# Types of Offsite Activity Visits

The following outlines the types of Offsite Activity Visits and what needs to be considered.

## Overseas

1.1 Notification is required to SBC H&S at least 1 month before the visit using EVOLVE.

1.2 SBC H&S approval to be received at least 2 weeks before the visit (using EVOLVE).

1.3 Also consider

1.3.1 Passports

1.3.2 Visa’s

1.3.3 Health/medical arrangements

1.3.4 Exchange visits: child protection procedures

1.3.5 Cultural issues

1.3.6 Language barrier.

1.4 Fire Safety

You should:

1.4.1 check fire safety standards as part of the accommodation selection process; • consider whether, from a fire rescue perspective

1.4.2 on arrival, check fire escape routes to ensure that they are properly signed and clear of obstructions;

1.4.3. know what the fire alarm sounds like;

1.4.4 ensure everyone knows the emergency procedures, fire escape routes and assembly points.

1.5 Downtime

1.5.1 Ensure staff understand that their supervisory role continues in the evening

1.5.2 Plan activities so pupils don’t get bored for example craft activities, quizzes, led walks etc

1.5.3 Use down time in the evening to brief the group on the planned activities for the day to come.

1.6 Security

1.6.1 Has your school have sole use of the premises/cabin

1.6.2 Are teachers rooms on the same floor

1.6.3 Are doors lockable – can staff have reasonable access to the pupil accommodation at all times

1.6.4 Male/female rooms

1.6.5 Do pupils know which are teachers room (preferably located opposite pupils rooms)?

1.6.6 Safeguarding

1.6.7 What are the security arrangements if the hostel is not staff 24hours a day?

1.7 Pupils

1.7.1 What is the procedure if a pupil is homesick?

1.7.2 Will school contact parents?

1.7.3. Brief pupils on acceptable behaviour – although not in school same code of conduct applies.

1.8 Staff

1.8.1 Consider having an additional member of staff incase of emergency – cover night staff, give other staff break

1.8.2 Staff of both genders accompany visit

## Residential

2.1 SBC H&S approval to be received at least 2 weeks before the visit (using EVOLVE).

2.2 How is the group getting there?

2.3 Common on-site risks.

2.4 Overnight arrangements – waking staff, lockable rooms, emergencies.

2.5 Fire Safety

You should:

2.5.1 check fire safety standards as part of the accommodation selection process; • consider whether, from a fire rescue perspective

2.5.2 on arrival, check fire escape routes to ensure that they are properly signed and clear of obstructions;

2.5.3 know what the fire alarm sounds like;

2.5.4 ensure everyone knows the emergency procedures, fire escape routes and assembly points.

2.6 Downtime

2.6.1 Ensure staff understand that their supervisory role continues in the evening.

2.6.2 Plan activities so pupils don’t get bored for example craft activities, quizzes, led walks etc.

2.6.3 Use down time in the evening to brief the group on the planned activities for the day to come.

2.7 Security

2.7.1 Has your school have sole use of the premises/cabin

2.7.2 Are teachers rooms on the same floor

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2.7.7 What are the security arrangements if the hostel is not staff 24hours a day?

2.8 Pupils

2.8.1 What is the procedure if a pupil is homesick?

2.8.2 Will school contact parents?

2.8.3 Brief pupils on acceptable behaviour – although not in school same code of conduct applies.

2.9 Staff

2.9.1 Consider having an addition member of staff incase of emergency – cover night staff, give other staff break.

2.9.2 Staff of both genders accompany visit.

## Adventurous

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

3.1.1 An external provider – The provider must hold an LOtC Quality Badge or complete a Provider Form

Note: If a Provider holds an AALA (Adventurous Activity Licence Authority) licence (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required. If a provider holds a Learning Outside the Classroom Quality Badge, this is evidence that it meets safety as well as educational quality standards, and that it holds an AALA Licence if it is legally required to do so.

3.1.2 A member of your establishment’s staff - If establishment staff are to lead adventure activities, they must be properly assessed as competent to do so. This person must be specifically approved by the LA to lead the activity, via EVOLVE. They must have the relevant qualifications and experience to undertake the activity.

3.1.3 Supervision levels– there must be clear guidance when school staff will be responsible for supervision /centre staff.

3.2 Obtain evidence of relevant qualifications of staff on site.

3.3 Emergencies – ensure there is appropriate first aid.