accommodate emergencies, such as the need for a student to return home early through accident/ill health.

The staffing ratio will be determined by Risk Assessment and will allow for emergencies.

Visit leaders or supervisors whose own children are involved on a visit cannot be included in the supervision ratios since they would revert to the role of a parent if their child were unwell or suffered an accident.

On some occasions the staff : student ratio may be supplemented by parents or volunteers at the discretion of the visit leader, who should clearly define the responsibilities of such individuals and ensure that they are understood. This will also need to be cleared with the Headmaster. Any such helper should be subjected to an enhanced DBS check and be added to the College liability insurance. This can take up to six weeks to process.

30. An exploratory pre-visit should be made, if at all possible for visits abroad or for any residential visit or where the location is not familiar so that an adequate assessment of risks can be made.

### **Risk Assessments**

31. There are three main types of Risk Assessment: generic, event-specific and on-going.

- a. Generic – these risk assessments are normally prepared by the College. These are applicable to the activity wherever and whenever it takes place (an example might be travelling by minibus or coach).
- b. Event Specific – these are risk assessments that are prepared by the visit leader and will differ from place to place and group to group.
- c. On-going (dynamic) – these risk assessments are made while undertaking the visit; judgements and decisions are made as the need arises and are not normally recorded until after the visit.

All risk assessments should:

- a. Identify the significant hazards.
- b. Identify who might be harmed.
- c. Evaluate the risk level.
- d. Identify controls that are in place.
- e. Implement additional controls if needed.
- f. The name of the assessor, the date assessed and review date (if applicable)

Copies of all risk assessments should be placed on Evolve and a copy should also be kept and taken on the trip.

32. It is good practice to have a contingency plan 'B' in the eventuality of the original proposals not being possible (e.g. due to poor weather). This should also be risk assessed.

33. Consideration should be given to First Aid requirements relative to the visit. There must be a member of staff with good working knowledge of First Aid on every visit.

34. Group leaders and those in charge of teams must carry out a medical check on pupils on the trip. This information must be given to all supervisors on the trip.

35. Swimming, paddling and other 'in-water' activities should never be allowed as an impromptu activity. 'In water' activities should only take place when a specific risk assessment has been completed and qualified supervision is available.

### **Transport**

36. In selecting the most appropriate method of transport for the visit the following should be taken into account:

- a. Passenger safety;
- b. Competence of the driver and whether he/she holds the appropriate licence;
- c. The number of driving hours required for the journey and the length of the driver day;
- d. The number of drivers needed;
- e. The type of journey (locally and long distance);
- f. Arrangements in case of breakdown or delay;
- g. Insurance arrangements;
- h. Welfare breaks on long journeys;
- i. Supervision on or around transport.

Specific requirements for different types of transport might include:

- a. Private car
  - The vehicle is roadworthy;
  - The driver has appropriate and valid driver's licence;
  - The driver insurance (check with the Finance Officer);
  - The car is fitted with functioning seatbelts and these are worn at all times;
  - Child protection issues – for example, if an adult was alone in a car with pupil (eg taking a pupil to a medical appointment) the pupil should sit in the back seat. Any concerns should be raised with the Senior Deputy Head.
- b. School owned or hired minibuses
  - The driver has an appropriate licence;
  - There is adequate adult supervision of the participants, if at all possible, other than the driver.
- c. Coach Company
  - Coaches are booked through the school operations department;
  - Any company being used must have a Public Service Vehicle (PSV) Operator's Licence;
  - The operator must have appropriate insurance.

### **Accommodation**

37. If accommodation is being used, the following need to be in place:

- a. UK accommodation must be covered by a fire certificate.
- b. If abroad, accommodation must comply with the health and safety regulations for that country.
- c. Appropriate security arrangements must be in place for possessions and for students/staff.
- d. Separate male and female accommodation and washing facilities must be in place.
- e. Staff accommodation must be close at hand.
- f. Any person over the age of 18 who is not a student at the school must have an enhanced DBS certificate.

Parents should have full details of accommodation arrangements.

## **External Providers**

38. If an external provider is being used the following points must be taken into account:
- a. Approval to use an external provider must be obtained, via the Evolve process.
  - b. External providers are responsible for assessing the risk of those parts of the visit that they are contracted to provide.
  - c. Financial arrangements are to be made between the 'provider' and Seaford College – not the students' parents.
  - d. If using air transport ensure that there is an Air Travel Organisers Licence (ATOL) in place.
  - e. If using a tour operator ensure they are approved by a bonding agency (e.g. ABTA).

## **Insurance**

39. Seaford College has Public Liability cover for all 'approved' activities on-site and off-site but Group Leaders are advised to check that staff and students are adequately covered and that parents are informed of the insurance cover given by the College.

## **Final Sign Off**

40. Confirmation of approval for the visit to go ahead (final sign off) will be given by the Head, or a delegated individual (normally the Senior Deputy Head) when all aspects of the planning are confirmed.

## **Briefing Students**

41. Students should clearly understand what is expected of them and what the visit will entail. They must understand the standard of behaviour expected of and why rules must be followed. They must be informed about potential dangers and how they should act to ensure their own safety.

## **Briefing Supervisors**

42. All supervisors must understand their roles and responsibilities at all times. It is helpful if this is given to them in writing. It is essential that supervising staff know when they are on duty and when they have 'down time' (for example on a trip that takes place over a number of days and nights).

## **Supervision of the Visit**

43. The earlier section on 'supervisors for the visit' (sections 22, 23 and 29) should be referred to.

The level of supervision forms an integral part of the Risk Assessment process. There are two types of supervision for a visit:

- a. Close Supervision – when group members are always within sight and contact of the supervisor(s)
- b. Remote Supervision – when group members are working away from the supervisor(s) but are subject to predetermined controls and checks.

## Emergency Procedures

44. In the event of an accident or emergency occurring during an off-site visit or activity the Group Leader should follow the relevant emergency procedures laid down in this section:

- a. All Group Leaders must carry the name and contact details for the member of SMT on duty for the duration of the visit or activity.
- b. Accidents and near misses may be categorised as either minor or serious. In order that the College can update its risk management procedures all near misses should be reported.
- c. For minor emergencies the Group Leader will respond by attending the injured ensuring the safety of the rest of the group. On return to the College they will complete an accident report form.
- d. For serious emergencies the Group Leader will respond by attending to the injured, ensuring the safety of the rest of the group, summoning help/evacuation by whatever means appropriate and contacting the SMT on duty. On return to the College they will complete an accident report form.
- e. In the event of a fatality the Group Leader will respond by attending to any injured and ensuring the safety of the rest of the group. They will then call the appropriate emergency services and the Police, giving the details of location, nature of accident, number of individuals involved and the condition of the group. The contact details of any witnesses should be obtained and the duty SMT contacted. The remaining activity participants should be prohibited from using mobile telephones (in order to maintain the confidentiality of the incident until the next of kin have been informed via the proper channels).
- f. No member of the College's staff other than the Head, or the duty member of SMT in the Head's absence, is authorised to speak to the press/media.

In the event of an incident it is good practice to make notes as soon as is reasonably possible after the event to help in the recording of the incident on the accident report form.

## Types of Visit

45. Day Visit – this type of visit may be undertaken each year/term or an ad hoc basis in support of particular parts of the curriculum e.g. art trips to galleries or lectures and concerts in nearby cities and towns. These visits should be placed on Evolve. Boarders' trips at weekend would be included in this type of visit (although Boarders' trips do not have to be recorded on Evolve).

It will be necessary to seek approval for such visits and to carry out the planning process including completing a Risk Assessment. Parental consent will be required if there is an extra charge for the trip.

46. Sporting Fixtures – All 'away' fixtures constitute an off-site visit. Risk assessments will be held as part of the Departmental Handbook. These trips do not need to be recorded on Evolve, unless they contain an overnight stay.

47. Adventure Activities – There are three recognised categories of adventure activities:

- a. Category A – Activities that present no significant risk e.g. walking on non-remote country paths.
- b. Category B – Higher risk or higher profile activities e.g. walking in non-remote country, camping.

- c. Category C – Includes all activities that which, if not school-led would be “in scope” of the Adventure Activities Licensing Regulations 1996 and other “high risk” non licensable activities.

As an example, a school skiing trip will be a Category C visit, whilst Duke of Edinburgh’s Award trips will generally be Category A or B.

All activities must be covered by operational procedures and generic/event specific Risk Assessments with all relevant documents placed on the Evolve platform.

If an external provider is being used, the provider must hold an Adventure Activities Licensing Authority licence if the activity comes within the scope of the AALA regulations. If the activity is outside the scope of AALA regulations the Visit Leader must be satisfied that standards of provision are adequately covered by Risk Assessments and operational procedures.

The nature of some adventure activities (e.g. Duke of Edinburgh Award expeditions) requires students to work without direct supervision. Parents must be made aware that supervision will be remote.

These trips should always be recorded on Evolve.

48. Residential Visits – The section on accommodation (section 37) should be referred to. There must be adequate staff/supervisors of the gender of the participants for cover should an accident/incident occur.

These trips should always be recorded on Evolve.

49. Visits Abroad – Unless agreed with the Headmaster, travel and accommodation arrangements should only be made through a recognised tour operator. Assessment of the operator’s reputation should form part of the Risk Assessment for the trip.

Overseas visits will normally involve much more comprehensive planning than other off-site trips. An exploratory visit, however, is likely to be much more difficult to undertake. As an alternative the following can help to inform the planning process and inform the Risk Assessment:

- a. The provider;
- b. The Foreign and Commonwealth Office;
- c. Other schools that have used the provider/visited the location;
- d. National travel offices in the UK for the destination country;
- e. Embassies/consulates;
- f. The Suzy Lamplugh Trust.

As well as the normal preparation for pupils other factors that should be considered include:

- a. Language – particularly common phrases. A help sheet could be considered rather than relying on memory, especially in times of crisis.
- b. Culture – body language, dress codes, rules of behaviour, local customs, and attitudes to gender.
- c. Drug/alcohol usage.
- d. Food and drink – difficulties with drinking water/raw fruit and vegetables, shell fish, cooking standards.
- e. Money – local currency, sterling equivalent of each denomination, how to carry safely.
- f. How to use phones abroad, including the code for the UK.
- g. Emergency procedures.

Parents are likely to have to receive more information, and in more detail, than for other trips and visits. A briefing meeting with minutes is recommended – the tour operator could be invited to provide as much information as possible before final consent is sought. Medical consent should also be repeated in local language.

The visit leader should establish if any vaccinations are required and the lead-in time. All members (and their parents) must receive this information in good time to arrange vaccinations. Written confirmation (e.g. a vaccination certificate) should be sought to confirm that the course has been completed.

Comprehensive travel insurance must be in place by the time the deposit is paid.

It is advisable that at least one adult member of the group should be able to speak and read the language of the visited country. The ability to hold a basic conversation and to know what to say in an emergency would be an advantage to the other adult members.

Visa and passport requirements should be ascertained as part of the planning process and communicated to parents/groups member. The visit leader should ensure that all requirements have been fulfilled at an early stage in the process. The visa needs for any students who are nationals of any EU state should be considered. Such students may require visas when others do not and may well have to use separate passport control channels at points of entry.

A contingency fund should be considered to cover the possibility that medical treatments may need to be paid for in advance.

The Group Leader should ensure the following paperwork is taken and placed on Evolve:

- a. Travel tickets, passports and visas. A separate list of the numbers of such documents or photocopies of the documents should be carried by another adult.
- b. Copy of any contract with a centre/hotel.
- c. Details of any significant medical histories. Medical consent forms.
- d. Contact details for the College.
- e. Contact details for the parents (names, addresses and home/work/mobile telephone numbers).
- f. Adequate copies of lists of group members and their details.
- g. Insurance policy and local contact details for claims.
- h. Names, address and telephone number of the group's accommodation.
- i. Instructions for emergency replacement of lost/stolen Traveller's Cheques together with details of the serial numbers (to be carried separately from the cheques).
- j. Copies of the Risk Assessment(s).

The College should be able to access the following information via the Evolve platform:

- a. Itinerary and contact phone number/address of the group.
- b. List of all group members (including adults) and their details.
- c. Contact details for the next of kin (name, address and phone number).
- d. Copies of consent forms.
- e. Copies of travel documents, insurance policies, medical papers, passports and visas.
- f. Contract with the centre/hotel (if any).
- g. Risk Assessment(s).

During the visit the following should be considered:

- a. Providing each group member with a note in the relevant language for use if they get lost. It should advise the reader of their participation in a school trip and ask that they be reunited with the group at the accommodation or take them to a police station.
- b. Making sure that all group members carry an appropriate amount of foreign currency at all times.
- c. Making sure that members of the group can be easily identified at all times i.e. school uniform or distinctive clothing/hats/bags as appropriate.
- d. Security procedures.

Regarding emergencies the group leader should know:

- a. That all group members know what to do.
- b. Where the nearest British Embassy or Consulate is located and telephone numbers. It may be appropriate for all group members to have this.
- c. The details of any prevalent diseases and what action should be taken should a member of the group become infected.
- d. That participants have suitable sun protection (hats/glasses/sun cream of high enough protection).

All trips of this nature should be recorded on Evolve.

### **Ski Trips**

50. In addition to the points covered in “Visits Abroad” ski trip leaders are reminded that, as with any other adventurous activity, skiing, snowboarding or related activities should only take place under the direction of an appropriately qualified and competent instructor.

Ski trips require appropriate insurance cover.

The minimum national qualification for staff intending to organise a ski trip (but not instruct) is the Evolve snowsport visit training.

All trips of this nature should be recorded on Evolve.

### **Water Activities**

51. There is a clear distinction to be made between water-based activities and water-margin activities.

Water-based activities are regarded as adventurous activities (watersports) and require approval and planning accordingly.

Water-margin activities are “learning activities” near or in water. Staff leading or supervising those activities need to be conversant with Reference 9 “Group Safety at Water Margins” DfES/CCPR. There needs to be a Risk Assessed Plan B in place for alternative activity. Parental consent is needed for these activities.

All trips of this nature should be recorded on Evolve.

