

SAFEGUARDING AND HEALTH & SAFETY STATEMENT

First Education & School Travel takes its duty to protect Children, Young People and Vulnerable Adults seriously. We recognise our responsibility to take all reasonable steps to ensure that any organisation, company or individual employed by and/or delivering services on our behalf, has Safeguarding and Health & Safety policies, practices and procedures in place to ensure any young/vulnerable people are safe and secure whilst participating in an Educational/Group visit.

Safeguarding

First Education & School Travel require all partner providers including residential providers, activity providers, coach operators and drivers adhere to appropriate Health & Safety management guidance and to the standards of the Criminal Records Bureau system for checking of all staff members that engage in regulated activity and/or could have access to young and/or vulnerable people.

First Education & School Travel require all partner providers ensure that all staff undergo a Disclosure and Barring Service and/or other related checks to ensure their suitability to work within this environment. First Education & School Travel issues each partner provider with an annual supplier compliance form requiring them to provide written confirmation of their adherence to DBS legislation and associated Health & Safety measures, and any other relevant statutory or NGB compliance and guidance.

Additional Health & Safety Management:

Where a third-party provider delivers services on behalf of First Education & School Travel group leaders are encouraged to conduct a pre-trip planning visit to the appropriate centre/hostel whereupon they are provided with site specific information including:

- Risk assessments relevant to each visit and including activities being undertaken
- Fire safety arrangements
- Security arrangements and details of accommodation proposed for each groups' occupancy
- Accessibility arrangements for individuals with disabilities
- Full contact details appropriate for each groups visit

Accident Management:

Where a third-party provider delivers services on behalf of First Education & Travel each centre will operate an incident reporting procedure to record any adverse events that may occur during any group visit including notifiable events. The responsible member of staff at each centre will provide a report of any accident/incident/notifiable event to the group leader.

Group Ratios:

In line with best practice guidance, First Education & School Travel encourages all group leaders to follow Outdoor Education Adviser's Panel (OEAP) National Guidance/ Local Authority controls on the ratios of staff or accompanying adults to participants when planning their visit. All third-party providers delivering services on behalf of First Education & School Travel are instructed to allocate separate rooms for children, ensuring males and females do not have to share bedrooms and that all guests have sufficient privacy. It is also requested that accompanying adults will be located in bedrooms as closely as possible to the wider group participants to provide effective supervision.

Food Safety Management:

Where a third-party provider delivers services on behalf of First Education & School Travel which may include a catered service, First Education & School Travel will ask for evidence that providers follow Food Standards Agency food safety guidelines to ensure high standards of food hygiene are delivered.

For more information on the Government's policy on Health & Safety on Educational Visits – see below link

[Health and safety on educational visits - GOV.UK](#)

On behalf of: First Education & School Travel