



# OFF-SITE VISITS AND OUTDOOR LEARNING POLICY AND PRACTICE

NETHERHALL MEAD

Policy Monitoring, Evaluation and Review

<b>Version:</b>	2
<b>Date created:</b>	20 Nov 2025
<b>Author:</b>	Jess Norman
<b>Ratified by:</b>	Sarah Naylor
<b>Date ratified:</b>	24.11.2025
<b>Review date:</b>	20 Nov 2027

Version	Date	Author	Summary of Changes:
2	Nov 25		Change of name to Netherhall Mead Academy throughout document Page 11 - Change of wording to 'accidents, incidents and near misses' Page 12 - Addition of 'Position adults near fire exits' to Buses section Page 13 - Addition of 'Strategically placed adults' to 'Young people lost or separated' section
Earlier version history is available on request			

## CONTENTS

1. The value and benefits of off-site visits
2. Policy and Practice
3. Management structure and lines of responsibility
4. Approval and notification of outdoor learning and off-site visits
5. Process of approval and notification
6. Staff Training and induction
7. Staff management and communications
8. Staff responsibilities
9. Staff competence
10. Consent and management of group information
11. Off site Visit procedures – All Visits/Activities
  - Pre-session/activity planning and considerations
  - During the Visit
  - Use of appropriate equipment
  - Management of on-going procedures
  - Groups ability and management
  - Incident management and containing emergencies
  - Illness and injury to young people and staff
  - Contact with animals, insects and plants
  - Indirect/remote supervision
12. Post Visit activity
13. Off-site Visit Procedures – Travel
  - By Foot
  - By Public Transport
  - By Car
  - By Coach and Minibus

### APPENDIX:

1. Off-site visit management categories (LCC)
2. Activity and levels of approval (LCC)
3. Definition of adventurous activities – all require LCC approval on evolve

## OFF-SITE VISIT AND OUTDOOR LEARNING POLICY AND PRACTICE

### **1. The value and benefits of undertaking off-site visits and outdoor learning**

Netherhall Mead Academy recognises the value of well planned and managed outdoor learning and off-site visits for young people:

“Whether an outdoor learning activity or experience is for a few hours, over a weekend or lasting many years, the chosen location, equipment and people involved can make each event unique. Research shows that people benefit from outdoor learning in all areas of life. Outdoor learning provides a highly effective way of addressing some of society’s key challenges:

#### Lifelong activity and learning

At the intrapersonal level: strengthening self-confidence through engagement with activities and the environment leading to lifelong participation and outdoor competence. Learning through experiences and developing skills, knowledge, character, resilience, and a positive approach to risk-taking.

#### Appreciating and valuing differences

At the interpersonal level: providing a safe and supportive setting to enhance social skills, appreciate and value difference. Making time to meet and interact with peers and role models from outside the home, school or work environment. Encouraging meaningful relationships across generations that foster tolerance, respect and kindness.

#### Sense of place and community

At the societal level: providing space for spontaneous, in the moment events that are driven by the needs and interests of self and others. Developing a sense of place leading to greater engagement with the community and an appreciation of the opportunities available to live, learn and work in the local area.

#### Care for the worldwide environment

At a global level: giving people a chance to ‘unplug’ and foster a connection that leads to respect and care for the natural world, an appreciation of biodiversity and sustainability, and pro-environmental behaviours.” (Institute of Outdoor Learning, 2021)

### **2. Policy and Practice**

This document is a statement of the procedures and guidelines in place to ensure that outdoor learning and off-site visits take place within a safe and meaningful context. In particular it ensures that:

- Off-site visits/activities have an identifiable benefit, with clear objectives.
- All those involved in the organisation and running of off-site visits/activities or outdoor learning will comply with OEAP National Guidance: **‘Offsite Visits and Adventure Activities’ (Health & Safety Management Standard – Schools, April 2021)** and school guidelines relating to the health and well-being of children and young people undertaking such activities.

- The management of all visits/activities will be based on the outcome of suitable and sufficient planning, with reference to both this document and the **Offsite Visits and Adventure Activities (April 2021)**
- Systematic written procedures, based on reasonable and sensible risk/benefit management process and underpinned by induction and training, support staff when leading outdoor learning. These procedures and any associated risk assessments are reviewed as and when necessary but not less than annually.
- Standards and procedures exist to ensure that staff and accompanying adults lead activities/sessions within their own proven area of competence.
- While undertaking outdoor learning it is the responsibility of all staff to ensure that the risk to participants is minimised by a process of continuous vigilance and ongoing risk management.
- Equipment used is fit for purpose and systematically checked, maintained and replaced when necessary.
- When appropriate, staff should hold an appropriate current first aid qualification and have access to a first aid kit at all times.

### **3. Management structure and lines of responsibility**

In compliance with both DfE 'Health and Safety: Advice on legal duties and powers' and LCC 'Offsite Visits and Adventurous Activities Policy', Netherhall Mead Academy have appointed a trained Educational Visits Co-ordinator (EVC) and will ensure they attend a refresher course every three years following their initial EVC training.

The Educational Visits Co-Ordinator is currently Liz Pilmore, Deputy Head.

The tasks of the EVC are outlined in the LCC Offsite Visits and Adventurous Activities Policy

The EVC is responsible to the Head Teacher, Sarah Naylor.

### **4. Approval and notification of Outdoor Learning and Off-site Visits:**

Every off-site visit or outdoor activity must be approved by the Head teacher or the Deputy Head teacher/EVC.

For the purposes of approval, off-site visits are classified into 3 categories:

**Category A** – Local and regular activities which are defined in this policy in terms of the nature of the activity and their location e.g. sports fixtures, swimming, local parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments etc

**All of these visits should be put on EVOLVE and will require approval from the Headteacher or EVC. One application can cover a range of visits or activities over a term (e.g. regular walks to the local shop).**

For the purposes of this policy, Netherhall Mead Academy defines 'regular and routine' (Category A) activity as:

*Those activities that take place as part of a planned curriculum, for example, visits to Libraries, Art Galleries, Swimming Pools and Leisure Centres, other City Schools, Sports Fixtures, all activities of a non-adventurous nature.*

That can operate within the following locations:

*Within the local neighbourhood or Leicester City.*

Beyond these areas of working it is recommended that the LCC Offsite Visits and Adventurous Activities Policy is used as a framework to plan and operate off-site visits and the visit becomes a category B visit.

**Category B** – Usually annual visits to attractions or locations beyond the City or County e.g. Visits to the seaside, major visitor attractions, UK cities.

All of these visits must be put on Evolve and approved by the Headteacher.

**Category C** – Includes: All **residential visits, visits abroad** and activities in **hazardous environments** or involving '**adventurous**' activities, see **Figure 3** for more detail.

All of these visits **MUST** be approved using EVOLVE by the EVC, Headteacher *and* Leicester City Council.

## **5. Process of Approval and notification for Category A & B visits.**

1. The visit leader must complete an Evolve form at least 20 working days in advance of the visit. Risk assessments must be attached for travel and activities that may be undertaken on the visit.
2. The EVC will check the form and submit to the Headteacher if everything is in order, or return the form for amending/additional consideration to the visit leader.
3. The Headteacher must then approve the visit.
4. On the day of the visit, the visit leader must leave the names of the pupils and staff on the visit with reception, along with the address of the venue and contact information.

**Category C** visits approval process:

**First stage Approval:**

EVC

**Second Stage Approval:**

Headteacher

**Third Stage Approval:**

Leicester City Council

For **Category C** visits, Visit Leaders should complete the following:

1. An Evolve form at least 8 weeks (40 working days) in advance
2. Risk Assessments that should include:
  - Travel
  - All Visits
  - Accommodation – if staying overnight
  - Any other Risk Assessment appropriate to the activity programme or location
3. Activity programme
4. Programme planning information, as appropriate.
5. Provider checklist or CLOtC Quality Badge.
6. Parental consent form completed

## **6. Staff Training and Induction**

All teachers and Level 3 teaching assistants will receive Visit Leader training through Evolve. Staff should also read EVOLVE Advice.

New employees will undertake induction training in relation to visits.

## **7. Staff responsibilities**

Staff are directly responsible for the well-being of young people and the quality of the experience they provide and they should have the minimum level of competence, as stated in this policy and LCC Guidance, for the activities they undertake.

## **8. Staff Competence**

- The Headteacher should be satisfied that staff are sufficiently competent to lead the activity/session. Specific levels of competence may be required depending on any activities being led.
- In addition, it is important that supervising staff are competent and understand their roles and responsibility and are briefed regarding the outcome of risk assessments. Appropriate levels of first aid cover must be available according to the activity and risk assessment.
- All staff in sole supervision of young people must have undergone suitable DBS checks as part of our recruitment procedures, including the taking up of references.

## **10. Consent and management of group information**

DfE guidance ('Health and Safety: Advice on legal duties and powers', 2014) states:

*“Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child’s education at school. However, parents should be told where their child will be at all times and of any extra safety measures required. Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. The Department has prepared a ‘one-off’ consent form which schools can ask parents to sign when a child enrolls at*

*the school. This will cover a child's participation in any of these types of activities throughout their time at the school. These include adventure activities, off-site sporting fixtures outside the school day, residential visits and all off-site activities for nursery schools which take place at any time (including during school holidays or at the weekend).*

*Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form."*

Netherhall Mead Academy will obtain written, informed consent for any activities that take place outside of the school day (sports fixtures/theatre visits/day visits that don't return within the school day), adventurous activities, residential and visits abroad.

- For **Category A - local regular and routine** visits, that are part of the curriculum, planned programme or life experiences, we will send a letter/action plan/lesson plan to parents outlining the range of off-site activities to be undertaken over a period of time. We will notify parents by letter or email of any of these visits in advance of the visit taking place.
- For **Category B visits**  
We will send a letter informing parents of the venue and nature of the visit and ask parents to sign a consent form. We may ask for voluntary financial contributions.
- For **Category C visits**, for example residential visits, adventurous activities or visits abroad, we will send a letter giving parents full details of the visit and activities that their child will be involved in. We will ask parents for updated information on any medical, dietary or special requirements. This is to assist safe inclusion of all participants.

We will ensure that appropriate enquiries are made of any establishment or company being used for residential or adventurous activities (using the Provider form, or the Council for Learning Outside the Classroom Quality Badge Scheme as guidance)

The Headteacher, EVC or other nominated member of staff should have access to the following information, prior to and during and off-site visit taking place:

- a) Names, addresses, dates of birth and phone number of all children taking part.
- b) Names of all staff attending, with contact phone numbers.
- c) Full details of the venue, Coach Company, departure and arrival times, with appropriate phone numbers.
- d) The staff member in charge of the visit should have easy access to emergency contact numbers of all parents/carers and the nominated establishment contact person.

Appropriate details should be placed in an accessible location or available electronically.

### **Taking copies of consent forms on visits**

There is no requirement for visit leaders to carry evidence of consent on visits in the UK, however, they **must** be taken on any visit abroad.

Refer to **OEAP National Guidance** documents: [Parental Consent](#)

- When planning the number of adults needed to lead/accompany a visit, the Visit Leader will undertake a risk assessment to inform the appropriate staff/young person ratios. This will be checked by the EVC.
- DBS checks should be obtained on all individuals helping on activities with children, as appropriate.
- Appropriate briefings and instructions will be given to the group and accompanying adults by the visit leader to ensure a safe and high-quality experience.

## **OFF-SITE VISITS PROCEDURES – ALL VISITS/ACTIVITIES**

### **Pre – session/activity planning and considerations**

Before any off-site activities are undertaken staff must ensure the following guidelines are followed:

- Ensure that the visit complies with this policy and **LCC Offsite Visits and Adventurous Activities Policy** (both the policy and a summary can be found in the Resources section of EVOLVE).
- It is recommended that a pre-visit should be made to any new venues, or by staff using existing venues for the first time.
- When additional specific planning and risk assessments are required, reference should be made to the Generic Risk assessments prepared by Leicester City Council, found on EVOLVE, in the ‘Resources’ section under ‘Guidance, Policies and Documents’.
- Ensure that parents/carers and young people are made aware of the nature, purpose and detail of the off-site visit/activity and are briefed/notified accordingly and consent obtained, as appropriate, see **section 10**.

### **During the visit the Visit Leader should:**

- Ensure the visit is managed in order that risks are reduced to staff and young people, as far as is reasonably practicable.
- Curtail the visit or stop the activity if the risk to the health and well-being of any participant reaches an unacceptable level.
- Ensure participants, including staff, are aware of the need to be involved in the process of on-going risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all time.
- Contact Netherhall Mead Academy or nominated contact person if you anticipate returning later than estimated.

### Use of appropriate equipment:

- Consider possible weather conditions and plan appropriate programme, clothing and equipment
- Provide clear information regarding suitable clothing and equipment to group members
- Check that appropriate equipment and clothing is being worn, and that it is suitable for the activity and prevailing conditions
- Plan for young people who may not bring suitable clothing – check before departure and/or bring spares

### Management of on-going conditions:

- Check the daily weather forecast and adjust plans accordingly.
- Carry out dynamic risk assessment during the activity.
- Be considerate to other site/venue users and seek advice on venues for off-site activities from their line manager.
- Ensure young people and staff are briefed about appropriate behaviour around likely hazards such as steps/stairs, slopes and areas that are wet etc.
- Ensure close supervision around such areas.
- Ensure there is no running around such areas.
- Check suitable footwear is worn by all.

### Group ability and management

- Pre-plan supervision before the visit and brief staff.
- Discuss itinerary, arrangements and code of conduct with young people and staff.
- Set ratios as part of the risk assessment, in line with national guidance and pupil level of need.
- Provide adequate supervision of young people, alongside other staff.
- Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc).
- During a briefing on the day, include what to do if separated from the group.
- Undertake head counts, particularly at arrival/departure points, and when separating and reforming groups.
- Obtain and have ready access to emergency contact numbers, information on medical conditions and any special requirements of group members.
- Circulate details of any pre-existing medical conditions and required medication amongst supervising staff.
- Ensure individual medication is taken on the visit and this is kept secure (e.g. Asthma inhalers)
- Ensure programme is arranged with due regard to mobility and SEND of all members of the group.

### Contact with animals, insects and plants

- Avoid known high risk situations.
- Take necessary action to avoid contact if encountered.
- Ensure those with known allergies carry medication.
- Ensure hands are washed after contact, especially before eating.

### Incident management and containing emergencies

- Ensure that provision is made for any incident, including First Aid, and a procedure is known and understood in the event of an emergency or other serious incident.
- Ensure there are sufficient supervisors to deal with an incident and take charge of the rest of the group.
- Young people and parents/carers should be reminded to bring individual medication where appropriate
- Mobile phones should be carried by staff.
- List of young people and contact details of parents/carers are held by the visit leader, deputy leader and school contact. After-hours emergency school contact and contact number must be available.
- Communicate the emergency plan for lost or missing young people to group leaders.

### Illness or injury – young people and staff

- At least 1 staff member with each group prepared to take lead in first aid. Check first aid certificate current, and that an appropriate first aid kit is taken.
- Staff must know and understand Netherhall Mead Academy's Emergency procedures. For staff this should be part of their induction training.
- First aid and travel sickness equipment is carried.
- Member of staff identified to remain at the venue or accompany young person/staff member to hospital if necessary. Return by staff/school vehicle or public transport. School emergency contact informed.
- Supervision re-organised to consider the member(s) of staff now missing.
- Group return home early if supervision levels fall below the required standard for safety to be maintained.

### During a visit accompanying adults will:

- Ensure they undertake the roles and tasks given to them so as not to put themselves or others at unacceptable risk.
- Be vigilant and continually monitor the pupils.

### During a visit all participants will:

- Ensure they co-operate with the visit leader or group leader and follow the instructions given to them in order to maintain the lowest acceptable risks to the health and safety of all participants.
- Develop their knowledge and understanding related to responsible participation in risk reduction.

## 12. POST VISIT ACTIVITY

Where appropriate, ensure that the visit is reviewed and evaluated. This review should include the result of all investigations into particular accidents, incidents and near misses as necessary.

Ensure that pertinent information acquired from or about the visit or activity is drawn to the attention of the EVC and shared with colleagues for consideration in the planning of future educational visits and activities.

## 13. OFF –SITE TRAVEL PROCEDURES

### BY FOOT

General considerations:

- ‘Walk on foot’ planned to avoid fast roads wherever possible.
- Pavements must be used and any road not having a pavement **will not** be used. The dangers of being on the road is explained to young people.
- Supervision on pavements, roads and especially crossing of any roads is pre-planned. Where possible, pedestrian crossings or footbridges should be used and young people made aware of the rules outlined in the Highway and Green Cross codes.
- Young people briefed regarding hazards and behaviour required.
- Consideration is given as to whether easily visible clothing could be worn by young people.

### BY PUBLIC TRANSPORT

Becoming separated and lost:

- Journey is planned and assessed – (key specific risk points identified at this point)
- Careful supervision particularly in crowded areas and entry, exit and change points with head counts.
- Young people know their group and leader(s) and the route they are taking.
- The safety of young people whilst waiting to be picked up and at drop off points or getting on and off transport must be considered.
- Young people should never be on their own.

Emergency and medical issues:

- Young people should be made aware of emergency procedures and should remain under the direct supervision of the group leader.
- Supervision ratios are appropriate to the needs of the pupils.
- Travel sickness pills can only be given if prior consent by parents/carers has been obtained.

#### Taxi:

- Parents/carers must be informed and consent given if young people are travelling without staff.
- Only 'Black Cabs' / Council Licensed cabs to be used.
- Ensure seat belts are used.

#### Buses:

- On double-decker buses staff should be positioned on both decks.
- Staff should be positioned near fire exits.
- Seat belts should always be fastened.
- Young people should not be allowed to walk around on a bus or coach .
- Young people should not be able to access to the driving area.
- Embarkation and disembarkation is supervised.

#### **BY CAR**

#### Check that:

- The driver has a current driving licence.
- The driver has business insurance.
- The vehicle is roadworthy and has:
  - valid road tax
  - current MOT certificate
  - been maintained in accordance with the manufacturer's recommendations

#### Restraint of occupants in vehicle:

- Seatbelts **MUST** be worn by all occupants of the vehicle.
- Booster/child seats must be used when appropriate.
- Each young person **MUST** be restrained individually by a seatbelt.
- Use the child locks (rear doors).
- Suitable restraints/child seats provided e.g. for young, small children  
N.B. the driver is legally responsible to ensure seatbelts are worn and may be prosecuted if a child under 14 years does not wear a seatbelt.

#### Being struck by loose objects:

- Loose objects must be secured, preferably in the boot, to prevent injury by 'projectiles' in the event of an emergency stop.

## **BY COACH AND MINIBUS**

Traffic accident – Injury to passengers:

- Coaches/minibuses have seat belts, which staff ensure are used.
- On double-decker coaches, supervisors should be positioned on both decks.
- Young people not to stand in the aisle or distract driver.
- All bags are secure and clear of exit routes.

Young people lost or separated - Service station and other breaks in journey:

- Care always taken to park in suitable place for disembarkation.
- Pupils reminded about the danger of moving traffic.
- Careful head count before departure.
- Strategically placed adults to ensure visibility.

Accident/injury due to poor supervision:

- Supervision within risk assessed ratios.
- Brief passengers on expected behaviour, e.g. not to distract the driver, to remain seated whilst vehicle is in motion, etc and action in case of emergencies.
- Loading should be from the front, with the rear seats only used when the coach/minibus is full.
- Suitable embarkation points used (e.g. wide pavement).
- Staff sit in different areas of the coach/minibus to ensure supervision of young people.
- If there is an incident involving young people on the coach/minibus e.g. involving behaviour, stop at the next service station to deal with it or come off at the next junction. Do not stop on the hard shoulder, except in an emergency.

Injury / disorientation in an emergency:

- Evacuation and emergency procedures are known by all before departure.
- Make sure luggage is stowed safely without blocking emergency exits.
- Make sure there is a mobile phone on the coach (if you are going abroad, take a mobile phone that works where you are going).
- Make sure young people are evacuated safely off and away from the coach and road if it has to pull onto the hard shoulder.

### **Action in case of injury or incident while travelling**

#### **On a normal road**

- On a normal road keep pupils safe by remaining on the transport if it is safe to do so.
- If not then move the young people to a safe location protected from oncoming traffic.

- When moving young people to a safe place follow the Highway Code and use staff to supervise the young people to avoid danger.
- Move those able to walk away from the scene of the accident, keeping them safe throughout. This will have to be assessed at all times.
- Follow school emergency procedures and deal with any casualties as best as you can until emergency help arrives.

#### **On a motorway**

- Get the party behind the side crash barrier as soon as possible.
- Those that cannot be moved safely to behind the crash barrier must remain in the vehicle, but move to the front. Ensure control room and rescue services know how many people are on the vehicle- and details of any special circumstances (e.g. number of wheelchairs etc).
- Follow school emergency procedures and deal with any casualties as best as you can until emergency help arrives.

### OFF-SITE VISIT MANAGEMENT CATEGORIES (LCC)

Category	CATEGORY 'A'	CATEGORY 'B'	CATEGORY 'C'
	REGULAR AND ROUTINE	OCCASIONAL OR 'ONE-OFF'	
Example	Local and regular activities which must be defined in terms of the nature of the activity and their location e.g. sports fixtures, swimming, local parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments etc	Usually annual visits to attractions or locations beyond the City of County e.g. Visits to the seaside, major visitor attractions, UK cities.	Includes all <b>residential visits, visits abroad</b> and activities in <b>hazardous environments</b> or involving <b>'adventurous' activities</b> .
Risk Management	If not covered by School/Establishment/Centre Policy, risk assessment and planning completed.  Enter on <b>EVOLVE</b> system or use <b>Consent</b> form, or similar.	Consider Generic Risk Assessments for: <ul style="list-style-type: none"> <li>• All Visits</li> <li>• Travel</li> <li>• Specific Activity being led or location working in.</li> <li>• Enter on <b>EVOLVE</b> system</li> </ul>	Consider Generic Risk Assessments for: <ul style="list-style-type: none"> <li>• All Visits</li> <li>• Travel</li> <li>• Accommodation</li> <li>• Specific Activity being led or location working in.</li> <li>• Check providers through Provider Form or CLOtC Quality Badge</li> <li>• Enter on <b>EVOLVE</b> system</li> </ul>
Consent	Covered by annual consent/notification to parents, is clarified in School/Centre Policy and is part of the curriculum/offer.	No consent required if part of the curriculum (schools only), but specific notification to parents/carers recommended.	Inform parents/carers through a <b>letter home</b> and obtain <b>Specific consent</b> from parents/carers.

#### Appendix 1

### ACTIVITY AND LEVELS OF APPROVAL (LCC)

CATEGORY	LEVEL OF APPROVAL	ACTIVITY	ENVIRONMENT / LOCATION
A	OVC and HEAD OF ESTABLISHMENT	<ul style="list-style-type: none"> <li>• Sports fixtures, within the county</li> <li>• School Swimming – formal teaching in life-guarded pools</li> <li>• Regular visits to libraries, places of worship, study support centres, local parks and open spaces, local shops etc.</li> <li>• Fieldwork in environments with no technical hazards. (e.g Abbey Park, Bradgate Park, Leicester City Centre etc.)</li> <li>• Visits to local/city museums and Space Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Local parks, residential areas and shopping areas.</li> </ul>
B	OVC and HEAD OF ESTABLISHMENT  MUST be entered on EVOLVE	<ul style="list-style-type: none"> <li>• Full Day Visits to museums, attractions and parks some distance from the City. (Conkers, Alton Towers, Farm Visits etc.)</li> <li>• Theme Parks and other tourist attractions</li> <li>• Seaside resorts</li> <li>• Zoos</li> <li>• Ice skating</li> <li>• Swimming in public, lifeguarded, pools</li> <li>• Walking in 'normal' country</li> <li>• London</li> </ul>	<ul style="list-style-type: none"> <li>• Walks in '<b>non-remote</b>' country <b>Non-remote Country</b> – enclosed farmland, fields, low land forest – not moorland, mountain (above 600m) and/or where it is possible to be more than 30mins from a road or refuge.</li> <li>• 'Water Margin' activity</li> </ul>
C	OVC, HEAD OF ESTABLISHMENT AND NCC  MUST be entered on EVOLVE	<ul style="list-style-type: none"> <li>• Any visit/activity involving a Residential (overnight stay) element including Camping and 'school sleep overs'.</li> <li>• Any visit abroad</li> <li>• Any visit involving 'adventurous activities', led either by a Centre, an outside provider or staff member (See Figure 2)</li> </ul>	<ul style="list-style-type: none"> <li>• Visits to hazardous environments</li> <li>• Overseas Expeditions</li> <li>• Any water-base activity</li> <li>• Any activity in Winter mountain conditions</li> <li>• Open Country/Remote terrain more than 30mins from a road (above 600m)</li> <li>• Near cliffs or steep terrain</li> <li>• Areas subject to extremes of weather or environmental change</li> <li>• Swimming in non-lifeguarded pools or open water</li> </ul>

### Appendix 2

**DEFINITION OF ADVENTUROUS ACTIVITIES – ALL REQUIRE LCC APPROVAL ON EVOLVE**

**ADVENTUROUS ACTIVITIES REQUIRING AN AALA LICENSE**

Rock Climbing Abseiling Ice Climbing Gorge Walking Ghyll Scrambling Sea Level Traversing (Coasteering)	Canoeing Kayaking Dragon Boating Wave Skiing White-water Rafting Improvised Rafting Sailing Windsurfing Kite surfing Use of powered craft All the above in 'specified' waters.	Hillwalking Mountaineering Fell Running Off Road Cycling Off-piste Skiing Pony Trekking – remote country Orienteering – remote country	Pot-holing Mine Exploration Caving
--	---	--	--

**NON-LICENSABLE ADVENTUROUS ACTIVITIES**

<u>Motorsports:</u> Quadbiking Go-Karts etc  Airsports  Horse Riding	Archery Rifle Shooting Fencing Martial Arts	<u>Remote areas:</u> Expeditions Fieldwork in 'remote country' and in water Open water swimming	Climbing Walls High Level Ropes Courses Snowsports Dry Slope Skiing Grass Skiing Water Skiing Snorkeling - Scuba Diving
--	--	---	---

These are not exhaustive lists. If you are in doubt about the level of activity you are undertaking contact the Educational Visits Adviser. If you are planning to undertake any of the activities outlined below, please contact the Adviser before making any bookings.

- **Paint Balling**
- **Air Sports – paragliding, parascending, gliding, parachuting**
- **Trampoline Parks**
- **high ropes**