

# Approval and notification for off-site visits and activities

Handbook for Educational off-site visits  
and all adventurous activities  
Section 1 Part 6

November 2014

## Approval and notification for off-site visits and activities

### **1. Visits and Activities requiring approval**

- 1.1. All visits or activities that take children and young people beyond the school or service boundaries require approval.
- 1.2. All adventurous activities regardless of location require approval.

### **2. Who is the employer?**

- 2.1. The Local Authority is the employer for all community, special and voluntary controlled schools, pupil referral services and all children and young peoples' services.
- 2.2. The governing body or similar is the employer for voluntary aided, foundation, academy, free & independent schools, private nurseries and childcare settings.
- 2.3. Voluntary aided and foundation schools within North Yorkshire who formally adopt the policy and procedures of the Local Authority agree to monitoring, auditing and approval of their visits and activities on their behalf. The governing body however remains responsible for health and safety.
- 2.4. Other schools and settings may subscribe to the advice and support of the Local Authority in order that they have access to competent advice as required under the Management of Health and Safety at Work etc. Regulations. As the employer they remain responsible for health and safety.

### **3. Initial approval in principal**

- 3.1. Visit Leaders should ensure that they gain initial approval in principal for any visit or activity from within the school or service and employer as required before commencing any detailed planning or entering any contract.
- 3.2. Headteachers or managers may delegate approval of some or all types of visit or activity to a trained and current Educational Visits Co-ordinator.

- 3.3. In addition to approval within a school or service any visit going abroad involving any commercial contract with a provider must be gain approval in principal from the Local Authority where it is the employer before any contractual agreements are signed or deposits are paid.
- 3.4. School or service staff who are proposing to lead any adventurous activity where the Local Authority is the employer must be approved to do so.

#### 4. Formal approval

- 4.1. Visit Leaders must ensure that they gain formal approval for all visits and activities according to their school or service policy.
- 4.2. All visits travelling abroad or any adventurous activity require approval from the employer.

#### 5. Notification

- 5.1. All visits and activities which take place off-site must be entered onto the notification and approval system at <http://visits.northyorks.gov.uk>
- 5.2. All adventurous activities regardless of location must be entered onto the system.

#### 6. Adventurous activities

- 6.1. Activities which are considered adventurous by the Local Authority are as follows: those listed in the Handbook in Section 1 Part 8 page 38 onwards, Duke of Edinburgh training practice and qualifying expeditions, archery and other target sports, underwater activities, airborne activities, high ropes and similar activities, and activities at sea not on ferries as part of a journey abroad.
- 6.2. This list is not exhaustive and clarification can be sought from the Local Authority.

#### 7. Interim arrangements for notification of adventurous activities

- 7.1. **All visits and activities abroad** continue to require LA approval. Select "This visit takes place outside the UK" under location.
- 7.2. **Off-matrix adventure** continues to require LA approval. For all activities not listed on the matrix in the Handbook select "This visit contains an adventure activity that is **not** included in the LA adventure activities matrix".
- 7.3. **Adventure.** For all other visits and activities which contain adventurous activities select "This visit contains an adventure activity". These will show as blue upon completion but with these changed arrangements **WILL REQUIRE APPROVAL**. Until approval has been granted these activities **must not** go ahead.
- 7.4. It is envisaged that the notification and approval system will be upgraded to automatically manage these new arrangements before the end of the current school year (2014/2015).