



This policy is not intended for use by non-maintained schools. If extracts are used they should be attributed.



Foundation and Voluntary Aided Schools can adapt and adopt this policy or use an alternative.



This policy is for use by Community and Voluntary Controlled schools. Governing Bodies are asked to adopt this policy. Should a Governing Body wish to adopt an alternative policy please ensure that a copy is supplied providing assurance that it is legally compliant.

Off-site visits and outside learning policy



www.milton-keynes.gov.uk/schools

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1. Introduction

- 1.1 Milton Keynes Council positively promotes the active involvement of all children and young people in educational visits and journeys or 'learning outside the classroom' activities. Off-site activities have a great potential for enhancing the educational, personal and social development of children and young people by enabling them to participate in experiences which are not available to them within the classroom or other education or childcare setting.
- 1.2 Milton Keynes Council is a member of the Outdoor Education Advisers Panel, which comprises nominated representatives of local authorities in England, Wales and Northern Ireland. The panel provides a forum for sharing and developing good practice in outdoor learning and learning outside the classroom.
- 1.2 The Department for Education and the Learning Outside the Classroom Council, have supported the Outdoor Education Advisers' Panel to develop comprehensive [Employer guidance for off-site visits and outdoor learning](#). This guidance published in April 2011 provides easy access to nationally recognised good practice.
- 1.3 The benefits of educational visits and journeys include the opportunity to:
- Enhance learning and raise achievement
 - Develop independence
 - Develop team work
 - Extend, enrich and support the curriculum
 - Develop resourcefulness
 - Develop problem solving skills
 - Face challenges
 - Question values
 - Raise confidence and self-esteem
 - Develop social skills and environmental awareness
 - Extend personal horizons

2. The legal framework

- 2.1 Milton Keynes Council has adopted the national [Employer guidance for off-site visits and outdoor learning](#) as Milton Keynes Council Guidance in respect of off-site visits and journeys. The full guidance can be found on the following web site: www.oeapeg.info
- 2.2 It is a legal expectation that employees must work within the requirements of their employer's guidance. Therefore all Milton Keynes Council employees, including those in community and voluntary controlled schools, must follow the requirements and recommendations of the [Employer guidance for off-site visits and outdoor learning](#) as well as the requirements of this policy.
- 2.3 The 1974 Health and Safety at Work Act requires employers to do all that is reasonably practicable so as to ensure the health, safety and welfare at work of employees and non-employees who are affected by their undertaking. This includes off-site activities.

- 2.4 Ultimate responsibility for health and safety rests with the employer which in the case of local authority community and voluntary controlled schools and council establishments is Milton Keynes Council.
- 2.5 In voluntary aided, foundation schools, and academies the Governing Body or Trust as employer has the legal responsibility for health and safety including off-site visits. These organisations should ensure that they have an appropriate establishment policy and arrangements in place.
- 2.6 The Activity Centres (Young Persons Safety) Act 1995 and the Adventure Activities Licensing Regulations 1996 require certain providers of specified adventurous activities (see Appendix 3 for definition) to be licensed. Anyone who provides, in return for payment, these specified activities to young persons under 18, must have a licence and abide by its conditions.
- 2.7 Visit organisers should therefore, as part of their assessment of an activity provider, confirm that the provider has satisfied the licensing criteria.
- 2.8 Under section 19 of the Transport Act 1985 organisations, who operate in Great Britain without a view to profit and under specified conditions, can obtain a permit exempting them from the need to hold a PSV operator's licence when providing transport for a charge.
- 2.9 As the license holder and operating authority for The Duke of Edinburgh's Award (DofE) in the Milton Keynes borough area, Milton Keynes Council retains overall responsibility and liability for the health and safety of each participant. (See Appendix 4 for further information).
- 2.10 Further details of legal expectations are provided in the section [Underpinning legal framework](#) of the on-line employer's guidance.

3. Scope of the policy

- 3.1 This policy applies to all aspects of off-site visits and outside learning activities, whether they take place within or outside of normal working hours, including weekends and holiday periods. It includes all elements of those experiences including the journey and any residential element.
- 3.2 The policy applies to any off-site activity involving children or young people for which Milton Keynes Council has a legal duty of care to the participants. It applies, therefore, to:
- Community and voluntary controlled schools maintained by the local authority, where the council is the employer
 - All services within Children and Families Service Groups which deliver off-site activities for children and young people
 - Any off-site activity organised or led by Milton Keynes Council staff
- 3.3 For schools where the council is not the employer, for instance voluntary aided, foundation schools and academies; and for voluntary and parish council groups, this policy is offered as an example of good practice.

3.4 Other organisations (see 3.3) who wish to use the MKC system and processes for supporting and monitoring off-site activities must have a written agreement with Milton Keynes Council in place and agree to pay any applicable costs to use any services provided.

3.5 Further details about the range of employees whose work requires them to use the guidance are given in the [Good practice basics](#) section of the guidance.

4. Policy statement

4.1 Milton Keynes Council has adopted and will comply with both the [Employer Guidance for off-site visits and outdoor learning](#) and [Government advice on legal duties and powers for local authorities, head teachers, staff and governing bodies \(2011\)](#).

4.2 Milton Keynes Council will provide access to advice and training courses to support implementation of the guidance through appropriately qualified and experienced advisers.

4.3 Each establishment or service area that undertakes off-site visits, including all local authority community and voluntary controlled schools, must have a trained Educational Visits Coordinator. The Educational Visits Coordinator should be a senior member of staff who will act as a focus for good practice on visits from that establishment.

4.4 All Educational Visits Coordinators must undertake an approved training course and ensure that they attend refresher training at least every three years.

4.5 The approval procedures outlined in section 6 of this policy must be followed for any off-site visits.

4.6 Employees who need clarification or support with the guidance should contact their establishment's Educational Visits Coordinator or the Outdoor Education Adviser.

5. Inclusion

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

5.2 Establishments should take all reasonably practicable measures to include all children and young people. The principles of inclusion should be promoted and addressed for all visits and reflected in establishment policy, thus ensuring an aspiration towards:

- An entitlement to participate
- Accessibility through direct or realistic adaptation or modification
- Integration through participation with peers.

6. Approval and notification of activities and visits

- 6.1 Milton Keynes Council delegates the responsibility for formal authorisation of off-site visits and outside learning activities to establishment heads, i.e. Headteachers and service managers, Governing Bodies or management committees and managers must have a clear agreed process and carry out this function in accordance with the Employer Guidance.
- 6.2 However, establishments must notify and obtain additional approval from the designated Milton Keynes Council officer/s for visits and activities which include one or more of the following:
- (a) a residential or overnight stay
 - (b) travel abroad (including day trips)
 - (c) the provision of an adventurous activity (see Appendix 3 for the definition of adventurous activities).
- 6.3 All schools and establishments will ensure that no visits are undertaken without first obtaining the appropriate authorisation and approval in accordance with the criteria specified in this section.
- 6.4 Under this policy, in Milton Keynes the following criteria for approval of visits will apply (for diagrams see also Appendices 1 and 2):
- 6.5 **Level 1:** These are visits which last up to one day and:
- Do not involve an overnight stay
 - Do not involve adventurous activities (see Appendix 3)
 - Are within the UK

These visits should be approved at establishment level.

- For schools: this is likely to mean approval by the Educational Visits Coordinator, Headteacher and Governing Body
- For Milton Keynes Council Children and Families Service Groups all trips must be approved by their Educational Visits Coordinator and the Group Leader's Line Manager

- 6.6 **Level 2:** These are visits which include one or more of the following:

- An overnight residential experience
- A visit abroad (including day trips)

Following authorisation at establishment level, additional approval is required for these visits as follows:

- For schools: approval by Milton Keynes Council, Children and Families Service Groups, by the relevant Assistant Director
- For Milton Keynes Council services: approval by the relevant Assistant Director

- 6.7 **Level 3:** These are visits which involve adventurous (see Appendix 3) activities, including DofE expeditions, which must have additional assessment and endorsement by the Milton Keynes Council's designated Outdoor Education Adviser.

Following authorisation at establishment level, additional approval is required for these visits as follows:

- For schools: endorsement by the Outdoor Education Adviser, and then approval by Milton Keynes Council, Children and Families Service Groups, by the relevant Assistant Director
- For council services: endorsement by the Outdoor Education Adviser and then approval by the relevant Assistant Director

- 6.8 Milton Keynes Council uses an online system for notification and approval called [EVOLVE](#). A key feature of this system is that visits and activities requiring approval are automatically brought to the attention of the designated officers. Those visits and activities not requiring local authority approval may be viewed or monitored using the database and diary facilities of the system.

- 6.9 For Level 2 and 3 visits, details must be submitted, through the [EVOLVE](#) system, for Milton Keynes Council approval **no later than six weeks before the date of the visit**. This will ensure the local authority has sufficient time to check that the visit complies with this policy, and enable any necessary adjustments to be made by the organisers.

7. **Effective supervision on visits**

- 7.1 [Employer guidance for off-site visits and outdoor learning](#) provides clear advice regarding the assessment of leader competence. It is an expectation of this policy that all group leaders and their assistants have been formally assessed as competent to undertake such responsibilities as they have been assigned in line with the [Assessment of competence](#) section of the guidance.

- 7.2 Staffing arrangements for off-site visits must be sufficient to facilitate safe and effective supervision of children and young people. Effective supervision should be determined by risk assessment which includes proper consideration of:

- The age and gender (including the 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
- The nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing environmental conditions)
- Staff competence

7.3 Whilst staffing ratios for visits will vary according to these aspects, this policy recommends the following supervisory ratios, in normal circumstances, for Level 1 activities (see 6.5):

- 1 adult for every 6 children in school years 1 to 3
- 1 adult for every 10-15 children in school years 4 to 6
- 1 adult for every 15-20 young people in school year 7 onwards

7.4 For young children, the [Early Years Foundation Stage Statutory Framework](#) requires providers to carry out a full risk assessment for off-site activities to determine whether it is appropriate to exceed their normal minimum on site ratio requirements. The normal [statutory ratios](#) are:

- 1 member of staff for every 3 children aged under 2 years
- 1 member of staff for every 4 children aged 2 years
- 1 member of staff for every 8 children aged 3 years and over

A risk assessment should identify the supervisory ratio appropriate to the activity being undertaken. This policy recommends that for children aged 3 years and over the minimum ratio suggested in paragraph 7.3 above, i.e. 1 adult for every 6 children, is applied.

7.5 For Level 2 activities, i.e. visits abroad or residential visits, this policy recommends the following ratios:

- 1 teacher or worker for every 10 young people
- at least one male and female teacher or worker for mixed groups
- an appropriate number of group supervisors on night standby duty

7.6 In all cases, there must be a minimum of two accompanying adults, whatever the size of the group.

7.7 The actual ratios required of adults to children and young people will be determined through the risk assessment process and may need to be in excess of the above levels. The use of suitable parents or other adult helpers may be appropriate provided any necessary checks e.g. Criminal Records Bureau (CRB) are in place.

7.8 CRB checks are not required for volunteers or parents who only accompany staff and children on one-off outings or trips that do not involve overnight stays. However, where Headteachers or managers assess that helpers are likely to have substantial access or unsupervised contact with children, a CRB check should be undertaken e.g. in respect of residential trips, or due to the particular nature of help, physical circumstances or exceptional frequency.

7.9 When authorising visits, the establishment's Educational Visits Coordinator and Headteacher or Assistant Director will ensure that ratios are sufficient to enable effective supervision in accordance with this guidance.

7.10 Milton Keynes Council approval for Level 2 or 3 visits, including endorsement by the Outdoor Education Adviser, will not be given for any visits that fail to comply with these ratios, unless the risk assessment provides a clear explanation of how effective supervision will be achieved and maintained.

- 7.11 Further advice is available from the council's designated Outdoor Education Adviser and / or Health and Safety Manager.
- 7.12 Sections [Ratios and effective supervision - good practice](#) and [Group management and supervision](#) of the guidance provide further details.

8. Risk control

- 8.1 Effective risk management is a fundamental part of the planning and execution of all off-site visits and activities. Staff have a common law duty of care towards all children and young people in their charge, and the purpose of risk assessment and management is to help children and young people to undertake activities safely, not to prevent activities taking place.
- 8.2 Risk assessments do not need to be complex but should address any significant risks. However, Headteachers or managers must ensure that the person assessing the risks is competent to do so. Advice can also be obtained from Milton Keynes Council's Outdoor Education Adviser and/or Health and Safety Manager.
- 8.3 Risk assessments 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?
- 8.4 The risk assessment will take into account:
- The type of activity and the level at which it is undertaken
 - The age, competence, fitness and temperament of the group members
 - Any additional educational or medical needs of individuals within the group
 - Supervision ratios
 - The competence, experience and qualifications of the supervisory team
 - The location, routes and modes of transport to it
 - Security for residential or overnight stays
- 8.5 There are three levels of risk assessment that should be undertaken:
- 8.5.1 **generic activity risk assessments**, which are likely to apply to the activity wherever and whenever it takes place. They are useful to cover activities which are likely to be repeated and that do not need doing again unless the activity, the environment and/or the nature of the learners change significantly.
- 8.5.2 **visit or site specific risk assessments** are completed by the group leader and are unique to each occasion. They should take into account the site, learners' needs and activity specific needs (environment, accommodation, leaders, transport, etc). Site specific risk assessments available from activity providers will support this aspect.

- 8.5.3 **ongoing risk assessments** involve professional judgements during an activity in response to changing situations, e.g. weather conditions or ill health of participants. This applies to all categories and is critical to the success and safety of any activity.
- 8.6 All local (establishment level) processes will include checks to ensure that all applicable risk assessments have been appropriately completed before visits are approved.
- 8.7 Where local authority approval is required, for Level 2 and 3 visits, this will **not** be given for any off-site visit unless evidence of risk assessment is provided, showing that appropriate risk management controls are in place to address any significant risks.

9. Planning visits

- 9.1 Planning should reflect the consideration of legal and good practice requirements, ensuring that:
- There is a clear purpose for the trip linked to the objectives of the school or service, agreed by the Headteacher or establishment manager and sanctioned by governors or management committees
 - The plan is based on establishment procedures and employer guidance
 - Benefits and learning outcomes that the activity (or range of activities) might achieve have been clearly identified and recorded to enable evaluation
 - There is a suitably competent and experienced person designated as Group Leader who understands the role's requirements
 - All staff (including any adult volunteer helpers) and the children and young people to be involved, have a clear understanding of their roles and responsibilities
 - There is an appropriate risk management plan and all participants are aware of the detail where it impacts on them
 - Those in a position of parental authority have been fully informed about the nature of the trip, particularly any risk entailed, and, where appropriate, formal consents have been obtained
 - Proportionate assurances have been obtained from any providers (making full use of national accreditation and inspection schemes)
 - There are emergency contingencies, alternative options in place and designated home contact(s) have been identified and briefed
 - All details of the activity provision are accessible to the emergency contact throughout the period of the activity
- 9.2 The degree of complexity of a particular plan will need to reflect the nature and complexity of several variables that can impact on any given activity as follows:
- Staffing requirements – training, experience, competency and ratios
 - Activity characteristics – specialist, licensable, any insurance issues
 - Group characteristics – prior experience, ability, behaviour, special and medical needs
 - Environmental conditions – like last time, impact of weather, water levels
 - Distance from support mechanisms in place at the home base – transport, residential

9.3 For further details refer to Section [Planning Basics - an overview](#) of the guidance and also the [Planning visits and off-site activities and learning outside the classroom presentation](#)

10 Preliminary visits and provider assurances

10.1 All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

10.2 Wherever reasonably practicable, it is good practice to carry out a preliminary visit. A 'virtual tour', where available, using the internet could support this. It may also be useful to learn from other establishments' experience of using particular providers.

10.3 Where a provider holds accreditation through one of the national provider assurance schemes there should be no need to seek further safety assurances. Examples of such schemes include:

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

10.4 Group leaders should be aware that the AALS license is an assurance of safety. It does not accredit educational or activity quality.

10.5 Refer to Section [Summary of Adventurous Activity Licensing Regulations](#).

11. Home contact, emergency planning and critical incident support

11.1 A Home Contact must be established as part of the planning of any journey involving an overnight stay and is recommended for all off-site visits.

11.2 The Home Contact will need to be conversant with and act in accordance with the council's critical incident procedure.

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

- Suffered a life threatening injury or fatality
- Is at serious risk

Or

- Has gone missing for a significant and unacceptable period of time

11.4 Milton Keynes Council is committed to providing emergency planning procedures to support establishments in the event of a critical incident.

- 11.5 To activate support from Milton Keynes Council the following telephone number should be used: **01908 311773 (24 hours)**.
- 11.6 This number should be carried by group leaders at all times during an off-site activity but should only be used in the case of a genuine emergency.

12. Insurance cover

- 12.1 Organisers must ensure that adequate insurance cover is in place for any off-site visit, including for transport arrangements. Visit organisers should clarify through the school or Milton Keynes Council what insurance cover already exists, to identify whether additional cover needs to be obtained. Advice on insurance is available from the council's [Insurance and Risk Manager](#)
- 12.2 For Level 2 and 3 visits which require authorisation by the local authority, schools must provide evidence of appropriate alternative insurance cover where insurance cover is not purchased through Milton Keynes Council.
- 12.3 Refer to [Insurance](#) section of the guidance.

13. Provision of transport

- 13.1 Organisers must ensure that all travel arrangements, including the hire of private coaches or buses, are suitable for the nature of the visit. Where driving is carried out by members of staff, all relevant licences including Passenger Service Vehicle (PSV) or Section 19 permits (within UK), must be held, in accordance with the Transport Act 1985 and the [Vehicle and Operator Services Agency guidance](#).
- 13.2 The level of supervision necessary should be considered as part of the risk management process when planning the journey, giving proper consideration to issues of driver distraction when considering what supervision is required for the specific group of passengers being transported in a minibus.
- 13.3 All transport arrangements must comply with UK and/or EU rules in respect of drivers' hours and breaks, and use of tachographs (outside UK) as appropriate to the journey being undertaken.
- 13.4 All staff and others who drive participants in their own car must ensure that the vehicle is roadworthy and that they have proper insurance, e.g. for business use, that covers carrying participants. The driver is responsible for making sure that children and young people have a seat belt and use it at all times.
- 13.5 Advice on transport for off-site visits is available from the council's Fleet Management team, from whom vehicles are available for hire to Milton Keynes Council services and community and voluntary controlled schools, provided they meet the appropriate legal and council requirements.

14. Charging for visits

- 14.1 In all cases group organisers must ensure that there is a clear financial audit trail for all income and expenditure in respect of off-site visits.

14.2 Schools may charge or request voluntary contributions for educational visits and journeys in accordance with their agreed and published Charging and Remissions Policy. Policies must be in line with Sections 449-462 of the Education Act 1996. Full details are given in the Department for Education guidance on [Charging for school activities](#).

14.3 Where charges are raised for trips involving transport, this affects the legal position as outlined in the [Vehicle and Operator Services Agency](#) guidance.

15. Role-specific requirements

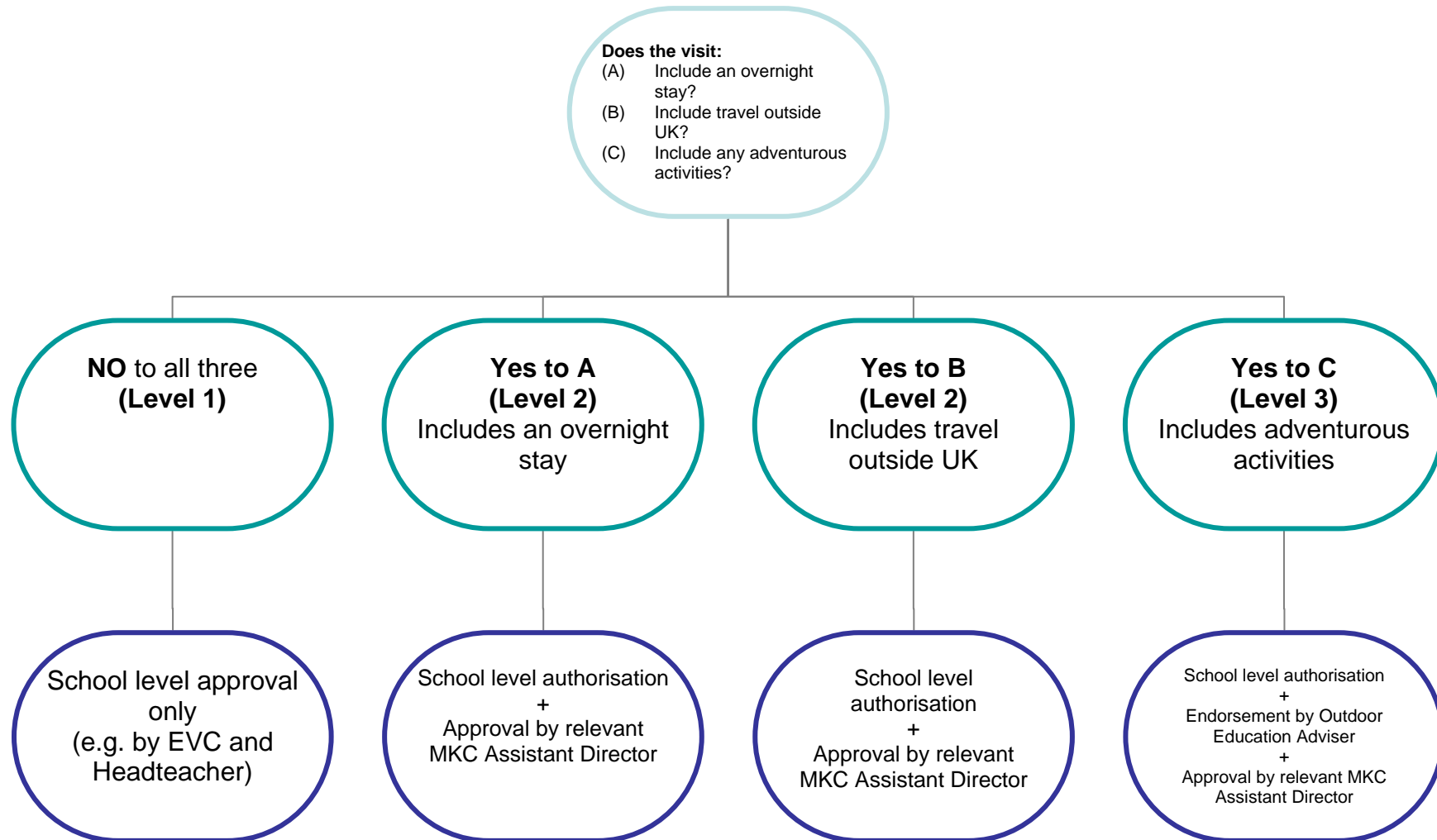
15.1 Full details of the responsibilities and functions of specific roles are set out in the [Employer guidance for off-site visits and outdoor learning](#) in respect of the following roles:

- (a) [Outdoor Education Adviser \(OEA\)](#)
- (b) [Local authority Adviser including Health and Safety](#)
- (c) [Manager of an outdoor centre](#)
- (d) [Governing body or management board](#)
- (e) [Headteacher](#)
- (f) [Manager of an establishment other than a school](#)
- (g) [Educational Visits Coordinator \(EVC\)](#)
- (h) [Group, visit or activity leader](#)
- (i) [Assistant leader](#)
- (j) [Volunteer adult helper](#)
- (k) [Parents or others in a position of parental authority](#)

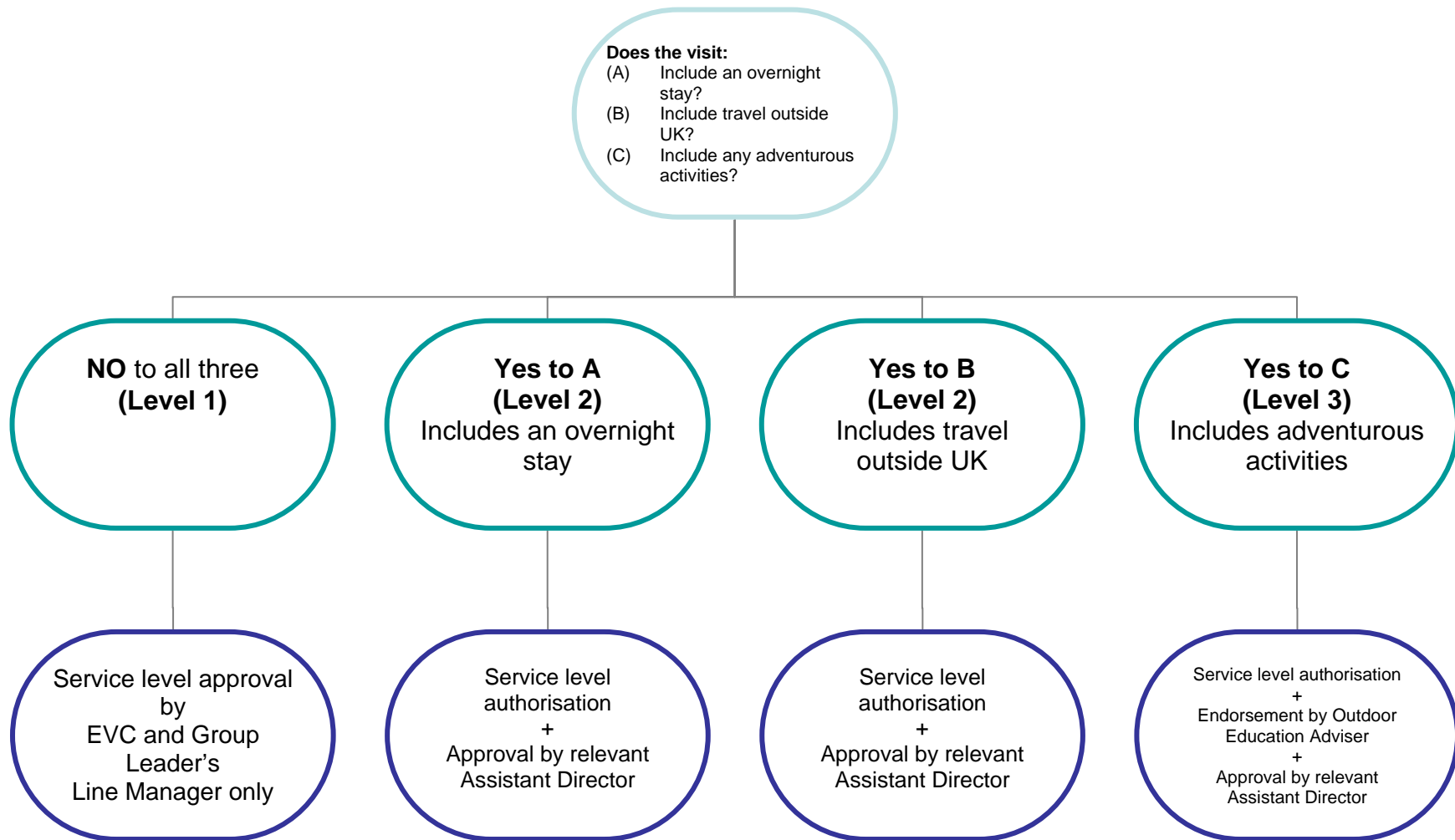
16. Review of this policy

16.1 This policy will be reviewed every three years or sooner as legislation and guidance dictates.

Appendix 1: Approval process for community and voluntary controlled schools



Appendix 2: Approval process for Milton Keynes Council Services



Appendix 3: Definition of adventurous activities (Level 3)

An adventurous activity is defined as including:

1. Caving
2. Climbing
3. Trekking or
4. Watersports
5. Camping
6. Working around water margins
7. Airborne activities
8. Archery
9. Angling
10. All Duke of Edinburgh's Award expeditions

1. "caving" means the exploration of underground passages (other than those principally used as show-places open to the public):
 - (a) in parts of mines which are no longer worked; or
 - (b) in natural caves where the exploration of those passages requires, in order to be carried out safely, the use of rock climbing or diving equipment or the application of special skills or techniques.
2. "climbing" means climbing, traversing, abseiling or scrambling over natural terrain or outdoor man-made structures which requires, in order to be carried out safely, the use of equipment for, or the application of special skills or techniques in, rock climbing or ice climbing.
3. "trekking" means journeying on foot, horse or pedal cycle or ski-ing over terrain:
 - (a) which is moorland or more than 600 metres above sea level and
 - (b) from which it would take more than 30 minutes travelling time to reach any accessible road or refuge.
4. "watersports" means the use on waters of:
 - (a) canoes, kayaks or similar craft propelled or steered by paddles held in the hand
 - (b) rafts (including those which are inflatable or which are improvised from various materials)
 - (c) sailing boats, windsurfers, sailing dinghies or other craft whose principal means of propulsion is the wind but excluding craft the construction, equipment and use of which is subject to a requirement for a certificate issued pursuant to the Merchant Shipping Act 1995(3) or any regulation or order made thereunder.
5. Camping which involves knowledge and use of tents and camping stoves.
6. Working around water margins means all learning which takes place around ponds, rivers, canals, estuaries, the sea, beaches and cliffs.
7. Airborne activities includes all modes of propulsion into the air excluding commercial aircraft available to the general public.
8. Archery means activities using bows and arrows.
9. Angling includes all types of fishing including the use of boats and the river bank.

Appendix 4:- Duke of Edinburgh's Award Expeditions

1. Under its Duke of Edinburgh's Award license, the Operating Authority retains overall responsibility and liability for the health and safety of each participant.
2. Milton Keynes Council is the Operating Authority for the Duke of Edinburgh's Award (DofE) within the Milton Keynes borough area, and, as such, is required to approve all DofE expeditions planned by any of its approved DofE Centres.
3. DofE Centres operate under a Service Level Agreement with their Operating Authority.
4. All Milton Keynes DofE Centres are required to use the EVOLVE database for the approval of DofE expeditions and to comply with appropriate sections of the Milton Keynes Council Off-site Visits and Outside Learning Policy.
5. A surcharge will be applied to the standard price per DofE participant place at centres hosted by academy and independent schools, to cover the cost of administering the EVOLVE system and for the provision of associated professional advice.

Appendix 5: Off-site visits and outdoor learning - list of key contacts

<p>Adventure Activities Licensing Service TQS Ltd 44 Lambourne Crescent Cardiff Business Park Llanishen CARDIFF CF14 5GG</p>	<p>029 2075 5715</p> <p>E-mail: info@aals.org.uk</p> <p>Website: www.hse.gov.uk</p>
<p>Caldecotte Xperience George Amey Centre 366 Simpson Road Simpson Milton Keynes MK6 3AG</p>	<p>01908 232042</p> <p>E-mail: Caldecotte@milton-keynes.gov.uk</p> <p>Website: www.milton-keynes.gov.uk/outdoor-education</p>
<p>Critical incidents (24 hour emergency number)</p> <p>Contact: Milton Keynes Council Community Alarm Service</p>	<p>01908 311773</p>
<p>Department for Education (DfE) Castle View House East Lane Runcorn Cheshire WA7 2GJ</p> <p>Publication 'Health and Safety: Department for Education advice on legal duties and powers for local authorities, head teachers, staff and governing bodies' (July 2011)</p>	<p>0870 000 2288</p> <p>Website: www.education.gov.uk</p> <p>www.education.gov.uk/publications</p> <p>DfE advice on legal duties and powers</p>
<p>Health and Safety Executive (HSE) AW House 6-8 Stuart Street Luton Bedfordshire LU1 2SJ</p> <p>Publications:</p> <ul style="list-style-type: none">• HSE. Five Steps to Risk Assessment• HSE. School trips and outdoor learning activities. Tackling the health and safety myths	<p>HSE Infoline: 0845 345 0055</p> <p>Website: www.hse.gov.uk</p> <p>www.hse.gov.uk/services/education/school-trips</p>

Appendix 5: Off-site visits and outdoor learning - list of key contacts

Senior Health & Safety Adviser Milton Keynes Council Civic Offices 1 Saxon Gate East Central Milton Keynes MK9 3EJ	01908 253839 Email: martin.rudd@milton-keynes.gov.uk
Insurance & Risk Manager Milton Keynes Council Civic Offices 1 Saxon Gate East Central Milton Keynes MK9 3EJ	01908 252315 Email: john.pettitt@milton-keynes.gov.uk
Head of Integrated Youth Support Services Milton Keynes Council Saxon Court	01908 253447 Email: sue.payne@milton-keynes.gov.uk
Council for Learning Outside the Classroom 6 Breams Buildings London EC4A 1QL	Email: enquiries@lotc.org.uk Website: www.lotc.org.uk
Longrigg Residential Centre Frostow Lane Millthorp Sedbergh Cumbria LA10 5SW	01539 621161 E-mail: longrigg.centre@kencomp.net Website: www.longrigg.org.uk
Milton Keynes Council (for advice on approval and notification system i.e. EVOLVE) Children and Families – Education, Effectiveness and Participation Saxon Court 502 Avebury Boulevard Central Milton Keynes MK9 3HS	01908 253280 Email: bill.walford@milton-keynes.gov.uk Website: www.milton-keynes.gov.uk/schools
(designated Outdoor Education Adviser) Outdoor Education Manager Milton Keynes Council Caldecotte Project 366 Simpson Road Milton Keynes MK6 3AG	01908 234042 07947771541 Email: Bryan.Watson@milton-keynes.gov.uk

Appendix 5: Off-site visits and outdoor learning - list of key contacts

Outdoor Education Advisor Panel	Website: www.oeap.info
Employer Guidance (adopted by Milton Keynes Council)	Employer guidance: www.oeapeg.info
Thames Valley Police	0845 8 505 505 01865 846000
Transport Manager Fleet Management Milton Keynes Council Synergy Park	01908 252852 or 01908 252845 (Transport Reception) Email: keith.miller@milton-keynes.gov.uk
Vehicle & Operator Services Agency (VOSA) Berkeley House Croydon Street Bristol BS5 0DA	0300 123 9000 (Helpline) www.businesslink.gov.uk/transport

www.milton-keynes.gov.uk/schools



Available in audio, large print,
Braille and other languages
Tel **01908 253257**

Milton Keynes Council
Civic Offices
1 Saxon Gate East
Central Milton Keynes
MK9 3EJ

T 01908 253257
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