



Year 6 Residential PGL Caythorpe

Visit Type & Date

ID:	20080
Establishment:	Washingborough Academy (01522 801355)
Overseas:	
Residential:	<input checked="" type="checkbox"/>
Adventurous:	<input checked="" type="checkbox"/>
Adventurous (led by establishment staff):	
None of the Above:	
Dates:	02/07/2021 - 05/07/2021 (4 days)
EVC:	Emily Spooner

Staffing & Participants

Leader Name:	Katie Cropper - Female
Attendee Group:	Age 7-11 (Key Stage 2)
Attendees on Reg:	0
Intended Attendees:	37(M=17 F=20)
Staff (Employees):	Alison McGowan , Cody Jenkinson , Elspeth O'Rourke , Jason O'Rourke ,
Volunteers:	Mark Andrews ,
Staffing:	5 Employees + 1 Volunteers = 6 Staff

External Providers & Destination

Provider/Venue:	External Provider: PGL Caythorpe Court (0333 321 2100) LOtC QB No: 101281 (expires: 11/11/2021 PLI: £20000000)
Venue/Accommodation address:	PGL Caythorpe Court (NG32 3ER)

Travel Arrangements

Travel Method:	Hired Coach/Minibus with Driver
Travel Company:	Sleafordian ()

Purpose & Activities

Primary Purpose:	Personal Development
Secondary Purpose:	PSHE
Intended Outcomes:	<ol style="list-style-type: none"> 1. To develop teamwork skills 2. To develop confidence to tackle challenges 3. To prepare for their transition to secondary school 4.

Adventurous Activities:	High level ropes courses @ PGL Caythorpe Court Shooting and archery @ PGL Caythorpe Court Multi-Activities (Ext Provider) @ PGL Caythorpe Court Canoeing @ PGL Caythorpe Court
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Times

Estimated time of departure from School:	11:30
Estimated return time to school:	14:00

Base contact(s)

Name and telephone number of base contact(s):	Jason O'Rourke 07793 359747
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Event • **Specific Plan****Event Specific Notes**

- Transmission due to contact between individuals and surfaces: Stay in school bubbles, ensure no pupils/staff attend the visit with symptoms (staff to carry out their LF test before hand), social distance from other schools, ensure PGL have cleaned equipment between sessions (Katie Cropper @ 15/05/2021 19:23:36)

Adventurous Activities**National Guidance**

- Visit leader to read and adhere to all relevant aspects of OEAP National Guidance: 7a Adventurous Activities. (Katie Cropper @ 15/05/2021 19:29:06)
- Accompanying staff to read and adhere to all relevant aspects of OEAP National Guidance: 7a Adventurous Activities. (Katie Cropper @ 15/05/2021 19:29:06)

Provider Suitability

- Provider holds LOtC Quality Badge. (Katie Cropper @ 15/05/2021 19:29:19)

Supervision

- Participants will be supervised by the external provider/s at all times while taking part in adventurous activities. (Katie Cropper @ 15/05/2021 19:29:34)

Coronavirus**Crisis Management**

- If the person with symptoms requires the bathroom whilst they are waiting to be collected, they will use a separate bathroom, where possible. The bathroom will be cleaned and disinfected before anyone else uses it. (Katie Cropper @ 15/05/2021 19:28:47)
- Suitable arrangements will be in place in the event that a parent cannot collect their child from a visit. (Katie Cropper @ 15/05/2021 19:28:47)
- Any member of staff who develops symptoms of coronavirus during a visit will be sent home immediately, the emergency contact for the visit called and a replacement member of staff sent where possible. (Katie Cropper @ 15/05/2021 19:28:47)
- If a student develops symptoms during the visit, they will be sent home immediately. While they await collection, they should be moved to a room or area that can be isolated (2m away from others), ideally behind a closed door. If supervision is required due to the age or needs of the child, the supervisor will wear appropriate PPE. (Katie Cropper @ 15/05/2021 19:28:47)

Equipment

- Where equipment cannot be cleaned it will be left for 72 hours prior to reuse. (Katie Cropper @ 15/05/2021 19:27:45)
- Equipment to be cleaned prior to reuse. (Katie Cropper @ 15/05/2021 19:27:45)
- Equipment sorted into batches to reduce multiuse by different groups/bubbles. (Katie

Group Size

- Group work to be delivered following COVID-19 guidance and normal activity procedures. (Katie Cropper @ 15/05/2021 19:25:48)
- The group is of a manageable size to ensure social distancing. (Katie Cropper @ 15/05/2021 19:25:48)

Hygiene

All waste to be disposed of properly. (Katie Cropper @ 15/05/2021 19:25:25)

- All staff and students to avoid touching objects shared by the public, such as gates, door handles, etc. (Katie Cropper @ 15/05/2021 19:25:25)
- Antiseptic sprays, wipes and/or hand gels are not to be left unsupervised. (Katie Cropper @ 15/05/2021 19:25:25)
- Staff and pupils who wear face coverings to be reminded of the the processes for removal, storage/disposal of their masks. (Katie Cropper @ 15/05/2021 19:25:25)
- Facilities are available for regular hand washing. (Katie Cropper @ 15/05/2021 19:25:25)
- Students reminded that hands must be washed before and after touching shared objects, such as activity equipment, before eating, and after using the toilet. (Katie Cropper @ 15/05/2021 19:25:25)
- Antiseptic gels and/or wipes, tissues and bags for waste to be carried by staff. (Katie Cropper @ 15/05/2021 19:25:25)

Local Indoor Spaces

- Good hygiene facilities are available. (Katie Cropper @ 15/05/2021 19:26:29)
- The space is appropriate for the age, needs and planned activities, and social distancing rules can be adhered to. (Katie Cropper @ 15/05/2021 19:26:29)
- Venue is confirmed as Covid-19 Secure. (Katie Cropper @ 15/05/2021 19:26:29)
- Group has sole access and use of the site. (Katie Cropper @ 15/05/2021 19:26:29)
- Venue has a coronavirus risk assessment in place. (Katie Cropper @ 15/05/2021 19:26:29)

Local Outdoor Spaces

- Good hygiene facilities are available. (Katie Cropper @ 15/05/2021 19:26:44)
- Venue has a coronavirus risk assessment in place. (Katie Cropper @ 15/05/2021 19:26:44)
- There is sufficient space for social distancing, including factoring in members of the public and other groups who may also be using the space. (Katie Cropper @ 15/05/2021 19:26:44)

Providers & Venues

- The provider/venue has self-assessed as 'COVID-19 SECURE'. (Katie Cropper @ 15/05/2021 19:27:09)
- Discussion to take place with the provider on how people from different groups will be kept separate, and if this is not possible what measures will be in place to prevent infection. (Katie Cropper @ 15/05/2021 19:27:09)
- School staff are aware of the measures that have been put in place by the provider in terms of risk management and Covid-19. (Katie Cropper @ 15/05/2021 19:27:09)

Student Behaviour

- Students reminded to socially distance from members of the public. (Katie Cropper @ 15/05/2021 19:26:07)
- School behaviour policy updated where necessary, and students' attention brought to Covid-19 issues and how these will be managed off-site. (Katie Cropper @ 15/05/2021 19:26:07)

Travel to venues

- Staff supervise the use of hand sanitiser when boarding and disembarking. (Katie Cropper @ 15/05/2021 19:24:45)
- Vehicles have additional cleaning in place. (Katie Cropper @ 15/05/2021 19:24:45)
- Walking undertaken in social bubbles. (Katie Cropper @ 15/05/2021 19:24:45)
- Coach/minibus dedicated to school. (Katie Cropper @ 15/05/2021 19:24:45)

General • **Statements**

Consent

- Blanket parent/carer consent obtained. (Katie Cropper @ 15/05/2021 19:30:28)

Hot weather

- Staff to check participants have hats/caps and wear these. (Katie Cropper @ 15/05/2021 19:30:57)
- Staff to check participants have and apply sun cream regularly. (Katie Cropper @ 15/05/2021 19:30:57)
- Participants and staff to remain in shade where possible. (Katie Cropper @ 15/05/2021 19:30:57)
- Physical condition of participants to be monitored regularly and appropriate remedial action taken where indicated. (Katie Cropper @ 15/05/2021 19:30:57)
- Sufficient water/drinks will be available. (Katie Cropper @ 15/05/2021 19:30:57)

Injuries / Illness

- Staff carry mobile phone/s and know how to access emergency services. (Katie Cropper @ 15/05/2021 19:31:19)
- Participants have access to appropriate first aider and first aid kit. (Katie Cropper @ 15/05/2021 19:31:19)
- Staff have prior knowledge of medical conditions of participants and staff. (Katie Cropper @ 15/05/2021 19:31:19)
- Medication checked and carried. (Katie Cropper @ 15/05/2021 19:31:19)
- Competent person designated to administer medication. (Katie Cropper @ 15/05/2021 19:31:19)

Managing emergencies

- The school has an emergency plan for dealing with an incident on off-site visits. This is known, understood, and will be followed by staff. (Katie Cropper @ 15/05/2021 19:33:14)
- Staff use an 'Emergency Card' or note pad to record incidents/accidents. (Katie Cropper @ 15/05/2021 19:33:14)
- Supervision will be re-organised to take into account any staff no longer available. (Katie Cropper @ 15/05/2021 19:33:14)
- Mobile phones carried, or alternative methods of communication considered where there are no mobile signals. (Katie Cropper @ 15/05/2021 19:33:14)
- All participants to take mobile phones, with numbers known by staff. Participants to have school number and/or staff emergency contact number keyed into phone. (Katie Cropper @ 15/05/2021 19:33:14)
- Sufficient staff will be available to deal with an incident and safeguard the rest of the group. (Katie Cropper @ 15/05/2021 19:33:14)
- List of participants, contact details of parents/carers and medical information to be held by visit leader and/or deputy leader. (Katie Cropper @ 15/05/2021 19:33:14)
- List of participants, contact details of parents/carers and medical information to be held by school contact. (Katie Cropper @ 15/05/2021 19:33:14)

Planning

- The planning for this visit follows discussions between the visit leader and accompanying staff. (Katie Cropper @ 15/05/2021 19:29:54)
- The visit planning will be shared with all accompanying staff. (Katie Cropper @ 15/05/2021 19:29:54)

Pre-visit

- School has previously visit the venue/s. (Katie Cropper @ 15/05/2021 19:33:28)

- **Safeguarding**

- Male & female staff in attendance. (Katie Cropper @ 15/05/2021 19:34:00)
- Setting chosen and group supervised to minimise risk of stranger danger. (Katie Cropper @ 15/05/2021 19:34:00)

Staff to make decisions regarding supervision of participants when using public toilets. (Katie Cropper @ 15/05/2021 19:34:00)

- DBS checks carried out where appropriate. (Katie Cropper @ 15/05/2021 19:34:00)
- Staff know and follow employer Safeguarding procedures. (Katie Cropper @ 15/05/2021 19:34:00)
- Hazards known and addressed in pre-planning, including allocation of staff and briefing of participants. (Katie Cropper @ 15/05/2021 19:32:37)
- Specific staff assigned to groups of young people. (Katie Cropper @ 15/05/2021 19:32:37)
- Staff to undertake regular head counts. (Katie Cropper @ 15/05/2021 19:32:37)
- Participants briefed on action to be taken if separated from group. (Katie Cropper @ 15/05/2021 19:32:37)
- Participants briefed regarding expected behaviour and emergency procedures. (Katie Cropper @ 15/05/2021 19:32:37)
- Group to return home early if supervision levels fall below the required standard for safety to be maintained. (Katie Cropper @ 15/05/2021 19:32:37)
- Code of Conduct agreed with participants. (Katie Cropper @ 15/05/2021 19:32:37)
- On arrival, group to be fully briefed regarding required behaviour, potential hazards, and safety measures/procedures. (Katie Cropper @ 15/05/2021 19:32:37)
- Designated meeting points will be agreed. (Katie Cropper @ 15/05/2021 19:32:37)

Where conditions change sufficiently, the group will move to a pre-determined Plan B activity. (Katie Cropper @ 15/05/2021 19:32:37)

Weather extremes

- Group to avoid: exposed woodland, trees during strong winds, riverbanks during spate, unstable slopes during wet weather. (Katie Cropper @ 15/05/2021 19:34:14)
- Protective clothing and footwear taken, according to time of year and weather forecast. (Katie Cropper @ 15/05/2021 19:34:14)
- Weather conditions taken into account during venue/activity choice. (Katie Cropper @ 15/05/2021 19:34:14)
- Weather forecast obtained and activities modified where necessary. (Katie Cropper @ 15/05/2021 19:34:14)

Residential

Dietary requirements

- Check on arrival that inappropriate food or additives will not be present. (Katie Cropper @ 15/05/2021 19:34:44)
- Check accommodation is aware of requirements in advance. (Katie Cropper @ 15/05/2021 19:34:44)

Domestic hazards

- On arrival, staff and participants to check and report damage or faulty systems found in rooms. (Katie Cropper @ 15/05/2021 19:35:05)
- Staff to check security of bunk beds and restraining bars. (Katie Cropper @ 15/05/2021 19:35:05)
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- Staff to visually inspect balconies, windows (opening restraints), stairways, dormitories, bedrooms, showers, electrical fittings as soon as is practicable. (Katie Cropper @ 15/05/2021 19:35:05)
 - Participants to be briefed jumping on and off beds. (Katie Cropper @ 15/05/2021 19:35:05)
 - Visual Inspection of catering facilities as soon as is practicable. (Katie Cropper @ 15/05/2021 19:35:05)
 - Safe area for socialising identified. (Katie Cropper @ 15/05/2021 19:35:05)
- Staff to check temperature of hot water systems. (Katie Cropper @ 15/05/2021 19:35:05)

Fire / Evacuation

Accommodation has a Fire Risk Assessment. (Katie Cropper @ 15/05/2021 19:35:28)

- Participant briefing and fire drill carried out as soon as is practicable. (Katie Cropper @ 15/05/2021 19:35:28)
- Visit leader to read and adhere to all relevant aspects of OEAP National Guidance: 4.2b Residential Visits. (Katie Cropper @ 15/05/2021 19:34:34)
- Accompanying staff to read and adhere to all relevant aspects of OEAP National Guidance: 4.2b Residential Visits. (Katie Cropper @ 15/05/2021 19:34:34)
- Accommodation checked, and is safe and secure. (Katie Cropper @ 15/05/2021 19:35:59)
- Staff accommodation on same floor as participant accommodation. (Katie Cropper @ 15/05/2021 19:35:59)
- Participants to be checked into rooms at 'lights out'. (Katie Cropper @ 15/05/2021 19:35:59)
- Staff to check external doors and windows secure against intrusion. (Katie Cropper @ 15/05/2021 19:35:59)
- Participants can easily contact staff throughout night. (Katie Cropper @ 15/05/2021 19:35:59)

Suitability of venue

- Accommodation has LOTC Quality Badge. (Katie Cropper @ 15/05/2021 19:36:27)
- Checks made on suitability via website, correspondence, etc. (Katie Cropper @ 15/05/2021 19:36:27)
- Kaddi Reviews have been considered. (Katie Cropper @ 15/05/2021 19:36:27)

Transport: Coach

Accident/breakdown

- Participants to remain on coach if safe to do so. If unsafe to remain on coach, participants to be escorted to a safe location protected from oncoming traffic. (Katie Cropper @ 15/05/2021 19:37:00)

Company suitability

- Reputable coach company used. (Katie Cropper @ 15/05/2021 19:38:35)
- Coach is hired from approved list of suppliers for school. (Katie Cropper @ 15/05/2021 19:38:35)
- All seats fitted with seat belts. (Katie Cropper @ 15/05/2021 19:38:35)
- Basic safety equipment is carried: first aid equipment, torch, etc. (Katie Cropper @ 15/05/2021 19:38:35)
- If the condition of either the bus or the driver is considered to be dangerous the journey will not proceed. (Katie Cropper @ 15/05/2021 19:38:35)
- Visit leader to make visual inspection of interior and exterior of coach and draw any obvious defects to the driver's attention. (Katie Cropper @ 15/05/2021 19:38:35)

- Coach provider has BUSK accreditation. (Katie Cropper @ 15/05/2021 19:42:39)

Driver issues

- Drivers are correctly licensed and have DBS checks, if appropriate. (Katie Cropper @ 15/05/2021 19:38:46)
- Drivers and staff are clear about pick up and drop off locations. (Katie Cropper @ 15/05/2021 19:38:46)
- Staff to check that drivers do use hand held mobile phones while driving. (Katie Cropper @ 15/05/2021 19:38:46)
- Visit leader to read and adhere to all relevant aspects of OEAP National Guidance: 4.5a Transport - General Considerations. (Katie Cropper @ 15/05/2021 19:36:48)
- Visit leader to read and adhere to all relevant aspects of OEAP National Guidance: 4.5e Hiring a Coach. (Katie Cropper @ 15/05/2021 19:36:48)

- Accompanying staff to read and adhere to all relevant aspects of OEAP National Guidance:

4.5e • Hiring a Coach. (Katie Cropper @ 15/05/2021 19:36:48)

Accompanying staff to read and adhere to all relevant aspects of OEAP National Guidance:

4.5a Transport - General Considerations. (Katie Cropper @ 15/05/2021 19:36:48)

Supervision during travel

- Staff
- suitably distributed to ensure adequate supervision. (Katie Cropper @ 15/05/2021 19:39:12)
 - Coach 'rules' agreed. (Katie Cropper @ 15/05/2021 19:39:12)

Other Documents

Attached:	<p>Planning / Risk Assessment PGL COVID Risk assessment (Katie Cropper@ 15/05/2021 19:40:22)</p> <p>PGL Caythorpe Risk Assessment (Katie Cropper@ 15/05/2021 19:41:17)</p> <p>Specific Risk Assessment (Katie Cropper@ 15/05/2021 19:45:56)</p> <p>Generic Risk Assessment (Katie Cropper@ 15/05/2021 19:46:46)</p> <p>Other (give name) - None</p> <p>Programme / Itinerary - None</p> <p>Post visit evaluation - None</p> <p>Letter to parents - None</p>
Available:	

EVC Declaration :

✓ This visit complies with Lincolnshire Policy and Guidance for Educational Visits *Head Declaration :*

✓ The planning and risk management for this visit has been checked and approved according to the current Lincolnshire

Policy and Guidance for Educational Visits

✓ The visit complies with the LA's current planning checklist for off-site activities

✓ The visit leader and staff are qualified and competent to supervise the visit

✓ I have read and accept the EduLincs and EduVisits general Terms and Conditions, including Schedule 1 (located within the Guidance, Policies and Documents section of the Resources tab). By confirming this, it is deemed that you have accepted and agreed to abide by these Terms and Conditions without there being a requirement for signing an actual order form prior to receiving the Service.

Approval Chain

Visit Form created: Katie Cropper @ 15/05/2021

Submitted to EVC: 15/05/2021 19:47:06

Submitted to Head by: Emily Spooner @ 12/06/2021 20:36:58

Authorised by Head: Jason O'Rourke @ 16/06/2021 09:50:37

Approved by LA: Jake Wiid @ 22/06/2021 20:52:21

Form ID : 20080

Jake Wiid --> Katie Cropper - Read @ 23/06/2021 07:15:10 Sent @ 22/06/2021 20:52:21 Hannah Smith Jason O'Rourke

This visit is approved on the basis that the government Covid-19 guidance in place at the time of the visit is followed.

Have a safe and enjoyable visit.

Katie Cropper --> Hannah Smith Sent @ 21/06/2021 17:37:43 Jason O'Rourke
LA - Read by Jake Wiid @ 22/06/2021 20:51:56
General Note

One of our pupils will no longer be attending due to the change of dates clashing with other prior arrangements as a family. This brings our total to 39. 17 males and 22 females. We will still have 4 adults and our ratio will still be 1:10.

Katie Cropper --> Katie Cropper - Read @ 16/06/2021 08:12:42 Sent @ 16/06/2021 08:12:28 Hannah Smith
Jason O'Rourke - Read @ 16/06/2021 09:48:11
LA - Read by Jake Wiid @ 16/06/2021 08:31:26

We have 3 more pupils attending this visit. There will be 18 Males and 22 Females making the total 40. Ratio will be 1:10 for adults

Elsbeth O'Rourke, Alison McGowan and Jason O'Rourke will be attending on rotation. Elspeth O'Rourke Friday to Saturday, Alison McGowan Saturday to Monday and Jason O'Rourke Monday.