



UTC Cambridge

Management of Educational Visits and Learning Outside the Classroom Policy

External Visits Coordinator (EVC): Colin Bashford

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Designated Governor: ?

Associated documentation

Health and Safety Policy Document

First Aid Policy

Supporting Students with Medical Conditions Policy

Equality and Diversity Policy

Exam Contingency Policy Document

Health and Safety Handbook

Risk Assessments

UTC Cambridge Vision

UTC Cambridge: Delivering Future Scientists

UTC Cambridge Mission

Through an innovative curriculum, developed with leading scientists from industry and academia, UTC Cambridge builds bespoke learning solutions delivered in a state of the art science and technology environment that empowers students to manage their academic and career development.

UTC Cambridge Values

We set ourselves challenging goals, are agile and resilient, to achieve our personal best.

By respecting one another we enhance our experience and benefit from different perspectives.

We take individual responsibility, ensuring team delivery.

By respecting our environment, our world, we make a difference.

We celebrate positive contribution and aspire to excellence.

We are morally and ethically responsible in scientific and environmental innovation.

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Contents

		Page
1	Provision of Employer Guidance	3
2	Scope and Remit	3
3	Ensuring Understanding of Basic Requirements	4
4	Approval and Notification of Activities and Visits	4
5	Risk Management	5
6	Emergency Planning and Critical Incident Support	5
7	Monitoring	6
8	Assessment of Leader Competence	6
9	Role-specific Requirements and Recommendations	6
10	Charges for Off-site Activities and Visits	7
11	Vetting Checks	7
12	Requirement to Ensure Effective Supervision	7
13	Preliminary Visits and Provider Assurances	7
14	Insurance for Off-site Activities and Visits	8
15	Inclusion	9
16	Good Practice Requirements	9
17	Transport	10
18	Planning	10

Appendices

1	Visit Leader Checklist	12
2	Geographical extent of Zone 1	13
3	Radar Diagram	14
4	Risk Benefit Assessment	15
5	Risk Assessment Template	16
6	Financial Arrangements	17
7	Parent/Guardian Consent for a UTC Visit	18
8	Code of Conduct for out of UTC activities	20
9	D of E Standards of Leadership	22

Policy for the Management of Educational Visits and Learning Outside the Classroom

1. Provision of Employer Guidance

UTC Cambridge has formally adopted “**National Guidance**”(NG) as “**UTC Cambridge Employer Guidance**”. This Educational visits guidance can be found on the following web site: www.oeapng.info

It is a legal expectation that employees **must** work within the requirements their employer’s guidance; therefore **UTC Cambridge** employees must follow the requirements of National Guidance”, as well as the requirements of this Policy Statement.

UTC Cambridge employees should also follow NG recommendations.

Where a **UTC Cambridge** employee commissions activity, they must ensure that such commissioned agent has:

1. systems and procedures in place where the standards are not less than those required by National Guidance.

2. Scope and Remit

The NG document “**Basic Essentials MUST Read - Status and Remit**” clarifies the range of employees whose work requires them to use the guidance. In summary, it applies to employees whose work involves any one of the following:

- direct supervision of young people undertaking experiences beyond the boundary of their normal operational base;
- direct supervision of young people undertaking experiences that fall within the remit of Educational visits and LOtC.
- facilitating experiences for young people undertaking experiences beyond the boundary of their normal operational base;
- deploying staff who will supervise or facilitate experiences of or for young people undertaking experiences beyond the boundary of their normal operational base;

This applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

For a more expansive explanation of legal expectations, all users of the guidance are strongly recommended to read the NG document: “**Underpinning Legal Framework**”

This Policy relates to the following UTC Cambridge policies (Health and Safety Policy, Employment, Insurance)

3. Ensuring Understanding of Basic Requirements

As an employer, **UTC Cambridge** is required to ensure that its employees are provided with

- appropriate guidance relating to visits and LOtC activity;
- employer-led training courses to support the guidance to ensure that it is understood;
- suitable systems and processes to ensure that those trained are kept updated;
- access to advice, support and further training from an appointed Adviser that has proven expertise and professional understanding of the guidance, the training and expectations set by current good practice.

The appropriate guidance for the management of outdoor learning and LOtC in **UTC Cambridge** is the National Guidance web site www.oeapng.info

The relevant training courses for UTC Cambridge:

1. Educational Visit Coordinator (EVC) Training - UTC Cambridge is required to have a current, trained EVC in post.
2. Educational Visit Coordinator (EVC) Revalidation – UTC Cambridge’s EVC are required to undertake a formal revalidation from time to time.
3. Visit Leader Training – this course is strongly recommended for all those who lead visits and off site activities.

For the purposes of day-to-day updating of information, UTC Cambridge EVC and Visit / Activity Leaders are directed to the posting of “*Information Updates*” from Cambridgeshire County Council on Evolve.

Where an employee experiences problems with finding the material they are looking for, or require clarification or further help and guidance, they should contact their Educational Visits Coordinator (EVC), or the **Outdoor Education Adviser**

The Outdoor Education Adviser for the Academy is: Stephen Brown

Contact Details: [REDACTED]

Office phone. [REDACTED]

4. Approval and Notification of Activities and Visits

The Employer Policy **must** provide clarity on issues where responsibilities and functions are delegated. This is particularly critical in establishing requirements regarding formal notification and formal approval of activities. Activities in Zone 1 must be defined, and what is covered under generic risk management processes within the school. These activities will be defined as the ‘Standard Operating Procedures’ for **UTC Cambridge**.

UTC Cambridge uses an online system for notification and approval called Evolve.

It is a requirement that **UTC Cambridge** use the Evolve system; for further advice and help using the system, the establishment should contact the outdoor education adviser (see section 3)

All visits are the responsibility for the UTC Cambridge to approve. For visits and LOtC activities in Zone 1 and 2 this will be through the EVC and/or Principal. The Outdoor Education Adviser will review the approved plans for Abroad and Adventure visits (Zone 3), and add a third level approval, confirming that the visit meets the standards expected for planning and appropriate standards for the visit. This runs via the current set up in Evolve. This will include D of E expeditions.

5. Risk Management

As an employer, **UTC Cambridge** has a legal duty to ensure that risks are managed - requiring them to be reduced to an “acceptable” or “tolerable” level. This requires that proportional (suitable and sufficient) risk management systems are in place, requiring **UTC Cambridge** to provide such support, training and resources to its employees as is necessary to implement this policy.

The risk management of an activity should be informed by the benefits to be gained from participating. UTC Cambridge strongly recommends a “Risk-Benefit Assessment” approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is “acceptable”. HSE endorse this approach through their “**Principles of Sensible Risk Management**” and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is no legal or **UTC Cambridge** requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual, or harm several people.

Refer to NG document: “**Risk Management**”

6. Emergency Planning and Critical Incident Support

A critical incident is an incident where any member of a group undertaking an off-site activity has:

- either suffered a life threatening injury or fatality;
- is at serious risk;
- or has gone missing for a significant and unacceptable period.

As an employer, **UTC Cambridge** is committed to providing emergency procedures to support staff in the event of a critical incident. Cambridgeshire County Council Childrens Services Learning offer this support to all Cambridgeshire Academies as a free service, and this should be reflected in school plans.

Refer to NG document: “**Critical Incident Management for Visits**”

To activate support from UTC Cambridge, the following telephone numbers should be used:

Normal office hours: 01223 724300

Outside normal office hours: [REDACTED]

These numbers should be carried by leaders at all times during an off-site activity but should only be used in the case of a genuine emergency.

7. Monitoring

As an employer, **UTC Cambridge** ensures that there is sample monitoring of the visits and LOtC activities undertaken by its staff. Such monitoring should be in keeping with the recommendations of National Guidance. There is a clear expectation that the monitoring function is a delegated task, principally carried out through systems put in place by the EVC.

Refer to NG document: **“Monitoring”**

8. Assessment of Leader Competence

National Guidance provides clear advice regarding the assessment of leader competence. It is an expectation of **UTC Cambridge** Policy that all leaders and assistants have been formally assessed as competent to undertake such responsibilities as they have been assigned in line with the NG guidance. Staff should maintain their training and qualifications on their own profile within Evolve. For D of E leaders, there are clear established standards for leading expeditions, and these are published on Evolve.

Refer to NG document: **“Assessment of Competence”**

9. Role-specific Requirements and Recommendations

National Guidance sets out clear and detailed responsibilities and functions of specific roles that relate to roles to be found within **the UTC Cambridge** management structures. These are:

Governing Body (Employers)

Principal
EVC

Refer to individual NG documents headed as above.

National Guidance sets out clear and detailed responsibilities and functions of specific roles that relate to roles to be found the establishment. These are:

1. Member of Board of Governors or Management Board
2. Principal
3. EVC
4. Visit or Activity Leader
5. Assistant Visit leader

6. Parents/ Volunteer Adult Helper

Refer to individual NG documents headed as above.

10. Charges for Off-site Activities and Visits

UTC Cambridge Principal/Managers, Curriculum Planners, EVCs and Visit/Activity Leaders must take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449 to 462 of the Education Act 1996.

Refer to NG document: ***Charges for Off-site Activities and Visits in an Educational Establishment***

11. Vetting Checks

UTC Cambridge employees who work *frequently* or *intensively* with, or have *regular access* to young people or vulnerable adults, must undergo an enhanced DBS check as part of their recruitment process.

However, it must be clearly understood that a DBS check (or other vetting procedure) in itself, is no guarantee as to the suitability of an adult to work with any given group of young or vulnerable people.

The placement of an adult within a situation of professional trust (where young people could be vulnerable to physical or mental exploitation or grooming) should always be on the understanding that an overview based on a common sense risk-benefit assessment process has been considered.

Refer to NG document: ***“Vetting and DBS Checks”***

12. Requirement to Ensure Effective Supervision

In general terms, the Law does not prescribe activity-specific staffing ratios; but it does require that the level of supervision and group management is “effective”.

Effective supervision should be determined by proper consideration of:

- Staff Competence
- Activity - nature and location of the activity (including the type of activity, duration, skill levels involved)
- Group - age (including the developmental age) of the group; ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics etc);
- Environment - nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions,
- Distance away from the base

However, as an exception to the above, Ofsted and DfE guidance prescribe ratios for Early Years.

Refer to NG document: ***“Ratios and Effective Supervision”***

Refer to NG document: ***“Group management and Supervision”***

13. Preliminary Visits and Provider Assurances

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential

in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. This policy clarifies the circumstances where a preliminary visit is a requirement.

Pre visits are required for visits where there is a high complexity factor and the visit has not happened previously and additionally required when the visit is solely led and managed by academy staff.

Residentials, visits abroad, exchange visits, adventure led by school staff all have aspects of complexity and the requirement/opportunity for a pre visit should be discussed with the Principal.

If the visit is led and managed by a provider, then a pre visit may not be required.

It is good practice for Visit Leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy.

Examples of such schemes include:

- The LOtC Quality Badge
- AALS licensing
- Adventuremark
- NGB centre approval schemes (applicable where the provision is a single, specialist activity).

UTC Cambridge takes the view that where a provider holds such one of the above accreditations, there should be no need to seek further assurances.

Refer to: NG document ***“Preliminary Visits and provider Assurances***

14. Insurance for Off-site Activities and Visits

Employer’s Liability Insurance is a statutory requirement and Department of Education Risk Protection Arrangement holds a policy that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it. This cover should extend to those persons who are acting in a voluntary capacity as assistant supervisors. Department of Education Risk Protection Arrangement also holds Public Liability insurance, indemnifying it against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer’s staff. The indemnity covers activities such as off-site activities and visits organised by staff for which the employer is responsible.

Some level of Personal Accident Insurance is provided for all **UTC Cambridge** employees in the course of their employment, providing predetermined benefits in the event of an accident. However, Visit/ Activity Leaders should be advised that they should consider taking out less limited personal accident cover privately, or obtain cover through a professional association.

UTC Cambridge should contact the Insurers to seek clarification of the above, including any circumstances requiring early notification of specialist activities to the insurer. They should also ensure

they have obtained current information regarding any special policies that may be available to offer more comprehensive cover.

Refer to NG document: **“Insurance”**

15. Inclusion

Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every *reasonable* effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

UTC Cambridge takes all *reasonably practicable* measures to include all young people. The principles of inclusion should be promoted and addressed for all visits and LOtC thus ensuring an aspiration towards:

- an entitlement to participate
- accessibility through direct or realistic adaptation or modification
- integration through participation with peers

Employers, Heads/Managers, Curriculum Planners, EVCs and Visit Leaders should be aware of the extent to which Inclusion is or is not a legal issue.

Under the Equality Act 2010, (previously the Disability Discrimination Act 1995), it is unlawful to:

- treat a disabled young person less favourably;
- fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

Refer to NG document: **“Inclusion as a Legal Issue”**

16. Good Practice Requirements

To be deemed competent, a **UTC Cambridge** Visit / Activity Leader, or Assistant Leader must be able to demonstrate *the ability to operate to the current standards of recognized good practice for that role*.

All staff and helpers must be competent to carry out their defined roles and responsibilities.

National Guidance sets a clear standard to which **UTC Cambridge** leaders **must** work. The guidance states:

“a competent Visit /Activity Leader (or an Assistant Leader where they may take sole responsibility for a sub-group) requires:

- *Knowledge and understanding of their employer’s guidance supported by establishment-led training.*
- *Knowledge and understanding of establishment procedures supported by a structured induction process specified by the establishment.*
- *Knowledge and understanding of the staff, the activity, the group and the venue.*
- *Appropriate experience*
- *In some circumstances (e.g. first aid, adventurous activities) a formally accredited qualification.”*

Staff participating in off-site activities and visits must be aware of the extent of their duty of care and should only be given such responsibilities as are in keeping with the above guidance. It is particularly important that careful consideration of competence issues is applied to both newly qualified and newly appointed staff. The EVC should view the original documents and certificates when verifying leader's qualifications, and not rely on photocopies.

Where a Volunteer Helper is a parent (or otherwise in a close relationship to of a young person taking part in the visit) they should be made aware of the potential for their relationship to compromise the Visit Leader's plans for group management. The Visit Leader should directly address this issue as part of the Risk-Benefit assessment.

Refer to NG document: **“Good Practice Basics”**

17. Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it and establishments **must** follow the specialist guidance provided in **UTC Cambridge** transport policy. All national and local regulatory requirements **must** be followed.

The level of supervision necessary should be considered as part of the risk management process when planning the journey, giving proper consideration to issues of driver-distraction when considering what supervision is required for the specific group of passengers being transported in a minibus.

The Visit Leader should ensure that coaches and buses are hired from a reputable company.

Transporting young people in private cars requires careful consideration. Where this occurs, there should be recorded procedures.

Refer to NG document: **“Transport: General Considerations”**

Refer to NG document: **“Transport in Minibuses”**

Refer to NG document: **“Transport in Private Cars”**

18. Planning

Planning should reflect the consideration of legal and good practice requirements, ensuring:

- The plan is based on establishment procedures and national guidance.
- All staff (including any adult volunteer helpers) and the young people to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process.
- Those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained.
- Proportionate assurances have been obtained from any providers (making full use of national schemes that accredit that assurances have already been obtained by credible inspection regimes).
- Designated emergency contact(s) have been identified that will work on a 24/7 basis where required.

- All details of the activity provision are accessible to the emergency contact throughout the period of the activity.

It is strongly recommended that at a very early stage of the planning process, the provisional staffing team carry out an exercise in order to identify the benefits and learning outcomes that the activity (or range of activities) might achieve. If the outcomes are to be evaluated with any rigor (an Ofsted expectation), then it will be essential that these outcomes are prioritised, and appropriately targeted. A record of these outcomes will help keep the plan focussed and also be a vital part of the risk management process in providing some objectivity in a “Risk Benefit Analysis”. Once the targeted outcomes have been recorded, it will then be possible to identify appropriate on-going review and evaluation strategies, including indicators.

To reduce bureaucracy and encourage activity, the need for formal consent must be considered . When an activity is part of a planned curriculum in normal curriculum time and no parental contributions are requested, then a formal consent is not necessary. However, in the interests of good relations between the establishment and the home, it is good practice to ensure that those in a position of parental responsibility need to be fully informed.

This supports the move towards developing establishment activity-specific policies for regular or routine activities. Such policies should be robust and equate to “*operational guidance*” that makes it clear how the activity should be planned and delivered, meeting all necessary recommendations and requirements, as well as assuring educational quality.

The degree of complexity of a particular plan or policy (along with its supporting procedures) will need to reflect the nature and complexity of several variables that can impact on any given activity. These variables can be remembered as “**SAGED**” as explained below.

- **S**taffing requirements – trained? experienced? competent? ratios?
- **A**ctivity characteristics – specialist? insurance issues? licensable?
- **G**roup characteristics – prior experience? ability? behaviour? special and medical needs?
- **E**nvironmental conditions – like last time? impact of weather? water levels?
- **D**istance from support mechanisms in place at the home base – transport? residential?

Refer to NG document: “**Planning Basics**”

Appendix 1

Visit Leader Checklist

When deciding whether to arrange a LOtC event/visit/trip the following checklist details everything that you may need to consider.

To begin you should complete the following before proceeding with any booking:

	Complete the Complexity-Distance Assessment (refer to the EVC if in any doubt)
	Complete the Risk Benefit Assessment (refer to the EVC if in any doubt)
	Complete the Financial Arrangement Form (refer to the EVC or Business Manager)
	Discuss SEN implications with Director of Student Progress
	Submit the above paperwork to the EVC (this can be done electronically)

Once the event/visit/trip has been agreed in principle the following actions, where appropriate, must be undertaken.

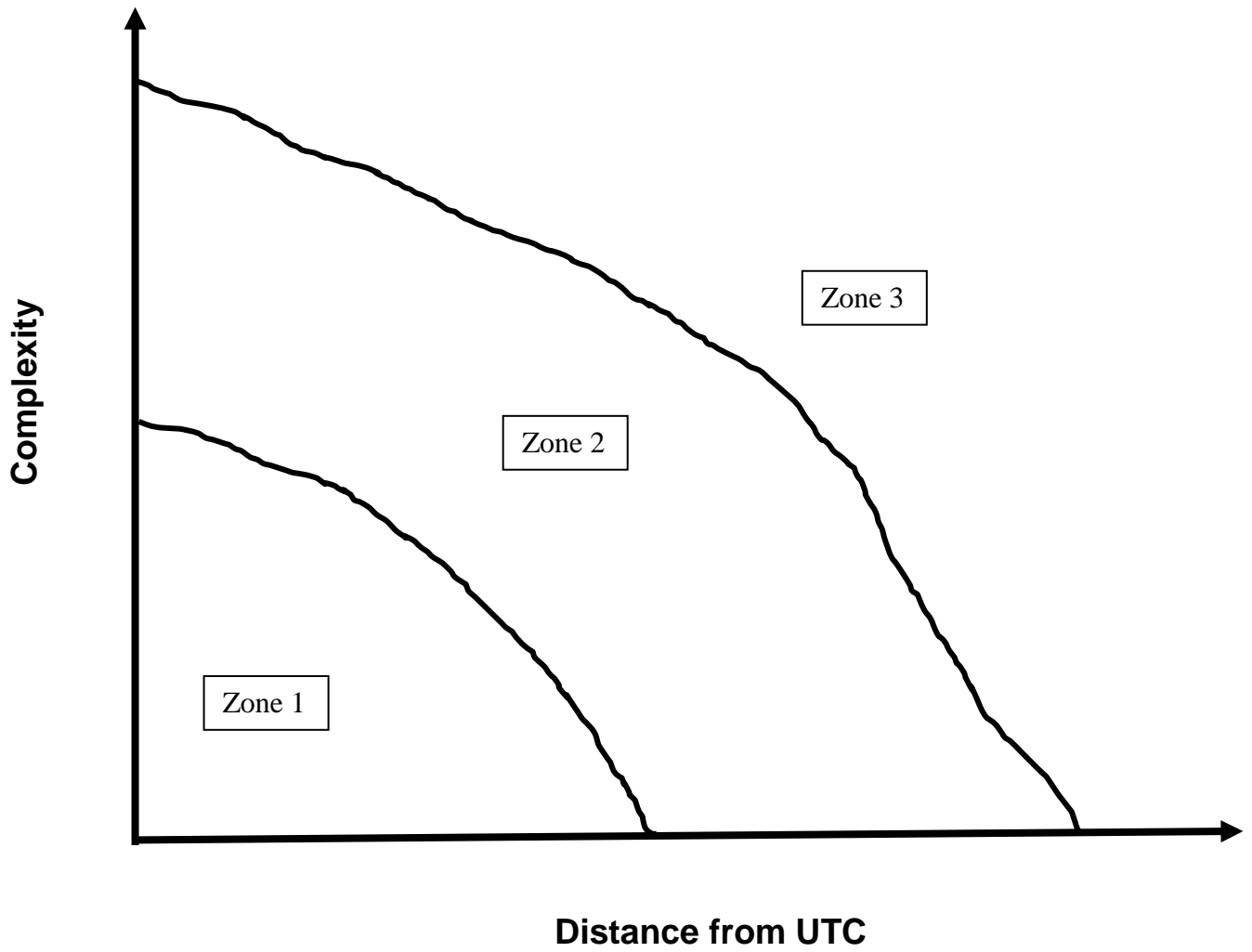
	If residential/overseas/adventurous then complete Trip Approval Application
	Enter information onto EVOLVE (evolve.edufocus.co.uk) completing the sections and attaching documentation as requested. When completed submit the Form which will then be checked by the EVC and/or Principal and formal approval then given for the event/visit/trip to proceed.
	Carry out Risk Assessments for the Activities that will be undertaken (some may be already available as 'Standard Operating Procedure').
	Undertake a preliminary visit to the site.
	Define the roles and responsibility of all staff (and young people) to ensure effective supervision and have appointed a Deputy Leader.
	For overseas trips, have conducted a Parents' Information Meeting.
	Obtain Parental Consent and confirm Code Of Conduct (for Residential/Overseas Visits and/or Adventurous Activities or Events that begin/end outside of school hours) confirming medical conditions and emergency contact details.
	Share the Emergency Contact Details with accompanying staff and a copy left with UTC Reception and EVC (or SLT Emergency Contact).
	Ensure that insurance arrangements are adequate.
	Ensure that any external provider being used is clear in their responsibilities for supervision/activities etc
	If accompanying adults take any family members on a visit ensure that there are adequate safeguards to ensure that group management is not compromised.
	Accompanying adult volunteers have appropriate DBS checks and child protection issues are addressed.
	First Aid arrangements are at an appropriate level.
	All relevant information has been provided to parents and young people.
	Staff and other supervisors have been appropriately briefed on the nature of the group, including age, health characteristics, capabilities, SEN, nature and location of visit, activities.
	The visit is effectively supervised. Appropriate number of suitably experienced and trained staff.
	UTC phone is reserved and taken (refer to Bursar)
	First Aid Kit is reserved and taken (refer to Bursar)

Appendix 2

Geographical extent of Zone 1



Appendix 3
Radar Diagram



Appendix 4

Risk Benefit Assessment

Visit Location:.....
Visit Date(s):.....
Time (departure/return):.....
Visit Leader (person completing this Assessment):.....
Accompanying Staff/Adults:.....
Number of Students: Male:..... **Female:**.....
Approved by:..... **Date:**.....

Generic Benefits	Specific Outcomes

Specific Activity	Possible Problems/Issues	Probable Benefits	Control measures, reasonable and practical steps to avoid or reduce problems/issues	Decision/Comments/Actions

Appendix 5

Risk Assessment Template

Title of the Activity:

Hazard/Risk Those hazards which may result in serious harm or affect several people	Those to whom harm may be caused Persons at risk from the significant hazards identified	Likelihood (H/M/L)	Control measures Controls, including briefings, actions by leaders / participants, qualifications / experience of supervisors)	Residual Risk (H/M/L)

Risk assessment performed by:

Date:

Appendix 6

Financial Arrangements

Visit Location:.....
Visit Date(s):.....
Visit Leader:.....
Number of Students: Male:..... **Female:**.....

Expenditure:					
Fixed Cost per student	£	No. of students	£	Total student cost	£
Fixed Cost per staff	£	No. of staff	£	Total staff cost	£
Travel costs					£
Accommodation					£
Insurance costs					£
Contingency	5-10%				£
Other:	To include: Entrance charges/Tickets/Meals etc not already covered by the cost to the student				£
Total Expenditure					£
Final Cost per student	£	No. of students	£	Total student cost	£
Final cost per staff	£	No. of staff	£	Total staff cost	£

Income:					
Income per student	£	No. of students	£	Total student income	£
Income per staff	£	No. of staff	£	Total staff income	£
Other:					£
Total Income					£

Financial arrangements approved by J MedvesekDate:

Financial arrangements approved by S ForemanDate:

Appendix 7

Parent/Guardian Consent for a UTC Visit

Details of visit to:

From:Date/Time:

To:Date/Time:

Medical Information about your Child

Any conditions requiring medical treatment, including medication? **YES/NO**

If YES, please give brief details:

.....
.....
.....

Please outline any special dietary requirements of your child and the type of pain/flu relief medication your child may be given if necessary:

.....
.....
.....
.....
.....

To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? **YES/NO**

If YES, please give brief details:

.....
.....
.....

Is your son/daughter allergic to any medication? **YES/NO**

If YES, please specify:

.....
.....

When did your son/daughter last have a tetanus injection?

.....

Name of Family Doctor:

Telephone:

Address:.....

.....

.....
.....

Please detail your son/daughter's swimming ability

.....
.....

Declaration

I consent to any emergency medical treatment required by my child during the course of the visit.

I will inform the Group Leader/Principal as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

Signed:Date:.....

Full Name (capitals):

.....

EMERGENCY CONTACT:

Name:

Work: Home:.....

Mobile:

Home Address:

.....
.....
.....

Alternative Emergency Contact:

Name:

Work: Home:.....

Mobile:

Home Address:

.....
.....
.....

THIS FORM MUST BE RETURNED TO YOUR ACTIVITY GROUP LEADER BY THE DATE AGREED

Appendix 8

Code of Conduct for out of UTC activities

To be read and signed by student and parent.

All participants on any out of UTC activity are entitled to expect that their safety will come first.

The following code of conduct sets out the UTC's expectations. It is a code of conduct that ensures safety and enjoyment for all involved in these activities.

Students should:

- Follow the rules established at the start of each activity, without fail and without question.
- Never leave the group whether indoors or out without permission from a responsible adult.
- Always be in a group of at least three.
- Be considerate and respectful at all times to all members of the group and the community.
- Remember that they are representatives of the family, their UTC, their community and their country, and behave accordingly.
- Be punctual.
- Avoid noisy behaviour at all times.
- Abide by the laws of the countries visited and comply with customs regulations.
- Not purchase or consume alcohol/drugs or cigarettes or potentially dangerous weapons or fireworks.
- Understand that parents will be informed as soon as is practicable of any breach of the code of conduct.

I fully accept this code of conduct.

Student's Name: (Block Caps.)

Student's Signature:

This code of conduct is a partnership of trust between staff, parent and child. If the group leader believes that the safety or enjoyment of anyone is at risk because of the behaviour or attitude of your child your child may be banned from an activity and/or you may be required to collect your child at your own expense. In these cases there will be no refund of monies paid.

I understand that if required I will collect my child from the activity at my own expense.

Name of Parent/Guardian:.....(Block Caps)

Signature of Parent/Guardian:

THIS FORM MUST BE RETURNED TO YOUR ACTIVITY GROUP LEADER BY THE DATE AGREED

Appendix 9

D of E Standards for Leadership

Cambridgeshire County Council's leadership standards for D of E Training and Assessed Expeditions are held on Evolve and need to be followed by D of E groups working under the Cambridgeshire D of E License agreement. These also can apply to other Academies, in terms of good practice. The standards are found on the Evolve guidance pages.