



Offsite Visits Policy & Standard Operating Procedure

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All supervising staff on off site visits must have a full understanding of this policy and have access to it at all times during such visits

Context of the Off- Site Visits Policy

At Aspire, we believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning, improve attainment and build social skills for the specific types of student; therefore, form a key part of what makes Aspire a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased curiosity and resilience.
- Opportunities for increased meaning, making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects.
- Pupils are active participant's not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' learning in context and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Contents

Scope.....	5
1. Roles and Responsibilities.....	5
Duty of Care	5
Off-Site Visits Head, to ensure:.....	6
Education Visits Co-ordinator (EVC), to ensure:	6
Visit Leader, to ensure:	7
Parents, to ensure:.....	8
Pupils, to ensure:	8
2. Supervision.....	8
3. Monitoring and evaluation	9
5. Inclusion	9
7. Using Independent Providers.....	10
8.1 Educational Visits Checklist.....	10
8.2 Parental Consent.....	10
8.3 Transport.....	10
8.4 First Aid	11
8.5 Medication (See the School’s Medical Needs Policy)	11
8.6 Charging / funding for visits.....	11
9. Risk Management Process	12
10 Safeguarding	12
(Refer to the Aspire Child Protection and Safeguarding Children policy).....	12
11 Insurance.....	13
B) Off Site Visits Standard Operating Procedure (EVOLVE)	14
1) Standard Off-site visit - all visits requiring EVC authorisation (Appendix 2).....	15
2) Local area visits – local visits not requiring EVC authorisation (Appendix 2)	15
Notifiable visits/ LA approval.	15
1. Visits managed by EVOLVE.....	15
2. Roles and Responsibilities.....	16
3. Staff Competence	16
4. The Approval and Application process (EVOLVE) (Appendix 2).....	17
Operating Procedure for EVOLVE – Local Visits - (Appendix 2)	19
Appendix 1	21

Appendix 2	23
Appendix 3	24
Emergency procedures	24
Who will take charge in an emergency?	24
Emergency procedures framework	25
Emergency procedures framework for school base	26
Media contact	26
After a serious incident.....	26
Appendix 4 – Local Authority Insurance document.....	27
Appendix 5 – School Journey Travel Insurance Log ‘Blue form’	28
Appendix 6 – Off Site Visits Schedule by centre and type of pre-visit inspection required	29

A) Off-Site Visits Policy

This Policy has been drawn up in accordance with the DFE Health and Safety Advice regarding Educational Visits, Rotherham LA's Outdoor Learning Manager and the LA Management System (EVOLVE)

This policy covers all off-site visits carried out by Aspire staff accompanying Students on the Aspire Roll. In addition, it should be adhered to for all off-site visits carried out by the Aspire Outreach Team and students from schools listed within the SLA, with the exclusion of home tutoring/mentoring sessions.

Scope

The School's Senior Leadership Team (SLT) is responsible for writing the Off-site Visits Policy and the Head Teacher has overall responsibility for policy implementation. It is the responsibility of the Management Committee (MC) to review this policy, agree the principles and monitor its implementation. This policy provides guidance for all adults who, in the course of their employment, have responsibility for pupils away from the school. This relates to all educational visits and includes: outdoor learning activities including sports, careers visits, local visits, engagement visits, extracurricular visits and reward visits. It does not include students attending alternative provision (AP) which is managed by a service level agreement for the AP, a Health and Safety Review and a Safeguarding Review. Neither does it include the transportation of students between Rotherham Aspire sites.

Off-site visits are a standard agenda point at all SLT meetings. This allows opportunity to discuss new Off-site venues, booked visits, health and safety issues, recording visit information, reviewing visits and sharing experiences.

Any visit that leaves the School grounds will be covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day, or as part of the School reward system for students.

Any member of staff taking students off School premises for any off-site visit must complete the relevant sign out documentation (Appendix 5) and ensure all relevant details are entered on the EVOLVE system. Parent contact details must be taken on all off-site visits and kept secure by the visit leader.

1. Roles and Responsibilities

Duty of Care

On all visits, staff have a legal duty of care for the health and safety of themselves and the participants. The law requires them to take reasonable care to avoid incidents, which might be avoidable. The School has a legal duty to ensure that suitable risk management systems are in place and to provide

staff training and resources for all visit staff. They must ensure that “as far as is reasonably practical” people are not harmed by their activities.

It is the responsibility of the MC to ensure that:

- They are aware of their legal responsibilities for the health and safety of staff and pupils.
- There is suitable guidance in place for Off-site visits and the School has robust systems to support the implementation of the guidance.
- There are suitable risk management systems in place.
- The off-site visits policy covers all aspects of the visit and supports inclusion.
- A trained Education Visits Co-ordinator (EVC) is in place.
- The School provides training and any necessary resources to enable Visit Leaders to manage with confidence Off-site visits.
- Monitoring procedures are in place.
- Sufficient emergency procedures are in place and arrangements to support pupils with medical conditions.
- They are aware they may be involved in adjudicating parental complaints.

Off Site Visits Management Team

1. The Educational Visits Coordinator (EVC) – Donna Hissitt
2. Off-site visits Head – David Thorpe
3. Off-site visits Emergency School contact– Donna Hissitt
4. Off-site visits school contact for information – Individual Centre Administrators
5. Off-site visits compliance – David Thorpe
6. Off-site visits risk assessment management – Mark Hepple
7. Off-site visits adventurous activities adviser – Adam Taylor
8. Off-site visit leader – All registered staff

Staff Responsibilities

Off-Site Visits Head, to ensure:

- An EVC is appointed and he/she fulfils the criteria for the appointment.
- The designated person has received EVC training.
- That Off-site visit staff are accountable, competent and confident to fulfil their duties.
- That suitable child protection and safeguarding procedures are in place.
- The MC is updated with events where necessary.
- Accidents and incidents are reported and RIDDOR requirements are met.
- Off-site visits are evaluated. (The Head Teacher has delegated the task of carrying out spot checks to the Compliance Manager)

Education Visits Co-ordinator (EVC), to ensure:

- The approval and monitoring of visits are in accordance with school requirements
- Appropriate risk management for all visits.
- Visit Leaders are recording visits in the appropriate LA (EVOLVE) MIS
- The induction of staff into the visit application process and the School’s off-site visit policy.

- The competence of the appointed visit leaders is assessed.
- Any further staff training needs are identified and addressed.
- Where a third party provider is used, appropriate checks and assurances have been obtained, including a provider statement were required.
- Medical, first aid and inclusion issues are in place.
- Insurance arrangements are adequate.
- Full details of visits are accessible to 24/7 emergency contacts.
- Emergency response procedures are in place.
- Parents are appropriately briefed regarding itinerary, accommodation, activities, transport and emergency telephone numbers.
- Audit trails are in place.
- Policies and procedures are reviewed on an annual basis.
- School smart 'phones are allocated to each visit where possible and they are fully charged with sufficient credit to deal with an emergency. In certain circumstances (eg to obtain a better connection) staff may use their own mobile 'phones. They will have regard for safeguarding and GDPR issues.
- Information packs are provided for all visit staff and contacts.
- All visits are reviewed and evaluated for best value, teaching and learning, quality experiences informing future visits.

Visit Leader, to ensure:

- Log all visits on the EVOLVE system within the agreed time frame.
- The supervision and overall conduct of the visit.
- An off-site visit pack is prepared and taken on all visits (see page 23)
- That the School off-site visits policy and standard operating policy is followed on all visits.
- They have the specific competence to lead the visits e.g. have the relevant qualification, training or experience, and record this on the EVOLVE MIS.
- They receive induction from the EVC on the LA's MIS (EVOLVE) and the School's Off-site visits policy and operating procedures.
- They liaise with the EVC to ensure that the activity is properly planned and includes appropriate risk assessments.
- That inclusion and accessibility issues have been addressed.
- That all safety and security procedures are checked and in place.
- Adequate control measures and precautions are in place and carry out continuous risk assessments during the visit.
- Environmental factors (eg weather, temperature, daylight hours) have been considered.
- The roles and responsibilities of all visit staff are properly communicated.
- Relevant information is provided to all visit staff about the visit and pupils, including age, health information, capabilities, special needs, safeguarding and behavioural issues.
- Pupils are aware of their responsibilities for their own health and safety and for that of the group.
- Parental consent has been obtained.
- Insurance details are adequate.
- Child protection and safeguarding issues are addressed.
- All staff and any third party providers have emergency contact and emergency procedure details.
- There is access to first aid at an appropriate level and there are sufficient supplies of necessary medicines on the visit. Keep a record of their use.

- Accidents, incidents or near misses are reported to the EVC. In the case of serious accidents i.e. those requiring ongoing treatment, complete an accident form and return to the Health and Safety Manager.
- Visits are evaluated and information added to the EVOLVE system.
- Confidential information is effectively dealt with according to the School's protocols and the General Data Protection Regulation (GDPR)

Parents, to ensure:

- They provide the School with up to date health requirements of their child and an emergency contact number. Where a child has a significant medical condition, obtain from a doctor a letter confirming the child's fitness to travel.
- Forms are returned by the date specified.
- That they and their child have a clear understanding of the behaviour expected on a trip and possible sanctions.
- Know who to contact in an emergency.

Pupils, to ensure:

- They are aware of their responsibilities for their own health and safety and for that of the group, to be confirmed by the Visit Leader.

The relevant training courses in RMBC are:

- Educational Visit Coordinator (EVC) training – all Rotherham MBC Children's Services establishments are required to have a current Rotherham trained EVC in post. EVCs should attend revalidation (refresher) training periodically (e.g. every three years).
- Visit Leader training – this course is required for all Aspire staff who lead Off-site visits. Refresher training is strongly recommended.

Any updates to the RMBC policy, that EVCs or Visit Leaders should be aware of will initially be notified via email to the EVC and be available via EVOLVE. When staff members require clarification or further help and advice on visits, they should initially contact the EVC.

2. Supervision

The Visit Leader has a duty of care for the group at all times unless delegated to a third party provider for a specific period. Everyone should know the destination rendezvous points and know what to do if they become separated from the group. The responsibility for supervision is continuous.

All Off-site visits will have a supervision and transportation (if transported by Aspire) risk assessment carried out by the Visit Leader.

3. Monitoring and evaluation

The School reviews the off-site visits policy annually. All applications for off-site visits will be assessed by the EVC and the EVOLVE Head before approval is given. Visit Leaders have easy access to guidance and the School's off-site visits policy. Before a visit can proceed, the EVC reviews the completed application (Appendix 1, part 1) and risk assessments. She/he must be satisfied that there are adequate emergency and contingency arrangements in place. All aspects of the visit are monitored throughout the visit. Further guidance and/or training is provided as required. Senior and/or experienced members of staff sample a cross section of the visits and monitor both the safety aspects of the visit and efficacy of the visit against the learning outcomes. After the visit, the Visit Leader will complete an evaluation in the notes section of EVOLVE

The RMBC Outdoor Learning Manager will carry out a sample of monitoring visits in schools where RMBC is the employer, however, the main monitoring role within schools and centres is delegated to the Head (EVOLVE) the EVC and the Compliance Manager. The EVC should ensure that appropriate systems are in place for monitoring Off-site visits. Monitoring includes checks on procedures, checks on training, reviews following visits, and sampling (field observation) to check that procedures are followed during visits.

4. Training and induction

The EVOLVE Head Teacher and EVC will ensure off site-visit training takes place on an annual basis and staff are sufficiently briefed, are competent and confident in the roles to which they are assigned. Careful consideration will be given to ensure that the demands of the role do not exceed the person's ability to carry out the work and that the following procedures are followed:

- The Visit Leader and team must be approved by the EVOLVE Head and EVC before the visit can go ahead.
- The EVC will discuss the visit with the visit leader and brief him/her on the School's Off-site Visit Policy and procedures if necessary. Any areas of concern will be identified and further training and support will be given as required.
- The EVC will support the Visit Leader with all areas of risk assessments.

5. Inclusion

The School will ensure that activities are available and accessible to all, irrespective of special educational or medical needs or protected characteristics (gender, race, disability, religion, sexual orientation, gender reassignment). Every reasonable measure is taken to find a venue and activities which enable all pupils to participate, allow accessibility through adaptation or modification and integration through participation with peers.

It may be necessary to exclude a pupil on the grounds that their behaviour presents an unacceptable risk to the health and safety of themselves and the rest of the group. This decision will not be taken lightly. Every effort will be made to enable participation through putting in place suitable strategies and reasonable adjustments to include all students if possible. Expectations of visit staff must be reasonable and within the student's competence.

6 Residential Visits

Currently there are no residential visits planned, this section of the policy will be reviewed if this becomes necessary.

7. Using Independent Providers

The School has a duty of care to ensure that any providers meet acceptable standards. The EVC will direct the Aspire Health and Safety team to carry out pre-vet checks on all providers were deemed reasonable and obtain a Provider Statement from the provider, where required (Appendix 6) to ensure all safety measures are in place before the visit takes place. Where reasonable a preliminary visit to the venue or provider will be arranged. (Provider Statement documentation is available from Rotherham LA via the EVOLVE system, with a copy held on the Aspire Internal Health and Safety system)

8 Planning a visit.

8.1 Educational Visits Checklist

The School Off-site visits checklist forms part of the risk management and application process for Off-site visits.

The check list is part of the Off-site visits application form and must be completed prior to a visit (Appendix 1, part 2) by the Off-site Visit Leader and then entered onto the EVOLVE system.

This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'. Without the completion of the checklist the visit will not be authorised and employees are accepting responsibility and liability should the visit go ahead. This may be deemed as action that requires disciplinary proceedings.

8.2 Parental Consent

All students require an annual parental consent form for visits. Specific (i.e. one-off), parental consent must be obtained for all visits that require this as identified by the EVC. For these visits, sufficient information must be made available to parents (via EVOLVE, letters, meetings, etc.), so that consent is given on a 'fully informed' basis. Visits requiring specific consent are identified on the Off-site visits Schedule (Appendix 6)

8.3 Transport

Drivers are responsible for making sure Aspire vehicles are road worthy in all respects before leaving the School site and record this information in the vehicle log. The Assistant Head of Centre shall check and monitor the vehicle log on a weekly basis.

If staff use their own vehicles for School visits, they are responsible to ensure that their vehicle is roadworthy. Staff using their own vehicle for educational visits must be covered by specified business use insurance and the school ensures those staff who do transport students in their own vehicles have a valid and current driving licence and explicit parental consent has been obtained, as per RMBC policy.

8.4 First Aid

Qualified first-aiders are not necessary for all Off-site visits, as identified in the Off-site visits schedule (Appendix 6). Visit staff will however; ensure that a basic level of support is available at all times. If a qualified Aspire first aider is not in attendance on an off-site visit, the visit leader must ensure that the organisation visited provides first aid cover. This information should be confirmed via email when the visit is logged on EVOLVE. This information should be added to the notes section of the EVOLVE listing.

- At least one member of the visit team will have a working knowledge of first aid and is competent to use the first aid materials carried by the group.
- All visit staff will know how to access qualified first aid support.

Where a group of pupils is subject to remote supervision e.g. Duke of Edinburgh's Award, then the group must have:

- A qualified first aider in attendance
- The ability to contact first aid support.
- Appropriate first aid materials and the level of competence required to look after themselves until help arrives.

8.5 Medication (See the School's Medical Needs Policy)

The conditions of employment of School staff do not include administering medicines. However, the Visit Leader will assign one person on the visit team to be responsible for the management of medicines. This person should receive any necessary training (eg use of EpiPen). He/she should be familiar with the School's policy and instructions from parents or doctors and be briefed by parents on dealing with medical conditions which require management eg diabetes.

Consent for Medical Treatment Parents should give medical consent, providing authority for their child to receive emergency treatment, including administration of an anaesthetic or blood transfusion. The School needs to ensure that any use of proprietary medications and of an emergency salbutamol inhaler are in line with the schools Medication Policy

Admission and annual consent forms for low risk visits and regular activities ask parents to provide details of any medical conditions their child has, medication she/he takes and to allow emergency treatment if necessary.

8.6 Charging / funding for visits

See School charging and staff reimbursement policy

8.7 Drugs, Alcohol and smoking

Pupils and staff to be considered.

Consider if this is a potential problem for the visit (including staff), if so:

- Will the standard establishment/employer policies and procedures relating to alcohol, tobacco and other drugs apply to this visit?
- What is the likelihood of misbehaviour and clandestine use?
- What supervision arrangements are needed, including during 'free time' and overnight?

9. Risk Management Process

At the planning stage the Visit Leader will identify any possible hazards or significant risks for the trip. The anticipated benefits of the trip will be weighed against the hazards and risks associated with the visit. These must be acceptable. Risks cannot be eliminated altogether visit staff will ensure that appropriate and sufficient control measures are in place to manage these risks.

For low risk trips visit staff should fully complete the relevant All Visit /transportation / supervision /activity template risk assessment forms provided by the LA EVOLVE system or the Aspire internal forms provided by the EVC as required. On occasions a site risk assessment for venues will be completed by the Aspire Health and Safety Team in conjunction with the designated Visit Leader. They should discuss with the EVC any queries regarding the guidance and the completion of these forms. All risk assessments should be uploaded to the EVOLVE system 7 days before the visit with the visit application form (Appendix 1 Part 1) and 1 month for visits to venues not previously visited by the school. The risk assessments required for each visit are outlined in the Off-site visits schedule (Appendix 6)

During all visits staff will carry out ongoing risk assessments using a dynamic risk assessment. Any significant risks should be written down. The review process following the visit is an essential part of the risk assessment process. Lessons learnt from ongoing risk assessments will inform future planning. The review should be recorded in the notes section of EVOLVE and the EVC should be contacted with the review via the internal Aspire email system.

Where a trip has already been risk assessed, a review of the existing assessments may be all that is needed. Any changes should be recorded before uploading to EVOLVE.

10 Safeguarding

(Refer to the Aspire Child Protection and Safeguarding Children policy)

It is the responsibility of all visit staff to safeguard the welfare of pupils on educational visits. The School will ensure an adequate staff/participant ratio and gender mix of staff. Visit Leaders must have access to and follow the Aspire Safeguarding policy at all times during visits.

In regard to social media, staff must ensure any actions comply with the appropriate Aspire Social Media Policy

11 Insurance

All Rotherham Aspire ventures are covered through the Local Authority School Journeys insurance; AIG Europe Ltd. (Appendix 4)

12 Ratios and Effective Supervision

The level of supervision and group management must be 'effective'. Effective supervision should be determined by the risk assessment carried out for each Off-site visit and takes account:

- The nature of the activity (including its duration)
- The location and environment in which the activity is to take place
- The age and gender (including developmental age) of the children and young people to be supervised
- The ability of the children and young people (including their behavioural, medical, emotional and educational needs)
- Staff competence

The following ratio is recommended for Aspire day visits as a minimum but may be adjusted depending on the above factors.

- School years 1 - 3, ratio of 1:3
- School years 4 - 6, ratio of 1:3
- School years 7 onwards, ratio of 1:6

Residential visits:

- A minimum of 2 members of staff.
- 1 member of staff for every 4 pupils (3 pupils for school years 1-3).
- Mixed gender groups should have at least 1 male and 1 female teacher. Where a child or young person requires 1:1 support the member of staff providing this assistance is additional to the above ratios.

All above ratios are for guidance only. Definitive supervision ratios will be determined once all details of the trip is submitted

13. Preparing Students for a visit

Students who are involved in a visit's planning and organisation, and who are well prepared, will make better informed decisions and will be less at risk. Providing information and guidance to pupils is an important part of preparing for an educational visit.

Students should also be involved in planning, implementing and evaluating their own work and should be included in considering any health and safety issues. The visit leader should ensure that students are capable of undertaking the proposed activity, they should be encouraged to take on challenges but should not be pressured into activities of which they have a genuine fear. The Visit Leader should ensure that students understand key information about the visit or activity, including:

- the aims of the visit/activity
- background information about the activities/venue
- how to avoid specific dangers and why they should follow rules
- expected standard of behaviour and why safety measures are in place
- who is responsible for the group or sub-group
- what items of clothing or equipment they need
- what to do if separated from the group
- emergency procedures.

14. Evaluating Visits

Aspire has a clear process for evaluating Educational Visits once they have been concluded, this will be from the planning through to the visit itself and should include logistics, content and learning outcomes met. The evaluation will be processed via email to the Head and on the EVOLVE evaluation section. Visits requiring evaluation will be identified by the Head during the authorisation process and communicated to the visit leader.

15 Adventure Activities Licensing Regulations

Employers, Head Teachers / Managers, EVCs and Leaders should have a basic understanding of where and when the provision of adventurous activities is legally regulated.

The Activity Centre (Young Persons' Safety) Act established the Adventure Activities Licensing Regulations and the Adventure Activities Licensing Authority (AALA) and made it a legal requirement for certain providers of adventure activities to be licensed by the Authority (a role undertaken by the HSE since 2007).

Only activities specified in the regulations come under the scheme. These 'in scope' activities are – caving, climbing (except on climbing walls or abseiling towers), trekking (as defined) and watersports (as defined).

Note: an AALA license is an assurance of safety. It does not accredit educational or activity quality. Refer to National Guidance document 7a Adventurous Activity Licensing Regulations.

National Guidance provides advice for specific types of visits, activities, venues and hazards
[Special-activities-and-visits](#)

B) Off Site Visits Standard Operating Procedure (EVOLVE)

As part of the Off-site visits policy, The School:

1. Adopts the Local Authority's (LA) document: 'Educational Visits Policy and Guidance (Circular 146)' (All staff have access to this via EVOLVE), as its choice of system to manage the **identified** Off-site visits process.
2. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for all Off-site activities.

The School will use the Local Authority EVOLVE management system for all Off-site visits. There are two strands to the system:

- 1) Standard Off-site visit - all visits requiring EVC authorisation (Appendix 2)
- 2) Local area visits – local visits EVC authorisation (Appendix 2) **CURRENTLY NOT IN USE**

All staff are required to plan and execute visits in line with School Policy (i.e. this document) and the LA Policy. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance, this will be achieved through annual CPD training for all employees. All Off-site Visit Leaders must be familiar with and follow the control measures within the prepared risk assessments for the visit they lead.

All new off-site visit venues should have a pre-vet health and safety review to be carried out by the School. All health and safety pre-vet inspections will be carried out by a member of the health and safety team in conjunction with the designated Visit Leader as agreed and allocated at the half termly health and safety meeting. The inspections are recorded on the annual health and safety review record held on the School system, managed by Donna Hissitt (EVC)

All new visit venues shall be considered by the EVC, EVOLVE Head before authorisation for the venue to be used is given.

Notifiable visits/ LA approval.

For residential visits, adventure activities (whether licensable or not), international visits and visits where there may be significant hazards whether local or further afield or located in hazardous outdoor environments and visits which include water hazards. EVOLVE applications for these visits should be submitted to the LA 20 working days before the visit and include a copy of the information given to parents providing full details of the visit, a copy of the programme and visit specific risk assessments.

1. Visits managed by EVOLVE

There are five types of visit: (Appendix 6)

1. Routine local visits in the 'Extended learning locality'
2. Day visits within the UK that do not involve an adventurous activity.
3. Day visits within the UK that do involve an adventurous activity.
4. Visits that are residential, and/or involve an adventurous activity.
5. Rented accommodation for curriculum delivery by Aspire Staff.

NB – Alternative Provision providers are not considered part of the Off-site visits policy and are covered by a service level agreement.

1. Roles and Responsibilities

Visit Leaders are responsible for the planning of their visits and the completion of the EVOLVE system application. An Off-site visit leader must obtain approval from the Assistant Head of Centre via the Off-site visit centre approval form (Appendix 1). The EVC will check and approve the application. The EVOLVE Head will then give final approval and authorisation for the Off-site visit to take place. Should an Off-site visit take place without the full authorisation process being completed It may lead to disciplinary proceedings.

All applications for Off-site visits must be entered onto the EVOLVE system a minimum of 7 days prior to the visit and 1 month for a venue not visited previously or the visit will not be authorised.

The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the EVOLVE Head for authorisation.

The MC's role is that of a 'critical friend'. Individual members may request 'read-only' access to EVOLVE and the School internal records.

The Local Authority is responsible for making recommendations to the School on the level of risk (via EVOLVE) of all visits that are either residential, and/or involve an adventurous activity.

2. Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- A trainee system, where staff new to visits assist and work alongside experienced Visit Leaders before taking on a leadership role, this will be logged by the EVC on the notes section of the EVOLVE system.
- Supervision by senior staff on some educational visits, that constitute a significant risk at any point of the visit. A senior member of staff will usually be a member of SLT.
- Support for staff to attend training courses relevant to their role, where necessary. A log of any such training courses will be reported to Sharon Dodsworth by the EVC.

In deciding whether a member of staff is competent to be a visit leader, the EVC will take into account the following factors:

- Relevant experience of the task/event being carried out
- Previous relevant training as recorded by Sharon Dodsworth
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

The EVC will direct staff to log relevant experience and qualifications on the EVOLVE system when making the decision if it has not already been done so.

Visits to venues where activities are led by venue staff require a pre-vet visit, provider statement obtained by the EVC from the provider, risk assessments for supervision, travel and a site assessment if appropriate. It is important to not ask the venue for activity risk assessment where their staff are

leading the activity, to avoid the acceptance of liability. Visits to public facility venues require a pre-vet visit, risk assessments for travel and supervision only.

3. The Approval and Application process (EVOLVE) (Appendix 2)

All planned off-site visits, for new venues, will be subject to a pre-vet visit by a member of the health and safety team, or the visit leader, where possible. Where a venue does not receive a pre-vet visit a telephone conversation must take place with the venue to check safety procedures and all relevant documentation put in place before a visit is authorised. Applications for new venues must be completed a minimum of one month prior to the visit

The type of visit planned will determine the level of health and safety check required for the venue and whether the provider is required to submit a provider statement.

An off-site visit health and Safety Review form must be completed for all new venues by the reviewer.

If a venue supplies us with a provider statement where venue led activities take place it will be a light touch review. If it is an Aspire led venue (e.g. cycling in Clumber Park) then it will be more detailed review and must be accompanied by Aspire Risk Assessments for the venue, generic and activities.

4. Logging System (EVOLVE – Visit Form) (Appendix 2)

1. Day visits within the UK that do not involve an adventurous activity are entered on EVOLVE – Standard Visit Form, and must be submitted to the EVC for checking at least 7 days in advance, and then be approved by the EVOLVE Head. If this does not happen the activity will not be authorised and should not occur. If the visit progresses without this authorisation the members of staff responsible may be subject to disciplinary action.

2. Visits that are residential, and/or involve an adventurous activity (see LA guidance for definition of ‘adventurous’) follow the application process and are logged on the EVOLVE – Visit Form system and then submitted by the EVOLVE Head to the LA for advice and guidance prior to approval. This must occur a minimum of 3 months prior to the visit.

3 All visits must be logged on the EVOLVE – Form system by the Visit Leader and not another member of staff, as this forms part of the risk management process.

4 If a visit log for multiple events requires a change of leader, other than a single absence a new visit will require logging.

5 Multiple visits must not be logged on one event unless the same Visit Leader and the same students are in attendance throughout the series. A full register of students must be added with weekly updates in the notes section identifying exactly which students attended each week

6 Visits must be logged a minimum of 7 days prior to visit, or 1 month prior to a new venue

Enter all relevant fields on EVOLVE, to include:

- Aspire visit application form
- The venue name
- Dates and Times of venue
- Nature of the visit and preferred outcomes
- Transportation details
- Names of staff attending (not volunteers)
- Students names and any relevant information e.g. medical, contact details

Upload all relevant documentation and information to include:

- All required risk assessments
- Policies
- Provider statements
- The Visit Leaders experience/qualifications/first aid cover
- Student names (All must have up to date parental consent and be added to the consent register)

The EVC and EVOLVE Head will authorise the visit or provide feedback with action to complete. Carry out any relevant action from the EVC or EVOLVE Head before resubmitting for final approval.

Registers

Visit leaders are permitted to log multiple visits for the following term to promote efficiencies. All students intended to access the visits throughout the term should be included on the register in EVOLVE. The EVOLVE system does not enable visit leaders to mark students' attendance on the EVOLVE register function for multiple visits as each week eradicates the previous week.

Therefore, a work around to the process has been agreed, where Visit Leaders shall list the students attending the visit each week in the visit notes, this will be checked weekly by the EVC. If the registers are not kept up to date the Aspire Evolve system records will not be accurate for audit purposes.

Furthermore, Visit Leader should delete any visits that do not go ahead or add a statement to the notes. It is the responsibility of Assistant Centre Heads to ensure that the registration process is managed correctly by the Visit Leaders.

5. Logging System (EVOLVE – Local Visits) Currently not in use

Agreed local visits require a pre-vet visit and relevant risk assessments and provider statement if required. Visits to public facility venues require a pre-vet visit, risk assessment for travel and supervision only, but do not need a provider statement. An activity risk assessment should not be obtained from the venue to reduce any liability for the School.

The Head of Centre, must give verbal approval before a group leaves. Only staff judged competent to supervise groups in this environment are approved. Once the approval has been given the Visit Leader should follow the operating procedure for local visits which includes completing the local Visit Form on EVOLVE, in crisis situations this can be logged by another visit leader on site to facilitate the management of the student. The visit must however be logged immediately.

The Local Visits form is to be used to log one off events, a sequence of an event should be logged on the Standard Visit form. All relevant risk assessments must be attached to the visit and all venues must be listed on appendix 6. **Currently not in use**

Operating Procedure for EVOLVE – Local Visits - (Appendix 2)

Local visits logged on EVOLVE are within the common locality of our centre and would usually be accessed via foot or a short car journey. These visits would be a regular occurrence, often in the staff student ratio of 1:1. They are deemed low risk venues and activities, for example a visit to a library.

The following are potentially significant issues/hazards within the extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc.).

These are managed by a combination of the following:

- Staff are familiar with the area, including any ‘no go areas’, and have practiced appropriate student management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Pupils’ clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- The Visit Leader will sign students Off-site and log the school journey on the Local Visits section of the EVOLVE system and on the sign out form (appendix 5) ensuring that the office has a list of all pupils attending the visit.

Enter all relevant fields on EVOLVE, to include:

- The venue name
- Dates and times of visit
- Nature of the visit and preferred outcomes
- Transportation details
- Names of staff attending (not volunteers)
- Students names and any relevant information e.g. medical, contact details

Upload all relevant documentation and information to include:

- Risk assessments

- Policies
- Provider statements
- The Visit Leaders experience / qualifications / first aid cover

****Home tutoring is not covered by this policy. This activity resides within the Aspire lone/remote working policy. Should a tutor take the decision to accompany a student on a visit from the student's home the session will then become an Off-site visit and will be subject to the rules of this policy in its entirety. The tutor must contact their centre and log the student as being on an Off-site visit on EVOLVE and follow the control measures of the relevant risk assessment for the visit.***

7 None EVOLVE Visits

Visits that require to be organised at the last minute without any prior notice crisis intervention visits do not have to be logged on EVOLVE but must be entered on the centre sign out log (known as blue form) (appendix 5) and should follow the off-site crisis intervention risk assessment these would be activities that are covered by annual consent, be within school time and within the designated Local Learning Area of each centre, Such visits must have verbal permission from the Assistant Head of Centre.

Appendix 1

Part 1. Off-Site Approval Request form

1. Visit Leader & Name of Visit
2. Date of form Submission: Planned date of Visit: Departure time: Return Time:
3. Is this a Residential visit/activity? Y / N 4. Will the visit include Adventurous activities Y / N
5. Will this visit/activity be led by an External Provider of Aspire? Y / N
Will the specific activity being led by an External Provider be in a potentially dangerous environment e.g. in or around water? Y / N
6. Will this visit/activity include an Adventurous Activity led by a member of Aspire staff or where a specific activity will be led by Aspire staff in a potentially dangerous Environment e.g. in or around water? Y / N

7. Purpose of trip give at least 2 intended outcomes and Attendee detail (id. Gender / No.):	Planned Outcomes:	
	i	
	li	
	Total No. Students:	
	Male:	Female:

8. Name and address of External provider:		
	Postcode	

9. Provider Contact & Telephone number(s)		
---	--	--

10. List of Activities on visit:	1.	5.
	2.	6.
	3.	7.

11. If using an external provider has there been a FORM C requested where applicable? Y / N

12. Travel arrangements to and from destination:	Mode:	Driver or Company Detail:	
	Mini Bus		
	Galaxy		
	Taxi		
	Other (Please state)		

13. First Aider:	Type (Course attended):	Expiry date:
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Head of Centre Signature:	Date:
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Once Complete the Visit Leader must upload this form onto the Evolve System 7 days prior to the visit & one month prior to a visit to any new venue

Part 2.

Visit Approval and Actions for Day of Visit (To be completed by the Visit Leader)

Please give brief details of the following;

Staffing / Cover -
available)

Student Details (Ensure specific names and consents

Activity Cost -

Transport Cost -

Head of Centre (signature):

date:

Week Prior to Visit: (Tick as completed)

NB. Rotherham LA checklist available if required in Centre admin

1. Centre Diary updated with Information/ Timings for the Visit / Students attending:
2. Reception aware of Departure dates, time, travel arrangements and venue:
3. Written Parental Consent for all students with Visit Leader:
4. Emergency contacts for Visit leader and First Aid provided:

Emergency Contact Centre:

Base: Contact: Donna Hissitt

Day of Visit – checklist (Tick as completed)

1. No. and Name of students attending and Staff Emergency contact detail to office
2. Student's lunches and equipment for visit organised
3. Centre staff aware of attendance and non-attendance at morning briefing

On departure:

4. Student register and sign-out form complete at Centre Reception
5. Blue form (travel and visit insurance) signed and complete prior to leaving Centre Reception

On return:

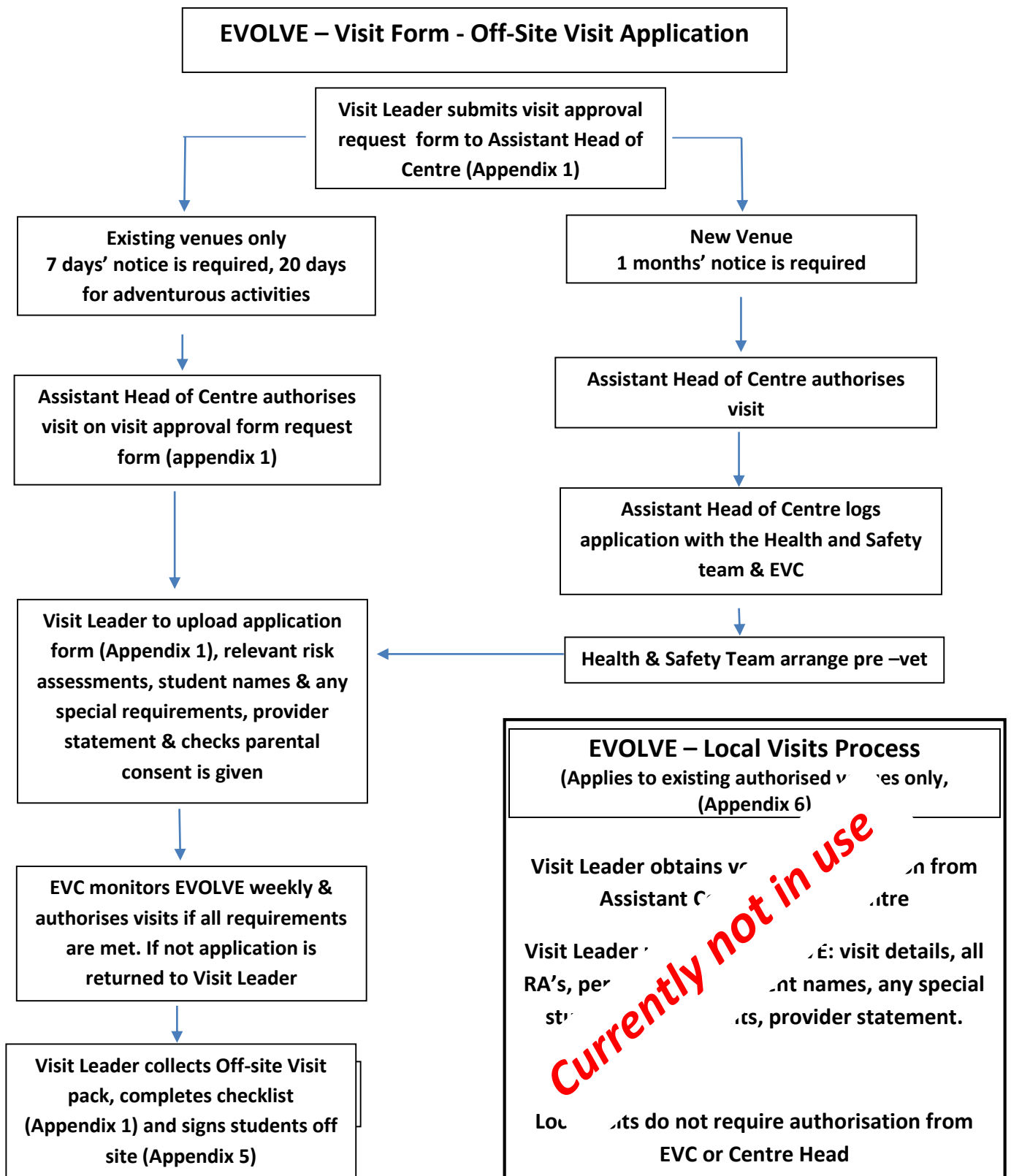
6. Student sign-in at Centre Reception
7. EVC / Centre debrief as required

NOTE: The following must be available for inspection on all visits:

Provider statement, Risk Assessment(s), Letters to parents and Consent re-visit, Programme notes and itinerary and any other relevant information.

A copy of this form to be kept by the Assistant Head of Centre and to be uploaded to the EVOLVE system by the designated Visit Leader

Appendix 2



Appendix 3

Emergency procedures

1. Aspire Employees in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. They should not hesitate to act in an emergency and to take life-saving action in an extreme situation. Visit Leaders are responsible to prepare a visits pack, which contains contact details of the students' parents/guardian, any student medical requirements, a copy of the Off-site visits policy, a copy of the Safeguarding policy, all relevant risk assessments and Aspire Emergency Contact details.

2. Emergency procedures are an essential part of planning a school visit.

3. If an accident happens, the priorities are to:

- assess the situation;
- safeguard the uninjured members of the group;
- attend to the casualty;
- inform the emergency services and everyone who needs to know of the incident.

Who will take charge in an emergency?

1. The Visit Leader would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged. The Visit Leader should liaise with the representative of the venue provider or tour operator if one is being used.

2. School home contact is the individual Centres Administrator. The School emergency contact's main responsibility is to link the group with the School, the parents and the LA (where appropriate), and to provide assistance as necessary. The named person should have all the necessary information about the visit via the EVOLVE system.

A Critical incident

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team. In the event of a critical incident the School Base (Donna Hissitt) shall be contacted.

The School has an emergency plan in place to deal with a critical incident during a visit. All staff on visits must be familiar with this plan and a review of these procedures will be carried out each term by the EVC.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the LA.

Emergency procedures framework

All those involved in the School Off-site visit, including Heads of Centre, EVC, Visit Leaders, pupils and their parents, should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.

Emergency procedures framework during the visit

If an emergency occurs on a School visit, the school's emergency response will be based on the following key factors:

- establish the nature and extent of the emergency as quickly as possible;
- ensure that all members of the group are safe and looked after;
- establish the names of any casualties and get immediate medical attention for them;
- ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures;
- ensure that a School member of staff accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together;
- notify the Police if necessary;
- inform the School emergency contact, School Base (as detailed on the visit check list (Appendix 1). The school emergency contact number should be accessible at all times during the visit; The Base will liaise with the individual centre contact, Administrator, for relevant information.

Details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);

- notify insurers, especially if medical assistance is required (this may be done by the School emergency contact);
- notify the provider/tour operator (this may be done by the School emergency contact);
- ascertain telephone numbers for future calls.

Mobile phones, though useful, are subject to technical difficulties, and should not replace usual communication procedures;

Visit Leaders and the School Emergency contacts should:

- write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
- keep a written account of all events, times and contacts after the incident;
- complete an accident report form as soon as possible and pass to Mark Hepple (Health and Safety Manager). Mark Hepple will contact the HSE or Local Authority inspector, if appropriate;
- no-one in the group should speak to the media.
- If the incident requires a safeguarding intervention, Nichola Plant (Safeguarding Lead) should be contacted immediately.

Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact in the School, no-one in the group should discuss legal liability with other parties.

Emergency procedures framework for school base

1. Prior to the visit, the name and School emergency contact should be identified (Appendix 1). The EVOLVE Head and Visit Leader should bear in mind that the contact lines may become busy in the event of an incident and that alternative numbers to ring would be useful.

The School emergency contact will usually be the designated EVC and recorded on the EVOLVE system for each individual Off-site visit.

2. The main factors for the School emergency contact to consider include:

- ensuring that the Visit Leader is in control of the emergency and establishing if any assistance is required from the school base;
- contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The school emergency contact should act as a link between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency;
- liaison with the LA (Colin Gratton-Rayson Tel no 01709 822338) and the MC. The School contact should act as a link between the group and LA and/or chair of the MC and arrange for the group to receive assistance, if necessary;
- liaison with media contact. If a serious incident occurs, the school contact should liaise with the designated media contact as soon as possible;
- the reporting of the incident using appropriate forms, if necessary. Some incidents are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Media contact

The LA have a designated person to deal with media enquiries for schools. The School media contact, (the Headteacher) should liaise with the School emergency contact, the Visit Leader, the EVOLVE Head, the Compliance Manager and, where appropriate, the emergency services. In the event of an emergency all media enquiries should be referred to the LA media contact. The name of any casualty should not be given to the media.

After a serious incident

It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other pupils or staff in the school have been affected. In some cases, reactions do not surface immediately. Schools in this situation have sometimes found it helpful to contact local community support services and to seek professional advice on how to help individuals and the school as a whole cope with the effects of a tragedy. This will be dealt with by the School Safeguarding Lead.

Appendix 4 – Local Authority Insurance document



Personal Accident & Travel Insurance

Policy Summary



The purpose of this policy summary is to help you understand the insurance by setting out the significant features, benefits, limitations and what is not covered in the group policy. You should read the policy document for a full description of the terms of the insurance, including the policy definitions and refer to the policy schedule for the specific policy benefits, sums insured, the operative times and operative policy sections, which is available from the group policyholder or the insurance intermediary who arranged this insurance. This policy summary does not form part of the policy document.

Insurance provider This insurance is provided by AIG Europe Limited	Group policyholder Rotherham Metropolitan Borough Council and/or The Commissioners for the time being of Rotherham Metropolitan Borough Council	Group policy no. 0010627233
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Purpose of the insurance

Off-Site Activities Insurance

The insurance is designed to provide protection for insured persons (pupils, teaching and support staff, adult volunteers, helpers, assistants and other authorised children) of participating establishments when they are on authorised and organised trips outside the designated school boundaries, including trips undertaken solely by employees for the purpose of their business. This insurance provides cover as detailed under Section A and Section B in the group policy for accidental bodily injury resulting in death, loss of limbs and eyes, hearing and speech, a permanent partial disability, temporary disability (adults only), emergency medical, dental treatment or hospitalisation; legal expenses; personal liability; cancellation, curtailment or rearrangement of your trip; damage to personal possessions and loss of your money during the trip.

On-Site Insurance extension *(Operative only if the required premium has been paid by the participating establishment)*

This extension to the policy is designed to provide protection for specified insured persons (pupils) of the participating school when they are within the school boundaries and whilst travelling directly to and from home. This insurance provides cover as detailed under Section A in the group policy for bodily injury resulting in death, loss of limbs and eyes, hearing and speech, a permanent partial disability, hospitalisation, and dental treatment.

Operative time of cover

Off-Site Activities Insurance

Cover for cancellation under Section B4 of the policy starts as soon as the policy comes into force or when a trip is booked, whichever is later. Cover under the other sections starts from the time of leaving home or school, whichever is left last, at the start of the trip until return to home or school, whichever is reached first, at the end of the trip.

On-Site Insurance extension *(Operative only if the required premium has been paid by the participating establishment)*

Cover is provided during the period of insurance whilst insured persons are within the designated school boundaries with the permission of the participating establishment and involved in activities in relation to their studies, and also whilst travelling directly between home and school. Cover extends to include authorised adult volunteers, assistants and helpers whilst they are supervising organised groups of pupils travelling directly between home or point of assembly and school.

Significant product features, benefits, limitations and what is not covered

The cover provided is subject to certain provisions, conditions and limitations. The table below sets out the significant features of the cover and the provisions, conditions and limitations that apply. To ensure the group policy is suitable, you are advised to read the group policy wording which sets out all of the features, provisions, conditions, limitations and what is not covered. The amount payable will be dependent on the cover and what the claim is for. The amounts shown in the following table are the maximum amounts available.

Significant covers	Significant features & benefits	Significant policy limitations	Policy reference
Section A Personal Accident		<p>A child is any person under the age of 18 years and an adult is any person age 18 years or over.</p> <p>There is no cover for any insured person over the age of 80 years.</p> <p>We will not pay any claim which is directly or indirectly caused by or arising from:</p> <p>War; intentional self-injury; suicide or attempted suicide; any criminal (illegal) act; flying as a pilot; gradually operating cause, chronic fatigue syndrome, post-traumatic stress disorder, or other anxiety disorder, any mental disorder or any disease of the nervous system.</p>	<p>Page 8 - Cover details</p> <p>Page 5 - Policy definitions</p> <p>Page 8 - Definitions applicable to Section A</p> <p>Page 11 - What is not covered under Section A</p>

AHSUkj8Y (Council Policy Summary 106) OCT 16

Appendix 5 – School Journey Travel Insurance Log ‘Blue form’

Rotherham Metropolitan Borough Council
School Journey Travel Policy

SCHEDULE OF VISITS WITHIN THE UNITED KINGDOM

Name of School	Term							For Office Use Only
	Full Address of Destination	Type of Visit code	Work Experience? Yes/No?	Date of Departure dd/mm/yy	Date of Return dd/mm/yy	Number of Pupils	Number of Adults	
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
Term Total *								0.00

* To be recharged against the school cost centre

Return to: insurance@rotherham.gov.uk

- Visit Codes:
- 1 Basic Cover
 - 2 Soccer/Frugby Tours
 - 2 Dry Ski Slopes
 - 2 Rock Climbing
 - 2 Caving
 - 6 Winter Sports

Signature of Head/Deputy Head Teach _____

Date _____

Appendix 6 – Off Site Visits Schedule by centre and type of pre-visit inspection required

	parental approval (Type)	Local visit model	Regular visit model	Provider statement	EVOLVE, All visit RA	Travel RA	Activity RA	First Aider required	EVC Authorisation	Visit application form	Students listed on EVOLVE	Student signed out of centre
Brecks Snooker & Pool Hall	Annual Register		Yes	Yes	Generic only	Yes			Yes	Yes	Yes	Yes
Rother Valley – Aspire Led	Special		Yes		Generic & activity	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Rother Valley – Provider Activity	Special		Yes	Yes	Generic only	Yes			Yes	Yes	Yes	Yes
Rother Valley – RNBC activity	Annual Register		Yes		Generic only	Yes			Yes	Yes	Yes	Yes
Manvers Lake – Aspire led	Special		Yes		Generic & activity	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Manvers Lake – Provider Led	Special		Yes	Yes	Generic only	Yes			Yes	Yes	Yes	Yes
Football Centre Eastwood	Annual Register		Yes	Yes	Generic only	Yes		Yes	Yes	Yes	Yes	Yes
Awesome Walls	Annual Register		Yes	Yes	Generic only	Yes			Yes	Yes	Yes	Yes
Paleo Fitness	Annual Register		Yes	Yes	Generic only	Yes			Yes	Yes	Yes	Yes
Ice Skating (skate centre led)	Annual Register		Yes	Yes	Generic only	Yes			Yes	Yes	Yes	Yes
Ice Skating (Aspire Led)	Annual Register		Yes	Yes	Generic & activity	Yes			Yes	Yes	Yes	Yes
Museum Nottingham	Special		Yes	Yes	Generic & activity	Yes			Yes	Yes	Yes	Yes
Morrison Cafe	Annual Register				Generic & activity	Yes		No			Yes	Yes
Cinema Centertainment	Annual Register		Yes		Generic & activity	Yes		No	Yes	Yes	Yes	Yes

Cinema Doncaster	Special		Yes		Generic only	Yes		No	Yes	Yes	Yes	Yes
McDonalds	Annual Register				Generic only	Yes		No			Yes	Yes
Rotherham Leisure Centre	Annual Register		Yes		Generic only	Yes		No	Yes	Yes	Yes	Yes
Maltby Leisure Centre	Annual Register		Yes		Generic only	Yes		No	Yes	Yes	Yes	Yes
Hollywood bowl	special		Yes		Generic only	Yes		No	Yes	Yes	Yes	Yes
Rotherham Superbowl	special		Yes		Generic only	Yes		No	Yes	Yes	Yes	Yes
Big Filla	special		Yes		Generic only	Yes		No	Yes	Yes	Yes	Yes
KFC	Annual Register		Yes		Generic only	Yes		No	Yes	Yes	Yes	Yes
Riverside Library	Annual Register		Yes		Generic only	Yes		No	Yes	Yes	Yes	Yes
Rotherham 5 aside	Annual Register		Yes		Generic & activity	Yes	Yes	No	Yes	Yes	Yes	Yes
Tesco enterprise day	special		Yes	Yes	Generic only	Yes		No	Yes	Yes	Yes	Yes
In 2 change	special		Yes	Yes	Generic only	Yes		No	Yes	Yes	Yes	Yes
Work wise stem events	special		Yes	Yes	Generic only	Yes		No	Yes	Yes	Yes	Yes
The UK Careers Fair	special		Yes	Yes	Generic only	Yes		No	Yes	Yes	Yes	Yes
The Foundry	Annual Register		Yes	Yes	Generic only	Yes		No	Yes	Yes	Yes	Yes
Wickersley Woods	Annual Register		Yes		Generic & activity	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Clifton Park	Annual Register		Yes		Generic & activity	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Herringthorpe Valley	Annual Register		Yes		Generic & activity	Yes	Yes	Yes	Yes	Yes	Yes	Yes

