

1. INTRODUCTION

The Town Council recognises that excursions off its premises enhance the experience of participants. They should have a clear purpose and pre-determined objectives which underpin the aims and objectives of the Town Council.

It is essential that excursions are properly planned. This policy is designed to provide a framework for excursion leaders to use when planning an excursion.

This policy will not apply to excursions organised by leaders from outside of the organisation. The Camborne Town Council Excursion Policy is designed to ensure that risks arising from excursions are minimised, so that the safety and wellbeing of participants is protected. Guidance is detailed in the HSE High Level Statement, 'School trips and outdoor learning activities: Tackling the health and safety myths.'

The focus should be on how the real risks arising from such visits are managed rather than a focus on paperwork. There is a need for a proportionate and sensible approach for planning and organising off-site activities. When implementing this policy, therefore, it is necessary to adopt a robust approach to planning and organising excursions whilst at the same time ensuring that the approach is proportionate and sensible and focuses on managing real risk rather than on paperwork.

2. DEFINITION OF A TOWN COUNCIL EXCURSION

An excursion is any visit that is arranged by staff and other Camborne Town Council volunteers or elected members. This will include day or evening visits of a curricular nature, day/evening visits of an extra-curricular nature, overnight/residential excursions, and outdoor education, and will include the following examples:

- Day/evening visits of a curricular nature
- Any activity or excursion outside of Town Council managed sites/buildings.
- A Youth Council Museum Trip
- Litter Picking
- A trip to St Michaels Mount with the Youth Council
- A Library Trip
- A trip to a cultural event such as Trevithick Day
- A trip to watch sports
- A trip to the cinema
- A meal in a restaurant
- Civic Events
- A day trip to a large city or other more local destinations
- A trip to a nursing home.
- Day/evening visit of an extra-curricular nature
- An outing to watch a sports event
- An outing to a theme park
- Participating in a sports event
- Participating in a cultural event

Overnight excursions in the UK

- A stay in a hotel due distance
- Camping
- Residential trips in hostels
- Events that span over multiple days such as conferences

3. REPEAT/REGULAR TOWN COUNCIL EXCURSIONS

The policy will apply to all excursions, and this will include repeat and regular excursions.

In the case of repeat and regular excursions, mandatory permissions and advice as set out in Section 4 below, and the mandatory planning checklist set out in Section 5 need only be completed

- on the first occasion the excursion is undertaken;
- when any significant change to the excursion is made; and
- at least annually thereafter.

4. MANDATORY PERMISSION AND ADVICE FOR ARRANGING YOUTH COUNCIL EXCURSION

This is the mandatory procedure to be followed for all Youth Council excursions. It is essential that each step is followed.

- Approval must be sought, as set out below, at the start of planning for excursions before any arrangements are made i.e. collecting deposits.
- Member of staff organising excursion undertakes initial risk assessments following the instructions in Section 8 of this policy.
- Member of staff organising excursion must seek appropriate professional advice depending on the nature of any activities to be undertaken i.e. sporting activities, activities with risk to participants.
- Member of staff organising excursion must seek permission from Town Clerk and at minimal two town councillors (Chairman or Vice-Chairman of the appropriate committee). Preferably permission is sought by way of proposal from the Youth Council Working Party by recommendation to Full Council or the appropriate committee. Permissions must include the consideration of overtime if appropriate and impact on wider services considered.
- Once approval obtained, member of staff organising excursion must seek parental/carer permission by distributing Parental/Carer Consent Form and supporting literature to parents/carers.
- Once form returned from parents/carers member of staff organising excursion must seek advice on any medical issues/additional support needs/other needs raised.

If the above permissions and advice have not been obtained an excursion cannot take place. It is the responsibility of the member of staff organising the excursion to leave sufficient time for all steps to be completed, and to liaise with those required to give permission or advice.

5. MANDATORY YOUTH COUNCIL EXCURSION PLANNING CHECKLIST

Use of the excursion planning checklist by the Excursion Leader, and the undertaking of all steps on the checklist, is mandatory

EXCURSION TITLE

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EXCURSION DATES

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EXCURSION LEADER

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INITIAL PREPARATION DATE SIGNED

Seek permission and advice as set out in Section 4 of the Town Council Excursion Policy	
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DETAILED PREPARATION

Plan staff numbers, roles, responsibilities.	
Plan financial arrangements including cash collection and cash holding	
Ensure insurance in place	
Plan first aid provision	
Consider child protection implications and agree any necessary action.	
Make provisional bookings for transport, equipment, accommodation etc.	
Provide initial information to parents/carers and pupils including, staff involved, total costs, transport arrangements, activities and risks, behaviour/code of conduct. A meeting is recommended for overnight and foreign excursions and should be considered for other excursions.	
Parental/Carer Agreement to Educational Excursion to all parents/carers.	
Seek advice from parent on any medical issues/additional support needs raised and agree any necessary action.	
Ensure that procedures are in place for carriage of medicines of a high-risk nature	
Identify contingency and emergency arrangements, including designated parent emergency contact.	
Finalise party composition (staff and pupils)	
Log excursion on Enquiries Calendar	
Discuss staff cover implications	

FINAL PREPARATIONS

Confirm and record staff roles and responsibilities including supervision. Brief all staff.	
Confirm and record contingency and emergency contacts/procedures. Brief all staff.	

Ensure excursion party emergency contact details, copies of travel documents, insurance documents, medical papers left in folder on the Z Drive and a copy is given to designated office emergency contact.	
Confirm travel arrangements.	
Confirm accommodation.	
Inform and prepare all participants on all aspects of excursion. Meeting(s) is/are recommended for overnight and foreign excursions and should be considered for other excursions.	
Conduct final risk assessment and submit to Town Clerk	

AT THE START OF THE EXCURSION

Check and record presence of all participants and change list if necessary. Ensure office copy is also changed.	
Remind participants of grouping and supervision arrangements.	
Remind participants of contingency and emergency plans and check understanding	
Check that Youth Councillors have sufficient supplies of any necessary medication with them, e.g. inhaler for asthma	
Check equipment	
Check weather forecast and road conditions	
Take a copy of all Parent consent forms, copies of travel documents, insurance documents, medical papers on excursion	

AFTER EXCURSION

Inform office contact/emergency contact of safe return if the excursion is outside of working day	
Return resources	
Review the excursion, record, and implement any action required on the Debrief Form	
Submit incident reports if necessary	

6. ROLES AND RESPONSIBILITIES

6.1 The Town Clerk (or designated member of SMT with responsibility for excursions) will:

- Consider the Request for Approval of Excursion submitted in relation to each proposed excursion
- Be fully conversant with relevant policy, guidelines and procedures and take overall responsibility for their application to each excursion.

In particular, in relation to each excursion, the Town Clerk will: -

- Ensure that the excursion has suitable aims and effective ways of achieving them.
- Ensure that all staff involved in excursions are fully conversant with relevant policy, guidelines and procedures.
- Ensure that all staff involved in excursions are competent and sufficiently experienced. Experience can be demonstrated, for example through participation in an excursion of the type being planned in a role supporting the experienced Excursion Leader.
- Ensure that roles and responsibilities of all staff involved in excursions are clearly defined, based on the roles and responsibilities set out in this policy (i.e. first aid, administration of medicine).
- Ensure that proposed excursion or activity is appropriate to pupil abilities.
- Ensure that permission has been obtained and that parents/carers are informed appropriately of all relevant information including emergency contacts, code of conduct etc.
- Ensure that appropriate risk assessments have been completed and proportionate safety measures put in place.
- Ensure that effective child protection procedures are in place.
- Ensure that insurance arrangements are in line with Council policy and procedure, and that all parents/carers are informed of the insurance arrangements.
- Ensure that financial arrangements are in line with Town Council policy and procedure, including that cash collection and cash holding is in accordance with the Council's cash procedure and that cash holding is minimised and does not exceed the relevant insurance limit.
- Ensure contingency procedures and procedures in case of emergency are in place.
- Devise an effective system to review and assess excursions.

The Town Clerk will retain ultimate responsibility for all excursions.

6.2 The Excursion Leader will:

- Be fully conversant with relevant policy, guidelines and procedures, including child protection.
- Undertake the mandatory steps set out in Section 4 of this policy.
- Undertake all other planning for the excursion as set out in the mandatory check list in Section 5 of this policy.

- Select the staff team for excursion, in particular a deputy leader who will take responsibility in the event of an emergency.
- Delegate responsibilities as appropriate to other members of the team, in line with the roles and responsibilities set out in this policy (i.e. deputy leader, first aid, administration of medicine)
- Liaise with parents/carers and ensure that parents/carers have received all relevant information regarding the excursion be provided with all relevant information regarding the excursion including the objectives of the excursion, the venue and activities, insurance arrangements, transport arrangements, first aid arrangements, emergency arrangements and any periods of 'free time' when participants will have reduced or no direct supervision.
- Hold a parent/carers meeting for overnight or foreign excursions.
- Inform and prepare participants for excursion.
- Ensure the health and safety of the participants, and the maintenance of order and discipline.
- Provide the Code of Conduct.

The Excursion Leader will take responsibility during the excursion.

6.3 Members of Staff Accompanying the Excursion

Staff accompanying the excursion will:

- Take specific responsibility for an aspect of the excursion, in line with the roles and responsibilities set out in this policy (i.e. deputy leader, first aid, administration of medicine) as delegated by the Excursion Leader.
- Assist in ensuring the health and safety of the participants, and the maintenance of order and discipline.

6.4 Parents/Carers Responsibilities

Parents/carers will:

Complete the Parent Consent Form for all excursions falling within the definition in this policy

- Acknowledge receipt of information supplied and agree or otherwise to their child's participation
- Confirm relevant aspects of ability and fitness of their child, and any particular medical or other needs
- Provide all information requested by the Excursion Leader in order to ensure the well-being of their child
- Consent to essential medical treatment
- Acknowledge and agree expected behaviour of their child during the excursion, including the Code of Conduct where appropriate
- Confirm contact telephone number(s) for the period of the excursion

6.5 Participants Responsibilities

In agreement with parents/carers and the Excursion Leader, participants will:

- Not take unnecessary risks
- Follow the instructions of the Excursion Leader, other staff, and staff at the venues visited
- Dress appropriately
- Behave in accordance with normal school rules and discipline or code of conduct where appropriate

7. CODE OF CONDUCT

The excursion leader must establish expectations of behaviour in advance for both participants and parents/carers.

For day/evening excursions participants and parents/cares should be informed that:

- Normal Town and Youth Council rules and disciplinary sanctions apply and that a high standard of behaviour is expected.
- Participants must follow the instructions of the excursion leader and other supervisors including those at the venue of the excursion
- Participants must dress appropriately

A written code of conduct must be put in place for overnight excursions. The excursion leader must make it clear to participants that they must accept the code of conduct as established in advance of the excursion. Parents/carers will be informed that they are expected to reinforce the excursion's code of conduct with their child.

Parents/carers should be asked to agree the arrangements for sending a participant home and if necessary, who should meet the cost.

8. RISK ASSESSMENT

The Town Council is responsible for the health safety and welfare at work of its employees, and has a duty to ensure, as far as is reasonably practicable, the health and safety of others. This includes all participants on excursions.

At least one risk assessment is required for each excursion. The purpose of these risk assessments is to ensure that all significant risks have been identified and control measures implemented.

Risk assessment should include the following considerations:

- What are the hazards (including during travel)?
- Who might be affected by them?

- Are staff competent and sufficiently experienced to lead the excursion, taking account of the nature of the excursion and the hazards identified?
- What supervision ratio is appropriate to the excursion and the participants?
- What safety measures need to be taken to reduce the risk?
- Can the group leader ensure that the safety measures in place are adhered to
- What steps will be taken in an emergency?
- What steps can be taken to ensure Child Protection (if applicable)?

Many venues will have conducted their own risk assessments which can be made available to the visiting Council. These may be incorporated into, or used as the basis for, the excursion leader's risk assessment, but will not remove the necessity of conducting risk assessments, and the responsibility for conducting risk assessments, as set out in this section. The Excursion Leader should consider the qualification of the person conducting the venue's risk assessment, if known, and how recently it was carried out.

Completed risk assessments must be submitted to Town Clerk, or designated member of SMT with responsibility for excursions, for retention. A copy of completed risk assessments must be saved on the Z Drive.

Training in carrying out risk assessments is available with request from line managers.

Examples of risk assessment forms, and further guidance are accessible in the Z Drive.

9. FIRST AID

First Aid must form part of the risk assessment for the excursion. The excursion leader must assess what level of First Aid might be needed. This must consider the medical needs of participants participating in the excursion as declared on the Consent Form or otherwise disclosed to the Town Council. Provision must be made to cater for the particular needs of individuals participating in the excursion, for example administration of epi-pen.

The Excursion Leader must have ready access to a suitably stocked First Aid kit. One member of staff accompanying the excursion must be designated as responsible for first aid. All adults on the excursion should know how to contact the emergency services.

For overnight excursions it is essential that at least one member of staff accompanying the excursion holds a current first aid certificate.

For day/evening excursions the risk must be assessed. Factors to consider will include the individual medical needs of participants, the length of time the excursion will last, whether the excursion will take place in an area remote from emergency assistance.

10. MEDICAL AND OTHER NEEDS, INCLUDING DIETARY NEEDS

The Excursion Leader must hold written information detailing participant's medication and other needs, including dietary needs, and must put in place arrangements to ensure that these needs can be met.

All adults accompanying the excursion should be aware of participant's medical and other needs, including dietary needs. A member of staff accompanying the excursion should be identified as having responsibility to support and administer medication if required to do so, in line with the Council's Guidance on the Management of Medication, Medical Assistance and Therapy Intervention in Educational Provision.

Training may be required to be put in place for the member of staff to fulfil this role. It may be appropriate to ask a parent/carer or a support worker to accompany a pupil in order to ensure their well-being.

The following information will be required from all parents/carers:

- details of medical condition
- dietary requirements
- emergency contact numbers
- GP's or appropriate medical practitioner's name, address and phone number
- written details of medication and how it should be administered
- parental/carer permission if the participant needs to administer their own medication or agreement for a member of staff accompanying the excursion to do this.
- advice/information to assist with the preparation of an emergency plan

11. SUPERVISION

It is important to have a suitable ratio of staff to participants for all excursions. Parent/carer helpers can be included for the purposes of calculating ratios.

The following ratios are recommended:

- 3 adults to 15 participants for excursions where the element of risk to be encountered is similar to that normally encountered in daily life, e.g. excursions to sites of historic interest, most field work, local walks etc.
- 4 adults to 10 participants for all excursions abroad, with a minimum of two adults, with an appropriate gender mix to be considered.
- 5 adults to 15 participants for all residential excursions, with a minimum of 3 adults, with an appropriate gender mix to be considered.
- 3 adult to 6 (or fewer) participants for children under the age of 8 and pupils with additional support needs, with a minimum of two adults.
- For pre-school aged children, the appropriate supervision ratio may be as high as 1 adult to 1 child.

Particular care should be taken when determining the appropriate level of supervision for pre-school aged children. The Excursion Leader must consider

the number of staff necessary for supervision in the planning stages. Supervision requirements should be considered as part of the initial and final risk assessment. Any departure from the recommendations above must be supported by a risk assessment which records the reasons for the decision.

The factors to take into consideration include: -

- sex, age and ability of group
- those with additional support or medical needs
- nature of activities
- experience of adults in off-site supervision
- duration and nature of the journey
- type of any accommodation
- competence of staff on specific activities
- requirements of the organisation/location to be visited
- anticipated behaviour of participants

The Excursion Leader, prior to departure, should give consideration through the risk assessment process to the composition of groups where appropriate and allocate staff in relation to group activities.

Staff assisting with the excursion should only be left in sole charge of participants where this had been previously agreed as part of a risk assessment.

For overnight excursions the Excursion Leader must put in place appropriate sleeping arrangements and ensure adequate and appropriate staff supervision of pupils during the night.

12. EQUAL OPPORTUNITIES

Equalities legislation makes it unlawful to discriminate without justification against pupils in all aspects of Council life including Town Council excursions. All participants should be able to participate in excursions and activities, irrespective of additional support, medical needs, ethnic origin, gender, religion and belief and economic circumstance. All young people should be encouraged to participate in as wide a range of activities as possible.

Legislation makes it unlawful for a disabled pupil to be less favourably treated, or put at a substantial disadvantage, for a reason related to their disability in comparison to their non-disabled peers without justification. Participants with a disability or additional support needs must be given the opportunity to participate in excursions. Special attention should be given to appropriate ratios and additional safety measures should be considered at the planning stage. Where a pupil cannot participate in a particular activity as a result of a disability or an additional support need, an alternative activity of equal educational value, should be provided.

13. CHILD PROTECTION

All members of staff involved in excursions must be trained in Safeguarding and be able to follow the correct procedures. The Excursion Leader will take the role of Designated Member of staff for Safeguarding and will follow Camborne Town Council's Safeguarding Procedures.

Child Protection should be considered during all risk assessments conducted in relation to the excursion, and appropriate steps put in place to minimise risks.

14. CONTINGENCY PLANNING

The Excursion Leader is responsible for contingency planning. Plans may have to be changed without notice for a variety of reasons. The Excursion Leader should consider potential circumstances where plans may need to be changed, and a potential response, in relation to each individual excursion.

The Excursion Leader and other staff accompanying the excursion should monitor risk throughout the excursion and take appropriate action as necessary.

Regular head counting of participants should take place. The Excursion Leader must establish rendezvous points and tell participants what to do if they become separated from the group.

The following guidance must be considered in relation to each excursion:

- The Excursion Leader and staff accompanying the excursion should have mobile phones so that immediate contact can be maintained where possible. Additional planning is necessary in the case of remote areas where reception may not be possible.
- Participants and their parents/carers must be made aware that last minute changes may be necessary and that they must follow the instructions of the Excursion Leader and staff accompanying the excursion in such circumstances.
- The Excursion Leader is responsible for making the decision to make changes
- The Excursion Leader will consider the safety of participants when making any changes
- The Excursion Leader must carry "Immediate Action" cards setting out the emergency action outlined in Section 14 below in response to Category 1-3 emergencies.
- The Excursion Leader and staff accompanying the excursion should know how and where to contact appropriate help, e.g. knowledge of relevant local numbers and appropriate coins or cards for public telephone use.
- In the case of outdoor pursuits, e.g. hill walking, sailing, canoeing, the Excursion Leader and staff accompanying the excursion should know how to call on the assistance of local rescue services.

- Where appropriate, official rescue services should be given details of proposed activities e.g. for coastal sailing and canoeing contact HM Coastguard.

15. EMERGENCY PROCEDURES

Excursion Leaders and staff accompanying the excursion have a common law duty to act as a reasonably prudent parent would. They should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

The Excursion Leader must consider contingency plans and plan for emergencies. Emergencies range from what is categorised as minor (Category 1) to very serious (Category 3).

In the event of an emergency the Excursion Leader will take the principal role. The Excursion Leader will assess the situation, delegate and take appropriate action. Contingency planning should identify another member of staff who will take over if the excursion leader is incapacitated.

Examples Include:

Category 1	<p>The coach breaks down enroute or on return</p> <p>Road works cause delay</p> <p>Bad weather causes delay</p>	<p>The Excursion Leader will implement contingency plans and inform office /parents/carers of any changes in pick-up time etc as required.</p>
Category 2	<p>A participant is injured (non-life threatening) and needs medical attention. e.g. broken ankle, bad cut.</p> <p>A participant becomes ill. e.g. appendicitis</p>	<p>The designated member of staff will provide appropriate First Aid/Emergency Aid.</p> <p>The Excursion Leader will seek appropriate medical assistance e.g. ambulance/doctor ensuring any medical or other relevant information relating to the injured participant is passed on.</p> <p>The Excursion Leader will ensure the remainder of the group are not at risk and are appropriately supervised.</p> <p>The Excursion Leader must inform the office contact of the situation, and provide updates. The office contact will take responsibility for informing parents/carers. The Excursion Leader will record in writing circumstances surrounding the incident at the first</p>

		<p>opportunity, and preserve any evidence.</p> <p>In the event of an accident taking place, the excursion leader should relate the facts about participants conditions and whereabouts and give a brief outline of what has happened. The leader should not admit liability but give the parents/carers the assurance that a full investigation will take place where appropriate.</p> <p>The excursion leader must refer all media representatives to The Town Clerk or Engagement Officer and must not make any comment to the media.</p>
<p>Category 2</p>	<p>A participant or member of staff is seriously injured (life threatening)</p> <p>A participant or member of staff is killed</p> <p>A coach or car crashes killing or injuring several of the party</p> <p>A participant or member of staff goes missing</p>	<p>The Excursion Leader, or other member of staff, will inform the emergency services as appropriate, ensuring any medical or other relevant information relating to the pupil is passed on, and act on their advice.</p> <p>The designated member of staff will provide appropriate First Aid/Emergency Aid while waiting for the emergency services to arrive.</p> <p>The Excursion Leader will ensure the remainder of the group are not at risk and are appropriately supervised.</p> <p>The Excursion Leader will inform a member of Camborne Town Council SMT as soon as possible, using the agreed emergency contact arrangements, and act on their advice particularly on contact with emergency services.</p> <p>The Excursion Leader will record in writing circumstances surrounding the incident at the first opportunity, and preserve any evidence.</p>

		<p>Where practical, the Excursion Leader will ensure contact with parents/carers is through the office, and will not permit participants to use mobile phones</p> <p>In the event of an accident or serious incident taking place, the excursion leader should not admit liability but should co-operate fully with the emergency services.</p> <p>The excursion leader must refer all media representatives to the Town Clerk or Engagement Officer and must not make any comment to the media.</p>
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Following any serious incident, a review of the incident and how it happened must be conducted. The HSE must be informed. In accordance with the Town Council’s Financial Regulations, the Finance Officer must be informed of any loss, liability or damage or any event likely to lead to an insurance claim. Any lessons learned will be incorporated into policy and risk assessments.

SAMPLE EMERGENCY ACTION CARD

<p>Party Leader Ensure this card is always available</p>	<p>Warnings and advice</p>
<p>Office Contact Person/s:</p> <p>Office Contact Telephone Number(s)</p> <p>Authority Emergency Telephone Number:</p> <p>Out of Hours Emergency Telephone Number:</p> <p>Calls from abroad:</p>	<ul style="list-style-type: none"> • Co-operate fully with emergency services • Do not admit liability • Do not make comment to the media – refer to Town Clerk or Engagement Officer • Keep a written record of all facts • Preserve vital evidence - photos might be helpful • Inform Office emergency contact who will ensure school SMT and Education Services SMT are aware of the situation • Seek and follow advice from Town Council SMT • Do not contact parent/carers – office contact will take charge of this.

16. INSURANCE

The Excursion Leader must ensure that appropriate insurance arrangements are in place prior to the excursion taking place.

- Travel Insurance should be taken out for any excursion in excess of 24hrs or where there is a significant cost element to the excursion. i.e. Residential camps, foreign travel etc.
- Prior to attending any externally operated facility the Excursion Leader should check and confirm that the service provider has appropriate insurance in place. i.e. The transportation provider has Motor & Public Liability insurance and the establishment you are visiting has Public Liability insurance in place.

17. TRANSPORT

The Excursion Leader must give careful thought to planning transport. This should include: -

- Mode of transport i.e. reputable transport provider, transport provided as part of a package, use of public transport, use of Council minibus.
- Contingency funds and arrangements in case of travel disruption.
- Level of supervision on transport. A member of staff driving a Council minibus should not normally be responsible for supervision, although this may be appropriate dependant on the number and age of the participants, and the length of the journey. If under consideration, this should be covered by a risk assessment.

Coaches and buses should be hired from a reputable company, in accordance with Council procurement procedures. Compliance with legal requirements is the responsibility of the transport company, not the hirer.

Parents/carers can provide transport for participants. Such parents/carers should undergo the same level of checks as staff. Such parents/carers must ensure that they have appropriate insurance cover in place. All other parents/carers should be made aware that transport would be provided by another parent/carer and should provide written consent to this. The Excursion leader must ensure that any such arrangement is covered by a risk assessment. Parents/carers should also be encouraged to consider the risk of any such arrangement.