



# Windsor Academy Trust

	People and Culture Committee
	12 October 2023
	12 October 2023
	October 2025



managed and kept to a minimum in protecting the health, safety and wellbeing of all pupils/students at all times.

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support is provided to the Headteacher and the LAB in



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Leaders: -

Leaders should be current in their knowledge and expectations regarding good and safe practice.

It is recognised as good practice for newly qualified staff or staff involved with higher risk activities to attend recognised OEAP Visit Leader Training for which there is no current requirement to revalidate.

8.3 The EVC will support the Headteacher in ensuring that competent staff are assigned to lead and accompany visits.

9.1 Before undertaking a visit the Visit Leader should assess the level of first aid cover required. Whilst there is no statutory requirement for qualified first-aiders (except in EYFS) all staff should have a good working knowledge of first aid and ensure that a first aid kit is available. They should also be familiar with how to contact the emergency services.

9.2 The minimum first aid provision for a visit is:

A suitably stocked first aid kit.

Person/persons appointed to be in charge of first aid arrangements.

9.3 Other considerations when considering first aid include:

Numbers in the party and the nature of the activity

Likely injuries and how effective first aid would be

Duty of Care requirements

Distance to the nearest hospital

as provided by providers first aid availability

All minibuses are required by law to carry a first aid kit

10.1

Employees and volunteers who work are working in Regulated Activity either with young people or carrying out certain activities for adults, must undergo an enhanced DBS check as part of their recruitment process. With specific reference to LOtC activities and Offsite Visits, Regulated Activity for Children is defined as any adult (staff or volunteer) carrying out activities





- 11.10 Child and Seat Belt laws state that children in cars, vans and other goods vehicles must be carried in an appropriate child restraint from birth until either they are 135cm (4'5") tall or 12 years old, whichever comes first. There are very few exceptions (the rear of mini-buses being one). They must then use a seat belt (although it would be preferable to use a booster seat until they are 150cm (5') tall).
- 11.11 Where possible there should be 2 staff present in the vehicle and there should be male and female staff present if there are male and female students.
- 11.12 If parents/carers are requested to make their own transport arrangements for their child (and / or others) responsibility normally lies with them. In such circumstances school only accepts responsibility for pupils once they have met with staff at the allotted time/place. Pupils will be handed back to those parents/carers providing transport at the end of the visit / activity. If a parent/carer is collecting children who are not their own, written consent must be provided by the child's parent.
- 12.1 WAT has a Charging and Remissions policy which outlines the arrangements for charging for Educational Visits.
- 12.2 The costing of off-site activities should include any of the following that apply:
- transport
  - entrance fees
  - insurance
  - provision of any special resources or equipment
  - costs related to adult helpers
  - any refreshments the school has opted to pay for
  - Administrative costs
- 12.3 The timetable for the payment of parental contributions should allow the EVC to make a decision regarding the financial viability of the activity in reasonable time.

11.10 Pupil/Students

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accidental loss of, or damage caused to, property. Employees (au ee





23.1 This policy statement and local arrangements will be reviewed regularly and as a minimum every 2 years.



24.1 Due to the progressive nature of the Aw

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competence is by undertaking National Governing Body Qualifications (NGB) such as Basic Expedition Leader (BEL), Lowland Leader (LL), Hill and Moorland Leader (H&ML), and Mountain Leader (ML).

- 27.3 The leader's qualifications need to be matched to the terrain in which the expedition teams will be working and for simplicity this terrain has been split into three distinct





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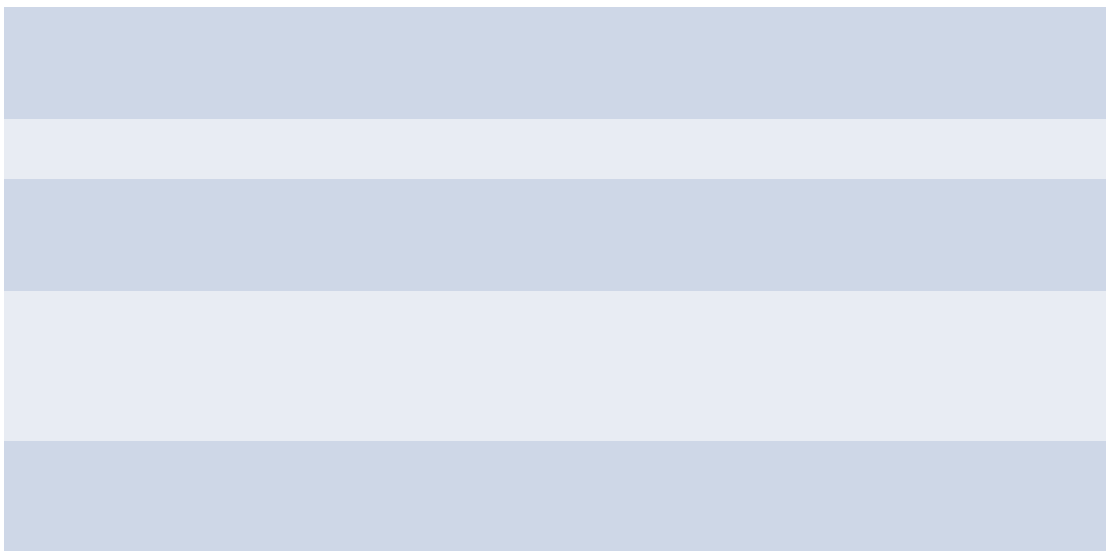
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29.1 All Na

- 31.5 When training novice groups, a qualified Expedition Supervisor may lead up to two expedition teams with the support of one other adult providing they are within the same, contained geographical area, or in close proximity. For example, on the same route but separated in time, or on parallel routes close together, in close enough contact for the appropriately qualified leader to be able to assist if necessary. If there are sufficient assistant supervisors then an appropriately qualified Expedition Supervisor will be able to move between the two groups.
- 31.6 New staff/volunteers should shadow an experienced Expedition Supervisor until deemed competent by the designated DofE Manager/Expedition Supervisor.
- 31.7 Where more than two expedition teams go out then

Panel with a copy being sent to the DofE Manager.

34.3 Expeditions will be approved by DofE Manager or EVC who will use the matrix of qualifications and terrain to decide



DofE Team	This is to describe participants who are working on a specific sectional activity e.g. A Silver Expedition team will have four to seven participants
Expedition Supervisor	A Supervisor is essential for the Expedition section as

