

	Name of School	Corbets Tey School
	Policy Review Date	25th May 2021
	Next Review Date	Spring 2022
	Reviewed by	Governor Name: Jeff Stafford Governor Signature: 

Educational Visits Policy

COVID-19 – Educational Visits during COVID-19

The Local Authority has required schools to adopt an Educational Visits Model Corona Virus Standard Procedure. This procedure document outlines the school standard practices and procedures that will be followed in terms of ensuring educational visits both local and domestic residential are carried out in a safe manner in line with current government guidance.

Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our provision, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. We are confident that this policy does not place anyone at an unreasonable or unfair disadvantage, and is compliant with relevant equalities legislation.

Where the school is referred to in this policy, the policy and the following procedures apply to all staff working for Corbets Tey School on all sites.

1. Overview

The school acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of students.

This policy has been developed in line with:

- DfE Health and safety, advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies 2014
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/279429/DfE_Health_and_Safety_Advice_06_02_14.pdf
- 'London Borough of Havering, Educational Visits Policy and Guidance 2012' Booklet. This can be viewed on the EVOLVE website:
https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=haveringvisits.org.uk
- Outdoor Education Advisers' Panel (OEAP) website. The OEAP's website also provides schools with details of local authority outdoor education advisers. <https://oeapng.info/>

Role of the Educational Visits Coordinator (EVC)

There is no legal requirement to have an EVC. The EVC typically liaises with the local authority's outdoor education adviser and helps colleagues in schools to manage risks. (DfE. 2014)

This school's EVC is **The Health & Safety Officer**.

The role of the EVC is detailed in Section 2 of the publication 'London Borough of Havering, Educational Visits Policy and Guidance 2012 Booklet'.

A hard copy is available in the Policy Folder. This has been compiled by the LA's Educational Visits Adviser. Visit Leaders will need an EVOLVE Username and Password to log in. Please see the School's EVC for this. **All Visit Leaders are required to read the booklet in conjunction with this policy.** All forms referred to in this policy are available from the website, or may be photocopied from the booklet.

2. At the Trip Planning Stage

2.1. Senior Management Approval

All trips must be approved by the Headteacher or one of the Deputy Headteachers before risk assessments are submitted or letters to parents are sent. Please use the form provided in Appendix 1.

2.2. Budgeting

The trip should be fully costed and a budget presented to the Finance Officer to be checked. The costs should be entered onto the pro-forma school trip budgeting sheet (Appendix 2), which is also available as a spreadsheet for direct entry and automatic calculation. The person responsible should ensure that all costs associated with the trip are included in the trip budget.

This should include:

- Accommodation
- Travel
- Petrol
- Food and refreshments
- Activities and Entrance fees (staff and student costs)
- Staff Cover (where additional staff are required for support)
- Contingency (5%)

Once the full cost is calculated and agreed by the Finance Officer then a voluntary contribution should be sought from parents. The amount should be agreed during discussions with the Finance Officer.

Receipts must be obtained for all expenses incurred (with VAT breakdown). You may need to request a VAT receipt at the point of payment.

After the trip, a full breakdown of actual expenditure with receipts attached should be presented to the Finance Officer at the earliest possible date.

Where possible, any expenses should be made by invoicing the school directly. If this is not possible, expenditure will be reimbursed after the trip when receipts are presented.

3. Transportation

Consideration should be given at the planning stage as to who will be the designated driver (if applicable). If there is not an approved minibus driver within the class or group then the trip leader should make arrangements to 'swap' a member of staff with another class who have an approved driver. This should be agreed before any trips are booked.

4. Risk Assessment Approval for Visits

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the approval of the EVC.

Approval of 'normal' day visits is at the discretion of the EVC. However, visits that are:

- overseas
- residential, or
- involving an adventurous activity (as defined in Section 25 of the booklet)

will require the additional approval of the LA (Form EV2 online through EVOLVE). The governing board will also need to be informed about these visits prior to a commitment being made. A copy of the completed EV2 Form needs to be given to the School Business Manager, who will seek approval for the trip at the next appropriate meeting of the governing board.

If an external provider or tour operator is being used, they must complete the detailed Form EV4 at the time of the provisional booking. The procedures to be followed in this case are outlined in Section 27 of the booklet.

5. Competence to Lead

Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. The school policy is that only a qualified teacher will be authorised to lead school trips. This will be assessed by the Headteacher when initially authorising the trip.

In assessing competence to lead, the EVC will also take account of the factors stated in Section 6.2 of the booklet. In the case of the leading (i.e. instructing) of adventurous activities, the assessment is undertaken by the LA Adviser by means of Form EV3 using the procedures and criteria in Section 26 of the booklet.

6. Reasons for Visits

It is essential that all visits have sound and clearly stated educational aims. Trips 'for the sake of it' will not receive approval.

7. Assessment of Risk

'Risk assessment' is a careful examination of what could cause harm to students, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- Generic – Policies and procedures that apply across a range of visits. This is guidance or practice that remains constant regardless of the nature of the visit. It covers the management of risks identified as relevant to all visits involving similar activities. These will be covered by careful completion of the 'Educational Visits Checklist'.
- Visit-specific – Carried out before the visit takes place. This is the identification and management of any risks not already covered through generic risk management. It is unique to each occasion and should address staffing, activity, group and environment. These should be recorded on Form EV5.
- Dynamic and on-going – Carried out continuously throughout the visit. This refers to the on-going monitoring of all aspects of the visit or activity by the visit leadership team. The group and the level of risk must be monitored and assessed throughout and, if circumstances dictate, activities should be curtailed or amended (e.g. change to plan B).

Further detail on risk assessment will be found in Section 7 of the booklet.

8. Having a Plan B – contingency planning

Despite the most detailed and diligent pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. See Appendix 1, Section 5: Safety considerations and contingency plans.

9. Staffing Ratios

Make sure there is a good adult: student ratio. There must be trained first aiders. A professional judgement must be made by the Visit Leader, Headteacher or Deputy Headteacher as to the appropriate ratio for each visit.

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEND)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

10. Supervision

Students must be supervised throughout all visits however, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- prior experience of students
- age of students
- responsibility of students
- competence and experience of staff
- environment and venue

11. Role of Supervising Parents

Supervising parents must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the students in their immediate care, and be shown the completed Form EV5.

12. First Aid

The level of first aid provision should be based on risk assessment. On all visits, there should be a member of staff who is a qualified First Aider. The Appointed Person First Aid Certificate is the minimum requirement for residential visits.

Class staff are responsible for creating a suitable first aid kit for the proposed trip; if the visit involves the party splitting up by any distance, a kit should be taken for each group.

13. Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all students and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is by coach or minibus, all students must wear a seat belt. Staff must ensure that students comply with this rule and students may also be asked to check the seat belt of their neighbour. If a minibus is being borrowed or hired, the driver must have passed the LBH test for the driving of council vehicles or the equivalent Community Transport test (see Transportation Policy).

If any students are to travel by car, the driver must complete Form EV6. This is also relevant to sports fixtures, and applies to both staff and parents' cars. A new form must be completed every academic year (see Transportation Policy).

14. Water 'Margin' Activities

Where students might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit. A copy of this is available on the Evolve website.

15. Educational Visits Checklist

This checklist is an essential part of the risk management process and is applicable for all visits. It may be photocopied from the booklet.

16. Seeking Parental Consent

Parents or carers must be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk').

The letter to parents or carers should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements, and ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child.

The reply slip should read:-

"I give permission for my child _____ to take part in I have read and understand the information about the visit. I enclose my voluntary contribution."

In the case of sports fixtures, the reply slip should read:-

"My child _____ is able to play in the match (at) on
I have read and understand the information in the letter, and give permission for my child to take part."

In exceptional circumstances where a parent or carer has not returned a permission slip, we will record a phone call where verbal consent is obtained.

17. Before the Visit

- 1a) Fill in the school's preliminary form at least 2 months in advance. Copies should go to the office and EVC.
- 1b) In the case of residential, overseas, or adventurous activities, complete relevant forms as detailed in 'Approval for Visits' above.

If approved:-

- 2) Complete Form EV5
- 3) Book Visit
- 4) Book Transport
 - Have alternative transport routes planned. Even if a coach is booked know at least 2 routes to and from your venue - don't assume the driver will have this planned, the driver may rely on satnav; if there are problems, be ready to offer advice.
 - Have more than one tube or train route planned. Know alternative bus numbers to take if there was a problem.
 - Have transport plans printed, or saved on a device, accessible even if internet or phone signals fail. Alternative transport suggestions are likely to mean delays, but would enable safe alternative travel.
 - Have a refuge place identified near to destination, maybe a hotel. If transport was unavailable, if mobile phone networks fail, staff could take the children there. It would be very unlikely that a hotel would turn away a group of children if there was a serious

problem. It is not necessary to inform the hotel they are your place of refuge, you just make sure all adults on the trip know where it is and how to get there. The school would be able to ring the hotel using a landline. Safe communication could be established.

- 5) Send a letter home
- 6) Complete Educational Visit Checklist and copy to EVC

Make sure staff know what actions to take should there be an emergency. The information they need and actions they should take should be written down. In an emergency, a staff member may be easily distracted.

18. On the Day of the Visit

Be sure to:-

- Collect first aid kit(s)
- Collect all student medication. Medication must be taken in its original packaging with the dispensing label clearly visible. The Medicine Administration Record (MAR) should be taken and completed fully at the time that any medication is administered.
- Brief supervising parents
- Give supervising parents their lists of students
- Check that all adults on the trip have a mobile phone, staff can use their own phones if there are no school mobiles available; a list of all numbers must be issued to adults on the trip, on the day, and confidentially disposed of at the end of the trip. Data protection must be adhered to. Distribute an emergency contact list (telephone tree) to relevant personnel.
- Collect landline as well as mobile phone number contacts for parents.
- Complete an EXEAT form (available from Reception) and put on notice board in the Reception Office. Include staff mobile phone numbers.
- Count students

During the course of the visit, students should be counted regularly as appropriate, and always when changing locations. Always 'double-count'.

The mobile phone(s) listed on the EXEAT form for the visit should be switched on during the entire duration of the trip (Switched to silent where appropriate).

19. After the Visit

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date, and should involve the Visit Leader, accompanying staff and, if appropriate, the supervising parents. The purpose of the debrief is to identify what went well and what could have been done better, in order to inform future planning.

Related Policies

- Safeguarding and Child Protection Policy
- Safeguarding Adults at Risk Policy
- Transportation Policy
- Supporting students with medical conditions policy
- Administration and storage of medication policy

Useful advice and resources:

Health and Safety Executive (HSE), School trips and outdoor learning activities. Tackling the health and safety myths: <http://www.hse.gov.uk/services/education/school-trips.pdf>

Outdoor Education Advisers Panel (OEAP) National guidance for leading outdoor learning, off-site visits and learning outside the classroom: <http://oeapng.info/visit-leader/>

Includes useful templates, including Visit Leader Emergency Card and specific guidance for the Visit Leader.

Appendix 1

EDUCATIONAL TRIPS APPROVAL FORM

Please note the following when completing the attached approval form:

As noted in the policy and regulation, all educational trips require the approval of the Headteacher/Deputy Headteacher prior to the trip being undertaken and before risk assessments are submitted to the local authority and before letters go to parents.

The attached form must be used when requesting approval. Please review the policy, regulations and the Educational Trip Policy prior to completing this form.

The staff person in charge of the trip must complete the form and submit it to the Headteacher for approval. The submission to the Headteacher should be at least three weeks in advance of the trip, and six weeks if the trip involves adventurous or water activities.

Please ensure that all information requested on the form is provided. Insufficient information will result in approvals being withheld and cause possible trip delays or cancellations.

GENERAL INFORMATION

Please provide the following general information:

Class _____

Brief description of trip _____

Destination _____

Dates _____

School minibus available and booked? _____

Calendar checked for other classes out that day? Yes/No Number out _____

Any other potential negative impact on the school? _____ if yes please detail below

1. Who is applying for approval?

Name: _____ Signature: _____

Position _____

2. Educational Benefits?

Trips must have an educational value and be related in an identifiable way to student outcomes, curriculum, or approved school programmes.

How will this trip enrich the topic/modules for this term? _____

What are the key learning objectives? _____

3. What students will be participating?

Details regarding participating students must be provided to ensure trips are appropriate to the ages, grades and gender of students.

How has the trip been assessed as fully accessible to all students in the class? ____
What special arrangements need to be considered?

Ensure these are clearly specified and highlighted in the risk assessment

4. Staffing/Supervision

Please list the supervisors and chaperones and indicate if they are teachers or administrators, support staff, parents, carers or other community members.

Will this trip require extra staff cover in addition to your usual staffing level? _____

Why? _____

Can this be covered from within the school staff? _____

Emergency Contact List

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

5. Safety considerations and contingency plans

Have alternative helpers been identified if a staff member or parent helper is unavailable on the day?

Have alternative transport routes been planned? _____

(Even if a coach is booked, you must know at least 2 routes to and from your venue – do not assume that the driver will have this planned. The driver may rely on Sat Nav.

If there are problems be ready to offer advice.

Ensure that you have more than one tube or train route planned. Know alternative bus numbers to take if there was a problem)

Ensure transport plans are printed, or saved on a device, accessible even if internet or phone signals go down.

Alternative transport suggestions are likely to mean delays, but would enable safe alternative travel.

Has a refuge place been identified near to destination, maybe a hotel?

If transport was unavailable, if mobile phone networks fail, staff would take the children there. It would be very unlikely that a hotel would turn away a group of children if there was a serious problem. It is not necessary to inform the hotel they are your place of refuge, you should just make sure all adults on the trip are aware of this, and know how to get there. The school would be able to ring the hotel using a landline. Safe communication could be established.

Name of identified refuge _____

Address of refuge _____

Landline number of refuge _____

Ensure that staff know what actions they are to take should there be an emergency?

The information they need and actions they should take should be written down.

In an emergency a staff member may be easily distracted.

Name of key emergency contact _____

6. What is the budget for the trip?

Educational trips may be costly events. The school must plan effectively to address these costs. Detailed financial information is essential in the early planning of a trip and this information must be shared with parents.

What is the total cost of the trip? _____

Please provide budget details including all travel, meal, and accommodation and event costs to the finance officer

7. Who will be your designated driver? _____

If driving the school minibus this person must have taken a local authority minibus test and have been authorised to drive by the Headteacher (see transportation policy)

Appendix 2

Educational Trip Budget

Trip To:

Date of Trip:

Class:

Teacher:

No. of Students:

Item	Unit Cost	Number	Total
Entry Fee (Students):			£ -
Entry Fee (Staff/Volunteers):			£ -
Travel:			£ -
Petrol (£0.30 per mile):			£ -
Food/Refreshments:			£ -
Addit. Staff Cover (£15 per hr)			£ -
Accommodation:			£ -
Contingency (5%):			
Total Cost:			£ -
less Parent Contribution:			£ -
Budget Balance:			£ -

Remaining Balance to be Charged to (please tick):

Class Budget	<input type="checkbox"/>	
PFA	<input type="checkbox"/>	
Donation	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
(please specify): <input style="width: 700px;" type="text"/>		

Please do not make changes to this document

Any deviations from this standard procedure must be stated in the
Event Specific Risk Assessment (ESRA)

Educational Visits Model Standard Procedure

..... Corbets Tey **School**

Corona Virus Standard Procedure

The following outlines the school standard practices and procedures that will be followed in terms of ensuring educational visits both local and domestic residential are carried out in a safe manner in line with current Government guidance:

Schools coronavirus (COVID-19) operational guidance

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf

Working Safely during Corona Virus – Guest Houses and other accommodation

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation>

The Any Educational Visit, Travel and the Accommodation (where applicable) Standard Procedures are to be followed.

No international visits can take place this academic year up to and including 5th September 2021. The position after this date is unknown, therefore schools should not enter into any new agreements. There are regional variations to restrictions and if visiting Wales, Scotland or Northern Ireland then guidance must be followed for that region.

The location of the visit will play a key element in the management of the risk of educational visits during the pandemic. We therefore advise that visits are kept as local as possible.

The School must work with the provider to ensure suitable and sufficient risk assessments are in place to ensure that the provision is Covid compliant. Schools must have **written evidence that demonstrates** that all of the measures listed below are fully in place.

The following areas must be addressed:

Groups/bubbles

- Existing School bubbles must be maintained.
- Visit bubbles must be no larger than 30 children - where possible aim to establish smaller sub-bubbles (also see accommodation section).
- Visit staff can only be members of the school's **existing staff** (no volunteers) who are **currently working** with the bubble in school.

- If more than one bubble are attending the visit then the bubbles must not mix at any time.

Transport

The safest means of transport to the venue must be selected which minimises contacts (including at stop-overs).

School has worked with the transport provider to ensure that there are arrangements are in place to ensure the transport option is Covid safe.

The School has confirmed that:

- Bubbles have their own transport. No mixing between educational visit bubbles.
- Disinfection of the coach/bus/minibus between hires.
- Face coverings to be worn by adults unless exempt.
- Students to wear face coverings whilst travelling on the coach unless exempt.
- No singing or shouting on the coach.
- Ventilation to be set to maximum (not recirculating).
- Handwashing to be undertaken prior to boarding the coach/bus/minibus.
- Hand sanitiser available for use on the coach/bus/minibus.

Risk of Virus Transfer

Basic controls must include:

- Bubble size.
- Consistent bubble is maintained throughout the visit.
- Disinfection between use of areas.
- Management of catering facilities.
- Management of toilet facilities.
- Areas where frequent handwashing can take place.
- Adults (unless exempt) to wear face coverings where the premises dictates they should do so.

Ventilation

Indoor areas to be avoided unless well-ventilated.

Management of activities

- Equipment will be disinfected before use between groups/schools.
- Indoor activities – the provider has given adequate details of how areas are ventilated and cleaned between groups.
- Groups will be segregated from other schools/bubbles during activities, lunch and changeovers.

Sleeping accommodation

The School must ensure that the provider have assessed overnight sleeping arrangements in line with the size of the group that will be expected to share rooms or dormitories, particularly in respect of measures to ensure appropriate ventilation.

The following must be confirmed:

- The bubble will be broken down into smaller groups for sleeping, maximum of 6 people per room.
- The providers cleaning regime details how disinfection will be carried out between different groups in sleeping accommodation
- Toilet/washing facilities will only be used by one group. If this is not the case a thorough disinfection process will be in place between groups.
- Members of School staff should have their own individual room if this is not practical then the school has a planned procedure to manage the risk if staff become symptomatic. No more than two members of staff to share a room.
- Good ventilation must be in place 24 hours a day.

Free Time

- The school will control free time to ensure that bubbles within the school's group and inter school groups do not cross over.
- Where possible try to use outside space for free time.
- If play equipment is available then this must be used by one group at a time.
- Equipment must be disinfected between groups use.
- Handwashing must take place before and after use.

Illness

The School must ensure that **they and the provider** have suitable plans in place to deal with both single and multiple cases of suspected Corona Virus (and close contacts) amongst staff and visitor groups.

The School has ensured that the provider has provision in place for:

- Catering arrangements (groups and people isolating).
- Activities for those not having to isolate (including having competent staff to continue to run the activities).
- Site management – the ability the provider has to stay fully operational if cases are identified within their staff. Including toilets, security, cleaning and disinfection regimes.
- General site management where a case has been identified and people are isolating on site. The ability to keep bubble/groups apart.

The School has ensured that it has a suitable plan in place for:

- Transport arrangements that state clearly how infected person(s) will be transported home – this will be subject to local public health outbreak management procedures (which may prohibit movement from the local area). Schools must have checked what this procedure will be in order to draw-up their procedures.
- Transport arrangements home for close contacts.
- Transport arrangements for others who are not close contacts and not displaying symptoms.
- Accommodation for ongoing self-isolation/other uninfected members of the group if an extended stay in the local area is required.
- Staffing arrangements include details of how supervision ratios will be maintained (and bubble integrity maintained) if a staff member(s) is taken ill. This may also impact other members of staff/pupils who may be classed as close contacts of someone who has Corona Virus.
- There is an on-site suitable provision for isolating a possible Corona Virus case (following Government guidelines / local public health advice).
- The provider has effective arrangements for contact tracing.

Testing

- The provider has a mandatory testing regime for its own staff.
- School staff will continue to test twice weekly.
- Secondary-aged students will test the day before departure.

Parent/Guardian Communication

- The School has communicated visit arrangements to parents including the range of potential options that may be necessary if a child/a number of children become unwell.
- Parents have given written consent on the School's/providers arrangements for the management of Corona Virus outbreak.

Risk Matrix

The following risk matrix is given in the Event Specific Risk Assessment form within which the final assessment of the risk for a particular trip will be stated.

By signing this standard procedure and the Event Specific Risk Assessment for a trip the School is declaring that this is the method by which the final assessment of risk was concluded.

The following descriptions are given as a guide to help establish the likelihood of the risk occurring on a trip.

Consequence – using the most likely case scenario

(The consequence of any incident falls in a range with extremes of death and no loss. When considering consequence it is therefore more appropriate to evaluate using the most likely outcome from any incident).

1 – Insignificant

- An injury or illness that does not require any medical attention
- A low value claim handled as a payment of goodwill
- * Financial loss between £0 - £500
- Awareness of the incident is limited to individuals within the school

2 - Minor

- A minor injury or an ill health incident requiring first Aid or self-treatment, no incapacity sustained
- A justified complaint not linked to duty of care e.g. car parking, access etc.
- * Financial loss of around £500 - £5,000
- Information regarding the incident limited to elements within the school and/or some parents aware of the incident

3 – Moderate

- Significant injury, ill-health or some temporary incapacity, professional medical attention is necessary
- A justified complaint involving lack of duty of care or a below excess claim
- * Financial loss of around £5,000 - £50,000
- Exposure of the incident known throughout schools and/or some public coverage (e.g. internet coverage, social media coverage, local newspapers ...).

4 – Major

- Major injuries, long term incapacity or a disability
- A claim above excess limit, or multiple justified complaints
- * Financial loss of around £50,000 - £100,000
- Extensive local news coverage, possible national news coverage and widespread schools' aware of the incident.

5 – Catastrophic

- Death or a major and permanent incapacity / disability
- Multiple claims or a single major claim made
- * Financial loss of around £100,000 +
- Nationwide multi-media coverage of the incident (e.g. national newspapers, internet coverage, national / local news and radio, ...)

* *Financial loss could mean: loss of property; the cost incurred due to the loss of time used to conduct an investigation into the incident; damage to equipment or premises; cost incurred due to sick leave payments and the extra staff to cover the sick leave.*

Likelihood – using the number of exposure to the hazard

(Number of people exposed x number of operations x environment).

1 – Very Unlikely

- Adventurous activities are only undertaken by pupils under adequate and competent supervision in good weather conditions. Annual inspections are carried out on the equipment by a competent contractor and regular maintenance checks are carried out by the provider's competent staff.
- Residential trip with an accredited provider (e.g. LOtC), all risk assessments are available and are reviewed at least annually and / or when required. Information is supplied by the provider.

2 - Unlikely

- Adventurous activities are only undertaken by pupils under adequate supervision and in suitable weather conditions. Annual inspections are carried out on the equipment by a competent contractor, and some maintenance checks are carried out by the provider's competent staff.
- Residential trip with an accredited provider (e.g. LOtC), most of the risk assessments are available and are reviewed annually.

3 – Fairly Likely

- Adventurous activities are undertaken by pupils without adequate supervision, and activities are not permitted in adverse weather conditions. There are annual inspections carried out on the equipment by a competent contractor.
- Residential trip with a known provider, limited risk assessments available, little information supplied.

4 - Likely

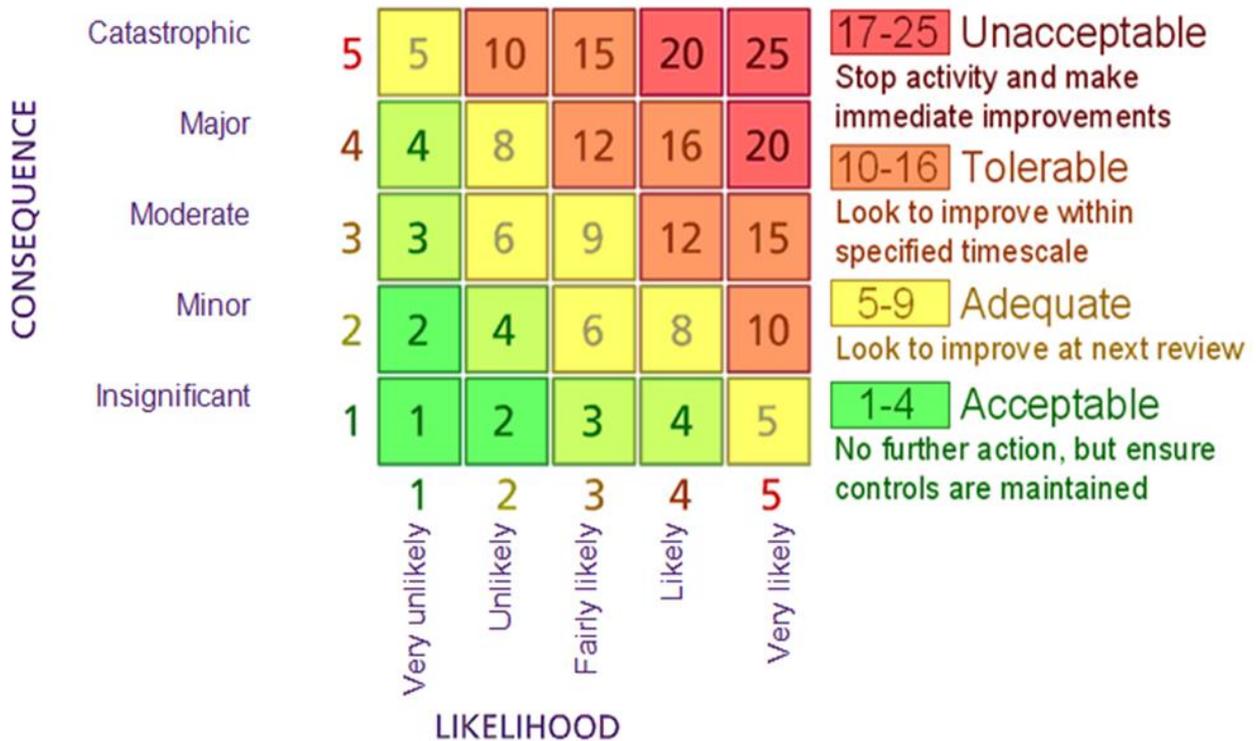
- Adventurous activities are undertaken by pupils without adequate supervision by staff with limited qualifications. There are limited inspections and maintenance checks on some of the equipment.
- Residential trip with an unknown provider, no risk assessments available, little information supplied.

5 – Very Likely

- High risk adventurous activities are undertaken by pupils with little or no supervision by staff with no relevant qualifications. There are no inspections or maintenance checks on any of the equipment.
- Residential trip with an unknown provider, in a high risk country / area, no risk assessments available and little or no information supplied.

The Overall risk rating for this trip is:
(Delete as appropriate on the relevant ESRA form)

- 1 – 4 Acceptable**
- 5 – 9 Adequate**
- 10 – 16 Tolerable**
- 17 - 25 Unacceptable**



Adoption of Standard Procedure

We hereby adopt the Corona Virus Standard Procedure and confirm that we have received and reviewed documentation from any third parties involved and confirm that the providers are Covid compliant.

Approved by Emma Allen
(Headteacher)
Date 25/05/2021

Approved by Julie Lamb
(Chair of Governors)
Date 25/05/2021

Review Date Summer 2022
(Annual)