Engineering UTC Northern Lincolnshire

Guidance for Off-Site Visits and Related Activities

With National Guidance & EVOLVE

March 2026

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1 General

The purpose of this document is to link the requirements of ENLUTC with National Guidance and EVOLVE.

Engineering UTC Northern Lincolnshire acknowledges the immense value of off-site visits, meaningful work experience, and related activities to young people, and fully supports and encourages those that are well planned and managed.

The UTC has adopted the Outdoor Education Advisers' Panel 'National Guidance': www.oeapng.info References are made to National Guidance throughout this document.

The UTC uses the web-based system 'EVOLVE' to facilitate the efficient planning, management, approval, and evaluation of visits.

All staff that lead or accompany visits can access their own EVOLVE account, which is set up by the college's Educational Visits Coordinator (EVC). As well as being an efficient tool for planning and approving visits, EVOLVE also contains a variety of features including: search and report facilities, downloadable resources, a link to the National Library www.national-library.info, staff records and visit history, on-line parental consent, etc. EVOLVE: https://evolve.edufocus.co.uk/evco10/index.asp

2 Responsibilities

The Health and Safety at Work Act 1974 places overall responsibility for health and safety on educational visits with the employer:

All persons involved in a visit have a specific responsibility, which they should be clear about prior to the visit taking place.

Refer to: 'Planning Basics' and 'Checklists' in National Guidance www.oeapng.info

3 Role of the Educational Visits Coordinator

To help fulfil its health and safety obligations for visits, the college will appoint an Educational Visits Coordinator (EVC) who will support the Principal or manager. This is currently the Director for Business Engagement.

The EVC should be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the college. Commonly, but not exclusively, such competence will be identified in a person on the senior leadership team.

The EVC should support the Principal in ensuring that competent staff are assigned to lead and accompany visits, see Section 10, and with approval and other decisions.

The EVC must ensure that a policy is in place for educational and off-site visits, and that this is updated as necessary. This should be readily available to staff via the EVOLVE Resources section.

Refer to: 'Educational Visits Coordinator' in National Guidance www.oeapng.info

4 Approval of Visits

In approving visits, the Principal and EVC should ensure that the visit leader has been appropriately inducted/trained, and is competent to lead the visit, see Section 10

'Ad-hoc' activities: Where there are local activities that are a planned part of the curriculum but are dependent upon the right conditions on the day, then the visit leader should sign out before departure leaving relevant information with the base contact and a register with Student Services. Such activities must be addressed in the college procedures with a generic management plan in place. Following the activity, visit leaders are encouraged to record the event on the same day on EVOLVE.

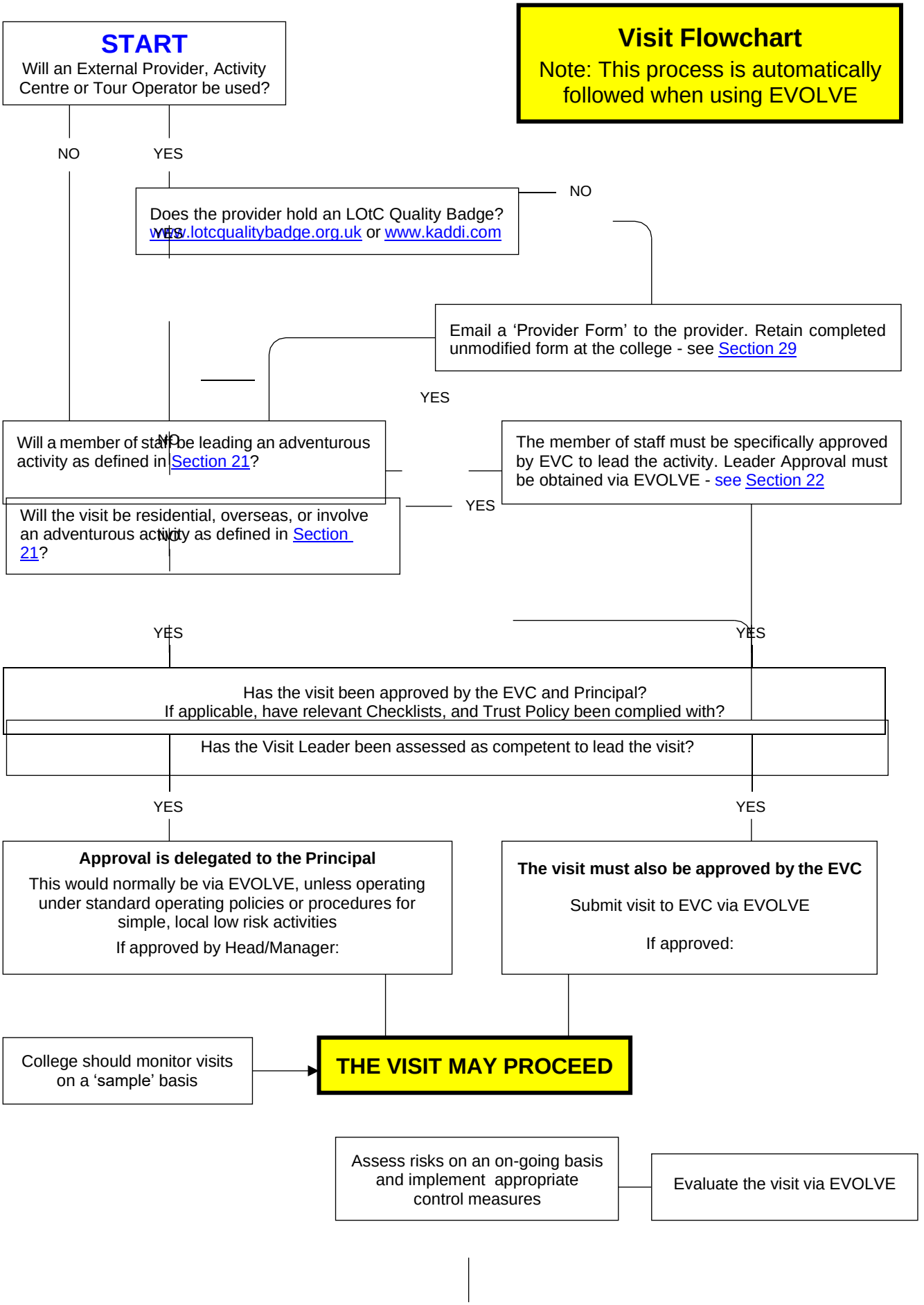
All other visits: It is recommended that all other visits are entered onto EVOLVE, in order to aid planning and reduce bureaucracy. The trips and visits should be recorded onto Evolve 24 hours prior to departure for Category A visits (low risk visits). For Category B visits (trips oversees, adventurous visits or residential trips) these must be submitted 6 weeks in advance.

Based on the visit types, EVOLVE automatically directs the flow for approval.

The following visit types are 'authorised' within the college, and then 'approved' by the Education Visits Adviser via EVOLVE:

- overseas
- residential
- involving an adventurous activity as defined in Section 21

Approval is delegated to the Principal for visits not in the above categories.


Visit Flowchart
Note: This process is automatically followed when using EVOLVE
START
Will an External Provider, Activity Centre or Tour Operator be used?
NO
YES
Does the provider hold an LOtC Quality Badge? www.lotcqualitybadge.org.uk or www.kaddi.com
NO
YES
Email a 'Provider Form' to the provider. Retain completed unmodified form at the college - see Section 29
YES
Will a member of staff be leading an adventurous activity as defined in Section 21?
NO
The member of staff must be specifically approved by EVC to lead the activity. Leader Approval must be obtained via EVOLVE - see Section 22
YES
Will the visit be residential, overseas, or involve an adventurous activity as defined in Section 21?
NO
YES
YES
Has the visit been approved by the EVC and Principal?
If applicable, have relevant Checklists, and Trust Policy been complied with?
Has the Visit Leader been assessed as competent to lead the visit?
YES
YES
Approval is delegated to the Principal
This would normally be via EVOLVE, unless operating under standard operating policies or procedures for simple, local low risk activities
If approved by Head/Manager:
The visit must also be approved by the EVC
Submit visit to EVC via EVOLVE
If approved:
College should monitor visits on a 'sample' basis
THE VISIT MAY PROCEED
Assess risks on an on-going basis and implement appropriate control measures
Evaluate the visit via EVOLVE

5 Outcomes

Clarity regarding the intended outcomes of the visit will help to ensure that the potential benefits can be achieved. Up to four 'intended' outcomes may be recorded on EVOLVE during the planning process, for subsequent evaluation.

Work that takes place outside the classroom can provide a very powerful means of developing learning in all curriculum areas, and raise attainment. Experiential learning can also provide opportunities for development in other areas, including:

- **R**elationships
- **E**motional & spiritual
- **C**ross curricular
- **I**ndividual
- **T**eamwork
- **E**nvironmental

Preparatory work should take place in advance of the visit where appropriate. This, in conjunction with activity that will take place during the visit, should feed into any follow up work.

Refer to: 'Evaluation' in National Guidance www.oeapng.info

High Quality Outdoor Education can be used as a tool by visit leaders to assist in both identifying outcomes and in the evaluation of the learning taking place. It can also help the leader in providing clarity to a provider when designing a programme.

6 Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. You are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity. Support from UTC staff must be obtained in the first instance in order to facilitate trips and visits off-site. Students should not be refused access to trips but should instead have additional staffing resources if deemed necessary.

Refer to: 'Inclusion' in National Guidance www.oeapng.info

7 Planning

EVOLVE provides a means of recording planning during the planning phase, and enables the EVC and Principal to contribute to, support, and monitor the activity.

The extent of planning required is related to the complexity of the visit, see:

- *Planning with EVOLVE* diagram.
- *RADAR* model: based on STAGED: Staffing, Timings, Activity, Group, Environment, Distance.

Risks are expected to be reduced to an *acceptable* or *tolerable* level, and not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity.

Many aspects of planning will normally already be in place in the form of existing policies and guidance. These, in conjunction with the EVOLVE Visit Form may be sufficient for a particular visit, as it is not necessary to repeat generic policies on EVOLVE. (Extended learning area)

Due to the complex nature of off-site visits, conventional 'risk assessment' as a stand-alone tool is not particularly useful and can on occasion be misleading. It is of greater benefit to consider the overall 'risk management' of visits by taking all aspects of visit planning and management into account. This can be achieved effectively through a combination of the EVOLVE Visit Form itself, and any appended notes and/or attachments.

Visit planning includes consideration of the question: *'What are the really important things that we need to do to keep us safe?'* It should focus on those issues that are individual to the specific event, taking into account the needs of the group (including special and medical needs), the experience and competency of thestaff team, and the leader in the context of the event. Significant issues should be recorded on EVOLVE, eitherin notes or as an attachment, and shared with all relevant parties.

This planning process by the leader may be compared to the expectation of a teacher or youth worker to plan a lesson/session which is relevant to the needs of the group.

Planning that includes adventurous activity commonly involves delivery by an external provider (see Section 29) and the provider will have responsibility for managing the activity. As such, the provider's risk assessment is not the concern of the Principal, does not need to be requested from the provider, and does not need to be uploaded to EVOLVE.

Alternative arrangements (Plan B) should be included within the planning process where appropriate, for example, where weather conditions or water levels might be critical, or where an overcrowded venue might necessitate an alternative option.

It is good practice to involve participants in the planning and organisation of visits, as in doing so they will make more informed decisions, and will become more 'risk aware' and hence at less risk. They will also have greater ownership of the event.
- this is endorsed by HSE in *Principles of Sensible Risk Management*

An example *Alcohol & Drugs* policy is in EVOLVE Resources.

Refer to: 'Responsibilities of the Visit Leader' in National Guidance www.oeapng.info
DfE document: A Handbook for Group Leaders

8 Safety During the Visit

Prior to the visit, staff must ensure that all participants understand what is expected of them. This includes any 'rules' that will be in place. These should be re-emphasised as appropriate during the visit. Due to the nature of many UTC visits (to Engineering sites in particular) health and safety must be of the highest priority throughout the trip.

Monitoring of the visit must be ongoing; this contributes towards enjoyment, safety, and learning.

It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (e.g. Plan B) to suit changed or changing circumstances - for example: over-busy lunch area, rain, rising water levels, etc.

Following the visit, the visit leader should record any significant issues as a note on EVOLVE, for both reference, and to inform future visits.

Refer to: 'Responsibilities of the Visit Leader' in National Guidance www.oeapng.info
DfE document: A Handbook for Group Leaders

9 Parent / Carer Consent

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the college as most of these activities take place during college hours and are a normal part of a student's education at college.

The UTC curriculum is set up for numerous trips and visits throughout the academic year and help to support student's curriculum learning to applied settings. However, it is good practice to inform parents of where their student will be at all times and of any extra safety measures required.

The UTC will either write to, call or email parents to advise about upcoming trips and visits.

Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside college hours. Parents must be informed of these activities in advance, and given the opportunity to withdraw the student from any particular visit or activity covered by the form. The college must have a robust means of ensuring that changes to parent /carer contact details and student medical details are up-to-date.

E-consent, via services such as Bromcom, EVOLVE, ParentPay, etc, is an acceptable alternative to paper-based consent forms.

Other establishments:

Annual consent is appropriate for regular routine activities.

For all other visits, consent should be obtained on an individual visit basis. Information provided to parents prior to granting consent should include full details of the activities and any other significant information.

All: Refer to: 'Parental Consent' in National Guidance www.oeapng.info

10 Competence to Lead

The competence of the visit leader is the single most important contributory factor in the safety of participants.

The EVC and/or Principal must therefore consider the following when assessing the competence of a member of staff to lead a visit:

a) What experience has the leader in leading or accompanying similar or other visits? (check Staff History on EVOLVE).
b) Is the leader competent in planning and managing visits?
c) What are the leader's reasons for undertaking the visit?
d) Is the leader an employee of the college?
e) Does the leader have the ability to manage the pastoral welfare of participants?
f) Does the leader exhibit sound decision making abilities?
g) What experience has the leader of the participants he/she intends to supervise?
h) What experience has the leader of the environment and geographical area chosen?
i) Does the leader possess appropriate qualifications?
j) If appropriate, what is the leader's personal level of skill in the activity, and fitness level?
k) If leading adventurous activities, has this been 'approved' by the EVA?
l) Is the leader aware of all relevant guidelines and able to act on these?

Refer to: 'Assessment of Competence' in National Guidance www.oeapng.info
Diagram: *Planning with EVOLVE*

11 Staffing and Supervision

On all visits there must be an 'effective level of supervision' that has been approved by the EVC and Principal.

The Statutory Framework for the Early Years Foundation Stage (available on EVOLVE) no longer differentiates between outings and on-site settings as regards minimum specified ratios.

For all other visits the visit leader, EVC and the Principal must make a professional judgement regarding the number and suitability of staffing on an individual visit basis, after consideration of the following factors:

- the type, level, and duration of activity;
- the nature and requirements of individuals within the group, including those with additional needs;
- the experience and competence of staff and other adults;
- the venue, time of year and prevailing/predicted conditions, if applicable;
- the contingency, or 'Plan B' options.

A visit must not go ahead where either the visit leader, EVC, or Principal is not satisfied that an appropriate level of supervision exists.

Visit leaders, EVCs and Principals often find it helpful to have 'a starting point for consideration'. Where departure from the starting point results in fewer staff, the justification should be recorded as a note on EVOLVE. See Underpinning Framework on National Guidance www.oeapng.info

Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

Particular consideration should be given to the additional implications that may arise if staff are to be accompanied by family members (or partners) on visits. The UTC uses the ratio of 1 member of staff to 15 students in most settings, but this will depend on the individual trip circumstances and the risk assessments carried out.

Vetting and Disclosure and Barring (DBS) Checks

Staff and volunteers who work *frequently* or *intensively* with, or have regular access to young people or vulnerable adults, must undergo an enhanced DBS check with barred list check as part of their recruitment process. For the purpose of this guidance:
- *'frequently'* is defined as 'once a week or more'.
- *'intensively'* is defined as 'four or more days in a month, or overnight'.

Refer to: 'Vetting and DBS Checks' in National Guidance www.oeapng.info

Direct, Indirect and Remote Supervision

Young people must be supervised throughout all visits, even though they may be unaccompanied at times.

Direct supervision is where a member of staff is with a young person / group.

Indirect supervision is where young people are unaccompanied by a member of staff, but where there is a member of staff in the vicinity, for example as might occur in a museum or shopping centre, or 'down-time' at an activity centre.

Remote supervision is where young people are unaccompanied by a member of staff, and the supervising member of staff is not necessarily in the immediate vicinity, for example as might occur during D of E expeditions, or a 6th Form unaccompanied visit to university open day.

Indirect and Remotely supervised activities can bring valuable educational benefits, and the progression from dependence to independence is to be encouraged. Such activities develop essential lifelong skills, including managing risk, self-sufficiency, interaction with the public and social skills, decision making, etc.

The decision to allow indirect or remote supervision should be based on professional judgement taking into account such factors as:

- prior knowledge of the individuals (including their maturity and levels of responsibility);
- venue and conditions;
- the activity taking place;
- preparatory training;
- the competence of the supervising staff;
- the emergency systems in place.

When recording a **remotely** supervised visit on EVOLVE, there must still be a named visit leader. This will be the member of staff that has made a professional judgement regarding the level of responsibility and maturity of the participants, and decided that in their opinion it is reasonable for them to be undertaking the specific activity unaccompanied by an adult. A 'Note' should be added to EVOLVE specifying that remote supervision applies.

Refer to the following documents in National Guidance www.oeapng.info
'Ratios and Effective Supervision'
'Group Management and Supervision'
'Vetting and DBS Checks'

12 First Aid

For all visits there should be a responsible adult with a good working knowledge of first aid appropriate to the environment (e.g. urban, remote, water, etc).

General 'life experience', or a 3 hour non-assessed 'Basic Skills' course is suitable for routine urban visits. However, the nature of the visit may indicate that a higher level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed.

Based on the nature of the particular visit, the EVC (or visit leader) should make a professional judgement regarding the level of first aid required, depending on the medical needs of the students and the location. Exceptions can be made for trips where a qualified first aider will be present at the location of the visit and is at the discretion of the EVC and Principal.

A first aid kit appropriate to the visit should be carried.

For EYFS outings, there must always be at least one member of staff present who holds a current Pediatric First Aid certificate.

Refer to: 'First Aid' in National Guidance www.oeapng.info
Statutory Framework for the Early Years Foundation Stage

13 Insurance

The college is insured for Personal Accident and Travel insurance in the UK as part of the DfE Risk Protection Arrangement (RPA). Also, employer and public liability policies are fully operative to indemnify the college in the event of a personal injury claim being made against the college. As of 1st October 2014, winter sports activities within the UK are also covered on the policy. The college should be aware that the policy does not cover any bodily injury resulting from war, intentional self-injury, suicide or attempted suicide, any unlawful act or flying as a pilot. In the event of an overseas trip, individual policies are purchased by the group leader through Finance.

For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all participants must hold a valid EHIC (European Health Insurance Card). See www.dh.gov.uk

Refer to: 'Insurance' in National Guidance www.oeapng.info

14 Transport

Refer to: 'Transport general considerations' in National Guidance www.oeapng.info

PRIVATE CARS

Where a private (staff or parent) car is to be used to transport young people then this must be approved by the Principal, and a PRIVATE CAR Form must be completed and retained by the college on an annual basis. This includes ensuring that a car has an appropriate MOT certificate, valid insurance and includes staff completing a Driver Declaration form. This is kept within an individual's HR file at the UTC.

Refer to: 'Transport in private cars' in National Guidance www.oeapng.info
Refer to: 'FAQ6 Use of private cars' in National Guidance www.oeapng.info

COACHES

The College does not 'approve' coach companies. Whilst UK legislation ensures that coach companies are fit for public use, the facilities available on coaches may vary. Liaising with other establishments that have used a particular company will help to determine the level of service that may be provided. The ENL UTC only use transport companies who are pre-approved by North Lincs Council, this include Johnson Coaches, 2 Way Transport and TJ's Coaches.

MINIBUSES

If the college owns or hires a minibus, it must have an operational policy in place for this.

Refer to: 'Transport in minibuses' in National Guidance www.oeapng.info

15 Farm Visits

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Refer to EVOLVE National Library: *'Preventing or controlling ill health from animal contact at visitor attractions - Advice to Teachers'* and associated documents.

Refer to: Farming & Countryside Education: www.face-online.org.uk

'Farm Visits' in National Guidance www.oeapng.info

16 Water-Margin Activities

This section applies to:

Activities that take place near or in water – such as a walk along a riverbank or seashore, collecting samples from ponds and streams, or paddling or walking in gentle, shallow water*. It does not apply to swimming and other activities that require water safety or rescue qualifications and equipment, or water-going craft.

* 'gentle' means hardly moving at all.
'shallow' typically means up to the knees of the participants.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

At the outset the leader must decide whether the activity:

a) Falls **within** the definition in bold above - in which case the below guidance applies,

or

b) **Exceeds** the definition in bold above - in which case this is a water-based adventurous activity and Section 23 applies.

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

As with all visits, where appropriate there should be an approved alternative 'Plan B' that could be used where conditions dictate, and for which parental consent has been obtained if necessary.

EVA approval is not required for water-margin activities, but the leader must have previous relevant experience, and must have been be assessed as competent to lead the activity by the EVC and/or Principal.

Refer to 'Natural Water Bathing' in National Guidance www.oeapng.info

17 Residential Visits

The college acknowledges the immense educational benefits that residential visits can potentially bring to students and young people, and fully supports and encourages residential visits that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Refer to: 'Residential Visits' in National Guidance www.oeapng.info

18 Overseas Visits

The college acknowledges the immense educational benefits that overseas visits can potentially bring to young people, and fully supports and encourages overseas visits that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions

For all visits it is essential that consideration is given to the following:

a) Culture: food and drink, local customs, religion, expected behaviour/dress, gender issues, sanitary arrangements, corruption, political stability, local financial information, alcohol & drugs.
b) Accommodation: checked for suitability, security, safety precautions and emergency evacuation.
c) Transport systems have been assessed as safe for use.

The visit leader should consider the relevant country information from the Foreign and Commonwealth Office website: www.fco.gov.uk (from the home page select 'Travel Advice'). All relevant FCO information should be circulated amongst the staff team.

For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all participants must hold a valid EHIC (European Health Insurance Card). See www.dh.gov.uk

For exchange visits:

- The college has adopted the Outdoor Education Advisers' Panel guidance document: *Young People's Exchange Visits* . The college is required to adhere to all relevant aspects of this guidance.
- Refer to the British Council (Learning) www.britishcouncil.org

For Overseas Expeditions see Section 26

Refer to: 'Overseas Visits' in National Guidance www.oeapng.info

19 Weather, Clothing & Survival

Where appropriate, the leader must obtain and act upon recent weather forecasts and local advice.

Participants should be adequately clothed appropriate to:

- The time of year, prevailing weather conditions, altitude and exposure to elements;
- Likely changes in weather;
- The experience and strength of the party;
- The nature of the visit and environment.

When venturing away from immediate help, leaders should consider the need for:

- Comfort, insulation and shelter for a casualty;
- Comfort, insulation and shelter for the whole group;
- Provision of emergency food and drink;
- Torch;
- Possible need of signalling equipment and/or mobile phone (NB. Mobile phones may not work in remote areas);

It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (e.g. Plan B) to suit changed or changing circumstances - for example: over-busy lunch area, rain, rising water levels, etc.

20 Swimming

The college acknowledges the immense educational benefits that swimming activities can potentially bring to young people, and fully supports and encourages swimming activities that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions

All swimming activities and venues must be included within the visit plan, and lifeguarding arrangements checked in advance. This is particularly important in respect of visits abroad, where for example, a hotel pool may be available.

Young people must be supervised by a competent adult at all times whilst undertaking swimming activities. The following criteria apply:

Swimming pools (lifeguarded)

College Approval is not required

- UK Swimming Pool safety is guided by various Health and Safety at Work Acts and Regulations. Pool operators have a duty to take all reasonable and practicable measures to ensure that teaching and coaching activities are conducted safely.
- For publicly lifeguarded pools abroad, staff must seek assurances that appropriate lifeguard cover is in place prior to participants entering the water.
- Unless suitably qualified, staff should not have responsibility for lifeguarding. However, they do retain a pastoral role for participants at all times either through direct or 'remote' supervision.
- For swimming lessons, the college should ensure the swimming teacher in charge or other pool employees/responsible adults supervising the participants are qualified according to current guidelines.

Refer to: 'Swimming in a Swimming Pool' in National Guidance www.oeapng.info

Hotel (and other) swimming pools

The college should check the lifeguarding position in advance.

College Approval is not required for this activity if qualified lifeguarding is provided at the pool.

If lifeguarding arrangements are not provided at the pool then the visit leader will bear the full responsibility for ensuring swimming safety, and approval to lead the activity will be required via EVOLVE.

The following awards/qualifications apply:

For free swimming activity

- A valid RLSS UK National Pool Lifeguard Qualification (NPLQ), or equivalent in the country visited - see www.lifesavers.org.uk

For structured or programmed activity

- A valid RLSS UK National Rescue Award for Swimming Teachers and Coaches (NRASTAC) or equivalent - see www.lifesavers.org.uk ***or***
- A valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement. - see www.lifesavers.org.uk

The role of the lifeguard is:

- To directly supervise the pool and the pool users, exercising appropriate levels of control. (Note: the lifeguard should remain on the poolside at all times except in the case of an emergency)
- If necessary, brief pool users in advance regarding rules (e.g. no diving, running, etc.).
- To communicate effectively with pool users.
- To anticipate problems and prevent accidents.
- To intervene to prevent behaviour which is unsafe.
- To carry out a rescue from the water.
- To give immediate first aid to any casualty.

The above must be accomplished in the context of the normal operating procedures and the emergency plan for the pool, which should be considered before swimming takes place. Full familiarisation of the systems described should be walked through at the pool.

Staff must be aware of the procedures in the event of an emergency, and who at the venue will provide back up. Staff should also know if they have exclusive use of the pool, as other pool users may increase the supervision role of your lifeguard.

If a young person holds an appropriate qualification then their role should be emergency lifeguard action, and supervision should remain the responsibility of the staff.

Refer to: 'Swimming in a Swimming Pool' in National Guidance www.oeapng.info

Open water swimming (i.e. not in a swimming pool and not a 'water-margin' activity)

EVA Approval is required via EVOLVE.

Particular consideration should be given to the following factors:

- Unknown locations and hazards, especially overseas.
- Changing environmental conditions.
- Supervisor complacency.
- Adherence to local advice.
- Preparation and knowledge of young people, i.e. is it a planned activity?

The designated lifeguard must be dedicated exclusively to the group, and the location used must fall within the RNLI/RLSS definition of a 'safer bathing area'. Local advice must always be sought.

For free swimming activity

- A valid National Beach Lifeguard Qualification (NBLQ) or equivalent in the country visited, see www.lifesavers.org.uk Note: this is for beach/sea only, not inland water. ***or***

For structured or programmed activity

- A valid RLSS UK National Rescue Award for Swimming Teachers and Coaches (NRASTAC) or equivalent - see www.lifesavers.org.uk ***or***
- A valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement. (available from 2013) see www.lifesavers.org.uk

Refer to 'Natural Water Bathing' in National Guidance www.oeapng.info

21 Definition of an 'adventurous activity'

The following activities are regarded as 'adventurous' and require EVA approval:

- All activities in 'open country' (see below)
- Swimming (all forms, excluding publicly lifeguarded pools)
- Camping
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hill walking and Mountaineering
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coasteering/coastal scrambling/sea level traversing
- Underground exploration
- Shooting / archery / paintballing
- Snowsports (skiing, snowboarding, and related activities), including dry slope
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- Off road cycling
- 'Extreme' sports
- Other activities (e.g. initiative exercises) involving skills inherent in any of the above

'Open country' is normally defined as land above 300m, or more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate. Please contact the local authority if you think this might apply. For level of competence required to lead in open country see Section 24

For the purposes of college approval, the following activities are not regarded as adventurous and therefore do not require approval by the EVA. However, these activities must be supervised by a member of staff who has previous relevant experience and who in the opinion of the EVC and Principal is competent to supervise the activity:

- Walking in parks or on non-remote country paths
- Field studies - unless in the environments stated in 'open country'
- Swimming in publicly lifeguarded pools
- Theme parks
- Tourist attractions
- Pedal go-karts
- Ice skating (rink)
- Farm visits
- Local traffic survey
- Museum, library, etc.
- Physical Education and sports fixtures (other than the above)
- Water-margin activities as defined in Section 16

Please contact the EVA if there is uncertainty over whether a particular activity requires EVA approval.

22 Adventurous Activities

This section is applicable to all adventurous activities except the following, for which separate guidance applies:

Water-based activities - Section 23

Open country activities - Section 24

Snowsports - Section 25

Overseas expeditions - Section 26

The college acknowledges the immense educational benefits that adventurous activities can potentially bring to young people, and fully supports and encourages adventurous activities that are correctly planned, managed, and conducted

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

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

a) **An external provider** - see Section 29

The provider must hold an *LOtC Quality Badge* or complete a *Provider Form*

Note: If a Provider holds an *AALA licence* (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.

Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

or

b) **A member of college staff** - see Section 28

This person must be specifically approved by the EVA to lead the activity, via EVOLVE.

23 Water-Based Activities

For clarification between water-margin and water-based activities see Section 16

The college acknowledges the immense educational benefits that water-based activities can potentially bring to young people, and fully supports and encourages water-based activities that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

The following are not regarded as adventurous activities for the purposes of EVA approval:

- Swimming in publicly lifeguarded pools - see Section 20
- Water-margin activities as defined in Section 16
- Commercial craft, tourist boat trips, and similar activities for which young people would not normally wear personal buoyancy.

With the exception of the above, all other forms of water-based activities are regarded as adventurous activities, and as such require EVA approval.

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

a) **An external provider** - see Section 29

The provider must hold an *LOtC Quality Badge* or complete a *Provider Form*

Note: If a Provider holds an *AALA licence* (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.

Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

or

b) **A member of college's staff** - see Section 28

This person must be specifically approved by the EVA to lead the activity, via EVOLVE.

In order to participate in water-based activities, participants should normally be water confident. Participants who lack water confidence may still be able to take part subject to consideration of all factors, including the activity itself and supervision arrangements. The level of water confidence of all participants must be known by the activity leader prior to the commencement of water-based activities.

Leaders should have knowledge of the water conditions/hazards (and potential changes) that might be encountered, and prepare accordingly. Local advice must be sought where appropriate, e.g. coastguard, harbour master, other site users, etc.

Personal buoyancy conforming to the appropriate National Governing Body must be worn at all times by all participants in water based activities, except, at the discretion of the activity leader, where the activity:

a) takes place in a swimming pool, ***or***

b) is 'swimming', ***or***

c) is an activity for which personal buoyancy would not normally be worn by young people.

24 Open-country activities

The college acknowledges the immense educational benefits that open-country activities can potentially bring to young people, and fully supports and encourages open-country activities that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

For the purposes of EVA approval, 'open-country' is normally defined as land above 300m, or more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate. Please contact the EVA if you think this might apply.

Open-country activities are regarded as 'adventurous' and therefore these visits require EVA approval.

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

a) **An external provider** - see Section 29

The provider must hold an *LOtC Quality Badge* or complete a *Provider Form*

Note: If a Provider holds an *AALA licence* (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.

Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

or

b) **A member of college's staff** - see below

This person must be specifically approved by the EVA to lead the activity, via EVOLVE.

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

a) For leaders of walking groups outside the UK or Ireland, please contact the EVA for further guidance.

b) For leaders of walking groups in mountainous terrain within the UK and Ireland

- Mountain Leader Award (Summer or Winter as appropriate) 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, and 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 www.mltuk.org ***or***
- 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:

- Countryside Leader Award. See www.countrysideleaderaward.org
- Sports Leaders UK Level 3 Award in Basic Expedition Leadership (BEL). See www.bst.org.uk
- Completion of a suitable 'Leader Training' Course.
- A written statement of competence by an appropriate technical adviser see Section 28
- Evidence of recent, relevant experience, appropriately corroborated.
- An assessment of competence (written or implied) by the Principal.

25 Snow sports

The College acknowledges the benefits that snow sport activities can potentially bring to young people, and fully supports and encourages snow sport activities that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Snow sports (e.g. skiing and snowboarding) are regarded as adventurous activities, and the visit therefore requires EVA approval.

There are advantages to snow sports taking place during term time as opposed to during the college holiday period. These include: greater choice generally, less queueing for lifts, less crowded slopes therefore less chance of collisions occurring, less crowded resort, higher possibility of 'sole use' of accommodation, lessons more likely to be conducted by permanent snow sport establishment instructors (as opposed to 'casual' instructors), greater likelihood of English speaking instructors, considerable cost savings through avoiding high season (possibly allowing more young people to participate), etc.

A member of staff intending to organise a snow sport visit (but not instruct, lead or supervise on snow) must hold the Snow sport Course Organiser Award (SCO), administered by Snow sport England www.snowsportengland.org.uk and must have previously accompanied at least one educational snow sports visit.

Young people may only participate in snow sports when under the direction of an appropriately qualified and competent person. This would normally be an instructor employed by the local snow sports college. The college 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 ski college instructor) must be qualified as below and have been approved by the EVA 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 ***or***
- The Alpine Ski Leader Award (ASL) www.snowsportscotland.org ***or***
- 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 ***or***
- A statement of competence by an appropriate 'technical adviser' - see Section 28

See EVOLVE Resources for the current good practice guidance on helmets for snow sport activities.

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

a) under the direction of a suitably qualified local instructor, AND

b) they will remain within the designated controlled areas, AND

c) off-piste activities are specifically included within the visit insurance policy, AND

d) a NOTE is added to EVOLVE in advance of the visit, confirming that the above criteria are/will be complied with.

Important: Owing to unacceptable liability waiver requirements, currently the college must not use the following resorts: Vail, Beaver Creek, Breckenridge, Keystone and Heavenly Lake Tahoe, until further notice. For other resorts in USA or Canada, the college must check the liability position prior to making a commitment.

Refer to 'Snowsport visits' in National Guidance www.oeapng.info

26 Overseas Expeditions

The college acknowledges the immense educational benefits that overseas expeditions can potentially bring to young people, and fully supports and encourages overseas expeditions that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Overseas Expeditions (for the purposes of this document) are defined as those which typically involve journeying in remote areas of the world and/or in developing countries.

There are stringent requirements on Overseas Expedition providers, and the college may therefore need to allow up to 18 months for EVA approval to be granted. A 'Note' (for the attention of the college) should be added to the EVOLVE Visit Form as soon as possible during the planning stages.

Overseas Expeditions will only be approved by the local authority if the provider either:

a) Holds an LOtC Quality Badge www.lotcqualitybadge.org.uk ***or***

b) Provides a statement of compliance with *Guidance for Overseas Expeditions, Edition 3*

For providers that do not hold an LOtC Quality Badge, 'Guidance for Overseas Expeditions, Edition 3' should be referred to when the proposal is initiated. This document contains information for both the college and providers, and includes a checklist of vital aspects that **must** be considered prior to the college making a commitment with an external provider. Overseas expedition providers are required to comply with the minimum standards specified in this document.

When planning an expedition and selecting a provider, the college should particularly consider the educational aims of the venture, that appropriate progression takes place, and that the requirements relating to 'Best Value' are met.

Visit leaders may find it beneficial to attend the one day course entitled 'Overseas Expeditions and Fieldwork: a Course for Teachers and Youth Leaders' organised by the Royal Geographical Society www.rgs.org/eac

Refer to: 'Overseas Expeditions' in National Guidance www.oeapng.info

27 Emergency Procedures

The college Health and Safety policy includes off-site visits.

Staff involved in a visit must be aware of and adhere to the college's policy on emergency procedures.

For visits that take place outside normal college hours:

- A completed *Emergency Card – Visit Leader* (or equivalent) must be with the Visit Leader at all times, ***and***
- A completed *Emergency Card – Home Contacts* (or equivalent) must be with the emergency home contact(s) at all times, where access to EVOLVE is not possible.

In an emergency, if it is not possible to reach any of the designated college emergency contacts, the leader should call the emergency number - see Contacts

There should be a clear audit trail of responsibilities, with agreed processes to put in place an appointed Lead Manager (LM) to take charge of any given incident on a 24/7 basis. They will need to have effective access to a support group that is a Critical Incident Management Team (CIMT), that have been delegated the responsibility to coordinate the employer's central response.
Refer to: 'Critical incident management' in National Guidance www.oeapng.info
Refer to: 'Emergency planning establishment' in National Guidance www.oeapng.info
Refer to: 'Emergency procedures for visit leaders' in National Guidance www.oeapng.info

28 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 particular visit.

On receipt of a Visit Form (and embedded ALF), the EVA 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. Where this is the case the activity must not take place.

CRITERIA FOR APPROVAL

Approval will normally be given where the leader of the activity has recent relevant experience, and:

- is appropriately qualified through the relevant National Governing Body, ***or***
- has a 'Statement of Competence' from an appropriate 'technical adviser' – see below.

For most activities the competence required of a technical adviser is stipulated by the activity's National Governing Body. For further clarification regarding a technical adviser 'Statement of Competence' please contact the EVA.

In some cases approval may be granted where no qualification is held, but the person concerned is deemed by the EVA to have a sufficient level of competence in addition to recent relevant experience.

In cases where no National Governing Body exists, the EVA will make a decision based on factors which may include: technical advice, the leader's stated competence, observed competence, past experience, and attendance at training courses.

Approval will always be subject to a requirement that the leader must act at all times within the remit of his/her qualifications, and in accordance with National Governing Body Guidelines where these exist. Approval may also be subject to other conditions which will be specified by the EVA on the Visit Form.

Where there is insufficient information for the EVA to make a decision regarding approval, then the applicant may be asked to provide further information (e.g. evidence of awards, experience, and log book details, etc). In some cases a meeting with the applicant may be requested by the EVA.

Approval to lead an adventurous activity is specific to the technical aspects of the adventurous activity detailed. It is not an indication in respect of other aspects of the visit such as general management and supervision skills, the assessment of which may be the responsibility of the Principal and/or EVC.

29 Using an External Provider

An 'External Provider' is defined as where there is an element of instruction, staffing, or guiding, for example:

- Activity Centre
- Ski Company
- Educational Tour Operator
- Overseas Expedition Provider
- Climbing Wall where instruction is provided by climbing wall staff
- Freelance instructor of adventurous activities
- Youth Hostel (where instruction is provided)
- Voluntary organisation (e.g. Scout Association), where instruction is provided

For the purposes of EVA approval, an External Provider is NOT a:

- Youth Hostel (where accommodation only is used)
- Hotel, B&B, etc.
- Campsite
- Museums, galleries, etc.
- Tourist attractions
- Theme Parks
- Farms
- Coach, Train, or Airline company
- Swimming Pool
- Climbing Wall where instruction is provided by a member of the college's staff with an approved Activity Leader Form (ALF) (Section 28 applies)
- 'Volunteer' instructor of adventurous activities (see below)

The decision about the use of an external provider is the responsibility of the visit leader, EVC, and Principal. The EVA does not 'approve' external providers or tour operators. The college will find it useful to 'Search by External Provider' on EVOLVE.

The college should consider the requirements under 'best value' when selecting an external provider.

To confirm that all aspects of the operation of the provider are satisfactory, the college must ensure that either:

a) The Provider holds an LOtC Quality Badge www.lotcqualitybadge.org.uk or www.kaddi.com

or

b) A 'Provider Form' has been satisfactorily completed by the provider

Note: If a Provider holds an AALA licence (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.

Note: from 2014, EVOLVE will automatically identify providers that hold an LOtC Quality Badge, via the search tool Kaddi www.kaddi.com

For Providers that hold an LOtC Quality Badge www.lotcqualitybadge.org.uk or www.kaddi.com

No further action is necessary, other than to check the suitability of the provider/venue in relation to the intended aims or learning outcomes for the particular group.

For Providers that do not hold an LOtC Quality Badge www.lotcqualitybadge.org.uk
or www.kaddi.com

PROCEDURE

- Download a Provider Form from EVOLVE.
- Complete the top section.
- Send Provider Form to the provider (email, fax, post).
- On its return check that it has been satisfactorily completed.
- Keep Provider Form on file together with all other relevant documentation.
- It is not necessary to attach the Provider Form to EVOLVE.

Important: If the Provider has made any alterations to the wording of the Provider Form or is unable to comply, then you must discuss this with the Provider, and if necessary seek advice from the EVA prior to making a commitment with the Provider.

The Provider Form should be sent to the provider at the time of making a provisional booking and no deposits should be committed prior to its satisfactory completion and return.

The satisfactory completion of a Provider Form does not necessarily signify that the service on offer will be appropriate for the young people from the college. A pre-visit and recommendation from previous users will help you decide on its suitability.

In some instances, for example where the college intends to use an 'external', **voluntary** individual for services, then this person may be regarded as a temporary member of staff and the procedure outlined in Section 28 may be appropriate.

The above procedure is **not** sufficient for Overseas Expeditions (i.e. those which typically take place in remote areas of the world and/or in developing countries), for which separate arrangements are applicable and **must** be complied with, see Section 26

For completion by 'external providers' used by ENLUTC

Providers that do not hold an LOtC Quality Badge and that are to be used by the college, are required to complete and return this form in advance of the college making a commitment.

UTC Staff member in charge.....

Date(s) of visit..... Name of provider.....

The provider or tour operator providing services to the college is asked to give careful consideration to the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications which do not apply to your provision.

Section A should be completed for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.

SECTION A - ALL VISITS

Health, Safety, and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection. ☐
2. Accident and emergency procedures are maintained and records are available for inspection. ☐

Vehicles

3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used. ☐

Staffing

4. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability to work with young people. ☐
5. There are adequate and regular opportunities for liaison between college staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to college staff. ☐
6. The provider has never been dismissed from any employment or had a contract ended ☐

Insurance

7. The provider has public liability insurance for at least £5 million with a clause giving 'indemnity to principal'. ☐

Accommodation (if provided)

8. UK accommodation has a current Fire Risk Assessment and is safe from the hazards of fire. ☐
9. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned. ☐
10. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation. ☐
11. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants' accommodation. ☐

SECTION B - ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

12. Adventure Activities Licensing Authority (AALA) Licence covering dates of visit ¨ YES ¨ OUT OF SCOPE

13. If YES, AALA Licence number R .....

For AALA licensable activities in the UK, the specifications in this section are checked as part of the AALA inspection. However, providers licensed with AALA are asked to consider these specifications with respect to any activities or aspects of provision not covered by the licence.

Activity management

14. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties. ☐

15. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned. ☐

16. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser. ☐

17. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is in line with current good practice within the UK, and this includes appropriate instructor competencies. ☐

18. Participants will at all times have access to a person with an appropriate First Aid qualification. Staff are practiced and competent in accident and emergency procedures. ☐

19. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants. ☐

20. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary. ☐

SECTION C - TOUR OPERATORS

Where a tour operator delivers services to the college using other providers e.g.. ski establishments, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in Sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

22. Sections A and B of this form, as appropriate, have been completed to show that checks have been made. Records are available for inspection. ☐

23. The Tour Operator complies with the package travel regulations, including bonding to safeguard customers' monies. ☐

24. ATOL, ABTA or other bonding body name and numbers.....

SECTION D - OVERSEAS EXPEDITIONS

25. The provider complies with 'Guidance for Overseas Expeditions, Edition 3' (GOE3). ☐

If any of the above specifications cannot be met or are not applicable, please give details:
Details of any other accreditation, e.g. with National Governing Bodies, tourist boards, etc.

DECLARATION

I hereby certify that I am an authorised signatory to enter into this Agreement and to bind the said company, firm, person or corporation to the terms and conditions herein.

Signed ..... Date.....

Name (print) ..... Position in organisation.....

Full name and address of company, firm, person or corporation .....

....

Tel..... Fax..... E.mail.....

EVENT SPECIFIC NOTES

What are the really important things we need to do to keep ourselves safe?

Visit details..... Carried out by ..... Date .....

ISSUE Consider STAGED: **S**taff, **T**imings, **A**ctivity, **G**roup, **E**nvironment, **D**istance	**HOW TO MANAGE IT**	WHO TO BE INFORMED		
		PARENTS	STAFF	PARTICIPANTS

You must also ensure that appropriate persons are aware of any Generic procedures, but these do not need to be repeated here

ESN

DRIVER DECLARATION VEHICLE FORM

Name of driver	
Make and model of vehicle(s)	
Registration number	

I confirm that:

- I am not currently disqualified from driving
- I have no pending convictions or endorsements that could result in disqualification
- I have no change in my health, which could affect my entitlement to drive
- I am aware of my duty of care when transporting children/ young people
- I accept responsibility for maintaining my vehicle & I am willing to use my vehicle to transport students/ young people

- If any change in circumstances occurs that could affect my entitlement to drive I will notify you in writing.

- The driver of any vehicle transporting children or young people cannot drive & supervise at the same time. Therefore a key judgement needs to be made about the likely behaviour/ needs of the passengers. If any of the children/ young people need close supervision, then another adult should travel in the vehicle so that the driver is not distracted.

- Other than in an emergency situation, or where there is a specific job requirements as a day to day duty, staff and volunteer helpers transporting young people should not be put in a position where they are alone with a young person.

Signed…….… Date……..

Recommended checks

	Date checked	Copy taken	Signed by
Driving license (Inc expiry date) (No more than 3 penalty points)			
Vehicle MOT			
Vehicle insurance (Inc business use)			

I confirm that I have seen original copies of the above documents & I am satisfied that this driver is suitable to transport young people using their private vehicle.

Signed…….. Date…….

Contacts

EVOLVE	https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=
Outdoor Education Adviser	via: EVOLVE Messenger or Notes or for EVCs/Heads:
Chair of Governing Body	Graham Thornton
Health & Safety Adviser	Jen Vincent
Insurance Team Leader	Jo Wilby, Finance Director
ENLUTC Emergency Contact (24 hour)	Anesta McCullagh & Jen Vincent (where a trip is into the evening or overnight)

National Guidance	www.oeapng.info
National Library	www.national-library.info
LOtC	www.lotc.org.uk
LOtC Quality Badge	www.lotcqualitybadge.org.uk
Outdoor Education Advisers' Panel	www.oeap.info