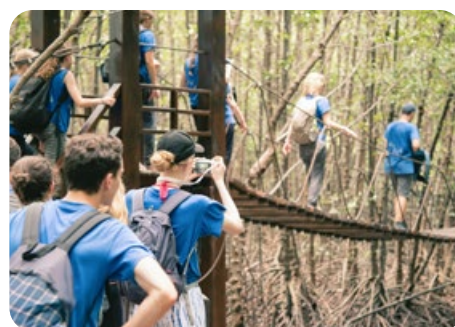


# Educational Visits & Adventurous Activities Policy



South Tyneside Council

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## Educational Visits Advisory Service

South Tyneside Council's (STC) Educational Visits Advisory Service (EVAS) is based at Simonside Climbing Wall, St Simon Street, South Shields, Tyne and Wear, NE34 9SD.

Further details can be found on STC's EVOLVE page as well as contact details by selecting the phone icon once logged into EVOLVE.

**STC's EVAS offers the following services:**

- the provision of advice and guidance in respect of visit planning and clarification (when required) regarding this policy and/or OEAP NG
- an approval and monitoring role for visits using EVOLVE Legal Framework

## Legal Framework

Ensuring the health and safety of pupils and staff on educational visits is a responsibility of STC under the Health and Safety at Work Act 1974 and other statutes as listed below:

- Management of Health and Safety at Work Regulations 1999
- Activity Centres (Young Persons' Safety) Act 1995
- Children Act 2004

See Outdoor Education Adviser Panel's (OEAP) National Guidance (NG) 'Underpinning Legal Framework'.

DfE - <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#educational-visits>

FCO - <https://www.gov.uk/foreign-travel-advice>

## Scope

This policy automatically applies to STC maintained schools and STC departments, as well as all other organisations that adopt this policy through a Service Level Agreement (SLA).

Off-site visits are defined as visits/events that involve children, young people or vulnerable adults being away from their normal school, centre or residential home (for e.g.; outside of the establishments physical boundary).

This policy also applies to all visits regardless of whether the activities take place within or

outside of normal working hours and hence includes weekends and holiday periods.

## Outdoor Education Advisers' Panel National Guidance

STC refers to NG which is published by OEAP as a source of good practice and guidance. A link to their website can be found on the homepage of EVOLVE. This site provides detailed guidance covering key aspects of off-site visits and outdoor learning, including information outlining the roles of key staff and parents in the planning and delivery of visits.

STC employees and all other organisations that adopt this policy through an SLA must follow NG as well as the requirements of this policy.

Please contact Alex D'Ambrosie (contact details at the end of this document and by selecting the contact button on EVOLVE) should further information be required following consultation with NG.

## Organisations other than South Tyneside Council

Where other organisations (such as Academies, Governing Bodies, Charities or Management Boards) have bought into STC's EVAS SLA; they must adopt this policy as well as OEAP's National Guidance and this should be clearly stated in their establishment's policy for external visits.

Within Health and Safety law, the organisation has responsibility for the health, safety and welfare of its employees, students and volunteers.

## Commissioning

Organisations outside STC that are commissioned to provide a service which includes educational off-site visits must also adopt this Policy and OEAP's NG.

## Notification and Approval of Visits

STC uses the web based 'EVOLVE' system to facilitate the efficient planning, management, approval, and evaluation of visits. All staff that lead or accompany visits can access their own EVOLVE account, which is set up by their establishment's EVC. As well as being an efficient tool for planning and approving visits, EVOLVE also contains a variety of key features including: search and report facilities, downloadable resources and information, and staff records and visit history.

EVOLVE must be used for all off site visits (but can also be used as a planning and approval tool for on-site visits).

Where LA (Local Authority) approval is required once the EVC and Head Teacher/Principal (or Manager) have authorised the visit/s, STC's EVAS are automatically alerted to the visit/s requiring approval. For the purposes of notification and approval, external visits are classified into two categories.

All visits must be submitted onto the EVOLVE system by the member of staff leading the proposed visit. Every visit leader must also use and complete OEAP's NG 3.3e Visit Leader Checklist to ensure safety and quality, and it is the responsibility of their establishment's EVC to ensure this has been adhered to.

### Category 1

These are routine visits that are covered by; an establishment policy, generic risk assessment and blanket, informed parental consent.

#### Examples include:

- a traffic census outside the school gate
- taking a school team to an away fixture
- special school life-skills excursions
- local project work
- weekly swimming lessons
- visits to a library, museum etc.
- physical education activities at a sports centre
- use of play parks and recreational areas
- shopping trips

Recommended approval is 1 week before the visit takes place and this is by the establishment's EVC and Head. These visits must be submitted onto the EVOLVE system by the member of staff leading the proposed visit.

### Category 2

These are inherently higher risk / remote visits, which include adventurous activities, overseas visits and residential experiences.

These visits must be submitted onto the EVOLVE system by the member of staff leading the proposed visit and approved by both the establishment's EVC and Head 21 days before the proposed visit takes place.

Once the Head has given approval, the EVOLVE system will automatically forward the visit onto STC's EVAS

**(please note that this will only work if either; adventurous activity, overseas or residential has been selected on EVOLVE).**

**The visit can only go-ahead once STC's EVAS has approved it.**

## Risk Management

STC and organisers have a duty to ensure that risks are managed and reduced to an acceptable level. This means that proportionate (suitable and enough) risk management systems must be in place. This policy sets out the arrangements that STC has made for managing the risks inherent in off-site visits and which organisers are expected to consider when planning educational visits. Risk is a natural part of everyday life; all activities involve risk and it is impossible to eliminate it entirely. Indeed, the human spirit thrives on adventure and journeys into new territory, both physical and metaphorical. As they grow up, it is important that children and young people learn to understand and manage risk and uncertainty for themselves. If society attempts to overprotect them, they not only miss huge opportunities for growth but also emerge into the world at large unable to cope with the uncertainties and challenges of adult life. Well-managed off-site visits play a vital part in helping children and young people learn about the real world, enabling them to understand and manage risks for themselves.

Schools and organisers are therefore encouraged to provide such opportunities for children and young people. Good planning and management of activities should be about reducing risks to an acceptable level, considering the potential benefits. Risk management should be largely a common-sense process centred upon experienced and qualified competent staff who have had recent and relevant training. It should focus on significant risks, not trivial ones, and it should not become a restrictive and onerous bureaucratic exercise.

As detailed further on in this policy, Visit Leaders and Educational Visit Co-ordinators need to complete training every 3 years from STC's EVAS and it is the responsibility of organisations buying into STC's EVAS SLA that this takes place and staff training does not lapse over 3 years since the last date of training.

To assist Visit Leaders, EVOLVE contains a plethora of information within the 'resources' section. The Visit Leader is required to read the applicable information and complete and attach a specific risk assessment using STC's template and follow its guidance and example. The completion of a risk assessment should be in chronological order of the visit. Other information is also contained within the 'resources' section to assist with managing risk, such as guidance regarding; safety in and around water margins, traveling and undertaking adventurous activities for example. The Outdoor Education Adviser's Panel 'National Guidance' should also be

used as an aide memoir when planning a visit, as should their Provider Statement if a provider doesn't hold the Council for Learning Outside the Classroom (LOtC) Quality Badge in order to appropriately assess suitability beforehand.

Event Specific Notes can also be used on EVOLVE in order to highlight a aspect of the visit and how risk will be mitigated and for e.g.; how the child or young person will be supported based upon their Educational Health Care Plan or other identified needs

## Planning

Planning should reflect the consideration of legal and good practice requirements, ensuring:

- The plan is based on establishment and STC policies and procedures, and NG
- All staff (including volunteers) and the children and young people are involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process
- Those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained
- Proportionate assurances have been obtained from all providers (making full use of National accreditation schemes)
- Designated emergency contact(s) have been identified that will work on a 24/7 basis where required
- All details are accessible to the emergency contact throughout the period of the activity
- All activity is risk assessed
- There is a risk assessed 'plan b'
- All visits are planned, and risk assessed by the VL (it is noted that administrative support can be beneficial for data entry purposes only)

EVOLVE provides the VL a means of recording planning during the planning phase and enables the EVC, Head and LA to quality assure, contribute, approve, monitor and / or support the activity. EVOLVE must be used to plan and gain approval for all visits as this ensures a consistent and proportional system is applied.



#### Other benefits include:

- Having a central record of all visits that is accessible 24/7 (GDPR compliant)
- Having a full record of staff experience, which provides evidence to support decisions on competence
- Provides a central record of staff qualifications
- Reporting system for Heads, Governors and OFSTED etc.
- If staff use the system regularly, they rapidly become fluent and confident
- All staff have readily available access to both employer and National guidance

#### The extent of planning required is related to the complexity of the visit, see:

- OEAP NG document: 'Visit Leader Checklist' and 'RADAR model': based on 'STAGED': 'Staffing, Timings, Activity, Group, Environment, Distance.

## Outcomes

Clarity regarding the purpose and intended outcomes of the visit will help to ensure that the potential benefits can be achieved. Up to 2 'purposes' and 4 'intended outcomes' may be recorded on EVOLVE during the planning process, for subsequent evaluation.

Work that takes place outside the classroom can provide a powerful means of developing learning in all curriculum areas, raise attainment, increase attendance and improve physical inactivity and behaviour. Experiential learning can also provide opportunities for development in other areas.

#### The mnemonic RECITE can be used to assist:

- Relationships
- Emotional & spiritual
- Cross curricular
- Individual
- Teamwork
- Environmental

Preparatory work should take place in advance of the visit where appropriate. This, in conjunction with activity that will take place during the visit, should feed into any follow up work.

Refer to OEAP NG document: 'Evaluation of LOTC'.

It is also recommended to consider the following National best practice:

For residential visits -  
<https://learningaway.org.uk/>

For all visits <https://www.outdoor-learning.org/Portals/0/IOL%20Documents/HQOL/2049-High-quality-outdoor-learning-web-version.pdf?ver=2017-04-14-165244-293>

## Inclusion and Equality

Off-site visits should be available to all children and young people, regardless of background, abilities or characteristics. In making decisions, an educational establishment may have to balance the need to provide the best possible educational outcomes for all pupils with the need to meet the needs of individuals.

Schools / Academies and other services which offer such visits and activities must ensure that their provision meets the requirements of the Equality Act 2010 and does not discriminate against disabled participants because of their disability, without justification. .

However, the Disability Discrimination Act Code of Practice for schools has yet to be repealed (see OEAP NG 'Inclusion').

**If you have bought into STC's Legal Department's SLA, then advice can be sought from Gill Hayton in STC's Legal Department: Gill Hayton: 0191 424 6459  
Email: [gill.hayton@southtyneside.gov.uk](mailto:gill.hayton@southtyneside.gov.uk)**

## Educational Visits Coordinator (EVC) and Visit Leader (VL)

It is STC's policy that all establishments that undertake off-site activities have at least 1 trained Educational Visit Coordinator (EVC) in post. This training should be refreshed no later than every three years. It is recommended that larger establishments consider having more than 1 due to the inherent higher frequency of off-site activities. Should an establishment choose not to appoint an EVC, the functions and responsibilities of the EVC will automatically fall to the headteacher or proprietor of the establishment.

Headteachers, Principals or Service Managers must ensure that they have appointed an EVC who meets the role specification in the OEAP NG, or undertake to carry out this role themselves. They must also ensure that the person carrying out the EVC role completes the initial EVC training course and attends a refresher course on a three-yearly basis.

The EVC should be competent in leading and managing a range of visits like those typically run by the establishment. The EVC is responsible for providing policy guidance and support to staff within their establishment, taking advice from the Educational Visits Advisory Service if necessary. EVCs are responsible for creating, maintaining and updating educational and off-site visit policy and EVOLVE user accounts. For example; ensuring staff training records are uploaded to their awards section and maintaining pupil lists on EVOLVE.

In the establishment's system of quality control, the EVC completes the first check of the visit form; however, Headteachers/Service Managers have the ultimate responsibility in their establishment for the authorisation of visits, even if they have delegated the process of giving approval to another member of staff.

EVC and VL training is delivered by the STC's EVAS in accordance with the requirements of the OEAP

Training on the use of the EVOLVE system is available.

## Role-specific responsibilities

OEAP NG sets out in detail the responsibilities and functions for all key staff involved in the; planning, approving, supervising, supporting, monitoring and evaluating visits, such as the following:

- Children and Young People
- Parents / Carers
- Volunteers
- Supporting staff
- VL
- EVC
- Head (Head Teacher or Manager)
- Employer

OEAP NG may be accessed through EVOLVE by selecting the NG icon which is in the top right of every screen.

## Policy on the Management of Off-site Activities

Establishments must have their own Management of Educational Visits Policy that sets out the arrangements within their establishment. The policy is to be brought to the attention of all staff so that they are aware of its contents.

The policy should stipulate the intention of each establishment to implement this policy and refer to OEAP NG for additional advice and information. Upon completion, the EVC should upload the policy to their 'Establishment Documents' section on EVOLVE to allow easy access for all staff planning visits (a 'model' policy can be found on EVOLVE).

All Visit Leaders must have had OEAP Visit Leader training and establishments must also refresh Visit Leader training every 3 years.



## Approval for Staff to Lead an 'Adventurous' Activity

Staff who wish to lead (i.e. supervise or instruct) an Adventurous Activity must have approval to do so from the Educational Visits Advisory Service.

Approval will be based upon competence for the specific activity, which will include evidence of relevant qualifications, a current first aid certificate, and documentation showing continuing professional development in the form of a log of recent and relevant experience.

A certificate of competence from a Technical Adviser can be used if a member of staff doesn't hold a qualification in the activity that is wishing to be delivered. This must be attached to the visit form on EVOLVE.

All staff planning to deliver adventurous activities must apply for Leader Approval through EVOLVE for every adventurous activity they plan to lead (definitions for each of the above categories can be found in Appendix 1 in the HSE's document: 'Guidance from the Licensing Authority on Adventure Activities Licensing Regulations 2004' [L77]).

Any adventurous activity will also require the completion of a 'Activity Leader

Form' (ALF) section on the visit form. However, members of staff who hold a Leader Approval Award only need to state this in the appropriate section (please note that Leader Approval only lasts for 1 year and evidence of competence must be provided by the proposed visit leader and checked by the EVC/Head). Activities which do not need leader approval, but are defined as 'adventurous', require the visit leader to complete the ALF section in full.

Approval to lead an adventurous activity is specific to the technical aspects of the adventurous activity detailed in the application. Approval is not an indication in respects of other aspects of the proposed visit such as general management and supervision skills, the assessment of which may be the responsibility of the EVC or Head teacher.

## Emergency Planning and Serious Incidents

A serious incident is one where a group member participating in an off-site visit activity:

- fatality
- life threatening injury
- illness
- has gone missing for a significant and unacceptable period
- when a seemingly routine incident escalates to such a level that the Visit Leader no longer feels able to cope without outside assistance
- any situation in which the press or media are or may be involved

Establishments must ensure that their 'Educational Visits Policy' includes a section on what to do in the event of an emergency (serious) incident. All staff involved in a visit must be aware of and adhere to their establishment's policy on emergency procedures for local visits. Please read OEAP's NG regarding Emergencies and Critical Incidents.

Regarding writing an Educational Visits Policy, establishments should read OEAP's NG 5.3b regarding How to write an establishment visits policy.

**As part of the planning and preparation for all Category 2 visits, two 24-hour home-based emergency contacts must be identified, in addition to Alex D'Ambrosie from STC's EVAS: 07787005273 and in any absence, Martin Simpson: 07715 903855.**

## Ratios and Effective Supervision

An educational visit should not go ahead if either the VL, EVC and Head (and STC's EVAS if applicable) are not satisfied that there are appropriate levels of supervision. Establishments must ensure that the staffing of visits enables leaders to supervise young people effectively.

### Decisions about the staffing and supervision should take into account:

- The type, nature and duration of the visit and the planned activities
- The location, time of year and prevailing/predicted conditions of the environment in which the activity is to take place
- The nature of the group, including the number of young people and their; age, level of development, gender, ability and needs (behavioural, medical, emotional and educational) assessed as a group and on an individual basis
- Experience and competence of staff and other adults attending the visit
- The consequence of a member of staff being indisposed due to their own health or accompanying a student to hospital for example, particularly where they will be the sole leader with a group for any significant time on a residential and overseas visit.
- When planning a repeat visit or a series of activities, it is important to review the previous plan (no matter how well it worked in the past) to ensure that it meets current group needs and any other changes (e.g. time of year)
- The contingency or "Plan B" options
- Staffing ratios are a risk management issue, and should be determined through the process of risk assessment.

It is not possible to set down definitive staff/participant ratios for a age group or activity. Some guidance documents do set out ratios, but these should be regarded as starting points for consideration rather than being definitive, as they may be appropriate only where the activity is relatively straightforward, and the group has no special requirements.

The Early Years Foundation Stage (EYFS) Statutory Framework (updated 3rd April 2017) no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which

should be reviewed before each outing. The appropriate ratio on an outing is always likely to be higher than the legal minimum (for children aged three and over in early years settings either 1:8 or 1:13, and 1:30 in infant school reception classes in maintained schools). It is however, not unusual for a ratio of 1:1 or 2:1 to be necessary.

- 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, young people (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.
- There is no absolute requirement for children to be accompanied by staff of the same gender, even on residentials, but if this is not to be the case then there should be a sound plan to manage the potential issues involved, including the needs for privacy, safeguarding and pastoral support
- If a leader or helper is the parent of a young person taking part in a visit, there is the potential for them to be distracted by the needs of their own child when their responsibility extends to all or some of the group. This could compromise group management, particularly if there is a serious incident. The potential to be distracted can be avoided if a parent is not allocated a leadership role with direct responsibility for their own child. Sometimes this may not be possible (e.g. when a class teacher has their own child in their class). In this case consideration should be given to other ways to manage the risk, for example by ensuring that other leaders are available
- Staff who are specifically assigned to support the special educational or disability needs of an individual pupil cannot be counted towards the overall staffing ratio. Their responsibility should not include the wider group of participants as this reduces the focus upon the individual with additional needs and could place the establishment / LA in breach of the provisions of an Education Health and Care Plan.

A useful framework for assessing requirements for ratios and effective supervision is to use the mnemonic SAGED (OEAP's NG 1b – Foundations):

- Staffing: who is needed/available? The plan must work within the limits of available numbers, abilities and experience.
- Activities to be undertaken: what do you want the group to do and what is possible?
- Group characteristics: prior experience, abilities, behaviour

and maturity, gender, any specific or medical/dietary needs.

- **Environment:** indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; and the ease of communications between the group and base. Do not overlook environments to be passed through between venues. For residential visits consider the accommodation and surrounding area. For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions.
- **Distance:** how far from external support and emergency services are you?

**Examples of generic supervision are as follows:**

- **Direct;** Staff have a class of children at an annual sandcastle competition and are directly supervising; agreed working area, regular headcounts, additional staff for emergency reasons and toilet breaks, no swimming etc.
- **In-direct;** Staff have a class of students at a residential centre and are in-directly supervising; an outdoor education instructor directly delivers a homing exercise within the grounds to teach orienteering and promote working with peers in small groups independently whilst staff 'float' between groups supporting pastorally.
- **Remote;** Staff remotely supervise a group of students completing their Gold Duke of Edinburgh's Award and taking training and a practice expedition into account agree to meet throughout at key locations; foot bridges, villages and campsites etc.

## Monitoring and Safety During the Visit

Prior to the visit, the VL must ensure that staff, other adults and participants understand what is expected of them. This includes any rules that will be in place for the duration of the visit and these should be re-emphasised and reiterated during the visit as necessary.

Headteachers and Managers are responsible for ensuring the monitoring of visits organised by their school/service is undertaken. However, it is the responsibility of the VL as well as other staff to monitor arrangements continually during the visit.

The VL has the right to modify or curtail an activity (e.g. Plan B) to suit changed or changing circumstances. The VL has the

right to withdraw students from any activity where they think their safety is being compromised.

All visits should be evaluated based upon the agreed learning outcomes on EVOLVE and the risk assessment must be reviewed annually as good practice (or if there is an accident, or if relevant legislation has changed).

Where issues have arisen during the visit these must be addressed and, where necessary, changes to the event specific plan must be made for any similar future visits.

Accident and Incident forms must be completed if applicable and sent to your Health & Safety department.

Where issues have arisen regarding quality of delivery, please contact STC's EVAS who can support to resolve / investigate.

Where issues have arisen regarding safeguarding, please consider contacting your Local Authority Designated Officer (LADO).

## Using External Providers and Facilities

When planning a visit using external providers and/or facilities please refer to OEAP NG: 'Using External Providers and Facilities' for further information.

**An external provider and a facility are defined below:**

Any third party contracted to organise and/or deliver all or part of a visit or activity and may include support with supervision.

**For example:**

- Hotel
- Outdoor Activity Centre
- Specialist Instructor e.g. Kayak or DofE Supervisor
- Tour Operator
- Other travel provider (i.e. train, bus, airline)

A facility, which will form part of a visit but where the leadership team will lead and deliver any activities and the venue does not provide teaching or instruction.

**For example:**

- Museums, galleries
- Theme parks
- Theatres

Visit Leaders must assure themselves that the 'Provider' they intend to use to deliver adventurous activities has appropriate safe systems in place to deliver the activity. This can be done in the following ways:

- First, check that the 'Provider' holds a 'Learning Outside the Classroom Quality Badge' (LOtC). The LOtC Quality Badge provides enough reassurance that the Provider meets nationally required minimum standards of safety and quality. Details of a Provider's status can be checked on the Quality Badge website at: [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk) or sometimes it will automatically show when you select a 'Provider' on EVOLVE (NB – a listing on EVOLVE or a Kaddi logo next to the Provider name does not mean that they are approved by STC EVAS – this is only an indication that they have been used before and that the Kaddi website is promoting and also contains user reviews of provision. Where a Provider holds this Quality Badge, the completion of a 'Provider Statement' is not required.
- If they do not hold this status ask the 'Provider' to complete, sign and return the 'Provider statement' form (a copy of this document can be found in the 'Visit Forms' section on EVOLVE). Visit Leaders are advised to review the Provider Statement to ensure it is satisfactorily completed and it is recommended that these forms are renewed on an annual basis.
- In addition to the above; consider undertaking a preliminary visit and / or speak to STC's EVAS to ensure the visit has been thoroughly researched and planned.

Appropriate procurement procedures should always be followed to achieve value for money and suitability of provision and health and safety standards.

EVOLVE also lists coach companies that have been vetted by STC's Health & Safety team (including an expiry date). Those companies that have vetted do not require a Provider Statement to be sent/completed, if the expiry date hasn't been exceeded.

## Insurance

If you are a South Tyneside-based maintained School and have bought into STC's insurance cover, then travel insurance cover is automatic when visit forms have been approved on EVOLVE. Visits that have not received the appropriate approvals via EVOLVE may not benefit from insurance cover (as don't South Tyneside-based maintained Schools that haven't bought into STC's insurance cover).

Academies are not insured under the Council's insurance policies and they should seek advice from their own brokers or insurers regarding Risk Protection Arrangements (<https://www.gov.uk/guidance/the-risk-protection-arrangement-rpa-for-schools>) or alternative insurance arrangements to ascertain the levels of cover required and provided. Please note that this is also available to maintained Schools.

Schools which procure their own insurance provision must ensure their insurance cover remains valid for the proposed visit, including travel insurance, employers' liability insurance and public liability insurance. Evidence of suitable insurance cover may be requested. Schools should also ensure that any other relevant insurances are in place to cover other costs such as personal effects, cancellation/curtailment, medical expenses and repatriation.

**Advice regarding unusual visits or where pupils have specific requirements or conditions may be sought from STC's Insurance Department, please contact: Clare Whiteley: 0191 424 7652 / [clare.whiteley@southtyneside.gov.uk](mailto:clare.whiteley@southtyneside.gov.uk)**

STC has Employers and Public Liability insurance through QBE UK Ltd. A copy of the insurance cover letter and certificate can be made available upon request.

**Providers must also have the following minimum amounts:**

- Employers Liability - £10M
- Public Liability - £5M
- Professional Indemnity - £2M

### UK Global Health Insurance Card or UK European Health Insurance Card

UK-issued European Health Insurance Cards (EHICs) are still valid and offer the same cover as the new UK Global Health Insurance Cards (GHICs) in the EU. If a participant's UK issued EHIC has expired, they must replace it with a UK-GHIC before travelling.

Some participants may not be entitled to an UK EHIC or UK

GHIC if they are not covered by the Withdrawal Agreement or are insured under a similar scheme by another EU country, Norway, Iceland, Liechtenstein or Switzerland. If the participant is not eligible for a UK EHIC or UK GHIC, they should contact the relevant authority in the country in which they are insured and request an EHIC from that country.

The UK EHIC/GHIC is not an alternative to travel insurance. It will not cover any private medical healthcare or costs, such as mountain rescue in ski resorts or being flown back to the UK. Organisers should ensure that participants have both an EHIC/GHIC and a travel insurance policy that includes healthcare in place before travel. Some insurers now insist travellers hold an EHIC/GHIC.

## First Aid

First aid provision must form part of the risk assessment for all visits and first aid knowledge must be appropriate to the environment in which the visit will take place. This will help to determine first aid staffing and equipment. It is good practice to have at least 1 qualified and competent first aider with an appropriate first aid kit (stocked and in date) on visits. There are instances however, where this might not be needed, for e.g. a School swimming lesson; the coach driver might be first aid qualified and has a first aid kit on the coach, together with the swimming teacher being first aid qualified and also having a first aid kit at the pool.

STC requires at least 1 qualified and competent first aider with an appropriate first aid kit on any visit that is either; adventurous, residential or overseas.

First Aid requirements for Early Years are specified and must be adhered to.

A qualified First Aider is to at least Level 3 on the Qualification Framework (Level 6 in Scotland) and the educational establishment's risk assessment and visit risk assessment will determine the type and amount of first aiders needed.

Competence may be recognised by prior knowledge and experience, or, preferably, as a result of formal training. VL's are encouraged to attend First Aid courses delivered by Simonside Outdoor Adventure which is STC's chosen and preferred provider.

The level of staff competence which may be required will depend on many factors including:

- The nature of the programme and whether it is residential (see note above regarding qualification)

- Whether the programme includes adventurous activities
- The numbers in the group
- The extent to which 'outside' first aid assistance is available (e.g. at a residential centre)
- The environment and particularly whether it is abroad or remote.
- The health and medical needs of group members.

If staff are delivering outdoor and adventurous activities, the leader (and/or assistant) must hold a current first-aid certificate and carry a suitable first-aid kit. Where employees hold Outdoor Activity coaching qualifications, they will normally be required by the governing body of the sport to hold a current first aid certificate for the award to be valid.

## Accident and Incident Procedure

Any accidents, violence, near misses and/or incidents that occur during off-site visits and activities must be reported and recorded in accordance with STC's accident reporting (AR) and violence reporting (VR) procedures.

**All paperwork should be sent to STC's Health and Safety Department, please contact: Joanne Woods: 0191 424 6158 [joanne.woods@southtyneside.gov.uk](mailto:joanne.woods@southtyneside.gov.uk)**

STC also has a critical incident plan which is on EVOLVE within the 'resources section'.

## Transport

Refer to OEAP NG: 'Transport: General Considerations'.

### Private Cars

Where a private (staff or parent) car is to be used to transport young people then this must be approved by the Head of Establishment, and The Private Car Form must be completed and retained by the establishment on an annual basis. For employees this may be supplemented by copies of relevant documents. Seatbelts must be worn and legal requirements relating to child restraints and booster seats must be complied with. All staff must have business insurance included on their own policy. Parents and volunteers must have their driving licence and insurance checked annually to ensure due diligence is carried out.

When using staff or parent/volunteer cars, the law regarding car seats will apply:

	Front Seat	Rear Seat	Who is responsible
Child up to 3 years*	Correct child restraint must be used	Correct child restraint must be used	Driver
Child from 3rd birthday up to 135cms in height or 12th birthday whichever they reach first	Correct child restraint must be used	Where seatbelts are fitted, correct child restraint must be used  An adult belt must be used if the correct child restraint is not available for a short distance for reasons of unexpected necessity or two occupied child restraints prevent the fitment of a third	Driver
Children aged 12 and over or more than 135cms tall	Seatbelt must be worn if available	Seatbelt must be worn if available	Driver
Adult passengers – 14 years and older	Seatbelt must be worn if available	Seatbelt must be worn if available	Passenger

\* children under 3 years must use the child restraint appropriate for their weight in all cars, vans and other goods vehicles. They cannot travel if a vehicle does not have seatbelts installed.

If no seatbelts are fitted in the front, then children under 135cms in height (who are also under 12 years of age) cannot travel in the front of a vehicle.

The same rules apply for children with disabilities or medical conditions, but they can use a disabled persons seat belt, or a child restraint designed for their needs. A doctor can issue an exemption certificate if a child is unable to use a restraint or seat belt because of their condition.

Refer to OEAP NG: 'Transport in Private Cars'.



## Coaches

The LA approved coach companies can be found on EVOLVE. Whilst UK legislation requires coach companies to be fit for public use, the facilities available on coaches may vary. The Visit Leader should ensure that coaches and buses are hired from a reputable company. Liaising with other establishments within the LA that have used a company (via a search on EVOLVE) will help to determine the level of service that may be provided. When booking coaches ensure seatbelts are fitted. All children must travel in rear seats (any seats behind the driver).

A Provider Statement must be completed and attached to the visit form if using a non-approved LA coach company and retained by the establishment on an annual basis.

## Minibuses

Establishments that own or hire a minibus must have an operational policy and risk assessment in place for this. All children must travel in rear seats (any seats behind the driver).

For further information, visit EVOLVE (Resources / Guidance, Policies and Documents / Transport) and OEAP National Guidance.

## Public transport

Parents and carers must be aware of the intended form of transport in order to give fully informed consent for educational visits.

Establishments must ensure timetables for public transport have been checked in advance. Some providers can also help with effectively managing large number of students and ensuring seating arrangements are appropriate if contacted in advance, for e.g.; Tyne and Wear Metro.

Enquiries should be made at an early stage about access and facilities for securing wheelchairs or other physical aids on public transport.

## Farm Visits

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

Refer to Farming & Countryside Education:  
[www.face-online.org.uk](http://www.face-online.org.uk)

Refer to OEAP NG: 'Farm Visits'

## Water Margin Activities

This section applies to:

Activities that take place near or in water – such as a walk along a riverbank or seashore, collecting samples from ponds and streams, or paddling or walking in water without flow and is shallow\*. It does not apply to swimming and other activities that require water safety or rescue qualifications and equipment, or water-going craft.

\* In this context, paddling means walking in shallow sheltered water (below knee height on the participants) whilst clothed i.e. with trousers rolled up or shorts and clothing on the upper body.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

**At the outset the establishment must decide whether the activity:**

a) Falls within the definition above - in which case the guidance below applies,

or

b) Exceeds the definition above - in which case this is a water-based adventurous activity.

All staff involved in water-margin activities must be familiar with the guidance contained within Group Safety at Water Margins on EVOLVE. This document must be made available to all supervising adults in advance of the visit.

As with all visits, where appropriate there should be an approved and risk assessed alternative 'Plan B' that could be used where conditions dictate, and for which parental consent has been obtained if necessary. STC approval is not required for water-margin activities, but the leader must have previous relevant experience, and must have been assessed as competent to lead the activity by the EVC and/or Head of

Establishment. STC recommends that supervising staff on activities at water margins should consider completing the RLSS Water Safety Management Programme Course (WSMP) levels 1 & 2 as a minimum.

**Simonside Outdoor Adventure delivers these courses, as well as the level 3. Please call 0191 424 0118 for further information or to book.**

## Water-Based Activities

STC acknowledges the immense educational benefits that water-based activities can potentially bring to young people, and fully supports and encourages water-based activities that are correctly planned, managed, and conducted. In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

The following are not regarded as adventurous activities for the purposes of LA approval:

- Swimming in publicly lifeguarded pools
- Water-margin activities
- Use of commercial craft, tourist boat trips and similar activities for which young people would not normally wear personal buoyancy.

Apart from the above, all other forms of water-based activities are regarded as adventurous activities, and as such require STC approval.

The responsibility for the safety of participants in an adventurous activity will rest with either:

a) An external provider

The provider must hold an LOfC QB or complete a Provider Statement.

Note: If a Provider holds an Adventurous Activities Licensing Service (AALS) licence (and/or any other accreditation) but not an LOfC QB, then a Provider Statement is still required.

Please note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff retain duty of care.

or

b) A member of your establishment's staff. This person must be specifically approved by STC to lead the activity, via EVOLVE.

In order to participate in water-based activities, it is good practice for participants to be water confident. Participants who lack water confidence may still be able to take part subject to consideration of all factors, including the activity itself and supervision arrangements. The level of water confidence of all participants must be known by the activity leader prior to the commencement of water-based activities.

VLs should have knowledge of the water conditions/hazards (and potential changes) that might be encountered and prepare accordingly. Local advice must be sought where appropriate, e.g. coastguard, harbour master, other site users, etc.

Personal buoyancy conforming to the appropriate National Governing Body (NGB) must always be worn by all participants in water-based activities, except, at the discretion of the activity leader, where the activity:

- takes place in a swimming pool, or
- is 'swimming', or
- is an activity for which personal buoyancy would not normally be worn by young people.

## Swimming

STC acknowledges the immense educational benefits that swimming activities can potentially bring to young people, and fully supports and encourages swimming activities that are correctly planned, managed, and conducted.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

All swimming activities and venues must be included within the visit plan, and lifeguard arrangements checked in advance. This is particularly important in respect of visits abroad, where for example, a hotel pool may be available as these normally don't have lifeguard cover. In this instance, swimming is not allowed, unless accompanying school/organisation staff hold appropriate lifeguard qualifications and the venue is happy for you to use them.

**Consideration should be given to the following factors:**

- Unknown locations and hazards, especially overseas.
- Changing environmental conditions.
- Visit leader / staff complacency & lack of transferable knowledge.

- Adherence to local advice.
- Preparation and knowledge of young people, i.e. is it a planned activity?

Young people must always be supervised by a competent adult whilst undertaking swimming activities. The following criteria apply:

Lifeguarded swimming pools (STC approval is not required)

- UK Swimming Pool safety is guided by various Health and Safety at Work Acts and Regulations. Pool operators have a duty to take all reasonable and practicable measures to ensure that teaching and coaching activities are conducted safely.
- For publicly lifeguarded pools abroad, the establishment's staff must seek assurances that appropriate lifeguard cover is in place prior to participants entering the water.
- Unless suitably qualified, the establishment's staff should not have responsibility for lifeguarding. However, they always retain duty of care for participants either through direct or 'remote' supervision.
- For swimming lessons, the establishment should ensure the swimming teacher in charge or other pool employees/responsible adults supervising the participants are qualified according to current guidelines.

## Open Water Swimming

Open water swimming is classified as an adventurous activity and requires prior STC approval via EVOLVE.

Open water swimming can be classified as any venue or location that is not a purpose-built swimming pool that is either indoors or outdoors. Open water swimming could be termed natural venues and may include the sea, rivers and inland lakes. Appropriate risk assessment of venue and accompanying minimum staff qualifications can be found in the appendix

## Residential Visits

STC acknowledges the immense educational benefits that residential visits can potentially bring to children and young people, and fully supports and encourages residential visits that are correctly planned, managed, and conducted.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

### Supervision on Residential Visits

It is good practice for mixed gender groups engaged in journeys involving an overnight stay to be accompanied by at least one adult of each gender. In this case the responsible adult may be a parent or student over the age of 18, acceptable to the group leader, assessed as being suitable by the Head/Manager and DBS checked in accordance with STC / employer guidance.

Staff retain a duty of care for children and young people throughout the visit – even if a provider is delivering activities or assisting with overnight supervision. They are always responsible and must be able to deal with an emergency effectively, always.

Establishments should therefore have clear written policies relating to staff conduct on residentials, which link to the employers and / or professions code of conduct. Some establishments, for example, require staff not to smoke in front of children and young people, and clearly it would be unprofessional for staff to drink alcohol or take illegal drugs during a visit. Policies should also be discussed with any parents / volunteers as part of their briefing / induction.

### Heads, EVC's and Visit Leaders should check:

- Insurance is in place for all participants (including staff and volunteers)
- All staff have been appropriately DBS checked
- The accommodation is suitable for the group (for example the provider may hold a LOTC Quality Badge or should complete a Provider Statement (and attach to EVOLVE)

Refer to OEAP NG: 'Residential Visits Mind map'

## Medication

This section covers prescribed medication, emergency medication and over the counter medications that may be used on day visits or overnight stays.

Considerations to who controls the medications during a visit, storage and management of will depend on a number of factors, for example; the age of the pupils, the ability of the pupil to manage their own drugs, if the medication needs to be a specific temperature or if they are classified as controlled drugs.

### Prescribed medications

**If prescribed medications are to be administered during a visit, then the organisation will require;**

- Written consent
- Enough medication for the duration of the visit
- Appropriately packaged with dispensing pharmacy label
- Correct dosage, route, time to be administered clearly marked on packaging/label

There may be further training required by staff to be able to administer certain medications based on route. (swallowed, inhaled, injected, absorbed).

Once medication has been administered then it must be clearly recorded and signed by staff stating date, time, dosage and best practice would be for another member of staff to act as a witness to this. This is also the case for emergency medications such as a reliever inhaler or autoinjector.

If young people or pupils are carrying their own medication including emergency medication, staff must be familiar with where they keep it and action to be taken in an emergency.

Emergency medicationAn individual may be prescribed emergency medication, examples of this are reliever inhalers for the treatment of asthma or autoinjectors for treatment of anaphylaxis. Under the current provision within law schools and educational establishments can hold a stock of emergency use reliever inhalers or autoinjectors (AAI's) for use on pupils who are prescribed their own but may have difficulty accessing.

Other emergency medications may require further training by staff before being allowed to administer or support a person take their own medication. Examples of this could be anti-seizure medication or insulin. Schools must ensure that accompanying staff hold an appropriate first aid qualification and have the required further training for administering the required medication.

### Over the counter medicines

Over the counter medication or non-prescription medications are recommended not to be given out during day visits. This is done to protect the best interests of children and young people, as well as those of staff.

**It considers several factors:**

- \* the child may well be able to return home if s/he is unwell,
- \* generally, the child will return home at the end of school and a parent/guardian can administer medication if appropriate,
- \* it should be relatively straightforward to visit a doctor, if required.

However, this approach may be inappropriate on a residential visit or adventurous activities where suffering may be greater if left untreated. If a child or young person develops toothache during the night, or a young woman is suffering from period pains, it may be both impractical (and inappropriate) to call a doctor or visit A&E. In some circumstances (during a long coach journey to France for example) it may be difficult to visit a doctor to deal with a problem such as a migraine.

Considering the circumstances, it may be appropriate, in accordance with the expectation of the 'duty of care' which the visit leader holds, for him/her to use judgement and common sense (as a parent would) and provide a mild painkiller, however:

**If prescribed medications are to be administered during a visit, then the organisation will require;**

- Written consent
- Headteacher/manager approval for the administering of over the counter medication by staff
- Appropriately packaged medication

A check of consent form and a check for contraindications of medication

Once medication has been administered then it must be clearly recorded and signed by staff stating date, time, dosage and best practice would be for another member of staff to act as a witness to this.

Consider whether the school/organisation is requiring parent/carers to supply over the counter medication for the individual in the case of travel sickness or anti histamines for example or that the school will have a small supply of over the counter medications.

Over the counter medications that STC allow school staff to administer are;

- Paracetamol (tablet, capsule, oral suspension)
- Antihistamine
- Travel Sickness
- Anti-Diarrhoeal (considering journey time/distance, appropriate toilet stops)

### **NO ASPIRIN or IBUPROFEN (NSAID's) to be given to under 16's**

A prescription for over the counter medications is not required and puts an unnecessary burden on GP's time and resources. The MHRA (Medicines and Health Care products Regulatory Agency) which licences medicines and classifies them as over the counter, based on their safety profiles with agreement from DfE in relation to educational settings endorses this view. There may be other treatments which are not classified as medications either prescribed or over the counter which need to be considered in a first aid setting. These are limited to sun cream, after sun, rehydrate solutions and energy gels. Sun creams should be used by individuals throughout the day if parental consent is obtained prior to visit taking place. Careful planning, exposure time and choice of clothing can also reduce the effects of the sun. A high factor hypoallergenic (SPF 30 min) to be used. Schools can ask parents to provide their own or hold a small supply. This is also the case for any after sun treatment lotions that may be required.

A rehydrate solution is simply salt, glucose and potassium and can treat dehydration, headaches associated with dehydration and heat exhaustion. An energy gel can be used for those individuals with low blood sugar levels either through diabetes or over exertion. They should form part of the school's first aid kit for day visits and residential.

Trip organisers need to check with the relevant embassy for local rules on bringing medications into a country (for example some countries forbid ibuprofen, other countries also require a letter from the prescribing medic).

Establishments should clarify their approach to non-prescribed medicines and non-medication-based treatments in their Visit Policy

## **Overseas Visits**

STC acknowledges the immense educational benefits that overseas visits can potentially bring to children and young people, and fully supports and encourages overseas visits that are correctly planned, managed, and conducted. In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

For all visits it is essential that consideration is given to the following:

- Culture; food and drink, local customs, religion, expected behaviour/dress, gender issues, sanitary arrangements, corruption, political stability, local financial information, alcohol & drugs.
- Accommodation; checked for suitability, security, safety precautions and emergency evacuation.
- Transport systems have been assessed as safe for use.
- Advice should be sought regarding the need for inoculations (or other treatment) to be taken as a precautionary measure prior to the visit.

The visit leader should consider the relevant country information from the Foreign and Commonwealth Office website: [www.fco.gov.uk](http://www.fco.gov.uk) ('Home' page, 'Travel & Living Abroad', 'Travel Advice by Country'). All relevant FCO information should be circulated amongst the staff team.

For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland) all participants must hold a valid GHIC (Global Health Insurance Card). See <https://www.gov.uk/global-health-insurance-card> or <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/> This does not remove the need to gain comprehensive travel insurance (see insurance section).

## Exchange Visits

STC has adopted OEAP's National Guidance document: Young People's Exchange Visits.

Establishments are therefore required to adhere to all relevant aspects of this guidance when organising exchange visits and homestays.

Please note that DBS checks are not normally required for host families – but host families in the UK and abroad should fill in the Host Family Stay Information Form (see the above guidance document and translations are available). Control measures and contingency plans outlined in this guidance should be put in place.

Refer to the British Council (Learning) [www.britishcouncil.org](http://www.britishcouncil.org)

Refer to OEAP NG document: 'Exchange and Home Stays'

Refer to OEAP NG document: 'Overseas Visits'

## Weather, Clothing & Survival

The leader must obtain and act upon recent weather forecasts and local advice.

**Participants should be adequately clothed according to:**

- The time of year, prevailing and predicted weather conditions, altitude and exposure to elements
- Likely changes in weather
- The experience and ability of the party
- The nature of the visit and environment

**When venturing away from immediate help, leaders should consider the need for:**

- Comfort, insulation and shelter for a casualty
- Comfort, insulation and shelter for the whole group
- Provision of emergency food and drink
- Torch
- Possible need of signalling equipment and/or mobile phone (mobile phones may not work in remote areas)
- Downloading an emergency App, such as; What3Words.

It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (e.g. Plan B) to suit changed or changing circumstances, for e.g.; crowded lunch area, rain, rising water levels, etc. Suitable qualifications for staff may be needed for them to support trips of this nature. Mountain Training's Lowland Leader qualification is the minimum requirement.



## APPENDIX 1: Adventurous Activities and Overseas Expeditions (Category 2 Visits)

### Introduction

This appendix includes specific information relating to adventure activities which are most commonly delivered by STC or organised by South Tyneside establishments. If you are planning an adventure activity for which procedures are not outlined in this section, you should follow the NGB guidance for that activity including any requirements for; staff competence, qualifications, safety equipment, ratios, etc. (where this is available). In the absence of such guidance, or if there is doubt, you should contact STC's EVAS at an early stage of the planning.

The following notes are provided to make clear the range of national and local qualifications available, and to outline the minimum standards of competence required by STC. Suggested staff/student ratios are included - but ratios should always be reviewed as part of the risk assessment. Adventure Activities and Overseas Expeditions require STC approval. Staff planning to deliver an Adventure Activity themselves must first submit a Leader Request Form (LAR).

Where national or local coaching awards exist, they provide a useful benchmark for levels of technical competence, but EVC's and Heads should balance this with knowledge of the experience and competence of the member of staff to be leading the activity. Even the most exhaustive of national qualifications is assessed in a matter of days, or at the most 1 week. It is usually outside the remit of these qualifications to measure group control, or the ability to deal with difficult or disruptive young people. In many instances, these qualities coupled with a clear understanding of the leader's own working limitations, are as important to the safe running of activities as good equipment and technical competence.

Where qualifications are specified or relevant, the EVC and Head must ensure that any employees or volunteers running activities produce evidence of their qualification (original certificates and logbooks must be produced), and copies are uploaded onto EVOLVE.

**Awards held by instructors / leaders must be currently valid with the NGB, including:**

- Paid up membership where required

- Valid First Aid qualification where required

Evidence of recent / current activity and or revalidation where required including ongoing CPD where required.

### Adventure Activity Licensing

Under some circumstances providing adventure activities to under 18's without a licence can be a criminal offence. EVC's and Heads must ensure that proposed activities do not breach licensing regulations. Advice is available from STC's EVAS.

Refer to OEAP NG: 'Adventurous Activities'.

The following activities are regarded as 'adventurous' and are classified as Category 2 visits.

**As such, each of them requires approval via STC's EVAS 21-days in advance:**

- Abseiling
- Air activities (excluding commercial flights)
- All activities in 'open country' (see \* below for definition)
- All other forms of boating (excluding commercial transport)
- Archery
- Bush craft
- Body Boarding
- Camping
- Canoeing/kayaking
- Canyoning
- Coasteering/coastal scrambling/sea level traversing
- Cycling (all forms of this activity except for cycling proficiency & Bike ability schemes)
- Field study activities which require access to water
- Fishing in hazardous environments (for example: sea, fast rivers, on deep water)
- Forest and beach schools and rock pooling
- High/Low level ropes courses
- Hill walking and mountaineering
- Horse riding
- Hydrospeeding
- Kite Surfing
- Motor sport – all forms

- Power kiting
- Personal Watercraft (e.g. jet ski)
- Rafting or improvised rafting
- River/gorge walking or scrambling
- Rock climbing (including indoor climbing walls and bouldering)
- Sailing/windsurfing
- Snorkel and aqualung activities
- Stand Up Paddle Boarding
- Snow sports (skiing, snowboarding and related activities) including dry slope
- Swimming (all forms, excluding publicly lifeguarded pools)
- Underground exploration
- Use of powered safety/rescue craft
- Visits to industrial sites, such as recycling centres, reservoir's and water treatment works.
- Water skiing

\*'Open Country' is normally defined as any place which is moorland (open uncultivated land at any height above sea level) or on a mountain above 600m and from which it would take more than 30 minutes travelling time to walk back to an accessible road or refuge' (Guidance from the Licensing Authority on the Adventure Activities Licensing Regulations 2004 (L77)). Please contact STC EVAS if you are unsure if this definition applies. This can often be an arbitrary boundary which can be difficult to define.

## Open Water Swimming

LA approval is needed 21-days in advance via STC's EVAS.

For free swimming, a valid National Beach Lifeguard Qualification (NBLQ) or equivalent in the country visited, see: [www.lifesavers.org.uk](http://www.lifesavers.org.uk) Note: this is for beach/sea only, not inland water.

For structured or programmed activity, a valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement, see: [www.lifesavers.org.uk](http://www.lifesavers.org.uk)

In addition, the designated lifeguard must be dedicated exclusively to the group and the location used must fall within the RLSS definition of a 'safer bathing area'

Refer to OEAP NG: 'Open Water Bathing'.

## Hotel (and other) Swimming Pools without lifeguards

Establishments should check the lifeguarding position in advance.

LA Approval is not required for this activity if qualified lifeguarding is provided at the pool.

If lifeguarding arrangements are not provided at the pool, then the visit leader will bear the full responsibility for ensuring swimming safety and someone within the group leadership team will hold the appropriate lifeguard qualification (see below). Approval to self-lead/oversee the activity will be required via EVOLVE 21-days in advance via STC's EVAS.

### The following awards/qualifications apply:

For free swimming, a valid RLSS UK National Pool Lifeguard Qualification (NPLQ), or equivalent in the country visited, see: [www.lifesavers.org.uk](http://www.lifesavers.org.uk)

For structured swimming, a valid RLSS UK National Rescue Award for Swimming Teachers and Coaches (NRSTAC) or equivalent, see: [www.lifesavers.org.uk](http://www.lifesavers.org.uk)

A valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement, see: [www.lifesavers.org.uk](http://www.lifesavers.org.uk)

Staff must be aware of the procedures in the event of an emergency, and who at the venue will provide back up. Staff should also know if they have exclusive use of the pool, as other pool users may increase the supervision role of your lifeguard and impact on safeguarding arrangements.

If a young person holds an appropriate qualification then their role should be emergency lifeguard action, and supervision should remain the responsibility of the LA establishment's staff.

## Canoeing and Kayaking/ Rafting and improvised rafting

LA approval is needed 21-days in advance via STC's EVAS.

Visit the following NGB: <https://www.britishcanoeing.org.uk/>

Activities must be delivered by staff/instructors with appropriate qualifications. They must also operate within the remit of their award and advice is available from STC's EVAS.

## Sailing

LA approval is needed 21-days in advance via STC's EVAS.

Visit the following NGB: <https://www.rya.org.uk/>

Activities must be delivered by staff/instructors with appropriate qualifications. They must also operate within the remit of their award and advice is available from STC's EVAS.

## Open-Country Activities

LA approval is needed 21-days in advance via STC's EVAS. 'Open Country' is normally defined as any place which is moorland (open uncultivated land at any height above sea level) or on a mountain above 600m and from which it would take more than 30 minutes travelling time to walk back to an accessible road or refuge' (Guidance from the Licensing Authority on the Adventure Activities Licensing Regulations 2004 (L77)).

Please contact STC's EVAS if you think this might apply.

Open-country activities are regarded as 'adventurous' and therefore these visits require LA approval.

**The responsibility for the safety of participants in an adventurous activity will rest with either:**

- An external provider

The provider must hold an LOTC QB or complete a Provider Statement

Note: If a Provider holds an AALA Licence (and/or any other accreditation) but not an LOTC QB, then a Provider Statement is still required.

Note: whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain duty of care.

or

- A member of your establishment's staff. The person must be specifically approved by the LA to lead the activity, via EVOLVE. For up to date requirements of minimum technical competences for staff wishing to lead their own activities then contact Outdoor Education Advisor through EVOLVE.

## Walking (including hill walking, fell walking, rambling, etc.)

LA approval is needed 21-days in advance via STC's EVAS.

Visit the following NGB: <https://www.mountain-training.org/>

Activities must be delivered by staff/instructors with appropriate qualifications. They must also operate within the remit of their award and advice is available from STC's EVAS.

## Rock Climbing (including climbing walls and abseiling)

LA approval is needed 21-days in advance via STC's EVAS.

Visit the following NGB: <https://www.mountain-training.org/>

Activities must be delivered by staff/instructors with appropriate qualifications. They must also operate within the remit of their award and advice is available from STC's EVAS.

## Snowsports

LA approval is needed 21-days in advance via STC's EVAS.

Visit the following NGB: [www.snowsportengland.org.uk](http://www.snowsportengland.org.uk)

Activities must be delivered by staff/instructors with appropriate qualifications. They must also operate within the remit of their award and advice is available from STC's EVAS.

There are advantages to snowsports taking place during term time as opposed to during the establishment holiday period. These include: greater choice generally, less queuing for lifts, less crowded slopes therefore less chance of collisions occurring, less crowded resort, higher possibility of 'sole use' of accommodation, lessons more likely to be conducted by permanent snowsport establishment instructors (as opposed to 'casual' instructors), greater likelihood of English speaking instructors, considerable cost savings through avoiding high season (possibly allowing more young people to participate), etc.

A member of staff intending to organise a snowsport visit (but not instruct, lead or supervise on snow) must hold the Snowsport Course Organiser Award (SCO), administered by Snowsport England and must have previously accompanied at least one educational snowsports visit.

Young people may only participate in snowsports when under the direction of an appropriately qualified and competent person. This would normally be an instructor employed by the local snowsports school. Establishments should therefore consider the merits of fully instructed lessons of 4/5 hours duration per day.

A member of staff intending to lead skiing or snowboarding (i.e. not using a ski school instructor) must be qualified as below and have been approved by the LA via EVOLVE. The qualifications for snowsports are:

- **Skiing:** the Alpine Ski Course Leader Award (ASCL) [www.snowsportengland.org.uk](http://www.snowsportengland.org.uk) or the Alpine Ski Leader Award (ASL) [www.snowsportscotland.org](http://www.snowsportscotland.org)
- **Snowboarding:** The Snowboard Leader Award (SBL) [www.snowsportscotland.org](http://www.snowsportscotland.org)

Children, young people or adults (for e.g. staff / volunteers) must not participate in off-piste activities.

**Helmets; the wearing of helmets is required by all participants including staff. In practice this means:**

- All participants and staff must have approved snowsport helmets.
- Helmets should normally be worn during snowsport activities and must be worn when local laws or regulations dictate this.
- In specific circumstances, based on risk assessment; instructors / staff may determine that they are not required. A risk assessment might indicate that the wearing of a helmet was unnecessary and would or might interfere with the activity (for e.g.; a helmet would not be required for cross-country skiing). Helmets might not be required by staff without skis assisting people on or off uplift or collecting a group at the bottom of a nursery area. This may also be true for complete beginners learning in a segregated, gentle area through which faster skiers and snowboarders could not pass. If in doubt, helmets should be worn.
- Helmets must be correctly fitted and appropriate for purpose. Staff should learn how to fit helmets so that they become competent and are able to spot if they are being worn incorrectly. Where helmets are rented, they should be fitted by the person renting the equipment to you (as are skis etc). If a parent supplies the helmet, they are responsible for it being in a serviceable condition (at the start of the snowsports tour at least) and fitting correctly. Staff should still check this.
- It is possible that hire shops/tour operators will not have

enough stocks of helmets in place so it is essential to discuss this with them in plenty of time so that adequate stocks can be made available. If you are arranging equipment rental in the UK it is useful to book helmets as part of this package to ensure all participants have suitable helmets. If not, contact your tour operator to ensure all participants will be provided with suitable helmets as part of the equipment package.

- Provision of helmets should be 'costed' as part of the overall package, not as an optional extra.

Some resorts in the USA and Canada may have unacceptable liability waiver requirements. The establishment must check the liability position prior to making a commitment and should seek advice from STC's EVAS before booking. All ski companies should be required to fill in and sign the Provider Statement- this obliges them to declare if waiver statements are required.

Training on artificial or dry slopes is often used as a preparation for ski trips and may be used as an activity. Students should receive instruction from qualified staff (minimum qualification is Club Instructor). Instructors can normally be booked in advance at most slopes. The maximum group size should not exceed 12. Group leaders should ensure that the maximum number per instructor is not exceeded. It is recommended that a member of staff should accompany lesson groups (or if not, observe the lesson to ensure appropriate behaviour). Tumbles on dry slopes can be painful and students should wear thick trousers and have their arms covered. Gloves or mittens should be worn. Thick socks should be worn.

Students who have/are receiving qualified instruction may be supervised during additional practice sessions after lessons, by staff who are experienced skiers provided the participants all meet the standards of competence required by the venue. The maximum number of students in such a group should be 5. Students should also not be allowed to ski alone.

## Camping and Campcraft

Camping may be an activity in its own right or it may provide cheap residential accommodation and the means to engage in other activities. There is no specific NGB, but the following qualifications provide useful training and experience of camping:

- Basic Expedition Leaders award (BEL)
- Lowland Leader or Hill and Moorland Leader
- Summer Mountain Leader (ML)

It is particularly important that a qualified first aider is available

during camping trips with a fully stocked and in-date First Aid kit containing burn dressings.

One instructor should not supervise more than ten camping. Both male and female staff should normally supervise mixed groups.

Training should be given in erecting the tents and especially in the safe use of stoves. There is a high fire risk from cooking in tent doorways and this is not be permitted.

Permission from the LA using EVOLVE system is required in advance for all camping activities. Landowner permission may also be required to camp prior to arrival and communal equipment should be fully checked as well as personal equipment.

Staff responsible for purchasing tents should consider buying tents with entrances at each end, because of the additional safety they provide in case of fire.

Staff should be aware of the dangers involved in refilling Trangia stoves with methylated spirits, and from changing Camping Gaz cylinders. Stoves requiring the gas cylinder to be punctured should not be used (i.e. gas cylinder/bottles should be resealable).

Where appropriate, fuel for stoves should be held by the leader/instructor, who should supervise the refuelling of stoves.

If Duke of Edinburgh's Award groups are camping unaccompanied, they should be visited at least once in the evening or morning.

## Orienteering

LA approval is needed 21-days in advance via STC's EVAS.

Visit the following NGB: <https://www.britishorienteering.org.uk/>

Activities must be delivered by staff/instructors with appropriate qualifications. They must also operate within the remit of their award and advice is available from STC's EVAS.

Orienteering is an activity which can be run at a variety of levels from a school playing field to mountains in wild country areas. Clearly the experience and expertise required of staff will increase with the demands of the terrain, and of course the progress of the group (at a low level in a familiar area, suitably experienced staff may need no additional qualifications).

Staff should be wary of sending individuals off on their own particularly in parks and other open areas in the town. Depending on the circumstances it may be more appropriate to

organise the groups into pairs or larger groups. Whistles should be issued for emergency use, particularly in wild country areas.

On rugged terrain or in wooded areas participants must wear full leg and arm cover. Footwear and clothing should be appropriate to the circumstances.

## Mountain Biking (and off-road cycling)

**There is no one National Governing Body for mountain biking instruction. Example include:**

- British Cycling, see: <https://www.britishcycling.org.uk/>
- Cycling UK, see: <https://www.cyclinguk.org/>
- Mountain Bike Instructors' Award Scheme, see: <https://www.mias.uk/>

Staff who wish to lead sessions either on or off road will have to have attended a training and assessment process by one of the above NGB's.

Cycling on busy roads is hazardous, particularly with large groups. Routes should be selected to avoid main roads, and all roads if possible. If roads must be used then participants should cycle in single file, if possible, with a member of staff at the front and back of the group.

Helmets are always required and they must not be used once they have exceeded the manufactures warranty due to UV damage (usually 3 years).

It is also good practice to use additional personal protective equipment (PPE) such as; full fingered gloves, high visibility all weather jacket and a bag to carry other items in such as a water bottle for hydration purposes if a cage isn't fitted to the bike.

Bikes should be maintained (and recorded for audit purposes) in good condition and checked before use.

Although there are many suitable routes in the South Tyneside area, staff should be aware that there is not an automatic right of way for cycling on public footpaths or mineral lines. Public roads and bridleways can be used. Access should be checked where necessary. Group leaders should be conscious of the erosion which can be caused by mountain bikes and avoid sensitive areas.

A ratio of at least 1:8 applies and it is recommended to have two staff with the group when on roads and in open country.

## Combined Water/Rock Activities (and other hybrid activities)

This category encompasses a wide range of activities and environments, each with their own level of benefits and danger. Several highly publicised accidents have occurred involving hybrid water / rock activities, and they require careful planning combined with judgement and experience. There is no single NGB or NGB qualification relevant to these activities, but certain Awards will be relevant, depending on the specific environment and proposed activity. For activities involving movement on steep rock, and/or use of ropes, rock climbing or mountaineering qualifications may be appropriate, but for some gorges, knowledge of and qualification in caving techniques may be more relevant. Expertise in white water canoeing may enable more effective ongoing risk assessment of water hazards.

As there is no single NGB qualification appropriate to all hybrid activities, leaders must hold relevant related qualification(s), supplemented by 'in house' site specific approval following appropriate training, with assessment and certification from an 'in house' expert.

Where combined water/rock activities are planned, ample advanced notice should be given to the LA to ensure that these requirements have been met.

## Snorkelling and Diving (aqua lung) activities

Snorkelling and Diving activities must be delivered by a reputable contractor with HSE approved snorkelling and diving qualifications e.g., PADI, BSAC, NAUI. Diving instructors must have an annual diving medical and be passed fit to dive. The contractor must also complete the Diving Contractor's Declaration form below.

All activities and procedures must conform to the HSE Approved Code of Practice (ACOP) for Recreational Diving Projects (L105). The Dive Plan and Risk Assessment must be available for inspection.

For open water, the ACOP requires the minimum size of the dive team (excluding students) to be 3: (1 on the surface and 2 in the water). The person on surface watch has a key role in the event of an emergency, and this person must be:

- Competent
- Well briefed
- Familiar with the dive plan
- Able to raise the alarm and summon further assistance

The instructor/ student ratio should be determined by the dive risk assessment and project plan but should not exceed the recommended levels of the appropriate diving organisation. It must take account of the age ability and experience of the students.

Leaders of school/youth groups should note that the maximum group sizes and ratios permitted by some diving organisations can be relatively high and this is an aspect of 'quality', which may be partially affected by commercial pressures rather than just risk assessments based on prevailing conditions. Low instructor to student ratios (less than 1 to 4) and a competent well-briefed surface watch are major factors in the quality and safety of initial dives with young people. The maximum group size and ratio should be clarified and agreed prior to booking.

Whilst the HSE ACOP is not enforceable abroad, it forms a useful basis for checking the suitability of overseas providers and is a model of best practice.

If teachers or other STC staff are to take part in diving activities, then technically they are 'diving at work' and it is good practice for them to have a diving medical.

Equipment must be maintained by a competent person in accordance with the Approved Code of Practice and servicing should be recorded.



## Sub Aqua Provider Questionnaire

Provider .....

School/Group .....

1. Will all sub aqua activities undertaken comply with the Approved Code of Practice (Recreational Diving Projects, HSE 1998)?

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2. Is diving equipment serviced in accordance with the manufacturer's service schedule (and any relevant national or international standards) and have cylinders been tested for fitness for use in accordance with regulations?

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3. Is all maintenance carried out by a competent person? Are written records of inspection and maintenance kept, and available for inspection?

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4. Do all members of the dive team hold HSE approved diving qualifications at an appropriate level for the planned activities?

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5. Which governing body will the dive team operate under?

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6. What will the size of the dive team be (excluding students)?

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7. Will the dive team include any members of the school / group staff? (If so, state their role)

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8. Have all members of the dive team had a Diving Medical within the last 12 months, and been passed fit to dive?

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9. What will the ratio of diving instructors to students be?

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10. Will a competent well-briefed person be on surface watch (for open water dives)?

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11. Will the surface watch be a member of your staff team?

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12. Has any formal enforcement action been taken against you?

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13. How long has your company been in operation?

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14. How long have the instructors, who will be working with the young people, been in your employment in their present capacity?

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15. About how many young people have undertaken diving courses with your company previously?

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16. What award will the young people be working towards?

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Please return this form together with the Dive Plan and Risk Assessment for the training programme.

## The Duke of Edinburgh's Award Scheme

The guidelines in this document apply to all groups in South Tyneside running Duke of Edinburgh's Award (DofE) activities either under the 'umbrella' of the LA operating licence or as a direct licenced centre (regardless of whether the LA is the employer).

The sections of The Scheme to which the guidelines apply are primarily the Expedition and Physical sections.

The requirements of the DofE include an assessed expedition at each level where the participants are expected to journey unaccompanied. The participants are never unsupervised, and supervision of a group journeying on their own may take one or more of the following forms, depending on the group, the terrain, and the weather conditions. This is known as active supervision and does indicate a practice of 'just being in the area' but requires a logical carefully thought out plan to manage groups, following:

- 'Shadowing' or observation from some distance away
- Meeting staff at pre-arranged points
- Telephoning a pre-arranged number from a telephone box en-route, or possibly using a mobile phone if signal strength has previously been verified
- Leaving a written progress report in a check-tin at a pre-arranged point on the route, (to be checked regularly)

The Handbook for the scheme outlines the training which all participants must receive before the assessed expedition, and the training and practice ventures should be designed to ensure that participants progressively develop experience, skills and self-reliance.

### Bronze level – foot-based expeditions

The expedition can take place in urban, rural and open country but it is not a requirement to do so. Leaders and instructors must have appropriate skills, experience and training. Sports Leader's BEL or Mountain Training's Lowland Leader awards are required as an appropriate minimum qualification for staff to deliver training and supervising participants at this level.

### Silver level – foot-based expeditions

Silver qualifying expeditions can take place in rural, open country and mountainous areas. It should be an appropriate to the ability of the group and an increase in level of difficulty from a/their Bronze expedition. Training and practice expeditions should be commensurate with the conditions and terrain expected during a final qualifying expedition.

### Gold Level – foot-based expeditions

At Gold level participants should be completing their qualifying expedition in what can be described as wild country. This is often remote and can include open moorland and mountainous areas. The practice expedition should match the level of terrain and difficulty expected to be found during their qualifying expedition which also includes navigational challenges found in that terrain.

The table below gives the minimum qualification standards that we require against all modes of transport and levels of DofE. In the case relating to sailing, a minimum of one Senior Instructor (SI) is required and other supervision staff may be instructors. For all sailing, see specific minimum instructor requirements that the Royal Yachting Association (RYA) require. This will account for dinghies, keelboats and yachts as a mode of transport.

	Bronze	Silver Practice	Silver Qual	Gold
<b>Walking</b>	BEL or Lowland Leader Award	BEL/Lowland Leader Award	Summer ML	Summer ML
<b>Canoeing</b>	BCa Coach/Canoe Leader	Canoe Leader		Canoe Leader
<b>Kayaking River and sea (BCa awards)</b>	Kayak white water Leader Touring Leader Sea Leader	Kayak white water Leader Touring Leader Sea Leader		Kayak white water Leader Touring Leader Sea Leader
<b>Cycling</b>	BC Level 2 SMBLA TCL MIAS level 2	BC Level 2 SMBLA TCL MIAS level 2	BC Level 2 SMBLA TCL MIAS level 3-4	BC Level 3 SMBLA TCL MIAS level 3-4
<b>Sailing – Disc. specific</b>	RYA Senior Instructor	RYA Senior Instructor		RYA Senior Instructor
<b>Horseback</b>	UKCC Equestrian Coaching Certificate Level 3 BHS Riding Out Leader 3	UKCC Equestrian Coaching Certificate Level 3 BHS Riding Out Leader 3		UKCC Equestrian Coaching Certificate Level 3 BHS Riding Out Leader 3

Accompanying staff from schools/organisations will also form part of the supervision number for instructors to manage unless they hold that discipline specific NGB award. Instructional staff need to be working within the remit of their award and in line with NGB guidance on ratios unless their specific Operating Procedures state otherwise and their risk management procedures evidence this.

## Supervision of Campsites

The level of supervision required at campsites will vary depending on several factors:

- The age ability and experience of the group
- The location of the campsite and whether there are other groups or individuals using it
- Other factors relating to the group including male/female balance, ethnic origin, special needs, etc

In the case where the group is left unsupervised directly at the overnight campsite then a visit each morning and each evening must be made. Below is a general guide to levels of supervision for camping during a DoE expedition. If the camp is supervised i.e. if staff are camping on site, mixed groups must be supervised by a male and female member of staff.

	Practice expedition	Qualifying expedition
<b>Bronze</b>	Supervised closely, staff on site	Supervised closely, staff on site
<b>Silver</b>	Supervised, same site giving more space	Supervised, same site giving more space
<b>Gold</b>	Unsupervised directly, staff on another campsite	Unsupervised directly, staff on another campsite

It may be the case that overnight stops are wild campsites and not on a recognised site. This will usually occur on water-based expeditions and some foot expeditions at Gold level. If this occurs, then appropriate sanitation and access to potable water needs to be considered.

### Expeditions on water: Canoeing & Kayaking

For canoeing ventures, the DofE Handbook requires that participants are trained to the following BC levels:

	Kayak & Canoe
Bronze	Paddle Awards – Discover
Silver	Paddle Awards - Explore
Gold	Craft specific personal performance award

For all water-based activities involving DofE groups whether training, practice or qualifying expeditions then NGB qualified staff must be present on the water in that location. Levels of direct supervision will vary by group to group and sections of journey. It may be appropriate for staff to be able to take direct control of a group with changing conditions but also give more freedom to work within the spirit of DofE.

### Cycling

On-Road and off-road which includes mountain biking needs to be carefully managed with participants trained to a standard that meets the demands of the terrain. They should also have elements of training which cover basic trailside repairs so that they can remain as independent as possible. There will be occasions when staff will need to take direct control or guide a section where, speed and line choice may be problematic or when busy road sections cannot be avoided. Group members must also be trained and competent in cycling with a laden bike either through frame bags, panniers or by towing an appropriate cycle trailer. For any road sections, all participants must wear a high visibility vest or cycle jacket.

### Physical Section

The physical section of a young person's DofE award at any level is normally completed by the individual in their own time and is generally not organised by the group leader. In the instances where the group leader is organising group based physical section activities that take place away from their normal working base, then EVOLVE must be used to plan and gain approval.

## Overseas Expeditions

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

Overseas Expeditions (for the purposes of this document) are defined as those which typically involve journeying in remote areas of the world and/or in developing countries.

There are stringent requirements on Overseas Expedition providers, and establishments may therefore need to allow up to 18 months for LA approval to be granted. A 'Note' (for the attention of the LA) should be added to the EVOLVE Visit Form as soon as possible during the planning stages. An email or telephone call to STC's EVAS can also be made.

Overseas Expeditions will only be approved by STC's EVAS if the provider either:

- Holds an LOTC QB for expedition providers [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk) , and/or
- Is a full member of the Expedition Providers Association (EPA)

The contract for the expedition must be between the provider and the school, not direct with parents (this applies to all other residential provision in addition).

When planning an expedition and selecting a provider, establishments should particularly consider the educational aims of the venture, that appropriate progression takes place, and that the requirements relating to 'Best Value' are met.

Visit leaders may find it beneficial to attend the one-day course entitled 'Overseas Expeditions and Fieldwork: A Course for Teachers and Youth Leaders' organised by the Royal Geographical Society (RGS).

## APPENDIX 2: Glossary

AAIAC	-	Adventurous Activities Industry Advisory Committee
AALS	-	Adventurous Activities Licensing Service
AHOEC	-	Association of Heads of Outdoor Education Centres
BCa	-	British Canoeing
BC	-	British Cycling
BE	-	British Equestrian
BEL	-	Basic Expedition Leader
BHS	-	British Horse Society
EPA	-	Expedition Providers Association
EVAS	-	Educational Visits Advisory Service
EVC	-	Educational Visits Co-ordinator
EVOLVE	-	Educational Visits Online Virtual Environment
HSE	-	Health and Safety Executive
LA	-	Local Authority
LOtC	-	Learning Outside the Classroom
MIAS	-	Mountain Bike Instructors Award Scheme
ML	-	Mountain Leader
MT	-	Mountain Training
NG	-	National Guidance
NGB	-	National Governing Body
OEAP	-	Outdoor Education Advisers' Panel
QB	-	Quality Badge
RYA	-	Royal Yachting Association
SLA	-	Service Level Agreement
SMBLA	-	Scottish Mountain Biking Leader Award
STC	-	South Tyneside Council
VL	-	Visit Leader



## Contacts

EVOLVE	<a href="https://evolve.edufocus.co.uk">https://evolve.edufocus.co.uk</a>
Outdoor Education Adviser	<p>Alex D'Ambrosie: 0191 424 0118 / 07787005273</p> <p><a href="mailto:Alex.D'Ambrosie@southtyneside.gov.uk">Alex.D'Ambrosie@southtyneside.gov.uk</a></p> <p>Alternatively, contact:</p> <p>Martin Simpson: 0191 424 0118 / 07715903855</p> <p><a href="mailto:Martin.Simpson@southtyneside.gov.uk">Martin.Simpson@southtyneside.gov.uk</a></p>
For organisations within South Tyneside Council's umbrella then the following contacts may also be useful.	
Health & Safety	<p>Joanne Woods: 0191 424 6158</p> <p><a href="mailto:Joanne.woods@southtyneside.gov.uk">Joanne.woods@southtyneside.gov.uk</a></p>
Insurance	<p>Clare Whiteley: 0191 424 7652</p> <p><a href="mailto:Clare.whiteley@southtyneside.gov.uk">Clare.whiteley@southtyneside.gov.uk</a></p>
Legal	<p>Gill Hayton: 0191 424 6459</p> <p><a href="mailto:Gill.hayton@southtyneside.gov.uk">Gill.hayton@southtyneside.gov.uk</a></p>
LA Emergency Contact for visits (24 hour)	0191 455 5523

OEAP Employer Guidance	<a href="http://oeapeg.info/">http://oeapeg.info/</a>
National Library	<a href="http://www.national-library.info">www.national-library.info</a>
LOtC	<a href="http://www.lotc.org.uk">www.lotc.org.uk</a>
LOtC Quality Badge	<a href="http://www.lotcqualitybadge.org.uk">www.lotcqualitybadge.org.uk</a>
OEAP	<a href="http://www.oeap.info">www.oeap.info</a>