Educational Visits

Health and Safety Guidelines

The Authority as an employer has duties under both Criminal and Civil law to ensure the health, safety and welfare of staff, pupils and volunteers involved in Educational Visits, undertaken by schools and other educational services. Where a school uses a tour operator i.e. for Overseas Trips the liability is shared.

Unfortunately parents and the general public are becoming increasingly litigious and look for someone to blame when something goes wrong. We have also learned lessons from past incidents on educational visits internationally, nationally and within CCBC.

To ensure that these duties are met the Authority has put in place a mechanism to review the planning of Educational Visits. The information required by the Authority would form part of the school planning process and we have excellent examples of planning from our schools particularly for overseas visits.

Obviously the degree of planning is dependent on the nature of the trip (*the complete form does not need to be completed for every trip*) in terms of the information required by the Authority I would like to confirm:-

Category	**Documentation**	**Return to LEA**
Visits Abroad	*Educational Visit Checklist Any Specific Risk Assessments List of Pupils/Staff Attending	1 month before departure
UK Residential Visits	*Educational Visit Checklist Any Specific Risk Assessments	1 month before departure
Visits to AALA Licenced Centres	*Educational Visit Checklist Any specific Risk Assessments	1 month before departure
Sports Tours UK/Overseas	*Educational Visit Checklist Any Specific Risk Assessments	1 month before departure
Day Trips	*Educational Visit Checklist	1 week before departure
Outdoor Activities i.e. Geography Field Trip, Activities on or near water	*Educational Visit Checklist	1 week before departure

(Please note that schools can use their own documentation as long as the information required is included)*

You will be sent confirmation of receipt of the documentation, which will be held in a diary system. If any incident/s relating to safety occur during the visit, please report as soon as possible to the Health and Safety Section on your return.

If you have any queries in relation to the requirements or need to discuss specific visits please do not hesitate to contact the H&S Section – if we are not able to answer your query we will seek specialist advice.

Donna Jones
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