

AYR UNITED FOOTBALL ACADEMY



POLICY Excursions and Visits
FOR VOLUNTEERS AND STAFF
VERSION 1.2

Created
Passed by Board of Management

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September 2017

1. Purpose

- 1.1 To ensure all participants have access to the necessary guidance to ensure their health and safety when participating in Academy-related excursions and visits.

2. Definitions

- 2.1 '*Day or Part Day*': Routine excursions or visits which do not involve overnight travel or accommodation.
- 2.2 '*Overnight or Adventurous Activities*': Multi-day excursions involving more than one night away from home or challenging outdoor training for Academy learners in specified adventurous activities, involving controlled exposure to risk, to develop leadership, teamwork, physical fitness, moral and physical courage, among other personal attributes and skills vital to personal development..
- 2.3 '*Foreign Travel*': Excursions or visits which involve travel to foreign countries.

3. References

- 3.1 Health and Safety at Work etc. Act 1974
- 3.2 Health and Safety (First-aid) Regulations 1981
- 3.3 Health & Safety on Educational Excursions: A Good Practice Guide (HASEE)
- 3.4 Health and Safety of Pupils on Educational Visits (HASPEV)
- 3.5 HSE Document 'School trips & outdoor learning activities – tackling the health & safety myths' (06/11)

4. Policy – Excursions and Visits

4.1 It is the policy of Ayr United Football Academy to run participants to away games.

4.2 In arranging these away games the Academy has regard to DfES Guidance *Health and Safety of Pupils on Educational Visits* (HASPEV), which involves appropriate mention of the ten important areas below, as applicable to the Academy and the types of activities envisaged. The essential elements which usually apply are:

- responsibilities for visits, including participants' behaviour;
- planning visits, including risk assessments and first aid;
- supervision, including ratios and vetting checks
- preparing participants, including special and medical needs;
- communicating with parents / guardians;
- planning transport;
- insurance;
- types of visit;
- visits abroad (if applicable);
- Emergency procedures, including contact details and permission for emergency medical treatment if the parents cannot be contacted.

4.3 During the course of their duties members of staff and volunteers may be required to accompany learners during their excursions / visits or be involved in trips on other Academy business (either in the UK or abroad).

4.4 Academy excursions and visits are classified into three categories:

Category A - Day or part day trips which do not involve pupils in hazardous activities e.g. away games

Category B – Excursions or visits which require participant to be away from home overnight and those which involve hazardous activities (Adventurous Activities). For these excursions it must be made clear who is giving instruction and what qualifications they have.

Category C - Any trip overseas.

4.5 In order to ensure health and safety requirements for planned excursions and visits are proportionate and relevant, the Academy has produced three separate documents.

4.5.1 The excursion leader must confirm that annual learner consent forms, including details of specific medical conditions have been signed by parents / guardians (for under-18's) and by learners (over 18's). Annual player code of conduct forms should also have been issued and signed by all participating learners.

4.5.2 Where relevant the excursion leader should ensure transport arrangements have been confirmed, that the ratio of staff to learners are

relevant to the composition of the group (gender, age, abilities etc.), emergency details and contacts have been noted and are carried during the excursion.

4.5.3 Paperwork should be held by an appropriate member of staff/volunteer who can act on behalf of participants in the event of any incident arising.

4.6. For Overnight or Adventurous Activities the excursion leader should consult the generic Academy Overnight Policy.

4.7. For Overseas excursions and visits the excursion leader should consult the generic Academy Overseas risk assessment and check the Foreign and Commonwealth Office travel advice webpage (<http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/>) and ensure all relevant control measures are adopted.

5. Ratio of Staff to Participants

5.1 When planning an excursion or visit it is important to think about the appropriate employee/volunteer to participant ratio. There are no legal requirements and the concept of 'reasonableness' is important. Supervision should be based on a reasonable judgement of the numbers and expertise of adult supervisors necessary, taking into account the nature and hazards of the trip, the number, age, gender and aptitudes of the participants as well as the competence, authority and experience of the adults.

5.2 Where possible at least two adults should accompany any group of up to 20 learners. If one of the learners is taken ill or another emergency arises, one adult can deal with it while the other looks after the rest of the party (suitably altering the activities to reflect the lower level of supervision).

5.3 It is always useful (but not mandatory) if at least one of the supervisors has completed a first-aid course.

5.4 It is also recommended that:

- at least one female adult and one male adult should accompany a mixed-sex group
- trips involving hazardous activities will normally require a much smaller ratio than for trips that do not (e.g. one adult to five students)

Day and overnight visits		Adventurous Activities	Overseas
Age Group	Nursery	Over 16's	
Adult: Participant Ratio	1:20 with additional adult helpers, making a ratio of 1:2-3 for nursery	1:15-20 the higher adult to participant ratios recommended for more vulnerable learners or higher risk activities	1:10-15 the higher adult to participants ratios recommended for more vulnerable learners or higher risk activities
Mixed groups with vulnerable learners should, where possible, have male and female staff			

6.0 Assessment and Record Keeping

6.1 All Risk assessments are kept by **the Football Development Officer**, and should be reviewed following excursions and visits. Any deficiencies should be highlighted at the earliest opportunity.