



# **Edsential Policy for Educational Visits and Offsite Activity**

**Version 1.8**

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## 1. Introduction

This Policy document is for all schools that have entered a service level agreement with Edsential to provide the Evolve Off Site Visits Advice and Guidance service and for schools where the Local Authority has commissioned Edsential to act on behalf of the Employer.

Voluntary Aided, Foundation, Academy, Independent and Free schools should produce a Policy Statement that outlines their intention to adopt Edsential's Policy and Guidance documents. A brief summary of the service is detailed below:

The Edsential Learning Outside the Classroom (LOtC), Evolve and Educational Visits Team will provide:

1. Advice and support on all aspects of the Educational Visits process.
2. Establishment access to the Edsential EVOLVE website for Educational Visits.
3. An online advice and notification procedure with approval procedure for specific educational visits to check that arrangements reflect Edsential/Employer guidance and current best practice
4. Access to a range of training courses, some of which may be subject to an additional charge. Further details can be found on your Service Level Agreement.

### **Edsential Policy and Guidance for Educational visits and offsite activity.**

The Policy and Guidance on Educational Visits and Offsite Activity applies to all educational establishments where the Council is the Employer.

In Establishments where the Council is **not the Employer** (for example Voluntary Aided, Foundation, Academy, Independent and Free schools) this policy is provided as an example of good practice. These schools should adopt their own Employer Guidance Policy Statement. Any Council does not assume the responsibility of the Employer for Voluntary Aided, Foundation, Academy, Independent and Free schools.

Every year thousands of children and young people from schools, Children and Young People's Departments and voluntary sectors participate in educational visits and off-site activity as part of their educational experience or personal development. These activities and opportunities are integral to a rounded educational experience which excites, challenges, motivates and stimulates learners.

This policy sets out how Edsential will manage this aspect of learning. Edsential are supporting the Council's requirements and responsibilities for educational visits. The policy will include health and safety requirements.

## 2. Definitions

**Adventure Activities:** Activities that take place in challenging environments that can present technical or environmental complexity in the organisation or delivery of the activity. Many adventure activities have well established National Governing Bodies that train, assess and validate the competency of staff to lead in the activity.

**Educational Visits:** All visits with a group of young people that leave a school site to journey to another location either during the school day or for extended periods beyond the school day. This usually does not include work experience or activities in schools on split sites. This activity is planned and organised by the school.

**Off-site Activities:** Activities that occur away from the base of regular work with children or young people, organised by staff who work within Childrens Services.

**Learning Outside of the Classroom (LOtC):** An activity that takes place on the school site and further afield. Some of this work falls under the category of educational visits.

**Children and Young People:** All young people under the care of Childrens Services whether from a school or setting.

**Staff:** In the context of this policy staff are defined as any employee of the council, school or establishment.

## 3. Application

This policy applies to any of the following activities when undertaken by young people under the supervision or control (whether pastoral or direct) of staff.

- Off-site activities, visits or excursions
- Activities that fall within the remit of Learning Outside the Classroom
- Adventure Activities
- Residential visits

This policy applies whether or not the activities take place within or outside of normal working hours including weekends and holiday periods. Edsential and LAs have formally adopted Outdoor Education Advisor Panel (OEAP) 'National Guidance' as the source guidance for this policy from the website: [www.oeapng.info](http://www.oeapng.info)

It is a legal expectation that employees must work within the requirements of their Employer's Guidance. All councils and Children and Young Peoples Departments and their employees must follow the requirements of 'OEAP National Guidance' in addition to the requirements of this policy statement which are highlighted below. (See section 4 Policy statement)

Where there is any variance of policy between the National Guidance and local policy this Policy Statement sets out Edsential's requirements in partnership with Council's requirements which take precedence over any National Guidance.

Where an employee commissions LOtC activity they must ensure that this commissioned agency has either of the following:

- Edsential Guidance or OEAP National Guidance.
- A system in place where standards are no less than those required by OEAP National Guidance.

**Planning, notification, approval, monitoring and evaluation of all visits**

This is carried out through the Evolve system. Evolve enables Edsential to check, provide guidance, approve (if approval is provided), monitor, evaluate and audit Adventurous, Residential, Standard Overseas and Major Overseas Visits.

All other visits do require approval from the Head of Establishment. It is highly recommended that all other visits are entered onto EVOLVE in order to support Establishments with the planning, processing, monitoring, and evaluating of visits.

Activity	Authorisation Required and Minimum Time Frame
Local off site non adventurous visits	Head of Establishment Authorisation
Residential in UK / Overseas by LOtC Provider	Edsential Authorisation  20 working days (term time) in advance of activity
Adventure Activities	Edsential Authorisation  20 working days (term time) in advance of activity
Overseas Expeditions and Ski trips other overseas visits not delivered by an LOtC provider	Edsential Authorisation  Edsential to be involved in the planning stages and final submission must be submitted 6 weeks (term time) in advance of activity

**Edsential have the discretion to not check or approve visits that are not submitted in the correct time frame. Schools can request for late visit forms to be reviewed to ensure they are meeting Health and Safety requirements. This will be at the discretion of Edsential and an additional fee of £30 per late submission may be charged. Further details can be found on your SLA.**

**If recommended changes are required and cannot be met before the trip, Edsential will be unable to approve the visit.**

**Undertaking a trip that has not been approved by Edsential may affect your insurance.**

## 4. Policy Statement

Edsential recognises the important role that educational visits, off-site activities, adventurous activities and Learning Outside the Classroom (LOtC) plays in providing a rich and rewarding education for children and young people irrespective of age, ability or circumstances.

Edsential actively supports and encourages such activities and recognises that this may involve exposing participants to challenges and risks with which they may not be familiar. Edsential ensures arrangements and procedures are in place to identify and manage these risks against the benefits of the activity. It is Edsential's policy so far as is reasonably practicable that all activities falling within the scope of this policy should:

- Comply with recognised sector best practice guidance with respect to issues falling within the scope of this policy. For the purposes of this policy this signifies compliance with the National guidance issued by the Outdoor Education Adviser's Panel ([www.oeapng.info](http://www.oeapng.info)) unless this guidance is specifically overridden by a requirement within this or any other Council Health & Safety Policy.
- Be allocated sufficient resources (time, planning, staff and budget) to enable activities to be undertaken safely.
- Follow a Risk Management process that is informed by a Risk Benefit Assessment where the benefits of the proposed activity are balanced against the risks. Detail is to be included on how the risks can be managed. There may be some background or residual risks elements remaining and these could be viewed as acceptable. Part of the curriculum and learning for young people is to know how to identify and manage appropriate risk. Where risks to participants are viewed as unacceptable then the activity must not be carried out until further advice has been sought from Edsential's LOtC, Evolve and Educational Visits Team.
- Be monitored to satisfy Edsential, that the requirements of this policy are being met.

## 5. Third Party Providers (Internal and external)

Where activities that fall within the scope of this policy are being provided by a third party, Edsential will require that:

- Reasonable comprehensive checks of any external organisations that are contracted to provide any activities, regardless of whether these activities are being undertaken on or off-site, are carried out to ensure that the external organisations are suitably trained, qualified and competent to provide such activities. These checks also need to ensure that the external provider carries a minimum of

£5m public liability insurance coverage for lower-level activity and £10million for adventurous activities from an approved UK insurer.

- Checks are made via an external validation process using an Inspection and Accrediting Body which may include the Adventure Activities Licensing Service, the LOtC Quality Badge and Adventure mark or sector Approval schemes. **Edsential endorses the LOtC Quality Badge Scheme.** Confirmation about individual Awarding Body schemes should be made via the LOtC, Evolve and Educational Visits Team.
- The performance of external organisations is adequately monitored to ensure that agreed practices are being met.
- The significant findings of monitoring are acted upon and reported to the LotC, Evolve and Educational Visits Team and/or Governing Body of the school. Please refer to Section 29 within this Policy and Guidance document.

To secure the policy objectives Edsential LotC, Evolve and Educational Visits Team will put arrangements in place to:

- Establish and maintain systems and procedures to enable schools and settings to comply with the requirements of this policy. All schools and settings will be required to record and manage activities falling within the scope of this policy using the Evolve online system. **The Evolve online system should be used for each residentials, day visits, sporting events and outdoor and adventurous activities.**
- Provide advice to enable staff with responsibilities for any aspect of this policy to meet any requirements placed on them.
- Provide written guidance and procedures for staff to enable them to fulfil their responsibilities within the scope of this policy.
- Provide access to suitable and sufficient information and instruction and training for all staff who organise, facilitate, lead and advise on such activities.
- Comply with reasonable directions and instructions issued by external organisations providing such activities where these are issued in order to secure the health and safety of other persons.
- Establish structures to enable the reporting of any significant findings of monitoring activity (e.g. incident reports) to the Council's SMT Chief Executive Strategy Group (CESG) or schools management board.

## **6. Organizational Responsibilities and Arrangements**

In addition to the overall Edsentials Health and Safety Policy some specific responsibilities apply in relation to the activities covered by this policy. These are identified in 7.1 – 7.6 of the policy document.

### **6.1. Director for Children and Young People's Department**

The Director for Children and Young People's Department is responsible for the following:

- Allocating sufficient resources to ensure that adequate competent advice is available to provide advice, guidance and support to Council Establishments. This is the case when activities fall within the scope of this policy, in order to meet this requirement.
- Ensuring that the requirements of this policy are adequately monitored and that appropriate actions are taken to obtain compliance with the requirements of this policy. This is carried out through the use of Evolve. Evolve enables the LOtC, Evolve and the Educational Visits Team to check, approve (if approval is provided) monitor, review and audit Adventurous, Residential, Standard Overseas and Major Overseas Visits.
- Reporting significant failings in this policy to the Chair of the Chief Executive Strategy Group of Strategic Health and Safety Co-ordinating Group so that they may give direction; and if required, resources to ensure compliance with relevant legislation, Local Authority Policy and Guidance, National Guidance and Industry Best practice to maintain effective oversight of day-to-day health and safety compliance.

## **6.2. Edsential, LOtC and the Educational Visits Team**

Responsibilities of the Edsential LOtC, Evolve and Educational Visits Team are highlighted below:

- Maintain their competence and keep abreast of legal requirements and sector and industry best practice with regards to activities covered by this policy.
- Report significant changes to legislation, LA Policy and Guidance, National Guidance and sector and industry best practice to appropriate key stake holders such as Headteachers, Head of Establishments, Governor Bodies, Trustees, and Educational Visits Coordinators and ensure that employee representatives are consulted on matters of health and safety relating to this policy and any associated procedures (e.g. at the School's Health and Safety Committee).
- Provide advice and guidance to schools and settings to enable activities to be carried out safely.
- Monitor schools and settings to ensure that they are complying with all relevant legislation on the conditions set out within this policy.
- Report the significant findings of monitoring including any recommended corrective actions to Headteachers, Head of Establishments, Governor Bodies, Trustees and Educational Visits Coordinators and the Council's Risk and Insurance Management Team so that they can discharge their duties in accordance with this policy.

## **6.3. Governing Bodies**

Governing Bodies should satisfy themselves that the school has suitable policies and procedures in place to adequately manage and monitor all activities falling within the scope of this policy. The results of monitoring should be discussed at Governing Body and Headteacher Senior Leadership Team meetings.

## 6.4. Headteacher/Head of Establishment

Additional reading to be read in conjunction with this guidance <https://oeapng.info/head-manager/>

The Headteacher/Head of Establishment is responsible for ensuring that any activities falling within the scope of this policy are:

- Adequately resourced (in terms of planning, time, staff and budget) to secure compliance with the requirements of this policy and any associated procedures.
- Notified using the Evolve system to the Edsential's Education Visits Advisor where required under the terms of this policy. Please refer to Section 3 'Approval of Visits' on of this Policy and Guidance document.
- Ensure visits are led by suitably trained, qualified and competent people.
- Checked comprehensively. If external organisations and third-party providers are providing the activity, the Headteacher/Head of Establishment is responsible for ensuring that checks are carried out to ensure so far as reasonably practicable, that suitably trained, qualified and competent people deliver the activities that they have been contracted to provide. These checks also need to ensure that the external provider carries a minimum of £5m for lower-level activities and £10million public liability insurance coverage for adventurous activities from an approved UK insurer. It is the responsibility of third-party providers to carry out suitable and sufficient risk assessments for all Educational Visits and Offsite Activities that they provide for the school. This can be checked by using a provider with an LOTC/AALA accreditation (if applicable). Alternatively, an External provider form may be submitted for approval.
- Covered by suitable and sufficient risk assessments and these are brought to the attention of all staff, including volunteers involved/supporting the activity. These should be checked in relation to risk management systems. Risk management systems are required to be in place using a risk benefit assessment tool to ensure that adequate risk management measures are implemented. For activities provided and delivered by third parties reasonable checks of the provider using the risk management system should be used. The Head teacher/Head of Establishment is not responsible for Providers' risk assessments and should not undertake any further risk assessments of a Providers' activities.
- Monitored and any significant findings reported to the Edsential's Educational Visits Advisor and to the school's Governing body so they can maintain effective oversight of these activities.

The Headteacher/Head of Establishment may appoint a member (or members) of their staff to carry out these duties on their behalf for example an Educational Visits Coordinator (EVC). Where such appointments are made the Headteacher/Head of Establishment remains responsible for the standard level of compliance that is to be achieved and they must monitor the performance of these appointed person(s) to ensure that the required tasks are being carried out competently in accordance with legislation, Local Authority Policy and Guidance, National Standards, and Industry Best Practice.

The appointment of an EVC should have sufficient authority (i.e., they should normally be a senior member of staff) to enable them to undertake their role. The Headteacher and Head of Establishment

should ensure that the EVC is provided with the necessary information, instruction, training and supervision to enable them to discharge their duties effectively.

## **6.5. Educational Visits Co-coordinators (EVC)**

EVC's have responsibility to ensure that they bring any significant failings relating to compliance with this policy and its associated procedures to the attention of their Headteacher/Head of Establishment. Further information and guidance should be read in conjunction with the following <https://oeapng.info/evc/>

The duties of the EVC are outlined below:

- Ensuring that you understand how Learning Outside the Classroom (LOtC), offsite activities and visits can support a wide range of outcomes for children and young people and raise achievement.
- Ensuring that you have attended EVC Training as recommended or required by your employer.
- Ensuring that LOtC, offsite activities and visits meet guidance requirements.
- Ensuring that establishment managers, visit leaders, assisting staff and voluntary helpers understand that all staff involved in LOtC, offsite activities and visits require access to training at an appropriate level to ensure that the employer's guidance and establishment procedures are properly understood.
- Ensuring that you have an establishment visit policy. As a minimum, the policy will need to make a link between the establishment's procedures and this guidance.
- Supporting the head/manager with approval and other decisions.
- Ensure visits are submitted to Head or Edsential within specified timeframe.
- Monitoring Visit Leader planning and sample monitor visits.
- Organising the training of Visit and Assistant Leaders (including voluntary helpers).
- Ensuring that where the accompanying staff includes someone with a close relationship to a group member, there are adequate safeguards to ensure that this will not compromise group management.
- Ensuring that DBS/ISA checks are in place as required.
- Reasonable comprehensive checks of any external organisations that are contracted to provide any activities regardless of whether these activities are being undertaken on or off-site are carried out to ensure that the external organisations are suitably trained, qualified and competent to provide such activities. These checks also need to ensure that the external provider carries a minimum of £5m public liability insurance coverage from an approved UK insurer. £10m is the preferred amount of liability cover.
- Ensuring that establishment policy provides sufficient guidance to Visit Leaders about information for parents and parental consent.
- Checking that there are two 24/7 emergency contacts with the base for each visit and that emergency arrangements are in place.

**All establishments Health and Safety Policies must ensure:**

- Medical and first aid issues are addressed.
- Emergency arrangements include emergency contact access to all relevant records, including medical and next of kin information for all members of the party including staff.
- Individual activities and visits are reviewed and evaluated and that this process includes reporting of accidents and incidents, complying with employer requirements and Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- Policies and procedures are reviewed on a regular basis.
- A review should follow any serious incident or systems failure. Risk management documentation must be updated if necessary.
- There is an establishment procedure for recording 'near accidents/near misses', including any resulting learning points and action.
- You keep up to date via EVC update processes and EVC Revalidation courses as recommended or required.
- Assistant Leaders are competent to carry out the tasks they are assigned.
- Activities and visits are led by competent and confident leaders. The Visit Leader needs to be both accountable and competent. Being accountable implies being an employee and thus part of a chain of specified roles and responsibilities. Being competent requires that the leader can demonstrate the ability to operate to current standards of recognised good practice, as set out in National Guidance.
- Ensure that a Critical Incident and Emergency Plan is in place and relevant contact details are current.

### **The duties of the Visit Leader:**

**In conjunction with the below the following should be read <https://oeapng.info/visit-leader/>**

- Liaise with your establishment's Educational Visits Co-ordinator (EVC) and ensure that your respective roles are clear.
- Be formally approved to carry out the visits.
- Be specifically competent.
- Plan and prepare for the visit, taking a lead on risk management. It is good practice to involve all staff in the planning and risk management process to ensure wider understanding. It is also good practice to involve young people in these processes wherever appropriate.
- Define the roles and responsibilities of other staff (and young people) to ensure effective supervision, appointing a deputy wherever possible.
- Complete a clear and transparent itinerary and risk benefit assessments.
- Upload the visit onto EVOLVE ensuring enough time for EVC and Head to review and submit within specified timeframe.
- If the staff team includes someone with a close relationship to a member of the group, ensure there are adequate safeguards so that this will not compromise group management.
- Ensure that child protection issues are addressed (e.g., vetting including DBS checks).

- Provide relevant information to supporting staff, including about the nature and location of the visits and about the participants (including age, health information capabilities, SEND, safeguarding and behavioural issues).
- Ensure that informed parental consent has been obtained as necessary.
- Provide relevant information to parents and young people and arrange pre-visit information meetings where appropriate.
- Make sure there is access to first aid at an appropriate level.
- Ensure the activity/visit is effectively supervised, and duty of care responsibilities are observed. **The duty of care cannot be delegated to a third-party provider.**
- Ensure that all staff and any third-party providers have access to emergency contact and emergency procedure details.
- Evaluate all aspects of the visits, both during and after the event.
- Report any accidents, incidents or near-misses.

### **The duties of the Assistant Leader:**

**In conjunction with the below the following should be read <https://oeapng.info/assistant-leader/>**

- Be specifically competent and knowledgeable about establishment and employer policies/procedures, in so far as they affect the responsibilities you have been assigned.
- Ensure that you have been sufficiently involved in the planning and preparation for the activity/visit, including contributing to the organisation of risk management.
- Ensure that you understand the role and responsibilities that you have been assigned and how these integrate with other staff and especially that of the activity/visit leader.
- Ensure that you are clear about any arrangements to hand-over and hand-back responsibility for supervision between member of staff and to/from any third-party provider.
- Ensure that staff and other supervisors have been appropriately briefed on:
  1. the young people making up the group, including age, health characteristics, capabilities, SEND, behaviour, and any other information that seems relevant in the context of the planned activities.
  2. the nature and location of the activity.
- Contribute to the ongoing monitoring of all aspects of the activity/visit, including the quality of any activities provided by a third-party provider.
- Contribute to the evaluation of the activity/visit after the event.

### **The duties of the parent/adult volunteer:**

**In addition to the following the following should be read <https://oeapng.info/parents/>**

- Make sure you understand the role, responsibilities and limitations that you have been assigned and how these fit with other staff including the Visit Leader.
- Be competent and confident for the role and responsibilities that you have been assigned.
- Know about establishment and employer policies and procedures insofar as they affect the responsibilities you have been assigned, and work within these.
- Ensure that you have been briefed about the nature and location of the visit and about the participants (including age, health information, capabilities, SEND, safeguarding, and behavioural issues).
- Report any concerns you have during the visit to the Visit Leader/Assistant Leaders as soon as possible.
- Be prepared to contribute to the evaluation of all aspects of the visit, both during and after the event.

## 6.6. Staff

Staff are responsible for taking care of themselves and for others affected by their actions or their omissions. In the context of this policy this significance is outlined below:

- Co-operating with line managers and supervisors by implementing the agreed actions of any risk management process and planning when they undertake or are involved in activities falling within the scope of this policy.
- Reporting any failings in the risk management process relating to activities falling within the scope of this policy to the attention of management.
- It is an expectation of this Policy that all Edsential staff have been formally assessed as competent to undertake such responsibilities that have been assigned to them.

## 6.7. Staff training and competency

National guidance provides clear advice regarding the assessment of leader competencies. It is policy that all EVCs, Visit Leaders and Assistant Leaders have been formally assessed as competent to undertake their role.

**Staff competencies and certificates must be uploaded onto EVOLVE.**

Role	Mandatory Training	Recommended Training
EVC	Attend full initial training Attend update training every 3 years	
Visit leaders		Visit Leader training
Activity leader	Hold relevant NGB award Hold current relevant First aid certificate	

	Or have been signed off as competent to lead for <u>specific activity</u> by Edsential	
Anything beyond a local visit	Relevant first aid certificate in line with employer's policy.	
Ski Course Leader	Hold current Snow Course Leader or Alpine ski course leader award.	

## 7. Emergency Planning, Critical Incident Support and Incident Reporting

A critical incident may include an incident where any member of a group or individual undertaking an off-site activity has:

- i. Either suffered a life-threatening injury or fatality
- ii. Is at serious risk or
- iii. Has gone missing for a significant and unacceptable period.

Schools should follow their school emergency plan and should always have this documentation during all Educational Visits and Offsite Activities. All establishments must be aware of their Emergency Plan and Policy Guidance.

Home based contacts and Visit Leaders must know the School's Critical Incident Plan.

### Incidents and Near Misses

All health and safety related incidents including any 'near misses', arising from activities covered by this policy must be reported following your council's or governing body's Accident and Near Miss Procedures.

## 8. Monitoring and Review

The effectiveness of this policy will be monitored and reviewed in accordance with your Council Health and Safety Policy or the equivalent if you are a non-maintained school.

## 9. Key Policies and Links to Other Policies

**Edsential will not endorse any activity where teachers or young people are required to sign a waiver of liability.**

### Approval of staff to lead an adventurous activity

#### Procedure for obtaining approval

Staff who wish to **lead** (i.e., supervise or instruct) an adventurous activity, as defined in [Section 21](#), must first upload details and scanned copies of all relevant qualifications (e.g. instructor certificates, first aid, etc.) to the 'My Details' section of their EVOLVE account.

The visit leader should complete the Visit Form on EVOLVE as usual. During this process EVOLVE will ask for an Activity Leader Form (ALF) to be completed, which will request further details regarding the proposed venture (e.g., dates, venues, numbers, etc.). The ALF will then be embedded within the Visit Form for that visit.

On receipt of a Visit Form (and embedded ALF), Edsential and the LA will view the proposed activity in the context of the leader's competencies and qualifications.

Where approval is not granted to lead the activity, the Visit Form will be returned to the EVC via EVOLVE, with an attached note. In this scenario the activity **must not** take place.

## First Aid

For visits beyond the local environment there must be a qualified first aider.

## Water Margins

### Hotel, overseas swimming pools and open water swimming

Establishments must liaise with the EVC before any visit is planned for hotel (and other) swimming pools. The establishment must notify Edsential of this visit within a minimum of 8 weeks before the visit takes place. Establishments must check the lifeguard provision in advance. See section 20 for guidance on lifeguard qualifications. **It is strongly advised that all swimming both structured and unstructured is placed onto EVOLVE. School staff must be aware of child's swimming ability before they commence activity.**

## Water Margin Activities

All staff involved in water margin activities should be conversant with the guidance contained in Section 16 'Group Safety at Water Margins'. This document must be made available to all supervising adults in advance of the visit.

## Walking in open country

The following minimum levels of technical competence apply where a member of the Establishment's own staff intends to lead an open-country activity:

- a) For Establishment leaders of walking groups outside the UK or Ireland please contact Edsential for further guidance.**

**b) For leaders of walking groups in mountainous terrain within the UK and Ireland (600m or above):**

- Mountain Leader Award (Summer or Winter as appropriate) [www.mltuk.org](http://www.mltuk.org) *or*
- A written statement of competence by an appropriate technical adviser - see [Section 28](#)

**c) For leaders of walking groups in summer conditions in non-mountainous hilly terrain**

(Known variously as upland, moor, bog, hill, fell or down, with well-defined obvious boundaries such as roads and coastlines. Where any hazards within it are identifiable and avoidable and where wild camping or movement on steep ground is not involved.)

- Walking Group Leader Award *or* MLTB Hill and Moorland Leader along with the Expedition module if camping is involved, as well as relevant first aid qualification. <http://www.mountain-training.org>
- A written statement of competence by an appropriate technical adviser - see [Section 28](#)

**d) For leaders of walking groups in terrain easier than that defined in c)**

The leader must demonstrate an appropriate level of competence. This may include one or more of the following:

- Lowland Leader award. See <http://www.mountain-training.org/>
- Countryside Leader Award. See [www.countrysideleaderaward.org](http://www.countrysideleaderaward.org)
- Sports Leaders UK Level 2 Award in Basic Expedition Leadership (BEL). See [www.bst.org.uk](http://www.bst.org.uk)
- Completion of a suitable Leader Training Course – **sanctioned by Edsential**.
- Evidence of recent and relevant experience which has been appropriately corroborated.
- An assessment of competence (written or implied) by the Head of Establishment or nominated competent individual.

## Snowsports

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 snowsports school instructor) must be qualified as below and have been approved by Edsential and the LA via EVOLVE- see [Section 28](#)

**Skiing:** The minimum qualification to **lead** skiing on snow is:

- The Alpine Ski Course Leader Award (ASCL) [www.snowsportengland.org.uk](http://www.snowsportengland.org.uk) *or*
- The Alpine Ski Leader Award (ASL) [www.snowsportsotland.org](http://www.snowsportsotland.org) *or*
- BASI Level 2 Ski Instructor [www.basi.org.uk](http://www.basi.org.uk)

- A statement of competence by an appropriate ‘technical adviser’ - see [Section 28](#)

**Snowboarding:** The minimum qualification to lead snowboarding on snow is:

- The Snowboard Leader Award (SBL) administered [www.snowsportscotland.org](http://www.snowsportscotland.org) *or*
- BASI Level 2 Snowboard Instructor [www.basi.org.uk](http://www.basi.org.uk)
- A statement of competence by an appropriate ‘technical adviser’ - see [Section 28](#)

See EVOLVE for the current good practice guidance on helmets for snowsport activities.

Pupils may only take part in off-piste activities if:

- The pupils are under the direction of a suitably qualified local instructor
- They remain within the designated controlled areas
- There is insurance in place that covers them to do so

## 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. Heads of establishment should see Transport section in guidance.

**This policy is linked to the following documents:**

- Local Authority Council’s Health and Safety Policies.
- School Framework Health & Safety Policy
- DofE Health and Safety: Advice on legal duties and powers 2014
- Health and Safety Management Arrangements for First Aid
- Health and Safety Management Arrangements for Accident Reporting
- Health and Safety Management Arrangements for Risk Assessments
- The Administration of Medicines in Schools and Early Years Setting
- Safe Practice in Physical Education and School Sport (afPE 2016)
- Safeguarding Policies and Procedures
- Health and Safety of Schools on educational visits - HASPEV 2014
- School Trips and Outdoor Learning Activities (HSE)