



Catch22 Education Policy

External Visits Policy Version 2.0

Catch22 Suffolk Primary

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Queries to be directed to:	Daryl Bates (Head Teacher)
Dated	1 March 2021

This policy will be reviewed on a biannual basis. Catch22 reserves the right to amend this policy, following consultation, where appropriate.

Date created:	May 2017
Date of last review:	Nov 2022
Date of next review:	NOV 2024

Catch 22 MAT and Independent Schools
Education Intent Statement

Catch22's Vision is:

To deliver better social outcomes through transforming public service through the 3Ps:

1. Place- supporting people to find, retain, transition safely into homes and communities
2. Purpose- Working with people to achieve their purpose in education, employment or training
3. People- Building networks of people around individuals

Our Education Mission is:

To enable young people to progress and succeed in sustained education, training or employment.

We do this through engaging young people positively with their purpose through learning and future life aspirations. All our learners achieve positive outcomes, thrive and enjoy a quality education that is delivered by skilled, passionate people with high expectations in a place that is safe, high quality and appropriate.

Our schools cater for young people aged 4-16 who are outside of mainstream education, and have troubled and challenging backgrounds. We embody our vision in all we do to ensure our young people are supported fully to achieve these goals.

Our Education Intent is to:

Brilliant basics, magic moments • Support pupils to gain academic qualifications, experiences and the skills needed to move successfully to the next stage in life. • Provide a values-based curriculum, working with pupils to build their spiritual, moral, social and cultural capital and personal development Relationships beat structures • Treat pupils as individuals and help them to build bright futures in both their personal and professional lives Things about you, built with you, are for you • Understand pupils' unique needs and help them overcome their barriers to learning • Engage young people with a broad and rich curriculum so they can realise their ambitions • Make our pupils' voices heard and harness participation to benefit pupils and help our schools to improve. Unleash Greatness • Have high aspirations for our pupils so they leave us prepared for life in modern Britain and the wider world. • Instil belief in pupils so they can progress and succeed in education, training and employment Let robots be robots and humans be human • Ensure pupils have a rounded understanding of themselves and the world around them. • Harness curiosity and nurture a love of learning. • Support and protect our pupils to be safe and feel safe online and offline. Incubate, accelerate, amplify • Embrace the values of 'Rights Respecting Schools'; helping pupils thrive as individuals both as members of their school and the wider community.	4, 4, 5, 6 7 7 4, 7 x 4, 7 x 4 4, 7 6 4
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1. Summary

The External Visits Policy covers the following areas:

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2. What is the policy about?

Catch22 recognises that educational visits offer an invaluable opportunity to enrich young peoples' learning, raise their self-esteem, increase their motivation and appetite for learning and raise levels of achievement in many aspects of their life and education. They can provide powerful opportunities for young people to develop confidence, learn to live and work with others, and respond to challenges. England and Wales has an outstanding natural environment and a vibrant, unique culture and learning outside the classroom is a strong theme that runs through all stages of education. Therefore Catch22 Suffolk will aim to identify opportunities for our students to experience life outside of the classroom wherever possible to ensure that all students experience a broad and balanced quality of education.

However, our aim is to ensure that young people benefit from these opportunities through participation in safe, well managed visits and off-site activities. This policy aims to support staff who are involved in the planning, management and delivery of visits and off-site activities, and to do so in ways which reflect current good practice and our duty of care.

Catch22 staff will organise and utilise external visits in order to support the curriculum undertaken and will take advantage of the resources of the local community wherever possible. External visits off site may include:

- Children travelling in staff cars
- Education staff using their own car for business use.
- Education staff walking pupils on and off site.
- Children and Young People travelling in a group on an approved coach or mini bus.
- Adventurous activities (examples include visits to Trampolining or outdoor activities)
- Day visits (examples include museums)
- Sporting activities (examples include Football/visits to the park)
- Other activities offsite such as Rewards Trips (examples include the Cinema or Fast Food Restaurants).

Educational visits or journeys will be made from time to time as part of the process of curriculum delivery, and may be made by a group of pupils as part of an educational opportunity in the form of enrichment or as part of the active curriculum or on an individual basis in order for a pupil to work towards the targets that are part of their individual learning plan.

To enable education staff to effectively carry out their role they may be required to visit pupils in their own homes. This may be for initial engagement, for assessment, interim teaching or integration purposes. They will also liaise with other teachers in mainstream and special schools as well as other education and health professionals. They will liaise with other Local Authority colleagues and they may visit professional development centres, resource centres, the local library, rehabilitation units, other hospitals and satellite units where pupils in the community are being taught. Home visits are covered by the Catch22 Lone Working Policy.

3. Who is the policy for?

All staff, parents/carers and Commissioners. The approval process for any trip or visit is included in Appendix 1.

4. Policy statement

4.1. Purpose of the trip/activity

Trip Leaders should be clear as to the purpose and objectives of the trip/activities and how it contributes to the objectives of the service.

4.2. Suitability

It is essential to ensure that the trip/activity is suitable for the group, that it is planned and then led by an appropriate person; the suitability of all trips is based on both how it widens the curriculum offer as part of the good quality of education Catch22 Suffolk provide and also the overall risk of the trip. In all cases the Trip Leader must complete an Initial Risk Assessment (Appendix 2) and a Quality of Education Assessment (Appendix 3) and have initial approval from the Head Teacher/Educational Visit Coordinator (EVC) before entering the trip on Evolve.

For all sporting trips/activities, further specific safety standards, advice, checklists and guidelines from the appropriate national governing body for the activities must be sought on supervising and managing the specific activity being planned. The national governing bodies (listed in appendix at the end of this report, such as the National Governing Body for Climbing and Walking www.mltw.org) have established safety standards and working practices for their respective activities.

If the trip/activity involves a hazardous or adventurous activity, a licensed outdoor activity provider must be used to deliver the activity, and advice must be sought from this provider regarding suitability.

For all other outdoor activities and for trips/activities near water or in open country, advice must be sought from suitably qualified professionals with knowledge of the suitability of the activity and of the local area where the trip is being planned. If there is any doubt, a licensed outdoor activity provider must be used.

4.3. Approval for a Trip/Activity

No trip or activity can proceed without authorisation from the Head Teacher. All trips abroad must be approved by an Operational Director (Catch22 Chief Education Officer). Initial approval of the proposed trip/activity should be gained in principle from the relevant senior manager, prior to any detailed preparations taking place. This initial approval should be in the form of an e-mail, once this initial approval is completed then the Trip Leader should complete the Evolve Trip Submission form on Evolve (*a flowchart on the approval process is contained in Appendix 1*). Planning and preparation must be done sufficiently far ahead to ensure that there is no unreasonable risk to safety, quality or finance as a result of preparations being made in haste.

The approval form must be submitted by the Trip Leader to the Head Teacher for approval of the trip/activity details once all preparations are complete. Approval must be gained at least one month prior to the intended trip date for trips abroad and at least two weeks before for any other trip. Catch22 consider any breach of this approval process as serious misconduct and would take disciplinary action against any member of staff not following the process.

4.4. Roles and Responsibilities

4.1 Head Teacher

The Head Teacher (Daryl Bates) is responsible for making the final decision on whether a trip/activity can go ahead and will stop a trip/activity if the guidance has not been followed or if the safety of the party cannot be guaranteed. This decision is evidenced on Evolve.

4.2 Education Visits Co-Ordinator

The Head Teacher is (or will nominate) an Educational Visits Co-ordinator (EVC) who has undertaken the approved training either through face to face training with a Local Authority or via IHASCO (with at least a 70% pass rate) and will complete the refresher course at least every two years. Furthermore the EVC, along with all Catch22 Education staff, should complete the Educare “Risk Assessments for Schools Trips” module.

All visits will need to be discussed with the External Visits Co-ordinator who will ensure that the leader is familiar with the visit/location and has completed a risk assessment specific to the young people involved and the location of the visit.

Appropriate notice, dependent on risk level of the trip, must be given to the EVC of any visit so that all checks can be made, letters checked and risk assessments completed and checked.

Local visits that are a regular part of our daily work will need to be discussed with the leaders and checked with the EVC on the first visit if it is to be a regular or frequent occurrence.

The named EVC in Catch22 Suffolk is the CLL on each site, as follows:

Ipswich	Tamsyn Adcock	07788148447
Bury St Edmunds	Thomas James	07714487059
Lowestoft	Joanne Steele	07730764181

A list of key contact details is also included in Appendix 5.

4.3 Trip Leader

It is the responsibility of the Trip Leader to complete the Evolve Trip submission, which will include:

- Obtaining approval from the relevant Senior Manager before the visit goes ahead
- Following the guidelines, policies and procedures set by this policy and those by the visited establishment
- Planning and preparing for the visit, including briefing the group members and next of kin as required
- Completing adequate risk assessments that consider all significant hazards about the trip and also review individual pupil risk assessments.
- Appointing a deputy for the trip/activity and define what this entails (this includes who would lead the group if the Trip Leader is absent).
- Confirming that the named First Aider has up to date First Aid Training.
- Defining each trip/activity assistant leader's role and ensure all tasks have been assigned, especially if students need to have a named adult on the trip.
- Being familiar with the age range of participants and be competent to lead the activities proposed.

- Assessing the suitability of the activity for the participant's abilities and ages and ensure that their needs are appropriately met.
- Ensuring that the trip/activity assistant leaders have information on any specific needs or requirements of the participants involved.
- Ensuring all parental consents are in place.
- Being aware of safeguarding issues and consider this when planning the visit and throughout the visit (any Safeguarding concerns are to be recorded using CPOMS).
- Ensuring that there is adequate first aid provision for all aspects of the trip/activity, including travel.
- Ensuring that the group and the Senior Manager have contact details for inside and outside the normal hours of the establishment.
- Ensuring that there is a suitable supervision ratio based on the nature of the activities and pupils involved.
- Curtailing a trip/activity if the risk to the health and safety of participants is deemed unacceptable.
- Reviewing each visit and where necessary make changes to future visits based on the experiences had by the participants and supervisors

4.4 Trip/Activity Assistant Leaders

All staff who are taking part in the supervision of a trip/activity have a 'Duty of Care' towards all members of the group. Trip/Activity assistant leaders have the responsibility to provide the same care that a 'reasonable, prudent, and careful parent or carer would take in the same circumstances.

If assistant leaders have any doubt as to the safety of the group, the trip/activity must not continue unless or until they have sufficient further information and advice to remove the doubts.

The duty of care applies to all who take responsibility for the supervision of the trip/activity, including volunteers.

4.5. External Agency or Outdoor Providers

Where an activity involves an outside agency or outdoor provider, the trip leader must ensure that the agency or provider involved is competent and any establishment safe. Outside providers must be able to demonstrate that their qualifications and experience of the staff are in line with the requirements of this policy. This would include ensuring that they have sight of the providers current public liability certificate, any relevant risk assessments covering the activities they will deliver and any activity licences, for example AALA (adventure activities licensing) if deemed appropriate for the activities planned. The relevant qualifications required will be established on a case by case basis, dependant on the activities planned. A decision on competence of the provider should be made by the senior manager and evidence will include the quality of documentation, site visits and in some cases testimonials.

Whilst the agency or provider may be given the responsibility to instruct/lead a group on a trip/activity, the Trip Leader/Assistant Leader must still fulfil his/her duty of care to the group, and must stop the trip/activity immediately if there are any concerns, whether this is due to safety concerns or for any other reason.

Catch22 Suffolk are part of the Suffolk County Council Evolve group, this allows Catch22 to access risk assessments and trip submissions for local trips that are already approved by the Local Authority. It is the responsibility of the Trip Leader to ensure that the risk assessments completed are suitable for the students that Catch22 support.

4.6. Planning and Preparation

Careful advance-planning is crucial to ensuring the safety of the group on an off-site trip/activity, and it is the responsibility of the Trip Leader to ensure each of the following aspects are addressed.

4.6.1 Trip/Activity File

The Trip Leader must compile a file for each trip/activity being planned that contains all of the relevant planning documentation and information required (where applicable) as outlined in this policy.

This file must be made available to the senior manager prior to commencement of the trip.

Contents of the file must include:

- Purpose of the Trip/activity
- Location and itinerary
- Programme of activities
- Safety guidelines for the specific trip/activity planned
- Details of any outside provider involvement and their qualifications/suitability
- Transport arrangements
- Financial arrangements
- Insurance details
- Risk assessments
- Details of staff and accompanying adults
- Emergency contact information
- Information on members of the party
- Parental/carers consent forms
- Any last-minute changes

All of this information can be downloaded from Evolve.

4.6.2 Appropriate activities

When activities are in the planning stage, the Trip Leader must ensure that the venue, programme and cost are appropriate to the aims of the venture, the needs and abilities of participants and the resources available. Safety, Security and Welfare must be the prime considerations

4.6.3 Pre-visits

The Trip Leader must research the background and implications of an off-site activity thoroughly to ascertain the appropriateness of the venue whenever possible the Trip Leader should make preliminary visits to the venue, to risk-assess any potential dangers. When a venue involves naturally hazardous areas such as mountains and moorland coasts, forested areas and sizeable areas of still and moving water that are unfamiliar, a pre-visit must be carried out unless the trip is being run by a suitably qualified or licensed outdoor activity provider.

4.6.4 Emergency contacts

A senior member staff not on the activity or trip should act as the Emergency/Home Contact for the group throughout the duration of the trip, including out of hours if necessary. The Emergency Contact is the focus for communications between the party and those at home. The Emergency Contact must have access to the trip/activity file containing all relevant information about the group, programme and venues.

The Trip Leader must brief the Emergency Contact prior to departure. Each parent/carers also needs to know how to contact the Emergency Contact and this should be stated on a parent/carers Trip Information Form.

In the event of an incident or emergency, the Trip Leader must alert the Emergency Contact. In case of a critical incident, emergency details of staff are kept with the Head Teacher and Executive Principal on iTrent or SIMS.

Catch22 operate a 24 hour on call service, if the Trip Leader is unable to contact the Head Teacher or Executive Principal, they should dial **07540 476476** and they will be able to

discuss the emergency with the Pharos Team who provide a dedicated 24-hour emergency support line.

4.6.5 Parental Consent

The Trip leader must ensure that the parents/carers are aware of the trip/activity and the nature of it, before the trip occurs.

Prior to the trip departure and for each group member, the Trip leader must receive written permission from the parent/carer for each young person to attend, and authorisation for emergency medical treatment.

Where a series of short visits are to be made over a period of weeks e.g. swimming lessons or community work, one consent form should be sufficient for the whole series. This must be renewed on a regular basis, for example termly/quarterly as necessary, so that the parent/carer are reminded that these activities are still being carried on. The parent/carer must still be made aware of the details of each trip when it occurs as it might also be necessary to update medical information in such cases.

The Trip Leader must be aware of any medical conditions or dietary needs that might have an effect on the activities and discuss individual needs with the parent/carer and the young person to ensure a full understanding.

4.6.6 Information to Parents

Parents/Carers must be given clear information on the trip/activity on a Trip Information Form being planned. This form should include:

- Date of trip
- Objectives of trip
- Details of planned activities
- Times of departure and return
- Location where the young people will be collected and returned
- Modes of travel
- Details of accommodation
- Procedures if young person becomes ill
- Names of leader(s)
- How to contact the party if necessary • What young person needs to bring
- Details of any unsupervised activities
- Name of staff where students are to be accompanied on trip or visit.

Note: If any of these information changes, it is the responsibility of the Trip Leader to ensure this is communicated effectively internally and externally to participants.

4.6.7 Trip Management

The Trip Leader is responsible for the management of trip/activity Assistant Leaders during a trip or activity. The Trip leader must make clear to Assistant Leaders their responsibilities and roles at all times during the trip, including any handover of students between transport and arrival on the trip or visit. On the day of the trip a signed copy of the agreed risk assessment and pupil register must be held by the Trip Leader and also by the school.

Any adults brought into help with a trip or activity in a supervisory role and/or who will have unsupervised access to young people or vulnerable adults must be DBS checked to enhanced level in accordance with Catch22's Recruitment and Selection Policy.

For all trips/activities, there must be at least one adult who is qualified in first aid.

4.6.8 Risk Assessment

The Trip Leader must ensure that all activities are subjected to risk assessments and that adequate health and safety arrangements are in place.

Risk assessments must be conducted both before and during the trip. Where reasonably practicable, a visit to the proposed trip location, prior to the trip taking place, must be completed in order for accurate risk assessments to be completed.

Risk Assessments must be written, signed by the Trip Leader, and recorded in the Trip/Activity file as evidence that they have been carried out. Risk Assessments for a typical trip or activity would need to cover the following areas as a minimum:

- Transport to and from the venue
- The activity venue
- The nature of the activity
- The group members e.g. any medical factors
- Other external factors e.g. changes in the weather

The Senior Manager, prior to final trip approval, will check that risk assessments have been completed and agree mitigation arrangements.

The risk assessments and planned journey checklists should be copied and a copy of these left at the Academy. A further copy should be carried in the car.

Where visits within walking distance are to be made, the risk assessments still need to be completed and names left at the Academy as with car journeys. Copies of names and addresses are to be carried along with a work mobile phone. Ensure that road safety rules are followed and pupils are never out of site of the members of staff on the trip.

4.6.9 Dynamic Risk Assessment

Risks must be monitored throughout the visit and where appropriate activities modified or curtailed to suit changed or changing circumstances. The responsibility for this rests primarily with the Trip Leader or EVC. Where more than one person has a duty of care each must be made aware of this and liaise with each other. In an emergency the Trip Leader, or EVC, should call the Head Teacher. Should the Trip Leader or EVC be unable to the Head Teacher they should contact the Executive Principal or the 24 Hour Director on Call (07540 476476).

4.6.10 Insurance

The Trip Leader must ensure that adequate and appropriate insurance arrangements are made for all aspects of the particular trip/activity. Catch22 carries insurance cover under its Employees Liability Cover and Public Liability policies. However, the Trip Leader must consult with Facilities to check whether the activity being proposed is covered under Catch22's current insurance underwriters, or whether additional insurance is required.

For residential and foreign trips, off-site activities lasting more than twenty four hours, journeys by air or sea, and all trips and visits involving hazardous activities suitable journey insurance cover must be taken out, on behalf of the next of kin. This must cover risks arising from cancellation, loss of personal possessions, personal accident and medical expenses. The next of kin must be informed of the nature and extent of insurance taken out on their behalf. The Trip Leader must ensure adequate insurance is in place for motor vehicles used in the trip and for their intended purpose.

4.6.11 Transport

A risk assessment must be completed on the transport arrangements to and from the venue, and whilst at the venue. Factors which need to be considered include:

- Distance of travel
- Time of travel
- Cost of travel
- Rest stops
- Qualified drivers/number of drivers needed
- Level of supervision needed – risk assessment should be carried out to decide on the level of supervision required for any journey. Issues to consider would include the numbers being carried, the length of journey and the individuals being transported, to confirm whether other supervision is required in addition to the driver.

4.6.12 Use of Minibuses

If using minibuses, the Trip Leader and the driver must check that the vehicles are roadworthy and insured. They must ensure that they have all necessary documentation and that they drive safely and within the law.

4.6.13 Accommodation

If the trip is overnight, the Trip leader must ensure:

- There is separate sleeping/bathing arrangements must be made for male and female young people and supervisors.
- Security arrangements at the accommodation are in force to stop unauthorised visitors.
- They are familiar with the layout of the fire exits and lifts and that all young people are aware of the arrangements in the event of an emergency.

4.6.14 Preparing the group

The Trip leader must ensure that assistant leaders and the young people are aware of their responsibilities to the safety of themselves and to others. Providing information and guidance to young people is an important part of trip or activity preparation. Where appropriate, the Group must ensure that the young people receive a written copy and a verbal briefing covering the following:

- The purpose of the trip
- Who the Trip leader is
- Where they are going and what the trip will entail
- What standard of behaviour is expected of them
- Appropriate and inappropriate conduct
- What rules must be followed
- Any equipment they need to take and any forbidden items
- Consequences of breaking the rules
- Potential risks and dangers
- Behaviour required ensuring their own safety and that of others
- Rendezvous procedures if they become separated from the group

4.6.15 Travel in a member of staff's private vehicle

A passenger list must be completed for all adults and children/young people with their contact details and medical needs identified. A copy must be carried in the car and a copy left at the school.

Staff will carry their work mobile phone in order to maintain contact with their base and the office. They must be switched on at all times when off-site. Staff will have the appropriate insurance for business use. The insurance company should be aware that the person transports children. They will have a valid driving licence and an up to date MOT certificate. It is recommended that staff have breakdown cover.

Children under 12 years of age or less than 4 feet 11inches (150cms) should travel in the back seat of the car with the seatbelt on. They will be required to use a booster seat that can be supplied by the parents.

It is recommended that all young people sit in the back of the car wearing the appropriate seat belt. Where appropriate a second member of staff will escort the pupil if the risk assessment indicates this as a risk area. All staff must complete a planned journey checklist when making visits by car with pupils or alone.

4.7. Evaluation of the Trip/Activity

Upon completion of the trip/activity, the Trip Leader should consider the completion of an evaluation form recording the following information:

- Whether the aim and objectives of the trip were achieved
- Costs against actual planned expenditure
- High/lows of the trip
- Views of the young people
- Pitfalls – places/things not to do/go to/stop at again
- Problems encountered with any specific young people
- Any incidents including non-emergency

4.8. Policy and practice.

Offsite trips/activities should be accessible to all regardless of gender, religion, ethnic origin, social background, medical need or physical ability in accordance with the Catch22 Equality and Diversity policy and with the Equalities Act 2010.

Within Catch22, staff have a commitment to ensure all activities are relevant to all pupils and are taught in a way that is age and stage appropriate.

All reasonable adjustments will be made as necessary to enable access to curriculum opportunities including visits.

All educational trips and visits will be made in accordance with the DFE Guidance on Health and Safety on Educational Trips. This advice can be found at

<https://www.gov.uk/government/publications/health-and-safety-on-educationalvisits/healthand-safety-on-educational-visits>

In respect of the nature of the support that pupils require at Catch22, we will carefully consider the types of visits we undertake.

In every aspect of external visits within Catch22, either alone or accompanying pupils, the National guidelines for Accident/Incident Investigation and Notification Procedures will be followed and reported using the Health and Safety incident reporting process.

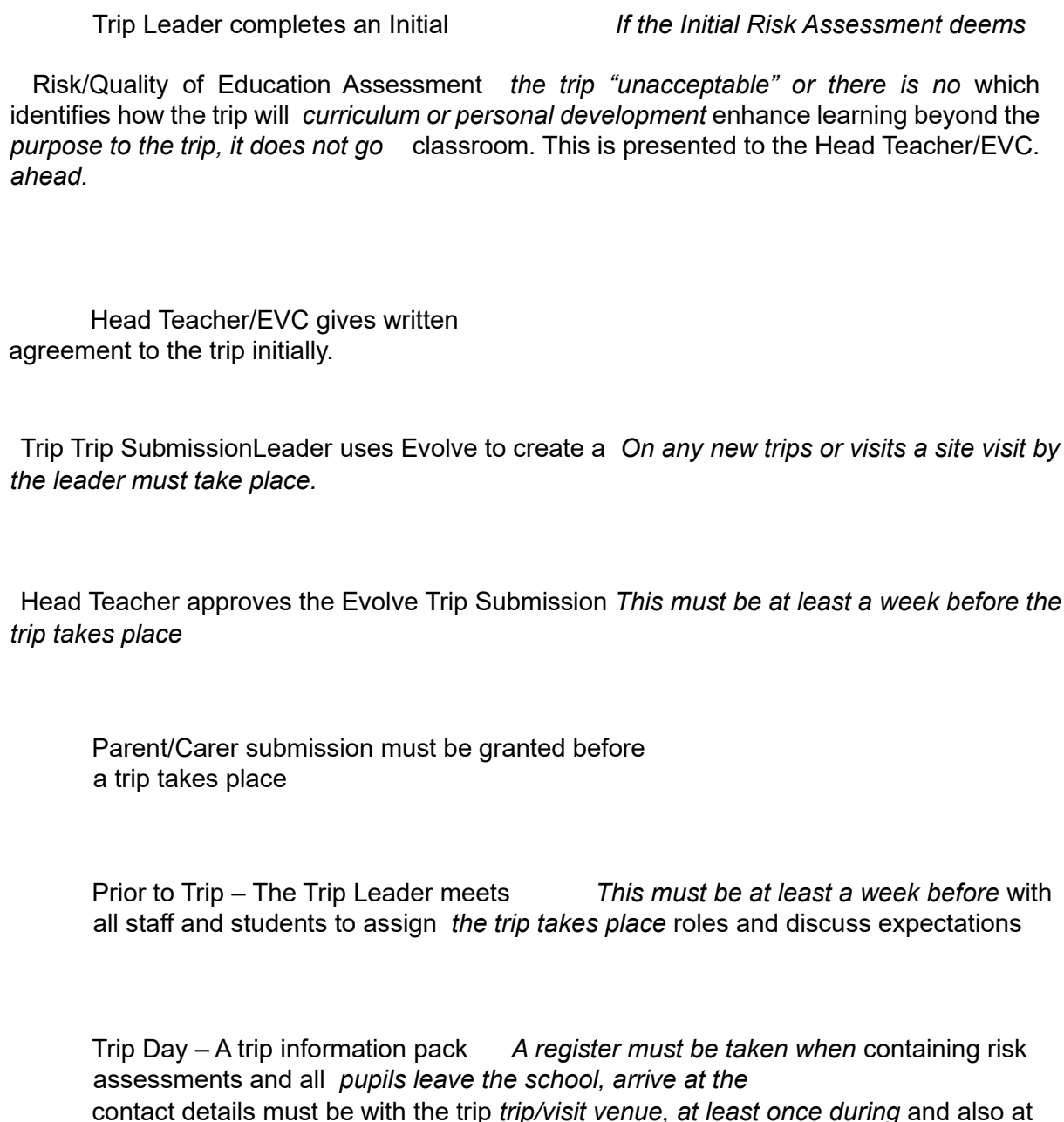
5. Policy Requirements

The Head Teacher must ensure that this policy is followed by all staff who are arranging any external visit, they may choose to delegate this responsibility to a named EVC for low risk regular trips, however ultimate responsibility is with the Head Teacher.

6. Related policies

- Health and Safety Policy
- Lone Working Policy
- Safeguarding Policy
- Medical Conditions Policy
- Recruitment and Selection Policy
- Home visits Policy
- Behaviour Policy (Absconding Protocol)
- Curriculum Policy
- Disciplinary Policy
- Health and Safety

7. Appendices Appendix 1: Trip or Visit Agreement Flowchart



school the visit, leaving the trip/visit and on

return to the school.

Following the trip/visit the Trip Leader should evaluate the trip on Evolve and to apply any lessons learnt to the next visit and also record the visit on Gridmaker. If necessary pupil risk assessments should be updated.

Appendix 2: Initial Trip Risk Assessment

RISK ASSESSMENT						
Answer all the generic questions by writing "yes" in the appropriate grey highlighted box. (Read down the columns)						
The activity is...	The participants are...	The activity leader ...	The environment is...	Describe the level of first aid access	Weather changes...	
Within the everyday experiences of the individuals?	Very experienced with an appropriate level of competency	Is very experienced in leading this activity and qualified at the appropriate level	Urban or rural with predictable hazards	First aid and emergency support is available at activity site. School staff have appropriate, in date qualifications to suit the activity. (Proof will be required by EVC)	Will have no effect on the group	↓
Outside the everyday experience of the individual but some tasks have familiar aspects	Regularly exposed to the activity with an adequate level of competency	Regularly participates in this type of activity but may have minimal qualifications and little leadership experience	Urban or rural with hazards that could change quickly	First aid and emergency support is available at activity site. School staff have generic, in date first aid qualifications. (Proof will be required by EVC)	Are appropriate to the activity. Any changes will have minimal effect but will not affect safety.	↓
Outside the everyday experiences of the individuals but competency has been achieved in training (Evidence of training will be required by EVC)	Have some exposure to the activity; experience at a recreational level; some competency	Has had some exposure to the activity as a leader, recreational participant and may have only minimal qualifications in this activity	An industrial location or An overnight stay	First aid and emergency support available at activity. School staff have minimal or lapsed first aid qualifications	Could lead to problems if the group is not adequately prepared with training and equipment	↓
Outside the everyday experience of the individual but training has been given (evidence of training will be required by EVC)	Have very occasional exposure to the activity; some experience at an introductory level / no competency	Has had very occasional experience to the activity as a leader, limited experience as a participant, no qualifications	Close proximity to water, cliffs or other dangerous topographical feature	Nor first aid and emergency support readily available at the activity. School staff have in date first aid qualification (evidence will be required by EVC)	Could cause serious problems if the group has not achieved a level of competency in the activity or is not adequately equipped	↓
Outside the experience of the individual with no training prior to the trip	Absolute novice; no experience of the activity	Has no experience of the activity in a leadership capacity; some experience as a participant	Travel to other countries Or sea voyage Or wilderness Or area classed as advance by NGB's	No first aid or emergency support readily available at the activity; school staff have no first aid qualifications	Could have serious repercussions for the group.	↓
Low Risk	Medium Risk	High Risk	Unacceptable Risk	Total risk: ↑		

Appendix 3: Quality of Education Assessment

Name of Trip/Location	
Date of Trip	
Trip Leader	

Aim of Trip	
Cost of Trip	
Subject and Curriculum Area Supported by Trip	
What will pupils learn/experience on the trip?	
Initial Risk Assessment – Risk Level	

Appendix 4: Preliminary visit check list

Have you met the venue manager or other senior staff member?	
If appropriate, have you seen and taken a copy of the organisation's AALA licence or checked it on the AALA website?	
If appropriate, have you seen copies of the organisation's risk assessments, operating procedures, staff qualifications and equipment?	
Have you looked around the venue identifying potential risks on or near the site?	
Have you confirmed with the organisation the type and level of supervision they will undertake?	
Are there proper arrangements for party members with special educational needs?	
Are there proper arrangements for party members with special medical needs?	
Have you agreed a programme with the organisation, confirming when and what responsibilities the organisation staff will have, regarding supervision and activity provision?	
Are there proper dining arrangements?	
Are there sufficient first-aid kits and trained personnel at the venue?	
Are there suitable emergency procedures, including fire exits, muster points, roll-calls and search procedures?	
Have you checked the organisation's transport?	
Have you checked the accommodation is 'fit for purpose'?	
Have you seen the organisation running activities for another similar party?	
Do the agreed activities have appropriate educational value?	
Is the venue within easy reach of other sites to be visited?	

Has an alternative, back-up programme (Plan B) been agreed with the venue?	
Has their insurance been checked?	
Does the LEA know the venue?	

Appendix 5: Contact Information

Job Title	Name	Contact Number
Strategic Director Justice & Education	Lisa Smitherman	07738 020738
Head Teacher	Daryl Bates	07501903064
Trip Leader	Tamsyn Adcock Elisha Langan Joanna Steele	07788148447 07912999258 01502 559335
School Main Contact	Victoria Pile	01502 559335 07501899708

Appendix 6: National Governing Bodies and representative organisations

The following organisations have a lead role in each particular activity; most provide training and assessment schemes at a variety of levels and all will provide advice on technical issues. It must be remembered, however, that most exist to serve their recreational membership and are therefore often not accustomed to dealing with educational matters.

ANGLING

Welsh Federation of Coarse Anglers

Hon. Secretary, Penceilogwydd Farm, Penclacwydd, Llanelli, SA14 9SH, Tel: 01554 759444

Email: robindarker@aol.com

Welsh Salmon and Trout Angling Association

Hon Secretary, 97 Maesceinion, Waunfawr, Aberystwyth, SY23 3QQ

Tel: 01970 624791 www.wstaa.org

Welsh Federation of Sea Anglers

Hon. Secretary, 23 Park Road, Bargoed, Caerphilly, CF8 8SQ

Tel: 01443 831684 www.wfsa.org.uk

ARCHERY

Welsh Archery Association

241 Barry Road, Barry, Vale of Glamorgan, CF62 9BH

Tel: 01446 735260 www.wfaa-archery.co.uk

CANOEING & KAYAKING

Welsh Canoeing Association

Canolfan Tryweryn, Frongoch, Bala, Gwynedd, LL23 7NU

Tel: 01678 521199 Fax: 01678 521158 www.welsh-canoeing.org.uk

CAVING

Cambrian Caving Council

Hon. Secretary, 6 Dolau Tywi, Manordeilo, Carmarthenshire, SA19 7BL

www.caveinfo.org.uk/nca/ccc.htm

British Caving Association

Tony Flanagan, Ffrancon House, Thornton in Lonsdale, Carnforth, LA6 3PB

Tel. 01524 241737 www.british-caving.org.uk

CYCLING

Welsh Cycling Union

Wales National Velodrome, Spytt Park Sports Complex, Traston Lane, Newport, NP19 4RR

www.cyclewales.org.uk

Cycle Touring Club

69 Meadow, Godalming, Surrey, GU7 3HS

Tel: 0870 873 0060 Fax: 0870 873 0064 www.ctc.org.uk

HORSE RIDING

Wales Trekking and Riding Association

7 Rhos Ferig Road, Brecon, LD3 7NG www.ridingwales.com

Trekking and Riding Society of Scotland

Boreland, Aberfeldy, Perthshire, PH15 2PG

Tel: 01968 660346 www.ridinginscotland.com **British**

Horse Society

Stoneleigh Deer Park, Kenilworth, CV8 2XZ Tel:

01926 707700 www.bhs.org.uk

Association of British Riding Schools

Queens Chambers, 38-40 Queen Street, Penzance, TR18 4BH

Tel: 01736 369440 www.abrs-info.org

KITE SURFING

British Kite Surfing Association

PO Box 7871, East Leake, Leicestershire, LE12 6WL www.kitesurfing.org

MOUNTAINEERING

Mountain Leader Training Wales

Siabod Cottage, Capel Curig, Conwy, LL24 0ET

Tel: 01690 720361 www.mltw.org

British Mountaineering Council (Wales)

4 Hengoed Park, Hengoed, Caerphilly, CF82 7NG

Tel: 01443 816923 www.thebmc.co.uk/thebmc/areacom/area_res.asp?area_drop=7 **ORIENTEERING**

Welsh Orienteering Association

55 Coleridge Crescent, Killay, Swansea, SA2 7ER

Tel: 01792 204643 www.woa.org.uk

British Orienteering Federation

Riversdale, Dale Road, North Darley Dale, Matlock, Derbyshire, DE4 2HX

Tel: 01629 734042 www.britishorienteering.org.uk

ROCK CLIMBING ROWING

See **Mountaineering**

Welsh Amateur Rowing Association

Hon. Secretary, 6 Holgate Close, Llandaff, Cardiff, CF5 2PE

Tel: 02920 319909 www.wara.org.uk/index.php

SAILING

Welsh Yachting Association

8 Lllys-y-Mor, Plas Menai, Caernarfon, Gwynedd, LL55 1UE

Tel: 01248 670738 www.welshsailing.org

Royal Yachting Association

Ensign Way, Hamble, Southampton, Hampshire, SO31 4YA

Tel: 0845 345 0400 www.rya.org.uk

SKIING & SNOWBOARDING

Snowsport Cymru Wales

Cardiff Ski Centre, Fairwater Park, Fairwater, Cardiff, CF15 3JR

Tel: 02920 561904 www.snowsportwales.net

British Association of Ski Instructors

BASI Office, Grampian Road, Aviemore, Inverness, PH22 1RL

Tel: 01479 86717 www.basi.org.uk

SUB AQUA**Sub Aqua Association**

Space Solutions Business Centre, Sefton Lane, Maghull, Liverpool, L31 8BX

Tel: 0151 287 1001 www.saa.org.uk

Welsh Association of Sub Aqua Clubs

Mr Bill Trezise, Secretary, Little Began House, Began Road, Old St Mellons, Cardiff, CF3 6XJ Tel: 02920 777293

British Sub-Aqua Club

South Pier Road, Ellesmere Port, South Wirral, Cheshire, L65 4FL

Tel: 0151 3506200 www.bsac.com

SURF LIFE SAVING**Surf Life Saving Association (Wales)**

Hon. Secretary, 10 Greenacres, South Cornelly, Bridgend, CF33 4SE

Tel: 01656 742420 Fax: 01656 745511 www.slsawales.org

SURFING**Welsh surfing federation**

www.geocities.com/welshsurfing

SWIMMING**Welsh Amateur Swimming Association**

Wales National Pool, Sketty Lane, Swansea, SA2 8QG

Tel: 01792 513636 www.welshasa.co.uk

WATERSKIING**British Water Ski Federation**

390 City Road, London, EC1V 2QA

Tel: 02078 332855 www.britishwaterski.org.uk

WINDSURFING

See **Sailing**

Annex 1: Equality Impact Assessment

Catch22 is committed to always: avoiding the potential for unlawful discrimination, harassment and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and, foster good relations between people who share a protected characteristic and those who do not.

An Equality Impact Assessment (EIA) is a tool for identifying whether or not strategies, projects, services, guidance, practices or policies have an adverse or positive impact on a particular group of people or equality group. While currently only public bodies are legally required to complete EIA's, Catch22 has adopted the process in line with its commitment to continually improve our equality performance.

1. Summary

This EIA is for:	External Visit Policy
EIA completed by:	Stuart Rutter, Executive Principal
Date of assessment:	February 2020
Assessment approved by:	Stuart Rutter

Objectives and intended outcomes

This EIA has been completed in order to ensure that the implications and potential impact, positive and negative, of the Catch22 External Visits Policy for all staff have been fully considered and addressed, whether or not the staff members share a protected characteristic.

2. Potential Impacts, positive and negative

Equality Area	Positive	Neutral	Negative	Summary
Age	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of age. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their age.
Disability	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of health/disability. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their disability.
Pregnancy & Maternity/paternity	☐	☒	☐	It's not considered that the policy positive or negatively impacts on pregnant women or on staff on maternity or paternity leave.
Race (incl. origin, colour and nationality)	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of their race, origin, colour or nationality. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.

Gender and Gender Re-assignment	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of their gender at any given time. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of gender.
Sexual Orientation	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of their sexual orientation. It's not considered that the policy includes any

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				guidance or rules that may impact either positively or negatively on any member of staff because their sexual orientation.
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3. Negative impacts and mitigations

Negative Impact	Mitigation	Owner
N/A	N/A	CA