

Policy for Outdoor Education and Off-site Educational Visits

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1. Introduction

- 1.1 St Margaret's school provides many opportunities for its children to enrich and enhance their on-site learning through use of Outdoor Education and Off-site Educational Visits. This encompasses residential activities, environmental studies, sports, physical and cultural activities and adventurous activities. We consider it important that children have access to quality, first hand experiences outside the classroom environment, as children learn best when engaging fully in activities.
- 1.2 The value of off-site educational visits is well recognised by the Governing body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.
- 1.3 This document outlines the specific policies and procedures for St Margaret's CE school. It supplements and follows the advice and guidance contained within the following significant publications:
 - West Sussex County Council Local Educational Authority's "Regulations and Notes of Guidance for Off-Site Activities".
 - The Health and Safety Executive in conjunction with the Department for Education and Skills (DfES) published "Health and Safety Responsibilities and Powers" statutory document.
 - The DfES document "Health and Safety of Pupils on Educational Visits" (HASPEV)
 - The supplementary guidance published by the DfES
 - Part 1 - Standards for LEA's in overseeing educational visits
 - Part 2 - Standards for Adventure
 - Part 3 - a handbook for Group Leaders

2. Roles and Responsibilities

- 2.1 The Governing Body satisfies itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential, abroad, or hazardous need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.
- 2.2 The Head Teacher is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature. This is recorded through use of the Evolve Day Visit Form and Checklist form.
- 2.3 The Headteacher who is the Educational Visits Co-ordinator (EVC) ensures that all off-site activities follow the correct procedures. He approves the group leader for every visit and monitors the written risk assessments to ensure good practice. In addition, the following responsibilities and duties are undertaken:
- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
 - Ensure that Criminal Records Bureau disclosures are in place where necessary
 - Arrange Emergency procedures to be followed in such an event. (**See Major Emergency Plan**)
 - Keep records and make reports of accidents and “near misses”
 - Review and regularly monitor procedures
 - Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC Regulations & Notes of Guidance for Off-site activities.
- 2.4 The Group Leader is responsible for identifying the purpose of the visit and following the checklist published in the Local Authority guidance and completing the Evolve Day Visit form. A risk assessment is necessary for all off-site visits. Significant risks and their control measures will need to be recorded and attached to the Evolve (on-line) form (available to registered staff on <http://www.westsussexvisits.com/>).

This will take account of:

- Generic risks as published in this document and the WSCC Regulations and Notes of Guidance for Off-site Activities.
 - Event Specific Risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader’s competence, the group and other factors such as transport.
 - On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and the risk assessment control measures
- 2.5 Participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning.

They will be fully aware of the purpose of the visit and understand expectations of behaviour.

2.6 Levels of Supervision

In each case the number of adults should always be a minimum of 2 adults:-

	Legally:	Preferably
Reception:-	1 adult : 10 children	1 adult : 4 children
Years 1 – 3	1 adult : 10 children	1 adult : 8 children
Years 4 – 6	1 adult : 15 children	1 adult : 12 children

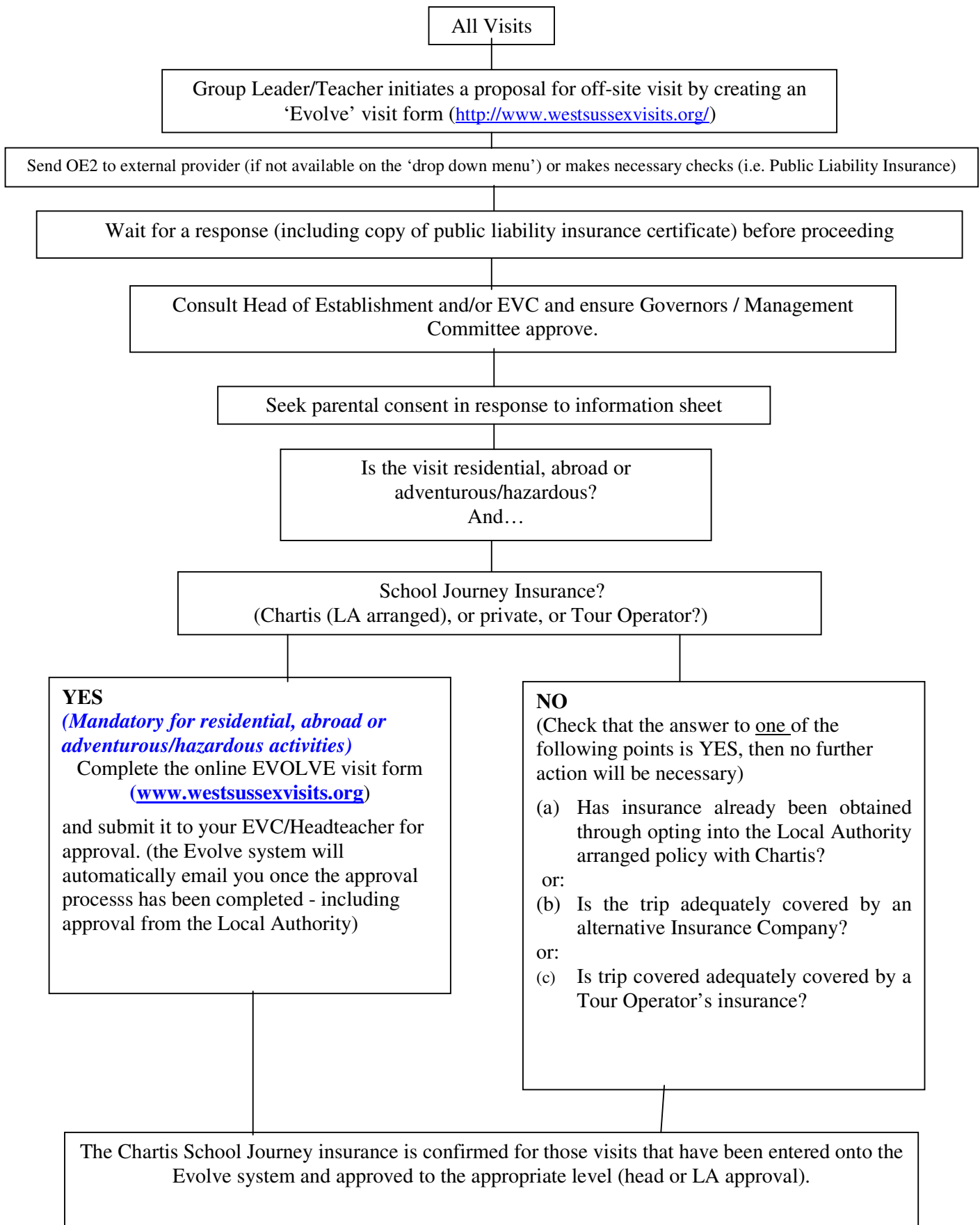
3. Guidance Notes for Off-Site Educational Visits

To ensure proper good practice and compliance with the necessary regulations it is expected that:

- 3.1 All group leaders will familiarise themselves with the published advice and guidance. Further information is available from the Evolve web-site (www.westsussexvisits.org) and www.teachernet.gov.uk/visits Training for group leaders will be arranged to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency. Access to such training is available through the Outdoor Education Office (01243 382636)
- 3.2 In order to plan an off-site activity the EVC should be involved in discussing plans at an early stage. The checklist (Appendix D) and Evolve Day Visit form (Appendix E) needs completing before a visit and given to the EVC for approval. Routine or local visits such as games matches need to be planned ahead also. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.
- 3.3 Parental Consent. Copies must be available for the Emergency Contact and the Group Leader to take on residential visit.
- 3.4 Approval for visits must be given by the Headteacher.
- 3.5 An Evolve Visit form must be completed for all residential visits and for those that are either visits abroad or for adventurous/hazardous pursuits. The school requires an Evolve Visit form for all visits when public or private transport is provided. It will need to be approved by the Head of Establishment (or EVC) and submitted to the Local Authority one month in advance and certainly before becoming financially committed. These types of off-site activity also need the Governing body's approval. School Journey Insurance is automatically covered by the Local Authority unless the establishment has 'opted-out' of the arrangement with Chartis. You should check to see if such cover is already being provided by a tour operator, or external provider. If it is, a refund should be requested or you will have two companies covering the risk which can delay payments in the event of a claim. The details are published at Appendix Z in the WSCC Regulations and Notes of Guidance for Off-site Activities and are available on the Evolve website.
- 3.6 OE2 form: This optional form provides information on what WSCC expects an external provider to deliver. It should be sent to any provider being considered for the first time and attached to the evolve form as evidence of the planning process. Information is available through the Evolve website about other West Sussex Educational Establishments that may have used such a provider before.

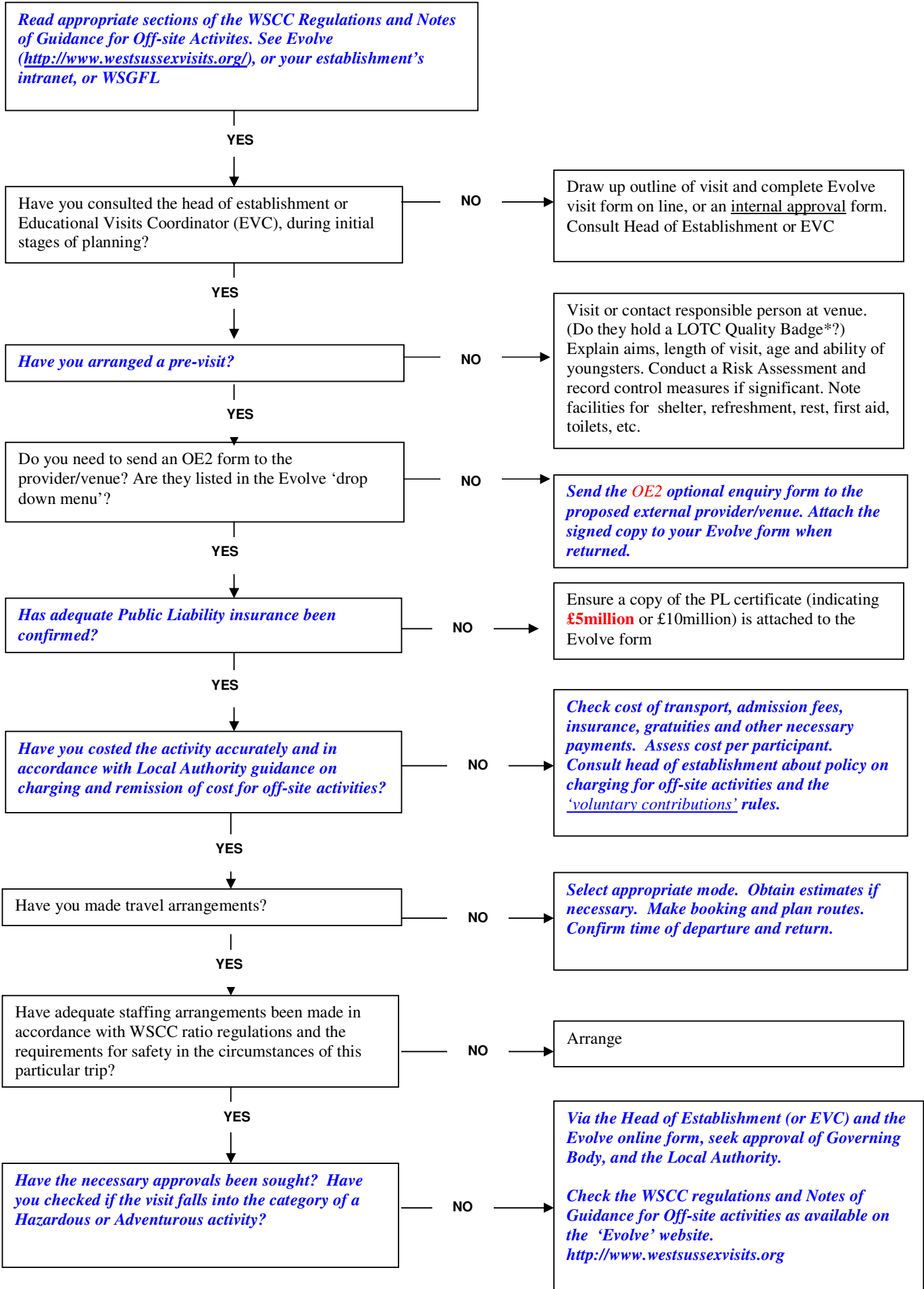
- 3.7 Evaluation Report: On return the Group Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near miss' or where an incident took place but fortunately did not require the completion of the Accident/Incident report form HSW3. If such a form was completed at the venue, there is still a need to place such an occurrence on the record at the 'home' establishment. A general evaluation of the visit will inform future visits and may be a useful check on the value of the risk assessments undertaken.
- 3.8 Risk Assessment forms (eg. RAOS1) should be completed and attached to the Evolve form when risks are perceived as significant. External providers will have their own risk assessment documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required. (See the WSCC guidance or www.aala.org.uk) If this is the case their licence number need only be quoted instead of actually requiring copies of their risk assessment documents.

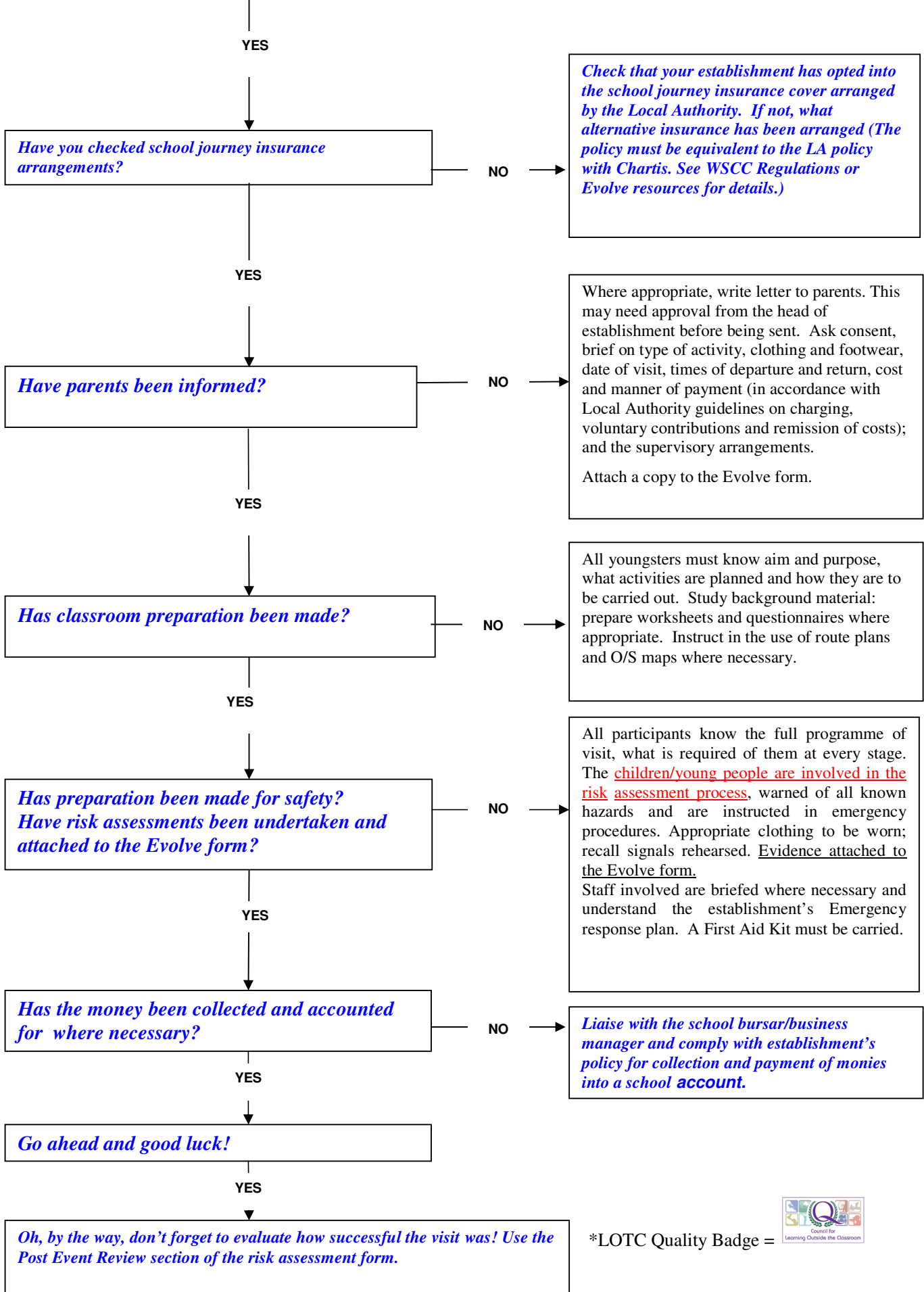
SUMMARY OF APPROVAL PROCEDURE



APPENDIX A

PLANNING OFF-SITE ACTIVITIES





*LOT Quality Badge =

RISK ASSESSMENT AND RISK MANAGEMENT

APPENDIX C

RISK ASSESSMENT FOR OFF-SITE ACTIVITY

ACTIVITY: **LOCATION :** **DATE:**.....

Name Organisation

Assessment undertaken (date) Signed Date Assessment Review Date: -.....

<p>LIST HAZARDS HERE</p>	<p>List of groups of people who are especially at risk from the significant hazards you have identified:</p>	<p>How will you control this risk? (You can append or refer to relevant documentation that explains your safety arrangements, e.g. letter to parents, booklet prepared for students, letter from residential centre, extract in safety manual etc.</p>	<p>Post event review (use this column to comment if you have a concern or an incident occurred)</p>

R.A.O.S.1.

Purpose & Activities

	Main purpose:	Tick:		Tick:
	Adventure Education		Aim Higher	
	Art		Biology	
	Business Studies		Career Education	
	Citizenship/Life Skills		Cultural	
	Design and Technology		Duke of Edinburgh	
	English/Drama		Environmental Education	
	Exchange		Geography	
	History		Individual Placement	
	IT		Personal Development/Teamwork/Leadership	
	Mathematics		Media/Film studies	
	Modern Foreign Language		Music	
	PE/Sport		PSHE	
	RE		Reward	
	Science		Work Experience	
Educational Aims: (what you will be doing on the trip)				

Emergency Contact

Name of the senior member of staff who will be the Emergency Contact during this visit:	Mr David Boreham
Designation:	Headteacher
Telephone number (Day):	01903 785416
Telephone number (Eve):	01903 776060
Telephone number (mobile):	07731 668314
Email:	head@st-margarets-pri.w-sussex.sch.uk
Emergency telephone number at venue (if not elsewhere):	07731 668314

Risk Assessments applicable to this Visit

Generic Risk assessments applicable to this visit:	
Other Risk Assessments applicable to this visit:	