



Health and Safety Handbook Procedures for school visits

March 2020

Contents

1. Introduction	4
2. Definitions	4
2.1 The Duty of Care	4
2.2 Adventure Activities	4
2.3 Non-Approved Activities	4
2.4 Category A activities	5
2.5 Category B activities	5
3. Roles and responsibilities	5
3.1 Local Authority/Governing Body	5
3.2 Educational Visits Co-ordinator (EVC)	6
3.3 Headteacher	6
3.4 School Governing Body	7
3.5 Group Leader	7
3.6 Accompanying Teachers and Other Staff	9
3.7 Adult Volunteers and Voluntary Activity Instructors	10
3.8 Children/pupils	10
3.9 Parents/Carers	10
4. Planning a school trip	11
4.1 Introduction	11
4.2 Parental consent to off-site activities	11
4.3 Adventure activities using licensed providers	12
4.4 Trips abroad	12
4.5 Insurance	12
4.6 Medical forms	13
4.7 First Aid	13
4.8 Supervision and staffing ratios - general	14
4.9 Supervision for residential, sleepovers in school and visits abroad	15
4.10 Supervision - Special schools	15
4.11 Supervision during transport	15
4.12 Pupils not under Direct Supervision	15
4.13 Dismissal of Pupils Off-Site	16
4.14 Programme Planning	16

4.15	Head Counts.....	16
4.16	Emergency procedures	16
5.	Risk assessment	16
6.	Application process.....	17
6.1	Category A.....	18
6.2	Category B.....	18
7.	Annex A – Staffing ratios.....	19
8.	Annex B - Emergency Procedures – Group Leader	20
9.	Annex C – Emergency Procedures – Base contact.....	21
10.	Annex D – Medical form	22
11.	Annex E – Information and consent form.....	24
12.	Annex F – Application Form for Approval – Category A activity.....	25
13.	Annex G – Risk assessment matrix.....	28
14.	Annex H – Example risk assessment	29

Version

The table below shows the history of the document and the changes that were made at each version.

Version	Date	Summary of changes
0.1 (draft)	13 Sept 2019	First issue draft for CS consultation
0.2 (draft)	10 Oct 2019	Minor amendments to paragraphs 3.1 and 4.8
0.3 (draft)	25 Oct 2019	Addition of preface notifying major changes
v1.0 Final	29 Nov 2019	Issue for publication on Info 4 schools and to all Wandsworth Schools

Principal changes from previous procedure

1. All Schools must ensure that they appoint an Educational Visits Coordinator (EVC) and ensure this person attend a suitable training EVC course with a training provider accredited by the Outdoor Education Advisors Panel (OEAP). Where an EVC has not been appointed the Headteacher will assume the EVC's responsibilities.
2. The Health and Safety Team will be the approving body for all high risk activities. Application is to be made to safety@richmondandwandsworth.gov.uk
3. Unless a local, regular or short duration trip involves a dangerous element, there is no requirement to notify the Health and Safety Team of the visit however, any documentation relating to the visit must be retained locally.
4. The Health and Safety Team must be notified and approval sought for all high risk activities, namely:
 - activities involving an overnight stay either at or away from the school, in this country or abroad;
 - non-local visits to exhibitions, museums, theatres, libraries e.g. into central London;
 - visits to activity centres;
 - day visits involving activities near water (E.g. River, lake, canal), coastal or high risk areas i.e. mountainous areas or other such adventure activities; and
 - swimming in swimming pools where lifeguard cover is not provided
5. The Application Form for Approval has been modified.
6. The Risk Assessment form has been simplified and standardised with examples included.

1. Introduction

Richmond and Wandsworth Councils take the view that learning outside the classroom plays an important part in a young person's education and social development and that such work should be encouraged and supported.

The Councils do not wish to impose unnecessary rules and procedures on Offsite and Adventurous Activities, but it is important that they are well planned and executed with due regard to their legal context and established good practice.

Offsite school visits come in a variety of different shapes and sizes, from simple trips to local shops to multi-day overseas trips. Planning is an essential part of any visit and part of that planning may involve informing the local authority (LA). This guide will highlight the responsibilities of schools and the procedure for informing the LA where required.

2. Definitions

2.1 The Duty of Care

When staff are responsible for the care, custody and control of children and young people, they must take the same care that a reasonable, prudent and careful parent/carer would take in the same circumstances.

2.2 Adventure Activities

Adventure activities are activities that by their nature involve a higher level of risk to the participants, for example caving, archery, rock climbing, trekking, watersports, etc. The level of risk will be dependent on the nature of the activity, the venue, and the age, experience and special and additional needs of the participants. Most of this will be common sense but the Health and Safety Team will advise on whether a particular combination of these factors should be classified as Adventurous, requiring the approval from the Health and Safety Team

2.3 Non-Approved Activities

The following activities are not approved by Richmond and Wandsworth Councils:

- Paintballing
- Bungee jumping
- Base jumping
- Microlight parachuting
- Parascending
- Shooting – guns and crossbows

This list is not exhaustive and if there are any doubts regarding an activity the Health and Safety Team must be consulted prior to any commitment being made.

2.4 Category A activities

This is the high risk category where the Health & Safety Team are required to review the risk assessment completed by the Educational Visit Coordinator. They include:

- activities involving an overnight stay either at or away from the school, in this country or abroad;
- non-local visits to exhibitions, museums, theatres, libraries e.g. into central London;
- visits to activity centres;
- day visits involving activities near water (E.g. River, lake, canal), coastal or high risk areas i.e. mountainous areas or other such adventure activities; and
- swimming in swimming pools where lifeguard cover is not provided

2.5 Category B activities

This is the lower risk category and includes:

- local visits to exhibitions, museums, theatres, libraries;
- visits involving activities or fieldwork not near water;
- local surveys;
- sports or recreational events; and
- swimming in designated swimming pools with qualified lifeguard supervision.

3. Roles and responsibilities

3.1 Local Authority/Governing Body

Richmond and Wandsworth Councils, as the employer has a responsibility for the safety of its employees and for the children and young people in its care when they are participating in offsite activities. For Voluntary Aided and Academy schools this is the governing body.

The main responsibilities are exercised by the Corporate Health and Safety Team and are outlined below:

- approving (or disallowing) visits where the task of approval has not been assigned to establishment level;
- providing advice on visits generally and on adventure activities, expeditions and overseas visits;
- reviewing the risk assessments and arrangements of the visits that establishments undertake;
- reviewing policies and procedures in the light of lessons learned and sharing good practice with establishments;
- determining which visits will require Council approval and which may be approved by the establishment; and
- Children's Services to provide 24 hour emergency cover in the event of an incident.

3.2 Educational Visits Co-ordinator (EVC)

Each school must designate an EVC to help plan and manage all educational visits including the coordination of visit forms, and act as the first point of contact for parents and the LA. This member of staff should have undertaken an appropriate EVC course with a training provider accredited by the Outdoor Education Advisors Panel (OEAP). Where an EVC has not been appointed the Headteacher will assume the EVC's responsibilities.

The role of the EVC is to liaise with the Council to ensure that offsite and adventurous activity visits meet Council requirements, specifically;

- to assess the competence of leaders and other adults proposed for a visit, e.g. National Governing Body (NGB) accreditation, experience etc;
- to organise the training of Group Leaders and other adults going on a visit e.g. first aid, hazard awareness etc;
- to organise induction and training of Group Leaders and other adults taking children and young people on a specific visit;
- to ensure that the Group Leader carries a complete nominal roll including participants' names, addresses and parent/carer contact numbers and that the emergency contact at the establishment also has a copy;
- to organise the emergency arrangements and ensure there is an emergency contact for each visit;
- to keep records of individual visits including reports of accidents and near accidents;
- to review internal systems and, on occasion, monitor practice; and
- to ensure risk assessments are adequate and meet requirements.

3.3 Headteacher

- to delegate tasks to the EVC, having regard to the duties of the EVC as outlined;
- to ensure that arrangements are in place for the governing body to be made aware of visits as necessary so that appropriate questions can be asked regarding the visit;
- to ensure that the purpose of the visits are stated, and are consistent with the stated educational aims of the school;
- to ensure that any issues including actions highlighted in risk assessment have been satisfactorily resolved;
- to ensure that accreditation or verification of providers has been checked;
- to ensure that visits are evaluated;
- ensure that visits are approved as necessary by the Council before bookings are confirmed and any payments made;
- ensure that bookings are not completed until external providers have met all the necessary assurance and to ensure that specific items in the risk management are checked prior to departure;
- to ensure that the EVC keeps the Headteacher informed of the progress of the visit and that this information is relayed to Governors and parents/carers as necessary;
- to check that the EVC has designated an appropriately competent Group Leader who will meet the Council's criteria;
- to ensure that there is a contingency plan covering events that may affect the party e.g. staff illness, changes of route, accommodation etc.;

- to arrange for the recording of accidents and the reporting of emergencies as necessary;
- to ensure that the establishment has emergency procedures in place in the event of a major incident on any visit;
- to ensure that the emergency contact has the authority to make significant decisions. They should be able to respond immediately at the establishment base to the demands of an emergency and should have a backup person and contact number;
- to ensure that a copy of the nominal roll has been left with the emergency contact and that all parent/carer contact details have been accessed;
- to establish a procedure to ensure that parents/carers are informed quickly about incident details through the emergency contact rather than the media or via other children and young people; and
- to recognise that support must be provided by the Council's communication and marketing team when dealing with media enquiries

3.4 School Governing Body

The governing body will be involved in the overall approval process of any offsite visits and adventurous activities, and in ensuring that appropriate measures have been taken to ensure the safety of all concerned. The governing body should ensure that guidance is available to inform the establishments policy, practices and procedures relating to health and safety of children and young people on offsite visits. These should include:

- measures to obtain parent/carer consent on a basis of full information;
- procedures for incident and emergency management systems;
- to ensure that the Headteacher and the EVC are supported in matters relating to offsite visits and that they have the appropriate time and expertise to fulfil their responsibilities;
- ascertaining what governor training is available and take this up;
- agreeing the types of visit that they should be informed about and the procedures for approvals to be given;
- asking questions about a visit's purpose and objectives, how they will be met, and that they are appropriate to the age and abilities of the children or young people and that they are consistent with the school's stated educational aims. The governors should challenge the nature of the venture when the purpose and objectives are not clear or where the means to meet them do not appear to be realistic;
- to ensure that the Headteachers and the EVC have taken all reasonable and practicable measures to include children and young people with special educational, social or medical needs on a visit; and
- to ensure that early planning and pre-visits can take place and that the results can be acted upon.

It is not expected that governors should become directly involved in risk assessment and related matters unless they have an appropriate competence.

3.5 Group Leader

There should be one person who is designated as the Group Leader. The Group Leader is responsible for the planning, organisation, implementation and evaluation of the activity, which should be carried out in accordance with this Offsite and Adventurous Activities Guidance Manual.

The Group Leader has overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. All offsite visits and adventurous activities should be planned, staffed and implemented in such a way that the Group Leader and staff's Duty of Care towards the children and young people on the activity is fully discharged.

The Group Leader should have been approved by the Headteacher.

The Group Leader should undertake and complete the planning and preparation of the offsite visit including any adventurous activities and other duties as follows:

- appoint a deputy who is capable of assuming the role of Group Leader, if required;
- clearly define the role of each member of staff on the visit, and ensure all tasks have been assigned;
- be able to control and lead children and young people of the relevant age range;
- ensure that there is a competent instructor to instruct in activities;
- if possible be familiar with the location/centre where the activity will take place;
- be aware of child protection issues; ensure that adequate first aid provision will be available;
- undertake and complete a risk assessment and carry out on-going risk assessments during the visit;
- review regularly undertaken visits and activities and advise the Headteacher where adjustments may be necessary;
- have enough knowledge on the children and young people proposed for the visit to be satisfied that their suitability to attend has been assessed and confirmed;
- ensure that the ratio of supervisors to children and young people is appropriate for the needs of the group;
- consider stopping or modifying the visit if the risk to health and safety of the children and young people is unacceptable and have in place procedures for such an eventuality;
- ensure that all adult staff and volunteers have details of the establishment home contact;
- ensure that all adult staff and volunteers, and the establishment contact have a copy of the emergency procedures;
- meet with children to agree a code of conduct for the visit/activity and penalties for breaking them bearing in mind Duty of Care;
- work with the EVC to ensure that the offsite visit or adventurous activity meets the Councils' requirements;
- ensure all staff have approved relevant paperwork e.g. DBS certificate, mini-bus driver permit, car insurance and any adventurous activity qualifications that may be needed;
- ensure that staff have copies of all Medical and Consent forms within their group, including group lists and completed emergency procedures, when not within reasonable distance of main Centre. This means each mini-bus/car should have copies of medical forms etc. for their group (which could be in a sealed envelope). All Leaders should inform themselves of any medical condition and/or allergies of the entire group in case of emergency;
- ensure there are home contacts plus emergency contacts for outside office hours, and that they have full details of the trip, travel, accommodation, venues, activities, timings, copies of

the participants list, completed emergency procedures and how to contact the group in an emergency;

- ensure all reasonable steps are taken to keep children safe from harm either by exploitation, accident or through contact with members of the general public;
- in cases where lower levels of supervision are acceptable due to the nature of the activity, contact times should be arranged e.g. early morning and evening, plus where the group, location, and/or activity necessitates meeting on a more frequent basis;
- ensure they have enough knowledge of the children to assess their suitability for the venture both in temperament and skills required. The Group Leader has the responsibility to terminate any venture which they feel puts children or staff at risk or where the behaviour of members of the group is deemed inappropriate;
- ensure that any medication being taken by the children is kept safe and stored correctly and that it is administered correctly at the appropriate times and that a log of dosage is maintained;
- ensure that if staff need to administer medicine about which they have not been informed (e.g. hay-fever, anti-histamine or period pains, aspirin) they phone parents/carers and obtain permission before hand;
- ensure that staff do not administer medicine for which they have not been trained e.g. epi pens.;
- convene daily staff meetings to brief staff on programme changes, discuss concerns, and if necessary re-allocate roles and responsibilities. Staff have a supervisory responsibility for any group they take away even when not directly in contact with the group;
- notes should be made of any accidents or incidents with details of how they were handled including statements from staff. Incident/accident reporting system forms should be completed after return to home base;
- following the activity, an evaluation report should be completed including evaluations from the children and the report lodged with the project;
- ensure that the teachers, supervisors and activity instructors have the details of children and young people's special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- ensure that all staff are fully aware of what the visit and activities entail;
- brief all staff on the aims of the activity, group and individual roles and responsibilities of staff including outcomes of risk assessments undertaken; and
- ensure briefing letter/s are sent to parents/carers and, where appropriate for longer visits, residential visits, or more complicated activities, a briefing meeting should also be held.

3.6 Accompanying Teachers and Other Staff

Teachers, Support staff and other School staff support the Group Leader in delivery of the visit. They must:

- follow the instructions of the Group Leader and help with supervision and discipline;
- ensure the health and safety of everyone in the group and act as any reasonable parent/carers would do in the same circumstance;
- notify the Group Leader, if they think the risk to the health and safety of the children in their charge is unacceptable.

3.7 Adult Volunteers and Voluntary Activity Instructors

The duty of care applies to all who take responsibility for the children of others, but the law is likely to expect a higher standard of care from professionals and those who hold qualifications, because of their training and experience.

Adult volunteers are non-employees who may accompany the visit e.g. parents.

Voluntary Activity Instructors are non-employees who are competent to lead or instruct an activity e.g. a football coach.

Anyone used in this capacity must be approved in advance by the Headteacher and must have an up to date Enhanced Disclosure and Barring Service certificate.

The Group Leader must give clear and specific instructions to any Adult Volunteers and Voluntary Activity Instructors on the visit about their roles and responsibilities during the visit. Accompanying adults must:

- not be left in sole charge of children or young people except where it has been risk assessed and child protection procedures have been carried out;
- follow the instructions of the Group Leader;
- bring to the attention of the Group Leader any concerns about health and safety or discipline of the children at any time during the visit.

3.8 Children/pupils

The Group Leader must make it clear to children that they must:

- not take unnecessary risks;
- follow instructions of the leader and other supervisors including those at the venue of the visit;
- dress appropriately and behave sensibly and responsibly, especially where it is necessary to wear protective clothing and equipment;
- be sensitive to codes of conduct, local customs and cultural beliefs especially when in a foreign country;
- look out for anything that might hurt or threaten themselves or anyone in the group and tell the Group Leader or adult staff and volunteers about it.
- where required by the Group Leader, sign and conform to the requirements of a behaviour agreement/code of conduct and act responsibly at all times.

Any person whose behaviour may be considered to be a danger to themselves or the group may be stopped from going on the visit or in certain circumstances sent home.

3.9 Parents/Carers

Parents/Carers should be able to make an informed decision about whether their child should go on the visit. The Group Leader should ensure that the parents/carers are given sufficient information in

writing and that they are invited to any briefing sessions arranged for them. Special arrangements may be necessary for parents/carers for whom English is a second language.

Parents/Carers should also be informed as to how they can help prepare their child for the visit by:

- reinforcing the visits code of conduct/behaviour;
- provide the Group Leader with emergency contact numbers;
- sign the Medical and Consent form;
- give the Group Leader information about their child's emotional, psychological and physical health which might be relevant to the visit; and
- agree to any arrangements for sending a child/young person home and who will meet the cost, in the event that this becomes necessary.

4. Planning a school trip

4.1 Introduction

All trips, including local, regular or of short duration (one day or less) require a suitable and sufficient risk assessment specific to the trip. Where a visit has previously been made the risk assessment relating to that visit may be reviewed and, if all aspects are the same, used for the new visit. Similarly, generic risk assessments may be carried out and would require minor amendment/addition to be suitable for a specific visit. Unless a local, regular or short duration trip involves a dangerous element, there is no requirement to notify the LA of the visit however, any documentation relating to the visit must be retained locally. These documents will be sampled by the Health and Safety Team during the annual health and safety inspection.

The LA must be notified and approval sought for all Category A activities and if a visit meets any one of the following criteria:

- Non-local (including those in the UK as well as overseas)
- Non regular (less than once a term)
- Any visit that requires transport not owned by the school (i.e. public / hired coach etc)
- Any visit that involves hazardous environments or activities
- Any visit that includes one or more overnights stays

4.2 Parental consent to off-site activities

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. (Annex E)

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.

4.3 Adventure activities using licensed providers

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales.

4.4 Trips abroad

Schools need to consider their duties under health and safety law when planning trips abroad. Any injury to or death of a member of staff or a child outside Great Britain may be subject to the law of the land in which the injury/death occurred.

A school could still be liable under civil law for injuries to children that happen abroad as a result of negligence on the part of the school or its staff.

4.5 Insurance

The Council's Insurance Manager advises that schools probably do not need to buy extra Insurance for most school trips / visits (e.g. a day trip to a Museum, to the Theatre, etc.). The School will rely on their existing Insurance arrangements, e.g. Public Liability (PL) Insurance, the Insurance arrangements at the venue (e.g. an accident at the Museum which is due to the negligence of the Museum / its staff, should be covered by the Museum / their Insurer), or the Insurance arrangements enroute (e.g. an accident on the train / platform should be covered by TfL / National Rail etc.).

Where extra / separate Insurance is recommended is when:

1. the trip is for more than 24 hours, and / or
2. the trip is abroad, and / or
3. the trip involves hazardous activities (such as mountain climbing, abseiling, potholing) and the event organiser does NOT have PL Insurance, or Personal Accident Insurance covering participants.

In some cases voluntary aided schools may be covered by the insurance they have with their Diocese. If in doubt you should contact your Diocese for confirmation.

Separate School Trip Insurance is easily arranged by telephone with specialist Insurers such as Zurich Municipal : Tel: 01252 387 852

Email: community@zurichmunicipal.com

You need to provide them with details of the trip (by email) and they will respond with a form for you to complete so that they can provide a quotation / invoice. Please note that the process can take some time so please make sure that you allow for it in your planning.

It is the responsibility of the School to arrange any extra Insurance cover it decides to take out (following a risk assessment) directly with the Insurer: the Council's Insurance Section is not involved in this process.

If the school is unclear or needs advice, on this or any other Insurance issues, please contact the Insurance Team : Tel: 020 8871 6413/6414

Email: insurancegroup@richmondandwandsworth.gov.uk

4.6 Medical forms

A medical form (Annex D) must be completed for all category A journeys. A copy of the form should be issued to and completed by parents 3-4 weeks before the journey.

Pupils with specific medical needs, e.g. epipens, should be treated as if on a Category A journey for any visit or journey and medical information taken with the staff member, who should be trained, confident and willing to administer the medication as required.

4.7 First Aid

The level of first aid cover should be ascertained through risk assessment. The level of first aid cover will be proportional to the level of risk presented by the visits or journey. However, it is recommended that there should be a staff member or other adult who has an up to date qualification having completed an Emergency First Aider qualification (1 full day) or a full First Aid at Work Course (3 full days), on all category A school visits and journeys. It is also recommended where reasonable to provide first aid cover for category B trips where risk of injury can be foreseen. Further, if you are taking any child with a serious medical condition, a first aider or emergency first aider should be taken as a precaution.

If this is not possible for a first aider or emergency first aider to attend a Category B visit, then there must be a first aid plan in place.

In assessing the first aid requirements you will need to consider:

- the type of activities to be undertaken and anticipated injuries;
- any medical or special needs of group members;
- proximity of nearest emergency services and access to emergency services;
- past accident rates or incidents; and
- potential impact on the visit / journey an injury may have

Foundation age paediatric cover

In addition to these requirements any school journey / trips involving foundation aged children are required to take on the journey a paediatric first aid qualified staff member. This requirement is set out in the 'Statutory Framework for the Early Years Foundation Stage'.

4.8 Supervision and staffing ratios - general

Staffing ratios will need to be set for each visit or journey. The level of cover required is based on risk the assessment and takes into account:

- the nature and duration of the activity;
- gender and ability of the group;
- the ages and characteristics of the pupils - particular regard will need to be given to very young pupils and pupils with special educational needs;
- the skills and experience of the teachers;
- the nature of any activities been undertaken and their suitability
- the availability of external assistance;
- The competence and behaviour of children; and
- particular factors arising from preliminary visits and risk assessments.

Where participants include children or young people of both sexes, they should be accompanied as far as it is possible by both a male and female member of staff. Where a single sex group has only one member of staff then they should be of the same sex. The following exceptions apply;

- where a group of no more than 6 participants are involved in an activity lasting less than twenty four hours and not including an overnight stay,
- where appropriate adult help is available at the group's venue and only the journey involves adults of one sex being present.

It is not possible to set staffing ratios which cover all situations. The Local Authority has, however, established indicative ratios for visits and journeys which should normally be regarded as minimum requirements and should be considered as part of the risk assessment.

Organisers need to exercise flexibility and professional judgement on all occasions; this applies particularly in the areas of risk assessment. High standards and safety remain paramount and if an activity cannot be appropriately staffed it should not take place.

The ratios, set out in Annex A, comprise staff members and other adults who can be teachers or responsible adults such as non-teaching staff, parents and students undergoing initial teacher training, etc.

4.9 Supervision for residential, sleepovers in school and visits abroad

Supervision will need to cover 24 hours a day and all staff members and other adults must be aware of this fact. Providing adequate cover can be maintained, staff may have “time off”. However, communication systems must ensure that all staff are contactable at all times. At least one member of the on-duty staff should be acting as Party Leader at that time with the necessary qualification/experience for undertaking the responsibilities of that role. It should be remembered that an off-duty adult could be called on-duty in an emergency at any time. An off-duty teacher or supervisor should therefore not consume alcohol which impairs their ability to act in a supervisory manner or impair their judgement in any way.

There must always be a minimum of two staff members on journeys involving an overnight stay. Particular attention should always be given to staffing arrangements on those journeys where it is proposed that teachers will be outnumbered by volunteers, e.g. in terms of the knowledge of and familiarity with the pupils.

Mixed groups of boys and girls should be accompanied by male and female teachers. Where this is not possible, parents should be consulted in advance.

Staffing levels must always take into account how emergency situations will be managed and this should include the need for a pupil having to be sent home. It should be ensured that the staffing ratios are not reduced so as to jeopardise the safety of the remaining pupils.

4.10 Supervision - Special schools

The head teacher/ Educational Visits Co-ordinator needs to agree with the visit/journey leader the ratio of adults to pupils taking into account the individual needs of the pupils, and the nature of the visit/journey.

4.11 Supervision during transport

To ensure that the driver of a minibus or coach is able to undertake their duties as a driver they must not be counted towards the staffing ratio.

Driver supervision may be sufficient if a small number of older children (Key Stage 3 – 4) are being taken on a short journey as part of a local sport fixture.

4.12 Pupils not under Direct Supervision

The proposal for any individual pupil to undertake an activity independently without direct supervision needs to be properly assessed in terms of their skills and experience. Parents should always be fully informed of the aims and objectives of this independent work and have signified their agreement to it as part of their consent to the visit/journey.

4.13 Dismissal of Pupils Off-Site

The dismissal of pupils off-site at the end of a visit/journey must be cleared in advance with parents as part of their consent to the visit/journey. No pupils must be left on their own following a visit if the parents are expected to collect their child.

4.14 Programme Planning

When drawing up a programme of activities, organisers should bear in mind the duration and intensity of the activities; the age and experience of the pupils; and the need for breaks and relaxation for both pupils and supervisors. The more strenuous the programme, the more rest and sleep pupils will need. Programmes should be flexible and capable of being changed should circumstances require this.

4.15 Head Counts

A programme of activities should include specific requirements for the frequent checking of pupil numbers, i.e. head counts. This should be done every time there is a transition.

4.16 Emergency procedures

Schools must have an emergency response plan that covers what to do if there is an incident away from school. Schools must also have a communications plan that covers how routine communications should be handled, including regular check-ins and calls to reassure people.

Any minor accident to either a pupil or adult should be recorded and a report made to the Health and Safety Team on return using the standard incident reporting process.

A major incident or accident must be reported immediately to the school contact who will liaise with the Local Authority.

Further detail is contained in Annex B for Group Leaders and Annex C for school base contact person.

5. Risk assessment

Risk assessment is nothing more than a careful examination of what could cause harm to people. It can then be decided whether everything reasonably practicable has been done to prevent harm.

The organisers of each visit and journey should assess risks when planning journeys and visits. The risk assessment should be an ongoing process undertaken by accompanying staff, in liaison with staff providing any services throughout the journey/visit. The risk assessment should be based on the following considerations:

- what are the hazards;

- who might be affected by them;
- what safety measures need to be in place to reduce risks to an acceptable level;
- can the group leader put the safety measures in place;
- what steps will be taken in an emergency, e.g. road traffic accident, member of staff being admitted to hospital etc.

Organisers need to list all the activities that are part of the entire journey or visit e.g. travel; sleeping arrangements etc. and complete an assessment for each. These assessments for Category A journeys and visits need to be sent to the LA with the relevant form six weeks in advance during term time. When the assessment is updated on an ongoing basis this does not need to be sent to the LA but must be locally recorded.

Risks should be assessed using the matrix at Annex G taking into account:

- the type of activity and the level at which it is being undertaken;
- the location;
- the competence, experience and qualifications of school supervisory staff;
- the ratio of competent, experienced and qualified centre staff to pupils;
- the age, competence, fitness and temperament of the pupils;
- seasonal conditions, weather and timing; and
- the controls put in place.

It should be ensured that any issues identified by the exploratory visit have been resolved within the risk assessment.

Organisers carrying out the risk assessment should record it and give copies to all teachers/supervisors on the visits/journeys, with details of the measures they should take to avoid or reduce the risk. The LA, head teacher and governing body should also be given a copy as appropriate to the category of the visit/journey and who gives approval. It can then be seen that effective planning has taken place.

Frequent visits to local venues such as swimming pools may not need a new risk assessment every time. A generic assessment of the risks of such visits should be made at regular intervals and careful monitoring should take place. Nevertheless, it is essential not to become complacent.

It is the duty of the provider e.g. school journey centre to issue risk assessments for specific activities and on site arrangements and these are usually obtained through their website. Copies should be sent to the Health and Safety Team with the school risk assessment.

Model risk assessments are reproduced in Annex H.

6. Application process

To ensure that suitable and sufficient risk assessments are completed and that appropriate controls are implemented the local authority is required to review all high risk activities and monitor low risk school visits. To help identify which trips / journeys need reviewing two distinct categories of trips / journeys have been detailed. High risk activities are those falling under category A and require formal review and approval by the Health & Safety Team, whilst Category B trips only require school authorisation but a sample will be reviewed by the Health & Safety Team during annual health and safety inspection and audit.

6.1 Category A

This is the high risk category where the Health & Safety Team are required to review the risk assessment completed by the Educational Visit Coordinator to ensure the arrangements will suitably and sufficiently mitigate any risks. The school is responsible for ensuring that risk assessments have been carried out and submitted at least four - six weeks (during term time) in advance, together with a copy of the application form. All application forms (Annex F) and risk assessment documents are to be submitted using the safety@richmondandwandsworth.gov.uk email address. The H&S Team will review and acknowledge the risk assessment and email back with formal approval where the application is compliant. If the Health & Safety Team identifies deficiencies within the risk assessment a return email will be sent, detailing the nature of the deficiencies and required information. It is the responsibility of the school to ensure that any deficiencies identified by the Health & Safety Team are addressed and the risk assessment re-submitted and that approval is obtained prior to the trip taking place.

6.2 Category B

Category B is deemed to be all lower risk visits. The school is responsible for all aspects of the trip and ensuring a risk assessment is in place.

The school must actively manage category B visits, completing risk assessments in the same manner as they would for Category A journeys. The head teacher, together with the EVC, is responsible for ensuring all risk assessments have been completed and are deemed suitable and sufficient

The Corporate Health and Safety Team may request copies of Category B risk assessments as part of its role in monitoring safety management within schools.

7. Annex A – Staffing ratios

Activity	Qualifications/staffing	Maximum number of children per adult	Notes
Local visits – in the local area, close to support at the base	<ul style="list-style-type: none"> an experienced group leader (recommended) other qualified leader(s) (numbers as required) other responsible adult(s) in support a minimum of two leaders required, unless exceptional circumstances are agreed 	under 5 1:6 under 8 1:8 8-under 18 1 per activity or supervision group (maximum 1:20)	A minimum of one qualified leader is needed for every group or class. They can then be supported by other qualified leaders or responsible adults.
Day visits – more than 60 miles or one hour from base	<ul style="list-style-type: none"> an experienced group leader (recommended) other qualified leader(s) (numbers as required) other responsible adult(s) in support a minimum of two leaders required 	under 5 1:6 under 8 1:8 8-under 18 1 per activity or supervision group (maximum 1:12)	Minimum ratios are not recommended ratios. Small working groups of 6-12 remain the target. Leaders should reflect the gender of the group.
Residential visit, UK or abroad	<ul style="list-style-type: none"> an experienced group leader other qualified leader(s) (numbers as required) other responsible adult(s) in support a minimum of two leaders required large or complex visits must have an experienced leader 	under 5 1:6 under 8 1:8 8-under 18 1 per activity or supervision group (maximum 1:12) These ratios do not include the centre/ residential base staff	As above, however it is recommended that the ratio of qualified leader to responsible adult support is low, at 1:1 or 1:2. Where the visit is part host family, part residential, the residential conditions should apply. Leaders should reflect the gender of the group.
Open Country <ul style="list-style-type: none"> working by water away from a road or building 	<ul style="list-style-type: none"> experienced activity leader, Open Country qualified qualified leaders, Open Country qualified other qualified leaders volunteer(s) and other responsible adult(s) 	under 5 1:6 under 8 1:8 8-under 18 1 per activity or supervision group (maximum 1:12)	Overall group sizes above 20 are not recommended at any one location at the same time (supervision and sustainability issues). Similarly large groups should not be moving together or in convoy. The number of qualified Open Country leaders will depend on the risk assessment. By water, each group must have someone Open Country/throw bag trained and competent.

8. Annex B - Emergency Procedures – Group Leader

A serious accident or incident is defined as:

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury; or
- circumstances in which a group member might be at serious risk or have a serious illness; or
- any situation in which the press or media are or might be involved.

Action

- 1 Assess the situation.
- 2 Protect the group from further injury or danger.
- 3 Render first aid or other service as appropriate.
- 4 Call rescue services (999) and/or police as appropriate.
 - State the nature of the emergency.
 - Give your name, address/location and telephone number, followed by:
 - the location of the incident
 - the nature of the incident
 - the names of the individuals involved
 - the condition of those involved and where they are located.
- 5 Phone your base contact person (as soon as possible) and:
 - give clear information about the situation
 - your location
 - your actions to date
 - your telephone number
 - request him/her to alert the Education Officer.
- 6 If it is not possible to reach your base contact person, telephone the Children's Services Department's emergency number as follows:

Office hours: **020 8871 7974**

Mobile: **07767 256 773**

Other times: **020 8871 6900**

The operator will take the details and then contact the Education and Social Services Officer who will then be responsible for all future liaison with the group.
- 7 It is probable that both the leaders and young people will be in a state of shock, therefore:
 - remove remainder of the group to some secure accommodation and place under the care of a member of staff able to protect them from the attention of the press/media
 - if necessary, request the police to assist
 - calm and comfort the young people and arrange for their evacuation.
- 9 Do not make any statements to the press/media or allow anyone else to make statements other than expressions of sympathy.
- 10 Do not allow group members to telephone home until contact has been made with the Education and Social Services Department.
- 11 Retain all equipment involved in an unaltered condition.
- 12 Do not allow anyone to see any group member without an independent witness being present.
(No-one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.)

Refer all press/media enquiries to the Council's Press Office: **020 8871 6031** or **020 8871 6173** during office hours or Mobile: **07341 777267** or **07879 486212**

My base contact person for this activity is:

Name

Telephone.....

9. Annex C – Emergency Procedures – Base contact

A serious accident or incident is defined as:

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury; or
- circumstances in which a group member might be at serious risk or have a serious illness; or
- any situation in which the press or media are or might be involved.

Action

1. Record the telephone number of the group leader and the group. Listen carefully and write down:
 - what happened
 - to whom
 - where
 - when
 - what has happened since the incident.
2. If the contact person is not the head of your establishment, inform them or a senior member of staff of the relevant details as soon as possible.
3. Telephone the Children's Services Department's emergency number as follows:

Office hours: **020 8871 7974**

Mobile: **07767 256 773**

Other times: **020 8871 6900**

The operator will take the details of:

- name of the person making the call
- telephone number of the person making the call
- the name of the group involved
- the nature of the emergency.

The operator will then contact the Education Officer, who will be responsible for all future liaison with the group, with your help.

4. Not only must the parents of any injured young person be notified as a priority, but arrangements should be made for all parents to be contacted regarding the safety of their particular child(ren).
5. If necessary, assistance should be given to transport parents to their injured child if he/she is hospitalised.
6. If necessary, an incident centre should be established as soon as possible. Each school/youth area should have a planned location for this eventuality.
7. Refer all press/media enquiries to the Council's Press Office: 020 8871 6031 or 020 8871 6173
Mobile: 07341 777267 or 07879 486212 - beware of wily attempts to extract information from you.

All base contacts must have by their telephone:

- lists of all group members (including adults) together with the addresses and telephone numbers of their next-of-kin
- complete details of the itinerary
- telephone numbers of senior staff from the establishments concerned.

10. Annex D – Medical form

Has the participant had any of the following?

Asthma or bronchitis	Yes	No	Allergies to any known medication	Yes	No
Heart condition	Yes	No	Any other allergies, e.g. material, food, etc.	Yes	No
Fits, fainting or blackouts	Yes	No	Other illness or disability	Yes	No
Severe headaches	Yes	No	Travel sickness	Yes	No
Diabetes	Yes	No	Regular medication	Yes	No

If the answer to any of these questions is Yes, please give details:

.....
If it is considered necessary, do you agree to mild painkillers (e.g. Paracetamol) being administered? Yes No

Has the participant received vaccination against Tetanus in the last 10 years? Yes No

Is the participant receiving medical or surgical treatment of any kind from either their family doctor or hospital? Yes No

Has the participant been given specific medical advice to follow in emergencies? Yes No

If the answer to either of the last two questions is Yes, please give details here (including name and dosage of any medicines/tablets):

.....

.....
In the event of any illness or medical treatment occurring after the return of this form and prior to the activity, I undertake to inform the group leader.

Signed: (for participants under 18 years of age)
Person with parental responsibility

Please print name here:

Signed: (for participants aged 18 years or over)
Participant

Date:

Consent for taking images

During our visit or venture we are likely to take pictures and videos. We would like to use these in presentations, displays or in our own booklets, newsletters or publicity.

In the event of any images of my child/me being taken, I consent to them being used for educational purposes Yes No

I understand that if my child is/I am easily identifiable (e.g. a close facial shot) I will be informed first.

I consent to the images being used on the website Yes No

Signed: (for participants under 18 years of age)
Person with parental responsibility

Signed: (for participants aged 18 years or over)
Participant

Date:

11. Annex E – Information and consent form

Name of establishment

Personal details

First name of participant Surname

Date of birth Age Tick if aged 18 or over ☐ male / female

Address

..... Post code

Name of next of kin

Next of kin address during the activity (if different from above)

..... Post code

Contact no: Home Work Mobile

Name and address of participant's doctor

Telephone no NHS no (if known)

Consent for the visit or venture

The visit or venture toDate of visit

I confirm that I have parental responsibility for

He/she is in good health and I consider him/her to be capable of taking part in the activities set out

in your letter dated I acknowledge receipt of a copy of the insurance synopsis. I consent to him/her taking part in the programme detailed in your letter.

In the event of illness or accident, I consent to any necessary medical treatment, which might include the use of anaesthetics.

Signed

Please print name here

Address

..... Post code

Any additional information required

12. Annex F – Application Form for Approval – Category A activity

Application for approval for Category A activities (i.e. all educational visits, residential visits, sporting and hazardous pursuits)
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From			
Establishment			
Address (For Correspondence)			
Post code			
Tel no		e-mail	

Date of outward journey		Date of return journey	
Mode of travel			
Destination or places to be visited (postal address)			
Country(ies)			
Type of accommodation		Has it been used by you before	Yes / No

Purpose of journey / visit and specific educational objectives			
Details of the programme of activities Please give full details of your plans for each day or attach a copy (including itineraries, routes and special safety measures / equipment, campsite grid references...)			
Previous experience of this venture			
Have you pre-visited the site(s)?	Yes / No	Has a written risk assessment been completed?	Yes / No

If no pre-visit, how will preparatory information be sought?	
--	--

Emergency contact person(s) telephone number(s) at home (out of office hours) – (only one required if just one overnight involved.)	
Contact Person 1	
Contact Person 2	
Emergency contact number at destination	

Name of tour operator or company used			
Tel no			
Type of financial bonding (e.g. ABTA, ATOL, IPT)			
Travel arrangements (e.g. coach), name and Tel no of company			
Name of driver if self-drive transport is to be used		Is the instructing or leading to be undertaken by Centre or Tour Company staff	Yes / No
Name of Insurance Company providing cover			

Name of party organiser		Gender: M / F
Name of party leader		Gender: M / F
Name of deputy party leader		Gender: M / F

Name(s) of your professionally qualified staff, e.g. teacher, youth worker			
Name (group leader first)	Gender M / F	Any activity qualification held relevant to the venture, e.g. Open Country, DoE	Date obtained / updated
<i>Please indicate if any staff will not be present throughout the venture</i>			
Number of support adults (volunteers or other responsible adults)			
Male		Female	

Names of First Aiders	
-----------------------	--

Pupil numbers						
Males		Age range		Including		Over 18 years
Females		Age range		Including		Over 18 years
Names of group members with specific disabilities						
Have any special arrangements been made?						
Proposed hazardous pursuits (if any)						

Adult / pupil ratio		Teacher / pupil ratio	
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Recommendations for approval

This approval confirms that we consider the event to have 'significant educational value' and that the arrangements are in accordance with the appropriate Council regulations. We confirm that the party leader and other appropriate staff have read the relevant sections of Outdoor Education Regulations and Guidance and the safety regulations for the appropriate activities as defined in Safety in Hazardous Pursuits: Regulations and Guidance.

School			
Trip to		Date of trip	

1. Head of establishment

Signature		Date	
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2. Governing body representative

Signature		Date	
-----------	--	------	--

Please email the completed and signed form and to: safety@richmondandwandsworth.gov.uk

Note: Please ensure that you have the two approval signatures required in 1 and 2 above.

13. Annex G – Risk assessment matrix

			Severity		
			Slight harm (1)	Moderate harm (2)	Extreme harm (3)
			Health	Nuisance and irritation, e.g. headaches Temporary ill health leading to discomfort	Partial hearing loss, asthma, ill health leading to permanent minor disability Severe life shortening diseases, permanent disability Acute fatal diseases, permanent total disability
			Safety	Superficial e.g. bruises Superficial e.g. minor cuts, eye irritation	Lacerations, burns, concussion, minor fractures e.g. fingers/toes Multiple injuries, major fractures Fatal injuries
Likelihood	Unlikely (1)	Isolated or "one off" occurrence Unusual but may have happened before	VERY LOW	LOW	MEDIUM
	Likely (2)	Will probably occur several times a year	LOW	MEDIUM	HIGH
	Very likely (3)	Recurring and frequent, predictable	MEDIUM	HIGH	VERY HIGH

Very low (1)	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
Low (2)	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
Medium (3-4)	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period (usually no greater than within 3 months). Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
High (6)	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period (usually no greater than within 1 month) and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
Very high (9)	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited. The H&S Team must be consulted.

14. Annex H – Example risk assessment

RISK ASSESSMENT AND RISK MANAGEMENT RECORD				OFF-SITE ACTIVITIES AND EDUCATIONAL VISITS				
Establishment		Location/Address/ Purpose of trip/				Date		
Name of person undertaking RA and date of pre-visit		Date of initial assessment		Planned review date				
Date of trip		Time leaving		Time returning to school		Group size (Children)		
Leader Including school phone no.		Other staff & adult helpers (indicate roles e.g. teachers, support staff or parents Including phone nos where necessary				Adults: children ratio	No of Boys	No of girls
Second in command								
Person responsible for any medication		Basic itinerary listing approximate times in different locations						
Person responsible for First Aid								
Are lunch facilities and toilets available?								

Hazard	*Hazard/**Risk	Initial risk Severity x likelihood	Individuals affected	Control Measures in place	Residual risk Severity x likelihood
Journey/Travel					
Travel (Type & route)	Coach to xx – delay on route, coach breaks down, accident, child takes ill.	2x2=4 Medium	Children and Staff	<ul style="list-style-type: none"> • Mobile phone service • Qualified first aiders • Routes take coach via large built up areas • Provide a sick bucket, water, cups and paper towels • Sit those prone to sickness or disruptive behaviour at the front or with accompanying adult • Frequent checking of seatbelts and seating arrangements. Rearrange if necessary • Staff to maintain firm control on the bus • In case of accident etc where children must vacate the bus etc, full list of each child's name and who is responsible for them is available to all staff who are aware of who they are responsible for and also that the children know who they are supposed to be with. 	1x2=2 Low
Alternate plans in the event of transport disruption	Managed by coach provider Possible delays Weather (no air conditioning)	2x2=4 Medium	Children and staff	<ul style="list-style-type: none"> • Mobile phone service • Communicate change in route to contacts at school • Monitor journey through GPS 	1x2=2 Low
Medical Needs	Children and staff with identified medical needs Possible illness	2x2=4 Medium	Children and staff	<ul style="list-style-type: none"> • All medical details available and signed off by parents. • Any administration of medication recorded • All staff aware of medical conditions. 	1x2=2 Low

Behaviour	Poor behaviour Possible damage/injury	2x2=4 Medium	Children	<ul style="list-style-type: none"> • No children with behaviour issues in attendance • School behaviour policy is applied rigorously and usual sanctions remain in place • Children reminded at each demarcation point re their behaviour in public places 	1x1=1 Very low
Supervision	Groups sizes	2x2=4 Medium	Children	<ul style="list-style-type: none"> • 1:12 as issued in council guidance • Movement to and from coach is controlled • Movement to and from toilets is controlled at service station with staff in toilets and outside to supervise lining up. • All farm groups have staff member and farm member 	1x2=2 Low
Site and its environment					
Dormitories	Sleeping arrangements Children wandering	2x2=4 Medium	Children	<ul style="list-style-type: none"> • Careful consideration to dorms • Fire drill to ensure children know what to do in an evacuation. • Checking of dorms 3 times daily 	1x3=3 Medium
Activities All activities are risk assessed by the setting	Infections from animals	2x3=6 High	Children and staff	<ul style="list-style-type: none"> • HSE guidelines complied with by setting • No food outside communal areas • Handwashing modelled and monitored on all occasions in designated areas • Check that all cuts, grazes etc are covered with a waterproof dressing. • Do not put face near animals. • Do not suck fingers or put hands, pens etc in their mouths etc. 	1x2=2 Low
	Injuries from animals	2x3=6 High	Children and staff	<ul style="list-style-type: none"> • Always ensure there is adequate supervision of children • Remind children that all animals have the potential to bite and are unpredictable and that it is important to read and understand signage (where practicable or to be relayed by supervisor). Remind them of the dangers of being bitten, knocked over or trodden on. • Listen to supervisors carefully 	1x2=2 Low

				<ul style="list-style-type: none"> • Not to allow children to chase, frighten or torment animals. 	
	Machinery	2x3=6 High	Children and staff	<ul style="list-style-type: none"> • Children do not have access to machinery • Adults to ensure that children do not go near or play on any machinery. 	1x2=2 Low
	Members of the general public	2x3=6 High	Children	<ul style="list-style-type: none"> • Clear instructions to be given to children and supervisors about the importance of not talking to strangers • Children should be supervised at all times so they are not put into a vulnerable position with the general public 	1x2=2 Low
	Play areas (indoor and outdoor)	2x2=4 Medium	Children	<ul style="list-style-type: none"> • Children must be supervised in outdoor play area • Children must not take food or drink into the play area • Children must change shoes when entering the building 	1x2=2 Low
	Missing children	2x3=6 High	Children	<ul style="list-style-type: none"> • Clear objectives so that the children know what is expected of them if they become lost. • Always ensure ratio of supervisors to children correct and that they are aware of their responsibilities • Periodically check that your group is intact. 	1x2=2 Low
Other considerations	Member of public taking pictures of children	1x3=3 Medium		<ul style="list-style-type: none"> • Staff to inform member of public re safeguarding and ask for pictures to be deleted. If this is not forthcoming contact police. 	1x3=3 Medium
Actions to take if group are separated/ involved in an incident e.g. methods of communication, agreed meeting points,	Coach breakdown			<ul style="list-style-type: none"> • Disembark and call services • All staff to be in mobile contact 	1x2=2 Low
Ongoing Risk Assessment	<ul style="list-style-type: none"> • monitor the weather • monitor water/river levels • monitor traffic on road 			<ul style="list-style-type: none"> • monitor group and leaders response and motivation • monitor behaviour • assess group risk awareness in different environments 	1x2=2 Low

<ul style="list-style-type: none"> • Apply the control measures • Monitor how effective they are • Change, adapt, revise as required 	<ul style="list-style-type: none"> • monitor conditions underfoot 			<ul style="list-style-type: none"> • monitor the response of your supporting adults 	
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Line Managers Sign Off

I agree with the risk assessment recorded above. There are no outstanding actions OR I have the following outstanding actions

Signed (Head of Establishment) Position Date

Signed (Group Leader/s) Position Date