Educational Visits Policy

Document control

Policy title	Educational Visits Policy
Policy category	Pupil welfare, safeguarding, health and safety, and co-curricular
Applies to	Whole School, including the Prep School and Early Years Foundation Stage, and all School-organised visits off site
Policy owner	Educational Visits Co-Ordinator (Director of Co-Curricular)
Senior leader responsible	Director of Co-Curricular
Effective date	1 September 2026
Next review date	September 2027
Review cycle	Annual, and sooner following a significant incident or relevant change in law, guidance or School practice

Policy summary

Educational visits enrich pupils' learning, independence and understanding of the wider world. This policy sets the mandatory framework for planning, approving and delivering visits safely, inclusively and purposefully. It applies to all approved educational visits, journeys, trips, fixtures, expeditions and any other accompanied group of pupils which leaves the School premises and travels in the name of the School. Routine administrative instructions, forms and deadlines are held separately in the Educational Visits Procedure and Checklist.

Cokethorpe
SCHOOL

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1. Why this matters

We want pupils to benefit from well-planned experiences beyond the classroom while remaining safe, supported and able to participate. Educational visits can deepen learning, build confidence and strengthen relationships. They also place pupils and staff in changing environments, so clear leadership, proportionate risk management, safeguarding and reliable emergency arrangements are essential.

The School will support visits whose educational or developmental value is clear and whose risks can be managed to an acceptable level. A values-led approach does not reduce necessary controls: every person involved must understand and fulfil their responsibilities.

2. Scope and application

This policy applies to any School-organised activity in which pupils leave the School premises in the name of the School, including day visits, local activities, fixtures outside of normal Games 'windows', fieldwork, theatre and cultural visits, expeditions, residential visits, adventurous activities (that sit outside of regular Games provision) and overseas travel. It applies during travel, accommodation, activities, remote supervision and agreed free time.

Educational visits are an extension of School life, not standalone entities. All normal School policies — including, but not limited to, the Safeguarding and Child Protection Policy and Procedures, the Behaviour Policy, the Complaints Procedure Policy and whistleblowing arrangements — apply in full throughout every visit.

3. Definitions

Routine visit — a visit that follows an established, previously approved pattern, uses familiar locations or providers and does not include residential, overseas or adventurous activity. Routine status does not remove the need for proportionate planning.

Enhanced-risk visit — a visit requiring additional scrutiny because of the activity, environment, timing, travel, participant needs, remoteness or other material factor.

Adventurous activity — an activity whose nature or environment requires specialist competence, qualifications, licensing or enhanced risk controls. This includes, but is not limited to, outdoor swimming, water-based activities, mountain walking, rock climbing, camping, caving, skiing, riding and cycling.

Residential visit — a visit involving one or more overnight stays.

Overseas visit — a visit outside the United Kingdom.

External provider — an organisation or individual engaged to provide transport, accommodation, activities, instruction, supervision or other visit services.

Remote supervision — an agreed period when pupils are not in the immediate presence of staff but remain under the School's care and control.

Visit Leader — the member of staff appointed to plan and lead the visit. The Visit Leader should normally be a teacher at the School.

EVC — the School's Educational Visits Coordinator, responsible for advice, assurance and oversight within delegated authority. The Director of Co-Curricular is the School's EVC.

4. Principles

- Visits must have a clear educational, pastoral, sporting, cultural or developmental purpose.
- Planning and approval must be proportionate to the circumstances and completed before commitments are made that expose the School or families to avoidable risk or cost.
- The School retains responsibility for pupils when services are delivered by external providers. Staff have a duty in common law to care for pupils in the same way as would a reasonably prudent parent.
- Safeguarding, inclusion, privacy, dignity and the individual needs of pupils must be considered throughout.
- No visit may proceed without the required approval, competent leadership, suitable staffing, proportionate risk management, emergency arrangements, appropriate information for parents and adequate insurance.
- A dynamic risk assessment must continue throughout the visit. Staff must respond to changing circumstances and may amend or stop an activity where safety requires it.

5. Governance, roles and responsibilities

Role	Responsibility
Board of Governors	Approve the policy and satisfy themselves that appropriate arrangements, delegations, resources and monitoring are in place. The review is carried out at the Compliance Committee and reported to the Full Governing Board.
The Head	Has ultimate authority and overall operational responsibility. This is delegated to the EVC to oversee the day-to-day operation of the educational visits process. In the absence of the EVC, the Head would assume day-to-day operational control and may delegate accordingly. The Head establishes delegated approval authority and decides matters escalated beyond that authority.
Educational Visits Coordinator (EVC)	The Director of Co-Curricular is the School's EVC. The EVC maintains the visits framework; advises staff; checks that Visit Leaders and arrangements are suitable; assures documentation; maintains oversight of patterns, incidents and learning; and escalates concerns. Where the EVC has materially developed

	a visit, an independent approver must provide final assurance. All School visits must be agreed in principle by the EVC from the outset. Reviews the purpose, planning, staffing, risk controls, provider assurance, consent, finance, insurance and emergency arrangements. Final authorisation for each visit, including approval of the risk assessments, must be made by the Head or the EVC.
Visit Leader	Plans and leads the visit; ensures information is accurate and current; allocates responsibilities; briefs adults and pupils; manages risks dynamically; maintains safeguarding and supervision; and completes post-visit reporting. The Visit Leader has prime responsibility for ensuring the safety of all pupils at all times.
Deputy Visit Leader	Understands the full plan and is able to assume leadership if required.
Accompanying adults	Follow the Visit Leader's instructions, maintain effective supervision, report concerns promptly and act within their competence.
Bursar / Finance function	Confirms financial, charging, payment, insurance and reconciliation arrangements in accordance with School procedures. Any charges made must be in accordance with the current School policy and agreed with the Bursar prior to organisation.
Designated Safeguarding Lead (DSL)	Advises on safeguarding planning and leads or supports the School's safeguarding response. A visit must not delay urgent protective action.
Parents	Provide accurate and timely information, follow payment and consent arrangements, and raise relevant changes before departure.
Pupils	Follow instructions and the School Rules, look after themselves and others, and report concerns or changing circumstances promptly.

6. Visit categories and approval

Routine visits may use proportionate, reusable planning where the group, activity and circumstances remain materially unchanged. The Visit Leader must still check current conditions and participant needs.

Enhanced-risk, adventurous, residential and overseas visits require specific planning and enhanced approval.

Approval must be recorded and retained. Conditional approval must identify the outstanding evidence and the person responsible for confirming it before departure.

A material change after approval must be referred back to the approver. The Visit Leader may make immediate safety decisions during a visit and must record and report significant changes afterwards.

The School uses a combination of electronic systems (currently eVisit, alongside Microsoft Forms) for educational visits. These help guide staff through the documentation and risk-assessment process and act as check lists as well. The relevant electronic forms must be completed in full and approved by the EVC before departure. Detailed instructions for using these systems are held in the Educational Visits Procedure and Checklist.

7. Planning and proportionate risk management

The Visit Leader must identify the significant risks that could cause harm and the controls needed for the particular group. Planning must consider the activity, location, travel, timing, weather, accommodation, equipment, supervision, individual needs, safeguarding, communications, medical response and emergency cover.

Existing generic or provider risk assessments may inform planning but must be assessed for the particular pupils and circumstances. Where a venue has its own risk assessment, a copy must be obtained and reviewed for the particular group.

Written visit-specific risk assessment is mandatory for enhanced-risk, adventurous, residential and overseas visits and whenever the EVC or approver requires it.

All accompanying adults must receive a proportionate briefing on the plan, significant risks, allocated responsibilities, emergency arrangements, safeguarding and relevant pupil information, including the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit.

Pupils must receive an age-appropriate briefing, including expected conduct, boundaries, how to obtain help and what to do if separated from the group.

The Visit Leader must monitor conditions and reassess throughout the visit.

8. Staffing, competence and supervision

Staffing must be determined by a recorded assessment that considers pupils' ages and needs, activity and environment, travel, competence and experience of adults, gender and privacy considerations, overnight arrangements, remote supervision, contingency cover and the ability to respond if an adult or pupil becomes unavailable.

There should normally be a minimum of two suitable adults accompanying any visit unless a documented assessment and authorised exception shows that a different arrangement is safe and appropriate. Residential visits with mixed groups should be accompanied by male and female members of staff.

School minimum staffing ratios

The following ratios are the School's chosen and established minima. They are always reviewed for each visit by the EVC based on a range of factors including staff experience and specific pupil needs; this may mean that more staff are assigned, for example as part of a reasonable-adjustments process. The ratios do not replace the assessment-based approach above; they set the floor beneath which staffing must not fall without an exceptional, documented and authorised decision.

High-risk activities (including, but not limited to, outdoor swimming, water-based activities, mountain walking, rock climbing, camping, caving, skiing, riding, cycling):

- 1 adult to every 6 pupils in Reception to Year 3
- 1 adult to every 10 pupils in Years 4–13

Low-risk activities:

- 1 adult to every 8 pupils in Reception
- 1 adult to every 16 pupils in Years 1–13

Trips abroad:

- 1 adult to every 10 pupils

Should the visit involve any form of adventurous activity, the EVC must be satisfied that the Visit Leader is qualified to lead such an activity or alternatively to supervise the selection of qualified instructors.

The Visit Leader must be competent for the visit and must understand the limits of their own expertise. Specialist activities must be led or instructed by appropriately competent and, where required, qualified or licensed persons.

Supervision arrangements must remain effective during travel, breaks, accommodation, activities and emergencies.

DBS, vetting and volunteers

The Visit Leader is responsible for ensuring that all adults accompanying a visit, including volunteers, contractors and external providers where appropriate, are suitable to work with children and that their involvement has been appropriately risk assessed.

All adults who will have unsupervised access to pupils must hold a current Enhanced Disclosure and Barring Service (DBS) certificate at the appropriate level. The school will verify the status of such checks before the visit takes place.

From 1 September 2026, any volunteer who accompanies pupils on a residential visit involving one or more overnight stays is engaged in regulated activity and must hold an Enhanced DBS certificate

that includes a children's barred list check. It is a criminal offence to permit a person who is barred from working with children to engage in regulated activity. This requirement applies regardless of whether the volunteer is supervised by a member of staff.

Volunteers assisting on day visits who do not undertake unsupervised work with pupils and whose role does not meet the legal definition of regulated activity are not normally required to hold an Enhanced DBS certificate with barred-list information. However, the Visit Leader must ensure that:

- their role and level of contact with pupils are risk assessed;
- they receive appropriate briefing on safeguarding expectations, professional conduct and visit procedures;
- they remain under the direction and supervision of a member of staff at all times when working with pupils;
- they are not given responsibility for a group of pupils without appropriate authorisation and safeguarding checks;
- pupils know who the responsible members of staff are throughout the visit.

Where concerns exist about an individual's suitability, or where the nature of the visit could result in more significant contact with pupils, the school may require a DBS check and/or impose additional supervision measures, even where not legally required.

All accompanying adults must adhere to the school's safeguarding, child protection, staff code of conduct and educational visits policies. Any safeguarding concerns arising during a visit must be reported immediately to the Visit Leader and handled in accordance with the school's safeguarding procedures.

9. Safeguarding, conduct and mobile devices

Safeguarding applies throughout every visit. A member of staff who receives a disclosure, observes a concern or believes that a pupil may be at risk must take immediate protective action, contact the DSL or deputy as soon as practicable and follow the Safeguarding and Child Protection Policy and Procedures. Staff must make an appropriate record and must not delay urgent action because normal School contacts are unavailable.

Pupils remain subject to the School Rules and relevant School policies, with the expectation that high standards are maintained as if they were in School. Expectations must be explained before departure.

Staff must maintain professional boundaries and use approved communication arrangements. Staff must never promise confidentiality where information may need to be shared to protect a child.

A safeguarding concern involving an external provider must be reported through the School's safeguarding route and managed without relying solely on the provider's process.

Mobile devices

Visit plans must define how staff and pupil mobile devices will be used for emergency contact, group management, photography and data security. In accordance with the School's Mobile Phone Policy, and the expectation that School policies apply at all times:

- Below the Sixth Form, pupils should not typically take mobile phones with them on School trips, including residential trips.
- Where the trip logistics or departure and return times make it sensible for pupils to have their mobile phones, the phones should be collected in and returned at appropriate points to support the overall spirit of the policy.

If pupil phones are collected, the arrangements for custody, access and return must be clear and secure.

10. Inclusion, medical needs and participation decisions

The School is committed to enabling pupils to participate wherever this can be achieved safely and reasonably. Planning must begin early enough to consider SEND, disability, medical, dietary, communication, cultural, religious, behavioural and other relevant needs, together with reasonable adjustments and individual support plans.

The Visit Leader must consult appropriate School staff and parents and, where suitable, involve the pupil in planning.

Medication and first-aid arrangements must be agreed with the School's medical provision and clearly allocated. Plans must cover access to emergency information, safe storage and administration, and hospital accompaniment.

A pupil must not be excluded from a visit solely because they have a medical condition, disability, SEND or behaviour history without an individual, documented and proportionate decision. The Head reserves the right to refuse to allow a pupil to participate in a School visit on medical or behaviour grounds, but this power must be exercised with regard to the School's duties under the Equality Act 2010, including the duty to make reasonable adjustments.

Where participation is restricted, the decision-maker must record the risks, adjustments and alternatives considered, consultation undertaken and route for review. This process will be monitored by the EVC who will considered access to and the equality of provision.

11. Consent and information for parents

Parents must receive clear, timely and accessible information proportionate to the visit. This should include the purpose, itinerary, transport, supervision, activities, accommodation, costs, insurance, significant risks, equipment, conduct, communication and emergency arrangements.

For residential and overseas visits, or for certain visits involving nights spent away from home, there may be a meeting of parents beforehand at which the requirements can be explained in detail. The EVC will always be available for guidance.

Activities that form a typical and regular part of the school day/week/term are covered by standing consent given through the Parent Contract (Terms and Conditions).

Visit-specific written consent must be obtained for residential, overseas and adventurous activities, and for any other visit identified by the approval matrix.

Consent does not transfer or disclaim the School's responsibilities.

Parents must provide current emergency, medical and dietary information and notify the School of relevant changes.

The process for withdrawing a pupil, including financial consequences and safeguarding or welfare considerations, must be stated in visit communications.

Parents need to be informed of an expected late return.

12. External providers

The Visit Leader and EVC must establish that an external provider is suitable for the particular visit and group. Collecting documents is not, by itself, sufficient assurance.

Checks must be proportionate and may include safeguarding arrangements, insurance, competence and qualifications, licences, legal compliance, accident and emergency procedures, vehicles, equipment, accommodation, subcontracting and financial protections.

Responsibilities for supervision, safeguarding, first aid, equipment, emergency response and communication must be agreed in writing. Pupils and accompanying adults must know who is responsible at each stage.

The School must consider the provider's information in its own planning and resolve inconsistencies before approval.

Material provider changes must be reported to the EVC and approver.

13. Transport

Transport must be suitable for the group, journey and luggage, and arranged through approved School processes.

Drivers, vehicles, seat belts, insurance, licences, rest arrangements and contingency planning must be checked as applicable.

Supervision must remain effective at collection points, during the journey, at service stops and on arrival.

The Visit Leader must plan for delays, disruption, breakdown, illness, lost travel documents and changes to the return arrangements.

Parents must be told promptly about a significant delay or material change to collection arrangements.

Detailed transport booking timescales, forms and processes are held in the Educational Visits Procedure and Checklist.

14. Residential visits

Residential planning must address accommodation security, fire safety, night-time supervision, access to staff, room allocation, privacy, dignity, changing and washing arrangements, medical needs and action if a pupil is missing or unwell.

The Visit Leader must check fire and emergency arrangements on arrival and brief pupils and adults. If possible, a fire drill should be held on the first evening. Other emergency procedures must be explained to all pupils, including contact details and procedures to be followed if a child goes missing.

Sleeping, changing and washing arrangements must be assessed for the particular pupils, with regard to safeguarding, equality, privacy, safety and dignity, consistent with the requirements of KCSIE 2026.

Alternative arrangements must be considered where needed, without identifying or discussing an individual pupil more widely than necessary.

Staff accommodation and night supervision must support access, safety, professional boundaries and emergency response.

Any period when pupils may leave accommodation must be specifically risk-assessed, bounded and supervised through clear check-out, contact and return arrangements.

15. Overseas visits and exchanges

Planning must address passports, visas, entry rules, insurance, healthcare access, travel advice, currency, communications, local law, emergency assistance and disruption. Requirements must be checked close to departure.

For journeys within Europe the Visit Leader must ensure that all pupils are at least in possession of a UK Global Health Insurance Card (GHIC). If passports are required the Visit Leader must ensure that all pupils have their own current passport.

The Visit Leader must maintain a secure and accessible contingency plan for lost documents, missed travel, serious illness, safeguarding concerns, detention, civil disruption or inability to return as planned.

Parents and pupils must receive clear information about local laws, conduct and emergency contacts. Pupils must be clearly informed of the School's policy in connection with the consumption of alcohol, illegal substances and smoking or vaping.

Exchanges and homestays are no longer features of the school's provision.

16. Remote supervision and agreed free time

Remote supervision (Senior School only) may be used only where it is appropriate to pupils' age, maturity and needs and has been specifically assessed and approved. It must not be treated as unsupervised abandonment of responsibility.

Pupils must be placed in suitable groups unless an individually assessed arrangement is authorised. Appropriate group sizes should be determined by the Visit Leader.

The following must be clear before any period of remote supervision:

- the geographical area in which pupils must stay;
- the duration, set in proportion to the age of the pupils, the time of day and any other relevant factor;
- the location where a member of staff can be found during the whole of the period;
- the exact meeting point and time for reassembly;
- the contact method and action if late or separated.

If pupils are allowed to leave their residential accommodation, they must register with staff on leaving and returning.

Staff must remain available and must carry out proportionate monitoring. Attendance should be checked regularly.

The Visit Leader must take account of time of day, location, local risks, alcohol and substance laws, transport and individual vulnerabilities.

Unsupervised time

Unsupervised time should be kept to a minimum and only allowed when it is safe and reasonable to do so. Pupils must be in groups of no fewer than three and report to staff at regular intervals. Pupils

should have a copy of the meeting point or the venue at which they are staying and, if possible, the mobile phone number of the Visit Leader.

17. Emergency and critical incident response

Every visit must have an emergency plan proportionate to its circumstances. The immediate priorities are to protect life, obtain emergency assistance, safeguard the wider group, account for pupils and adults, and establish reliable communication.

The Visit Leader may and must contact emergency services directly where delay could increase harm. School notification must follow as soon as practicable.

A competent adult must continue supervising the rest of the group while the incident is managed.

The plan must identify School emergency contacts, deputies and action if they cannot be reached.

Only authorised persons should communicate with parents, the media or external bodies, except where immediate direct contact is necessary to protect a child.

Significant decisions, times, contacts and instructions must be recorded so far as circumstances allow.

The School's critical-incident arrangements (The Emergency Plan) govern strategic coordination once activated.

18. Missing pupil and pupil not collected

Missing pupil

If a pupil is missing, staff must act immediately:

1. The Visit Leader must confirm the concern and account for the remainder of the group.
2. Contact the staff running the centre or venue.
3. Take a register to ensure that all other pupils are present, and keep them occupied.
4. One member of staff must continue to supervise the remaining pupils. Other staff should search the immediate area.
5. The Visit Leader must contact the Prep School secretary or Senior School office to apprise them of the situation.
6. The DSL and the Head must be informed as soon as practicable.
7. Venue staff and emergency services must be contacted promptly according to the risk; police contact must not be delayed while awaiting School authorisation where the circumstances require urgent action.
8. Should the police be involved, they will be given a clear description of the child and shown a photograph, using secure means where practicable.
9. Parents will be informed through the agreed incident lead unless urgent circumstances require otherwise.

10. When the pupil is found, staff must inform the relevant School office and assess the pupil's immediate welfare and safeguarding needs. The DSL will contact the parents to reassure them.
11. The incident must be recorded and reviewed.

Pupil not collected

Staff should inform the Prep School secretary or Senior School office and continue to supervise the child. The relevant School office will call the child's parents' home and mobile telephone numbers to ensure that they are on their way and to get an estimated time of arrival. The child will be supervised by a member of staff until the parent arrives.

19. Finance, charging and insurance

The Visit Leader must consult the Bursary to discuss and set the cost of the trip before communicating charges or making commitments. Charges and remissions must comply with the School's approved policy and contractual arrangements**.**

Deposits, payment schedules, cancellation terms, refunds and financial assistance must be communicated clearly. The Visit Leader must secure a reasonable non-returnable deposit from each participant before making any payments to outside agencies.

All payments must be made by bank transfer and end-of-term bills prior to departure.

The Visit Leader is to record all receipts and payments; these must be handed to the Bursary. The teacher is personally responsible for all monies received until they have been handed to the Finance Manager. Once the visit has taken place, accounts showing receipts and payments must be handed to the Bursary Office.

The School is comprehensively insured for most school visits. However, it is the responsibility of the Visit Leader to consult the Bursar and ensure that there is sufficient insurance in place to cover the proposed visit. The Visit Leader must inform parents of the level of insurance cover and give them the opportunity to purchase extra insurance should they wish. For visits which include pupils taking part in adventurous activities, extra insurance cover must be obtained where necessary.

20. Information governance and records

Visit information must be accurate, limited to what is necessary, available to authorised staff in an emergency and protected against loss, unauthorised access or disclosure.

Medical, dietary, contact, passport and safeguarding information must be shared only with those who need it.

The Visit Leader must use approved systems and secure methods for carrying information. Printed or downloaded copies must be controlled and securely disposed of when no longer required.

Overseas access and storage of personal data must be considered in planning.

A loss, theft or unauthorised disclosure must be reported immediately through the School's data-breach process.

Approval records, risk assessments, consent, incident records, provider assurance and evaluation must be retained in accordance with the School's Guidelines on the Storage and Retention of Records.

21. Post-visit review and organisational learning

The Visit Leader must report accidents, safeguarding concerns, significant incidents and near misses promptly through the relevant School process. Near misses must be recorded formally along with the associated organisational learning.

Each enhanced-risk, adventurous, residential or overseas visit must be evaluated. Routine visits must be evaluated where there was an incident, material change, complaint or lesson that should inform future planning.

The Visit Leader should meet with the EVC to discuss post-visit evaluation.

The review must consider the effectiveness of planning, supervision, provider performance, communications, inclusion, finance and emergency arrangements.

Actions and lessons must be recorded, allocated and escalated where necessary. The EVC must consider whether generic assessments, procedures, provider status, training or approval conditions should change.

22. Training, monitoring and review

Staff must receive training and guidance appropriate to their role and the visits they lead or approve.

The EVC must maintain oversight of approvals, incidents, near misses, recurring issues, provider concerns and training needs.

The Head must report material themes and serious incidents through the agreed governance route.

This policy will be reviewed annually and sooner after a serious incident, material guidance change or identified weakness.

23. Related School policies and procedures

This policy should be read in conjunction with the following:

1. Safeguarding and Child Protection Policy and Procedures
2. Health and Safety Policy
3. First Aid Policy

4. Mobile Phone Policy
5. Safer Recruitment Policies and Procedures
6. Equal Opportunities Policy for Pupils
7. Promoting Positive Behaviour Policy
8. Complaints Procedure Policy
9. Privacy Notice
10. Guidelines on the Storage and Retention of Records
11. Risk Assessment Policy
12. Emergency Plan (regarding critical incidents)
13. Drugs Alcohol Smoking and Vaping Policy
14. Learning Support Policy
15. Parent Contract (Terms and Conditions)

24. Legislation, regulation and guidance

The School takes due regard of and follows the broad principles of the following (the School should verify the current version and applicability of each source before approval):

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Education (Independent School Standards) Regulations 2014, as amended
- Children Act 1989 and Children Act 2004
- Equality Act 2010
- UK GDPR and Data Protection Act 2018
- DfE, "Health and safety on educational visits" (26 November 2018): https://www.gov.uk/government/publications/health-and-safety-on-educational-visits
- DfE, "Health and safety: responsibilities and duties for schools": https://www.gov.uk/government/publications/health-and-safety-advice-for-schools
- DfE, "Keeping children safe in education" (KCSIE 2026): https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
- HSE, "School trips and outdoor learning activities": https://www.hse.gov.uk/education/school-trips.htm
- BS 8848:2014, *Specification for the provision of visits, fieldwork, expeditions and adventurous activities outside the United Kingdom*
- Outdoor Education Advisers' Panel (OEAP) National Guidance for outdoor learning, educational visits and adventurous activities (current guidance recognised by the Department for Education and referenced by HSE school trips guidance)
- Adventure Activities Licensing Regulations 2004 (SI 2004/1309), where applicable, together with associated adventure activities licensing requirements administered by the Health and Safety Executive