

**Safety Health Environment Quality (SHEQ)**

**Educational Visits Procedure – HSD33/2023**

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**Pinders Primary J & I School**

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**Table of Contents**

1. **Introduction**
   1. Overview of an Educational Visit
   2. What are the risks?
   3. Relevant Legislation; Regulations and Guidance
2. **Roles and Responsibilities**
   1. Headteachers, Deputies and Managers
   2. Governors
   3. Trade Union Representatives
   4. Other Key Roles
3. **Risk Management**
   1. Control measures
   2. Management Systems and Key Monitoring Requirements
   3. Record Keeping
4. **Introduction**

This procedure for health, safety and risk management on educational visits is made under the Council Corporate Health & Safety Policy and must be read in conjunction with that policy.

Maintained schools and other services including the Youth Service and The Youth Offending Team, where the Council is the employer, must be familiar with and comply with this Procedure.

The Council recognises the considerable value of educational visits and outdoor activities which take place beyond the school or establishment site. The Children and Young Peoples Directorate (CYP) is keen to encourage and support the development of such activities.

The Council recognises that, in relation to off-site educational visits and activities, risk may be frequent, widespread and often specialised in nature. Children and young people (known as young people from here on) are a vulnerable group due to their lack of experience, absence of awareness of existing or potential risks and they have not yet fully matured.

Well managed educational visits and outdoor activities make a significant contribution to the educational attainment and personal development of our young people. The advice set out in this document will help ensure that such activities continue to be well planned and conducted, and continue to play a leading role in the learning and development programmes provided by CYP and establishments across the district

* 1. **Overview of an Educational Visit**

An educational visit is any time young people leave their educational setting or school grounds.

**This may include obviously hazardous activities:**

Adventurous activities  
River/beach/traffic studies

Residential  
World challenge  
Overseas visits

**But equally rigorous procedures must also be followed for activities within the local community:**

Sporting fixtures  
Churches

Libraries  
Local businesses  
Parks and farms

**And day trips or visits:**

Industrial complexes  
Museums, galleries and cultural centres  
Theatres and exhibitions  
Theme parks

* 1. **What are the Risks?**

There are numerous risks associated with educational visits dependant on the type of activity. Some good areas to think about include accommodation, flights, boat rides, using public transport, venue visits, eating at restaurants and any adventurous activities that may be involved such as, but not exhaustive, hiking, rock climbing, caving, mountain biking, canoeing or horseback riding. Think also about medical emergencies, food safety, children getting lost and unsafe equipment.

Keep in mind that the nature of the school trip will influence the hazards you may encounter. Not all school trips will carry the same risks and some will be more high risk than others.

There is substantial evidence that outdoor learning can be effective at achieving a wide range of outcomes for children and young people. Reports and research summaries can be found in the ‘Making the Case’ section of National Guidance, at: <https://oeapng.info/downloads/making-the-case/>.

The following outline is organised using the framework of Every Child Matters, which was government policy from 2003 to 2010, and was underpinned by the [Children Act 2004](https://www.legislation.gov.uk/ukpga/2004/31/enacted). [The Every Child Matters framework](https://www.gov.uk/government/publications/every-child-matters) continues to provide a useful way of looking at outcomes.

Children and Young People Learn to Be Healthy and Stay Safe

They:

• Develop greater self-awareness and respect.

• Participate in healthy physical activity.

• Know more about the benefits of physical fitness and the lifelong value of participating in healthy leisure activities.

• Develop respect, tolerance and empathy in relationships.

• Understand the benefits of healthy eating.

• Adopt a positive attitude to challenge and adventure.

• Develop the ability to manage risk.

The Health and Safety Executive (HSE) fully supports schools arranging a wide range of out-of-school activities, which can include visits to museums, trips to the countryside or taking part in challenging and adventurous activities. HSE wants to make sure that mistaken and unfounded health and safety concerns do not create obstacles that prevent these from happening. **Key message**: *‘Well-managed school trips and outdoor activities are great for children. Children won’t learn about risk if they’re wrapped in cotton wool.’*

* 1. **Relevant Legislation; Regulations and Guidance**

**Legal Framework**

The following acts of parliament and regulations are relevant to the management of outdoor learning and off-site visits. They all apply in both England and Wales unless otherwise stated. The list is not exhaustive – there are other laws which may apply to outdoor learning and off-site visits in certain circumstances.

**[Health and Safety at Work etc. Act 1974](https://www.legislation.gov.uk/ukpga/1974/37/contents)**

The Health and Safety at Work etc. Act 1974 imposes a general duty on all employers to ensure the health, safety and welfare of employees and others who may be affected by their work. This includes providing a safe means of access and egress and the provision of information, instruction and training.

[**Managing for Health & Safety – HSG65**](https://www.hse.gov.uk/pubns/books/HSG65.htm)

Organisations have a legal duty to put in place suitable arrangements to manage for health and safety which includes all the elements of the Management of Health & Safety at Work Regulations 1999

[**Health and Safety (First Aid) Regulations (1981)**](https://www.legislation.gov.uk/uksi/1981/917/made)

These Regulations**provide**that**an employer shall make first-aid arrangements for his employees or shall ensure** that these are made and that he**shall inform his employees of**such**arrangements.**

[**Children’s Act (1989)**](https://www.legislation.gov.uk/ukpga/1989/41/contents) **Amended 2004**

The Children Act 1989 is a United Kingdom Act of Parliament which**allocates duties to local authorities, courts, parents, and other agencies in the United Kingdom, to ensure children are safeguarded and their welfare is promoted.**

[**Adventure Activities Licensing Regulations (2004)**](https://www.legislation.gov.uk/uksi/2004/1309/made) **&** [**The Activity Centres (Young Persons’ Safety) Act 1995**](https://www.legislation.gov.uk/ukpga/1995/15/contents#:~:text=Activity%20Centres%20%28Young%20Persons%E2%80%99%20Safety%29%20Act%201995%20An,for%20the%20imposition%20of%20requirements%20relating%20to%20safety.)

The Activity Centres (Young Persons’ Safety) Act 1995 and the Adventure Activities Licensing Regulations 2004 make it a**legal requirement in the UK for providers of certain adventure activities for young people to hold a licence**, this licence is an Adventure Activities Licence.

[**Motor Vehicles (Wearing of Seat Belts) (Amendment) Regulations (2006)**](https://www.legislation.gov.uk/ukdsi/2006/0110746961/note#:~:text=This%20draft%20has%20since%20been%20made%20as%20a,restraints%20by%20children%20and%20adults%20in%20motor%20vehicles.)

These Regulations make provision relating to the wearing of seat belts and other restraints by children and adults in motor vehicles.

[**Department for Education Guidance on charging for school activities**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf)**.**

Schools and other establishments must ensure they comply with the law on charging for school activities.

Full guidance on the legal framework from Outdoor Educational Advisory Panel (OEAP) can be found [here.](https://oeapng.info/downloads/legal-framework-and-employer-systems/)

1. **Roles and Responsibilities**

It is every duty holder’s responsibility to meet their health, safety and compliance duties in full.

Health and Safety law requires employers to appoint someone competent to help them meet their health and safety duties. A competent person is someone with the necessary skills, knowledge, and experience to give sensible advice about managing the health and safety risks for the school. In education, the senior leadership team can manage most risks, with the assistance of other staff and the school employer.

**2.1 Headteacher, Deputies and Managers**

Headteachers, Deputies and Managers have a Duty of Care in the day to day running of the establishment with regards health, safety and compliance including off site educational visits.  It is also their responsibility to ensure they have competent support:

The main duties are:

* A school or establishment policy for health, safety and risk management on educational visits is in place.
* The policy is monitored and updated, as necessary.
* An effective school or establishment critical incident and emergency response system is in place.
* An effective accident, incident and near miss reporting system is in place.
* Schools and other establishments comply with the Council’s procedures and guidelines for educational visits and activities.
* Suitable training is provided for employees to undertake their roles as necessary and to a competent standard.
* The risk assessments process is in place, with suitable and sufficient risk assessments completed for visits and activities and are retained for inspection where required.
* Suitable supervision arrangements are in place for visits and activities which are based on risk assessment.
* Information from Policy and Procedure reviews and monitoring arrangements is passed on to employees as necessary including access relating to educational visits and activities.
* An effective system for monitoring the management and conduct of educational visits is in place.
* There is a designated, competent Educational Visits Co-ordinator and that effective liaison takes place between all employees involved in the process of organising and running any visit(s), including other accompanying adults, parents, pupils and the Council’s Safety Health Environment and Quality Team (SHEQ).
* Selection and verification of suitable external activity providers takes place.
* Visit leaders and other supervising employees are competent to perform their roles.
* All necessary Policies, Procedures and Guidance is adhered to, including (but not limited to) health and safety, inclusion, child protection, educational objectives and charging and remissions policy.
* Arrangements are in place for the governing body to be made aware of visits well in advance so that questions can be asked, as necessary.
* Educational visits and activities are authorised at the appropriate level before they take place.

**2.2 Governors**

Governors have a key part in tackling risk aversion, providing a wider sense of perspective and supporting Maintained schools in managing risk, ensuring clarity on vision, ethos and strategic direction.

It is the responsibility of Governors to:

* Take reasonable steps to ensure the Headteacher is following policy and procedures through regular governance meetings.
* Ensure employees receive adequate information, instruction, training and supervision to fulfil their responsibilities.
* Promote a sensible approach towards health and safety through competent advice when required.
* Be aware that the relevant policy, procedures and guidance for offsite visits are in place and that monitoring procedures are being followed.
* Decide which visits and activities they need to be informed about in advance.
* Work in close partnership with Headteachers and deputies to support a sensible approach towards health and safety management.
* Challenge health and safety as appropriate and question executive leaders about whether appropriate corrective action is being taken, whether learning is being shared and improvements are being put in place.
* Developing and embedding a positive safety culture which recognises the importance of effective safety management.
* Compliance with all health, safety, and compliance legislative requirements.
* Ensuring all significant health and safety risks are effectively managed and reduced to as low as reasonably practicable.
* Ensuring robust systems for monitoring, reporting and inspecting health and safety performance across maintained schools are in place.
* Provide leadership across schools, supporting improvements in health and safety standards.

**2.3 Trade Union Representatives**

Trade Unions and Safety Representatives will: -

* Raise concerns to Management/SHEQ Team
* Engage with Management and the SHEQ Team as appropriate to find solutions to problems
* Be permitted and encouraged to undertake both periodic and ad hoc assessments in line with the relevant regulations and/or legislation

**2.4 Other Key Roles**

**Emergency Planning Team**

The main duties of the Emergency Planning & Business Continuity Team are:

1. Provide 24-hour critical incident and emergency response and support system via the Duty Emergency Manger (DEM)
2. Coordinate an incident response/ command room if required.

**Safety Health Environment and Quality Team (SHEQ)**

The main duties of the Team are to provide:

* Up to date support, advice and guidance; including the interpretation of relevant National guidance and Legislation.
* Information and distribution of updates and changes relevant to all schools and establishments.
* Review of visits on behalf of The Council for the four specified categories, Adventurous activities led by the establishment, adventurous activities led by third party providers, residentials and overseas visits.
* Support and Guidance with the investigation of significant accidents and or incidents.
* Support and Guidance with the selection and verification of external activity providers and contractors.
* Liaison with colleagues in other departments and agencies (e.g., insurance, legal services, safeguarding) for the provision of advice, guidance and collective opinion on matters related to educational visits and outdoor activities.

**Educational Visits Coordinator**

All schools and other establishments must appoint a suitably competent Educational Visits Co-ordinator.

The main duties of the Educational Visits Co-Ordinator are to ensure that the following tasks are carried out.

* All visits that take place, regardless of their duration, distance away or perceived level of risk are scrutinised and approved through the appropriate approval process and are recorded prior to the visit taking place
* Sufficient time is allocated to organise visits properly, address relevant issues including detailed planning and obtain any necessary approval, parental consent, or other relevant information.
* Suitable advice is sought about specific issues, such as special medical and educational needs, adventurous activities, or venues.
* Risk assessments are reviewed and adapted where necessary.
* Emergency base contacts are organised for all visits and activities.
* Accident and incident reports are completed and submitted, as necessary.
* Employees are assessed as competent to undertake their roles.
* Where necessary, preliminary visits are undertaken.
* Records are kept of all educational visits and activities which take place.
* Effective child protection procedures are in place for educational visits and activities.
* The visit leader, head teacher, parents, pupils and other accompanying adults know about the establishment’s emergency procedures and emergency contacts.
* There is adequate first aid provision for the visit which is based on risk assessment and needs analysis.
* All parties involved know the important practical arrangements such as pick up and drop off times and venues. It may be necessary to have a system to check that groups have returned safely if after school hours.
* The post-visit requirements are met, from any accident reporting to reviewing arrangements and reports forwarded to relevant bodies.

**The Visit Leader**

The visit leader has responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group.

The main duties of the Visit Leader are to ensure that.

* School, establishment, the Council and or governing body requirements, regulations, guidelines and policies are followed.
* The risk assessment process has been completed effectively, and written risk assessments are in place, including the review of assessments following change or when necessary.
* Effective judgement and dynamic risk assessments are made in the field and acted upon during the conduct of the visit; the activity risk assessment will then need amending to consider what is now foreseeable.
* Suitable supervision arrangements are in place for visits and activities which are based on risk assessment and they are maintained throughout the visit.
* Where necessary, preliminary visits are undertaken.
* Selection and verification of suitable external activity providers takes place.
* Effective supervision arrangements are in place for visits and activities, including activities requiring specialist supervision and leadership, which are based on risk assessment.
* All the relevant issues are addressed and detailed planning takes place.
* Accident, incident and near miss reports are completed and submitted, as necessary.
* Emergency base contacts are organised for all visits and activities. For day visits one emergency base contact is required, for residential visits two emergency base contacts are required with both landline and mobile contact numbers documented.
* A competent deputy visit leader is appointed where visits either extend beyond the school day or where the number of pupils undertaking the visit require additional support.
* The visit, venue and activities match the abilities and needs of the pupils, the competence of employees and the educational objectives.
* All other employees are aware of their role, all the organisational details and emergency procedures and contacts.
* Their competence and knowledge of the venue match the activities they lead and enable them to determine when unsuitable activities are adjusted or curtailed.
* Suitable first aid provision is available based on risk assessment.
* The ratio of supervisors to pupils is appropriate for the needs for the group.
* Visit leaders and other supervisors have the details of pupils’ special educational or medical needs which will be necessary for them to carry out their duties effectively.
* Any programmed “free time” for pupils is suitably organised with effective supervision arrangements in place.

**Volunteers**

Other supervising staff employed by the school or other establishments have a duty of care for the safety and welfare of participants.

School have a responsibility to provide the appropriate level of information, instruction, training and supervision to all employee’s or adult volunteers so that they can undertake their role as part of a visit.

The main duties of other supervising employees are to ensure that:

* They fully understand their role within the party.
* They are competent to undertake their role during the visit.
* They follow the visit leader’s instructions.
* They have the necessary information about the pupils and organisation.
* They are aware of emergency procedures and contacts.
* Inform the visit leader of any safety concerns or inform the school or establishment if the visit leader does not implement suitable control measures which may be required by changes in circumstances.
* They have sufficient information and resources to enable them to contribute to the effective and safe running of the visit, particularly participant’s details and emergency procedures.

**External Agencies or Activity Providers**

If an activity or visit involves the use of an external agency or activity provider, that agency or provider must be thoroughly scrutinised and assessed as suitable by the visit leader, the educational visits co-ordinator and the head teacher or manager.

The main duties of external agencies or activity providers are to ensure that:

* Comply with any activity provision agreement made.
* Comply with their statutory duties for health and safety and other matters relating to their provision.
* Follow best practice in the provision of activities.
* Comply with any licensing and quality assurance requirements for activity provision.
* Ensure suitable liaison takes place with the visiting school or establishment employees so that roles and responsibilities are clearly defined and understood.
* Ensure third party providers are aware of the school’s code of conduct and acceptable use policy particularly around mobile phone usage, social media and not sharing personal phone numbers with young people.

**3.0 Risk Management**

The Council is committed to implementing risk assessment procedures in compliance with the Management of Health and Safety at Work Regulations 1999 to identify assess and control, so far, a reasonably practicable, the hazards and risks identified for visits, activities and environments which could affect staff, pupils or others.

Schools and other establishments must ensure that suitable and sufficient risk assessments are conducted for all educational visits and activities and the significant findings are recorded and acted upon. Such records must be retained according to the requirements of The Council Retention Policy and made available for inspection if required.

### 3.1 Control Measures

**Insurance**

Schools and other establishments must ensure that all educational visits and activities are suitably insured and that the details of such insurance are made available to parents and others as appropriate.

### Adventure Activities Licensing Regulation

* The Corporate Health & Safety Team provides advice and guidance on adventure activities licencing requirements.
* Where an external provider of adventure activities is proposed to be used, schools and other establishments must check whether the provider is required to hold a licence for such activities under the [Adventure Activities Licencing Regulations 2004](https://www.hse.gov.uk/aala/).
* Where a provider is required by the regulations to hold a licence, schools and other establishments must check that the provider holds a valid license for the activities proposed and for the dates of the visit and must only use a suitably licenced provider for such activities.

### Review and Visit Notification

* The Council provides an online educational visits notification and review system for use by schools and other establishments [EVOLVE](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=wakefieldvisits.net). The Council also provides specialist scrutiny and where appropriate the review of specified categories of visits and activities.
* Schools and other establishments must ensure that educational visits and activities are notified, recorded, scrutinised and approved in accordance with these procedures before they take place and in accordance with specified time scales. Visits that require Council review should be submitted **no less than 4 weeks** before the visits departure date and **6 weeks where the visit is outside the UK** – (***duration relates to term time working weeks for schools)***
* Schools and other establishments must use the Councils online educational visits system for notification, recording and approval of non-routine, non-local day visits and all visits involving overseas travel, adventure activities or residential experience unless given specific exemption by the Team.

### Charging for Educational Visits

* The Council is committed to compliance with the law on charging for school activities set out in sections 449 – 462 of the Education Welfare Act 1996 and any subsequent amendments.
* Schools and other establishments must ensure they comply with the law on charging for school activities with the [The Councils guidance on charging for school activities](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf) and must ensure that their staff are aware of the statutory requirements and comply with them.

### Commissioning

* If an organisation outside the council is commissioned to provide a service which may include educational visits and activities, schools and other establishments must ensure it follows these procedures or has in place its own policies and procedures which, as a minimum, meet the same standards.
* Schools and other establishments must understand that their duty of care for the safety and wellbeing of young people cannot be delegated to organisations providing educational visits and activities on their behalf. They must have in place suitable processes for the selection and verification of providers, for the effective quality assurance of services being provided to them and for ensuring appropriate insurance and monitoring arrangements are in place.

### [Duke of Edinburgh's Award](https://www.dofe.org)

* The Council provides advice and guidance on safety and risk management for Duke of Edinburgh’s award expeditions.
* Schools and other establishments operating the Duke of Edinburgh’s Award must ensure they comply with the safety and risk management advice provided by The Council.
* Schools and other establishments operating the Duke of Edinburgh’s Award are responsible for complying with any planning or operational conditions required by the Duke of Edinburgh’s Award Scheme.

### Emergency Procedures and Critical Incident Support

* The Council has in place a 24-hour emergency on-call system for responding to emergencies and critical incidents which occur during educational visits and activities. The on-call Duty Emergency Manager can be contacted on **07468 701668**.
* Schools and other establishments must ensure that they have in place establishment level arrangements and procedures for responding to incidents and accidents during educational visits. This information must be communicated clearly to relevant employees.
* Schools and other establishments must ensure that employees involved in conducting educational visits and activities are made aware of the council emergency on-call system.

### External Activity Providers

* The Council provides up to date advice and guidance on suitable external accreditation and methods of obtaining suitable assurances from providers about safety and risk management during visits and activities.
* Schools and other establishments must ensure that external activity providers hold credible external accreditation for the activities they provide and for the dates of the proposed visit.
* Schools and other establishments must obtain suitable assurances from the provider about visit safety and quality before agreeing to the visit or activities.
* Ensure third party providers are aware of the school’s code of conduct and acceptable use policy, including the use of social media and **NOT** sharing mobile phone numbers

### First Aid

* Schools or other establishments must provide first aid services and facilities to employees and pupils taking part in educational visits and activities based on risk assessment and needs analysis and must have in place their own first aid policy. Such provision must meet as a minimum, the standards required by the [Health and Safety at Work (First Aid) Regulations) 1981](https://www.hse.gov.uk/pubns/books/l74.htm)
* The Council provides advice and guidance on first aid arrangements for off-site educational visits and activities.

### Guidance

* The Council has adopted [National Guidance](https://oeapng.info/) from the Outdoor Education Advisers Panel as the primary guidance.
* Where The Council local rules apply – local rules supersede National Guidance.

### Incident Reporting and Investigation

* All incidents to be reported into the corporate reporting system by the Head Teacher/Manager. All investigations will be undertaken with the support of the Team. Incidents which require reporting to the Health & Safety Executive (HSE) under the RIDDOR Regulations, will be led by the Team with full support and assistance from the Head Teacher/Manager.
* As the Council are not the employer - Academies are responsible for reporting their own incidents to the HSE under  [RIDDOR](https://www.hse.gov.uk/riddor/report.htm). The Team will provide assistance if required.

### Inclusion

* The Council is committed to the inclusion of young people in their educational visits and activities and to ensuring that reasonable adjustments are made to include those with disabilities in visits and activities in compliance with the [Equality Act 2010](https://www.gov.uk/guidance/equality-act-2010-guidance) and any subsequent amendments
* The Council provides advice and guidance on inclusion of people on educational visits.
* Schools and other establishments must ensure they make reasonable adjustments to include all young people in educational visits and activities in compliance with the [Equality Act 2010](https://www.gov.uk/guidance/equality-act-2010-guidance) and any subsequent amendments.

### Outdoor Equipment

* Schools and other establishments must ensure that maintenance, storage and use of technical outdoor equipment and resources, such as (but not limited to) camping equipment, camp cooking equipment and fuel, is undertaken and supervised by employees who are competent to do so. The use of such equipment by young people must be subject to competent supervision, training and risk assessment.

### Overseas Expeditions

* The Council is committed to the value of young people taking part in challenging overseas expeditions and provides specialist advice, guidance and assistance for the planning and management of overseas expeditions.
* Schools and other establishments planning to use an external activity provider or specialist expedition company must ensure that their provider holds appropriate external accreditation for the activities and dates proposed.
* Schools and other establishments must ensure that proposals for such expeditions are notified to and discussed well in advance with the Team before any contractual arrangements are entered into and before any payments have been made.

### School Led Adventure Activities

* The Council provides specialist advice and assistance in identifying, interpreting and checking specialist competencies and evidence of competence held by employees.
* Where school or establishment employees propose to provide specialist leadership and supervision for adventurous activities, schools and other establishments must ensure employees are suitably competent to undertake the role, Schools and establishments must ensure they obtain and keep records of suitable evidence of such competencies.
* Where nationally recognised qualifications exist, they must be held and kept up to date, or an equivalent qualification or statement of competence must be provided by a suitable technical expert.

### Sporting Activities and Physical Education

* The Council provides advice and guidance on sporting and physical education activities.
* Schools and other establishments must ensure that they comply with current guidance. The Council adopt the national guidance from the [Association for Physical Education (afPE)](http://www.afpe.org.uk/)

### Swimming and Water Environments

* The Council provides up to date guidance on outdoor swimming and the use of natural water environments for educational visits and recognises that such environments present significant risks if not properly managed.
* Schools and other establishments must ensure that swimming and paddling or otherwise entering the water of a river, canal, sea or lake are not allowed as an impromptu activity. They must take place only when a suitable risk assessment has been completed and appropriate measures put in place to control the risks. The activities should be formal and supervised effectively.

### Transport

* Schools and other establishments must ensure that they comply with The Council’s Corporate Health and Safety Policy on contractors when hiring external transport for educational visits.
* Where mini buses and other Council vehicles are used to provide transport for educational visits, schools and other establishments must ensure compliance with [The Councils Driving at Work Policy and Procedures.](http://sharepoint/Teams/Corporate_HealthSafety/Healthandsafety/Driving%20at%20Work/MinibusSAS026.docx)
* Schools and other establishments must comply with the law on the use of seat belts and child restraints in vehicles.

### Visit Planning

* Schools and other establishments must ensure that suitable visit planning takes place to ensure, so far is reasonably practicable, the health, safety and welfare of participants, employees and others during the visit.
* Schools and other establishments must ensure that employees organising and planning visits have access to and follow The Councils Procedures, and any advice provided to them.

**3.2 Management Systems and Key Monitoring Requirements**

* The Council has in place a system for the monitoring of educational visits. This system incudes periodic review of school and establishment management systems for educational visits, in-field observation, review of visit data and data from monitoring activities.
* Schools and other establishments are responsible for ensuring that they have in place their own establishment level monitoring processes for educational visits and they comply with any requirements of and feedback from The Council monitoring arrangements.

**3.3 Record Keeping**

* The Council provides a Records Retention Policy which is based on national guidelines from the information and records management society.
* Schools and other establishments must ensure that records of educational visits and activities are retained in compliance with The Council’s Records Retention Policy.