



Chilmington Green School

The best in everyone™

Part of United Learning

Educational Visits Policy

Review Timetable

The Policy will be reviewed every two years, as set out below:	
Policy tailored by individual schools	April 2024
Policy ratified by Local Governing Bodies	May 2024
Renewal Date	April 2024
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Chilmington Green School Educational Visits Policy

This policy should be read in conjunction with:

- *Equality Policies*
- *Special Education Needs and Disability Policy*
- *Safeguarding Policy*
- *Supporting Students with Medical Conditions Policy*

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1. Introduction and Policy Statement:

It is the policy of Chilmington Green School to encourage educational visits of all kinds as part of the wider educational experience that we offer to our students. We believe that students gain a great deal through experiences which take them out of the classroom and into the wider world. The ability to be independent, to take initiative, to test one's resolve and inner strength, to see the world through others' eyes are all benefits which educational visits bring. For all trips and visits, whether residential or not, permission must be sought from the Trips Co-ordinator and, if agreed, the Principal. School procedures must be followed rigorously.

Some trips will be of direct curriculum relevance and may be a compulsory or desirable part of preparation for public examinations such as field work trips for Geography, Science investigations and theatre trips for English /Drama. There will also be trips, some within walking distance, which enhance the teaching of the curriculum, reinforce community links or provide extra-curricular opportunities.

Other visits will be more generally educational, in social, cultural and recreational ways.

All such visits off the school premises, no matter what their length or how close to, or far from, the school they are, require careful planning to ensure both that students make the maximum benefit from them, and that all issues relating to Health and Safety, and the safeguarding of children, are borne in mind. Any member of staff planning a trip must ensure they have the emergency contact details for each child and any medical or special needs requirements for every child attending and these should accompany them on the trip (unless it is very local to the school site and during school hours and the staff member has a way to communicate with school reception). This policy applies to all members of our school community.

2. Inclusion and Educational Visits:

Chilmington Green School is fully committed to ensuring that the application of this Educational Visits policy is non-discriminatory in line with the UK Equality Act (2010). We seek to implement this policy through adherence to the procedures set out in the rest of this document. In those instances where it is needed and we deem it important, we will assist with financial support as budgets allow, in order to allow all of our students access to a wide range of visits and experiences. Pupil Premium funding may be used to assist FSM students where appropriate, including the purchase of passports to ensure full access to opportunities. Where a visit is directly supporting our curriculum provision, FSM and Ever 6 students will automatically be included, and parents will have to opt out; in order to offset reluctance from some parents /carers to request financial help. We will invite all parents to apply for financial assistance should they need it. We have a school hardship fund that can help with individual requests for assistance.

Anyone organising a trip should also refer to our SEND and Equal Opportunities policies.

3. Statutory Framework:

This policy, which is available to all interested parties on the school's website and on request from the main school office, is guided by the following:

- *Guidance- Health and Safety on Educational Visits Published 26th November 2018*
<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

4. United Learning and The Legal Framework:

Under the Health and Safety at Work Act 1974 United Learning is responsible for the health, safety and welfare of employees, students and anyone who might be affected by its activities including educational visits.

The Management of Health and Safety at Work Regulations 1992 require United Learning to:

- assess the risk of activities;
- introduce measures to control those risks;
- tell their employees about those measures.

Also, under the Health and Safety legislation employees must:

- take reasonable care of their own and others' health and safety;
- cooperate with ULT and the school over safety matters;
- carry out activities in accordance with training and safety instructions;
- inform the school of any serious risks.

5. School Procedures and Roles and Responsibilities:

The Local Governing Body (LGB) is responsible for monitoring compliance with Health & Safety standards.

The LGB and the Principal are responsible for publishing the policy and procedures for Educational Visits and to monitor compliance.

The Principal is responsible for

- designating a suitably trained member of the staff to act as the school's Trips Co-ordinator/EVC;
- ensuring adherence to the policy and procedures including the procedures adopted for support staff managing the collection of any monies;
- reporting any significant incident to the LGB and to the Chief Executive.

The Educational Visits Co-ordinator's responsibilities are as follows:

- Formally review their own training requirements on an annual basis and report to the school health & safety co-ordinator;
- Liaise with the employer to ensure that educational visits meet the employer's requirements including those of risk assessment;
- Support the Principal and LGB members with approval and other decisions;
- Assign competent people to lead or otherwise supervise a visit;
- Assesses the competence of leaders and other adults proposed for supervision of visits, these may need accreditations from an awarding body – it may include practical observation or verification of experience;
- Ensure the training of leaders and the other adults going on a visit – this will commonly involve training such as first aid, hazard awareness, etc;
- Ensure that the Disclosure and Barring Service (DBS) checks are in place as necessary;
- Work with group leaders to obtain the consent or refusal of parents and to provide the details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis;
- Organise the emergency arrangements and ensure there is an emergency contact for each visit;
- Keep records of individual visits including reports of accidents and 'near accidents', sometimes known as 'near misses';
- Review systems and, on occasion, monitor practice.

Educational Visits Coordinator 2023-24: Miss Rebecca Wood (Assistant Principal)

6. School Procedures for Planning a Trip or Activity:

A Risk Assessment must be drawn up, in consultation with the Educational Visits Co-ordinator and submitted to them for approval. Costings must be drawn up and submitted to Finance, to ensure value for money. For residential trips, any non-employees who accompany the group must have undergone an enhanced DBS check.

Supervision levels, procedures for unsupervised time and emergency procedures are outlined in the attached procedural document.

In the case of trips leaving the school site we will use an approved coach company.

1. The organising member of staff must gain the permission for the trip in principle from the EVC and Principal. This should be done by submitting the proposed details. (See Appendix 1)

2. Once permission has been given, a letter with consent slip (where needed) must be sent to parents/carers. This letter must contain the trip itinerary, any cost to parents, any activities undertaken on the trip and make parents aware of any potentially hazardous situations that may be experienced on the trip. (e.g. unsupervised time, physical activities that may result in injury).

3. A full risk assessment should be carried out and breakdown of costs supplied, including the cost of any insurance and supply teachers needed to cover classes.

4. The organising member of staff is responsible for liaising with the School Business Manager to ensure that insurance is arranged.
5. When planning an activity involving caving, climbing, trekking, skiing or water sports, a check must be made that the provider holds a licence as required by the Adventurous Activities Licensing Regulations 2004 (for England, Scotland and Wales).
6. When planning an exchange United Learning requires that in relation to host families for exchange visits (UK and overseas), DBS checks in the UK, equivalent checks overseas or, where not available, proper assurances from the school / other organisation that the host families are appropriate must be obtained. If there is any doubt about the safeguarding of Student staying with host families, the matter must be referred to the Director of United Learning.
7. The organising member of staff must ensure that each student has submitted a permission slip. No permission slip - no attendance unless the Principal/EVC/Trip Leader agrees following a telephone contact with parents/carers.
8. Requests for cover should be submitted via the cover request form to the Cover Manager. It is good practice to consult them about the proposed trip date as if cover is already heavy that day the trip may be declined.
9. The organising member of staff should arrange a pre-visit of the venue if this is felt necessary and possible.
10. The checking of qualifications/DBS status of any outside instructors or guides must take place.
11. The organising member of staff must liaise with the School Business Manager and arrange provision for First Aid emergencies.
12. The organising member of staff must liaise with the Catering Manager if any food or drink needs to be supplied and if a significant number of students will not need to be catered for at school. Lunch must be provided for FSM students.
13. The organising member of staff must ensure there is a nominated emergency contact based 'at home' for both trips and residential stays – this will be the Principal/EVC in the first instance.
14. The Party Leader must complete a Visit Evaluation Form after the visit.

The following must be lodged with the EVC:

- Copies of all letters sent to parents regarding arrangements for the trip
- A full list of all students and staff going on the trip
- Risk assessments for all areas of the trip
- Contact details for all members of the party's parents/guardians (Participant Summary)
- Medical Details for all members of the party (Participant Summary)

For residential trips you must also leave:

- The name of the home- based contact
- A list of contact numbers for parents/guardians of student
- The phone number and address of your accommodation
- Details of your itinerary

See Appendix 2.

The organising member of staff must be responsible for:

- Medical consent forms providing up to date medical details for all members of the party (Participant Summary)
- A First Aid Kit
- Contact details for all members of the party's parents/carers (Participant Summary)
- Contact details for the named 'home' contact
- Insurance details
- Risk assessments for all areas of the trip, including what to do in each case if there is an emergency

Before the visit leaves, the party leader will always brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit, always bearing in mind the nature and purpose of the visit set out by the party leader.

7. Considerations when planning a trip or residential stay

Supervision Levels:

- Residential mixed parties should contain at least one female and one male member of staff.
- On a non-hazardous day activity, the following ratio would apply – 1 adult for every 15-20 students with a minimum of two adults on trips for years 7 – 11.
- On trips abroad, the following ratio will apply – 1 adult for every 10 students.
- On residential trips, the following ratio will apply – 1 adult for every 10 students.
- Students with additional needs may have a specific adult helper on all school trips.
- SEND students will be involved as much as they can be whilst still remaining in a safe environment. Their individual abilities and needs must be assessed by the trip leader, and additional staff taken on the trip if necessary. These will be agreed in advance with parents.
- All staff or adults accompanying a trip, and any 3rd party provider's staff, must have the relevant clearance i.e. DBS check.
- Staff means a teacher, a member of support staff, a trainee teacher, an apprentice or a volunteer if they are DBS checked and fully inducted into the school trip procedures.

Students Left Unsupervised:

- Parents must be informed if students are to be unsupervised at any time. Standards and expectations of behaviour should be reiterated to students before they are allowed to leave supervision.
- Students should not be unsupervised in groups consisting of fewer than three.
- A meeting time and place should be made clear to students.
- Staff should make clear to students where they will be based in the event of an emergency.
- All students should have the contact number for a school mobile phone or the school office so contact can be made with trip leaders. Expectations cards should be used on residential trips as they would be in school.

Travel:

- If travel is by coach, the organising member of staff must ensure that the students are seated, one to a seat and that they are wearing seatbelts.
- If any member of staff has concerns about the fitness of either the driver or the vehicle, they should make the organising member of staff aware.
- If travel is by public transport, students must be aware of the hazards and a contingency must be in place if students are separated from the main group.
- All students should depart and return to the school site. No student should be allowed to leave the party unless it is by prior arrangement with the parents.

Accommodation:

- For residential trips, the organising member of staff should ensure a check is made of all allocated rooms to make sure that there is nothing unsafe or broken. Hotel management should be informed at once if problems are found.
- Students must be made aware of fire procedures and fire escape routes.
- Students must be made aware of where staff are accommodated.
- Members of staff must ensure that all students are in their allocated rooms at the appropriate bedtime and students must remain in their allocated room throughout the night. Failure to do so will be considered under the paragraph 'Serious Misbehaviour'.
- Where there are locks, these should be used.
- If students are sleeping on a ground floor, windows should be secure, and staff must be aware of potential risks.
- Host families: Parents should be aware of the fact that host families will not be known to staff. Where practicable, host families should be personally checked in advance by staff. The organising member of staff must be aware that the use of host families is potentially a very difficult form of accommodation.
- Failure to adhere to strict rooming allocations or any deemed dangerous behaviour will result in immediate contact with parents/carers and they will be expected to collect their child immediately and remove from the trip/activity

Expectations of Behaviour

- For obvious Health and Safety reasons and for the enjoyment of the trip or activity by all students and members of staff, the organising member of staff must make clear the following expectations with regard to behaviour:
- Behaviour on a school trip must be in accordance with Chilmington Green School's Behaviour Policy;
- All students should observe the highest standards of politeness, courtesy and conduct at all times;
- Particular care needs to be taken when on public transport or in residential accommodation
- Even out of school time, students are representing the school and should do everything in a way that reflects positively on them as well as on their school.

Behaviour Around Water:

- Staff must make students aware of the risks associated with swimming pools, lakes, rivers and the sea.
- If in doubt about the safety of a pool or other body of water, students should not be allowed to swim.
- If students are to swim, a member of staff must always be on duty, scanning the area for any issues if there is no lifeguard.
- Swimming unsupervised by students should be treated as a serious disciplinary issue.

Alcohol:

Students are not allowed to drink alcohol when on school trips; this includes 6th formers of legal age. Staff are also not allowed to drink alcohol.

Smoking:

Students are not allowed to smoke. Staff are not allowed to smoke in the presence or sight of students or parents/carers on school trips. Staff are also not allowed to leave smoking paraphernalia within access or sight of students. Staff who smoke are asked to be aware of the residual odour of smoke on their person and are advised to take measures to minimise this.

Illegal Items:

Drugs and other illegal items such as weapons or fireworks are clearly prohibited by law. Students should be made aware, where these items may be available, that they are not to be purchased and should be made aware of the possible consequences of trying to import such items into Great Britain.

Serious Misbehaviour:

It should be made clear to parents in advance that in some circumstances, the organising member of staff may take the decision, in consultation with the Principal, to send a student home. In this case, parents will be liable for any costs incurred.

Staff Protocol:

Staff behaviour on trips must be consistent with the expectations of United Learning as outlined in their letter regarding staff and student relationships and the guidance in the staff code of conduct.

Staff must be capable at all times of responding to an emergency situation. Staff must therefore not drink alcohol whilst on school trips. Smoking is not permitted in the presence, or in sight of students on school trips. Behaviour which compromises their position in front of students or brings the school into disrepute may be dealt with as a disciplinary matter.

Risk Assessment: Visit/Site Specific Risk Assessment:

Risk assessments are to enable staff to predict risks, mitigate them and then go ahead with the trip. Students benefit greatly from being exposed to nature, water, mountains and busy towns and staff, whilst being risk aware, should avoid letting risk awareness become risk aversion to the point where trips don't run.

Identifying Significant Hazards – Consider the activity and look for what could potentially pose a risk to participants:

- hazardous activities
- fire precautions and fire procedures
- Student supervision including remote supervision
- transport
- first aid and the administration of medicines
- safeguarding
- security
- welfare of students
- 'Plan B' procedures
- emergency procedures
- insurance
- clothing and equipment
- weather conditions
- the nature and location of the journey or venue

- transport and route issues
- equipment safety and suitability
- special educational or medical needs
- staff ratios, qualifications, experience and competence
- composition of group e.g. age, sex and ability
- any potentially changing circumstances and how these might affect the risk assessment

Considering who is at risk:

- Young people
- Group leaders
- Visitors
- The general public

Implementing control measures:

- Can I get rid of the risk altogether?
- How can I control or minimise the risk so that hazards are unlikely or reduced to an acceptable degree given the nature of the activity?

On-going Risk Assessments and Reassessments:

- Before the visit leaves, the party leader will always brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit always bearing in mind the nature and purpose of the visit set out by the party leader.
- The group leader, or other adults with responsibility, should reassess risks while the visit is taking place. Events such as changing weather, tiredness or illness within the group, behaviour, issues with other groups at same venue etc may lead to a reassessment of risks.
- Contingency plans should have been discussed with other supervisors.
- In the case of a serious incident, emergency, serious risk or incident in which the media might be involved, the Emergency Procedure should be adopted.
- All supervising staff have responsibility for the welfare of student, staff and members of the general public who may be affected by any incident. Where a member of staff feels that the decisions of another may place any of the above in the way of danger, they should express their concerns to the party leader or to the Principal.

8. Recording Risk Assessments:

It is a legal requirement to record and keep risk assessments. You must show that:

- A proper check was made;
- Those who might have been affected were considered;
- Action was taken to deal with significant hazards;
- The precautions were reasonable, and the remaining risk was low.

9. Emergency Procedures:

A serious accident is defined as:

- “An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury”;
- “Circumstances in which a party member might be at serious risk / have a serious illness”;
- “Any situation in which the press or media might be involved”.

Care of Group in an Emergency: Emergency Procedure:

- Establish nature and extent of the emergency. Advise other school trip staff of the incident and that emergency procedures are in operation.
- Ensure safety from further danger.
- Contact local emergency services immediately and follow their advice.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.

Communication:

Contact the school (Reception during working hours or the Principal or the emergency contact number). Be ready to give the following information:

- Telephone number you are calling from (and an alternative)
- What happened including details of injuries?
- To whom?
- Where?
- When?
- What has happened since?
- If a fatality is involved, has this been confirmed? By whom?

Next Steps and General Advice:

- Parents and relatives will naturally be anxious to establish what is happening but try NOT to let party members (staff or students) telephone home until after you have made contact with the school and this has been agreed. The school will arrange to contact the parents of those involved. In serious incidents the parents of all-party members should be informed.
- Do NOT speak to the press or media. Refer enquiries to the local emergency services handling the incident on the ground and promise that “an official statement will be made through the school as soon as possible”: Under no circumstances should the name of the casualty be divulged to the media.
- Do NOT admit liability of any sort to anyone.
- Do NOT allow anyone, apart from medical services, to see any party member without an independent witness being present.
- Retain any equipment involved in an unaltered condition.
- As soon as possible, keep a written record of all that happens.
- Be as compassionate as possible with anyone involved.
- If you change location, remember to let the school/home-based contact have the new telephone number at which you can be contacted.
- You should follow the instructions from the local police/emergency services.
- The Party Leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition.
- Keep the party together - if a student has to go to hospital, if at all possible, a member of staff should accompany them and stay with them until a relative arrives.
- Keep in close contact with the school so that you can decide jointly what the next steps should be.
- More information can be found here:
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

Collection of Information before a Trip:

Written consent from parents is not required for students to take part in the majority of off-site activities organised by a school that take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required. Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours.

We have a general consent form from all parents signed on arrival as a student at Chilmington Green School that covers these types of activities (e.g. sports fixtures, class walk to the allotment), but the organiser of a trip should check with the EVC if and when a separate consent form is required.

- The consent form (as shown at the end of this document) should be sent out for every school trip for which it is needed. If for any reason the form is not returned either electronically or in paper form, then email consent must be sent by either parents/carers to the Trip Leader – this email should be printed and taken on the trip. The electronic signature left by the computer the email has been sent from will be available in order to verify the authenticity of the email.
- The consent and medical forms will contain emergency contact numbers and details of all medical conditions, as well as guidance on the latter where needed.
- Where noted, further details of medical conditions can be obtained from the school records on Arbor. If in doubt, contact parents /carers for further information and advice.
- Consents to emergency treatment **MUST** now be obtained for each individual, for every trip.

All these documents should be destroyed on return to school and not reused.

First Aid Kits:

The School Business Manager will also provide a first aid kit, suitable for the trip depending on type of exercise and numbers attending. Please specify if there is anything particular you need in your kit. Please note that even **those with a first aid certificate are NOT qualified to give medication.**

10. Records and Recordkeeping:

Records for each Educational Visit will be retained centrally by Chilmington Green School for a minimum of 3 years.

11. Monitoring, Evaluating and Reviewing:

The Principal and EVC, in consultation with staff, will undertake systematic monitoring and conduct regular reviews of this policy and procedures in order to evaluate them to ensure that the operation is fulfilling requirements. The Principal will keep the LGB informed.

The LGB will regularly review our policy and associated procedures to ensure their continuing appropriateness and effectiveness and will liaise about them with ULT as required.

APPENDICES TO SUPPORT THE OPERATION OF THE NOTES OF GUIDANCE

1: General form for all educational visits:

Educational Aims & Objectives:

A brief description of the proposed visit and its activities:

Places to be visited:

Proposed dates:

Leader:

Supporting Teachers & Any Other Adults:

DBS clearance of any other adults:

Numbers, ages & gender of the Students:

Separate list of Name, DOB, Address, Any Medical Information, any other relevant information, Emergency Contact of each Student involved:

Supervision ratios by activity:

Any potentially hazardous activity:

Risk evaluation and safety arrangements:

Emergency Procedures:

Medical/First Aid arrangements:

Appropriate clothing and special equipment for Students and adults:

Insurances:

Briefing & consultation arrangements with parents & Students:

Letter to parents & parental consent forms:

Arrangements for emergency contact:

Collecting & recording of monies & bank account arrangements:

Payment arrangements with suppliers including travel agents :

Any transport arrangements:

Approval of EVC:

Approval of Principal:

Appendix 2: Exemplar of additional checks for residential visits:

- Parents' written consent for a teacher to arrange medical treatment in a child's best interests in the opinion of a qualified medical practitioner: (May be relevant to some other Visits)
- Information of itinerary and contact details to each Student's emergency contact person
- Checks that accommodation can meet gender needs in sleeping & sanitary arrangements
- Checks that accommodation can meet requirements of Students with special educational needs and/or medical conditions
- Night-time supervision arrangements
- All members of the party to be provided with the address and telephone number of the hotel or hostel

Appendix 3: A Note on Medical Treatment:

We will obtain written parental consent to any necessary medical treatment. A sixteen-year-old may give consent to medical treatment. Parents should be told that the teacher may need, in the child's interest, to take such action as a prudent parent would for his or her child. Where the parent is not prepared to give written consent and an indemnity for medical treatment, the school may decide that the student should not go on the journey.

A suitable form of words for obtaining parental consent would be:

'I hereby authorise.....(leader of the party) or any member of the school staff present, to consent to such medical treatment including inoculations, surgery or blood transfusions, which in the opinion of a qualified medical practitioner may be necessary for my child.....in the course of the school trip to.....(destination).'

Where possible, the address and telephone number of the nearest hospital and doctor should be obtained before departure.

A supply of first-aid equipment should be taken, and it should be decided which member of staff will administer first aid. It is recommended that one of the members of staff should be a trained holder of a current first aid certificate.

Appendix 4: Exemplar of additional checks for visits abroad:

- Valid passports for all
- Visas obtained as necessary
- Medical insurance & EU reciprocal arrangements in place
- Timely arrangements for vaccinations etc
- Appropriateness and safety of host establishment abroad
- Repatriation arrangements in case of emergency

Appendix 5: Exemplar form for risk assessment:

The risks identified are:

Those potentially vulnerable to risk are:

The measures to be taken to reduce the risk(s) to an acceptable level are:

The guaranteed safety measures in place are:

The emergency steps to be taken are:

Advisory note: Additional “prompts” to complete a satisfactory risk assessment are to be found in model form in Health and Safety: Advice on Legal Duties and Powers

Additional sources of help:

- a) HSE: A Guide to Risk Assessment Requirements.
- b) HSE: Five Steps to Risk Assessment which can be found at www.hse.gov.uk/pubns/indg163.pdf

Aide-memoire:

- Those carrying out risk assessments should bear in mind the DfE guidance to: “Remember that the level of risk associated with a combination of activity and associated factors which might be acceptable for many individuals could still be unacceptably high for those with special needs.’
- Risk assessments should take account of Health and Safety issues regarding both staff and Student, e.g. seat belts in minibus/coach.
- A visit to the site where possible should form part of the risk assessment process, but it is acknowledged that this is often not possible due to timetable and staffing constraints.

Appendix 6: Exemplar form for deciding the level of supervision:

Identification of the age, aptitude, ability and sex of the students:

Identification of any special needs:

Describe the nature of the activities:

Document the experience of the teachers and any other adults in off-site supervision:

Document the relevant training and level of competence of the teachers and any other adults on specific, planned activities:

Document any relevant Accredited Certification of any centre being used:

Obtain from any providing centre verification of the insurance, training, qualification, CRB checks and experience of any instructor(s) being deployed