

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's Regulations for Educational Visits and the use of EVOLVE and national Guidance: March 2013.
 - Department advice on health and safety for schools, regularly updated.
 - Department for Education advice on "Legal Duties and Powers for Local Authorities, school leaders, school staff and governing bodies
 - The Health and Safety Executive statement: "School Trips and Outdoor Learning Activities – Tackling the Health & Safety myths.

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 Vetting and Baring Scheme/Criminal Records Bureau disclosures are in place where necessary
 - Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event. (See appendix ...) (**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 policies for Learning Outside the Classroom.
- 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 visit.

This will take account of:

- Generic risks as published in this document and the WSCC Regulations for Educational Visits and the use of EVOLVE March 2013 and Section B (Adventurous Activities) of the Regulations & Notes of Guidance for Off-site Activities 2007.
- 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:-	not specified but 1 adult : 4 children minimum	1 adult : 3 children
Years 1 – 2	1 adult : 6 children	1 adult : 6 children
Years 3 – 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 and the West Sussex Grid for Learning. 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 (0330 222 8344).
- 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. See Appendix
- 3.4 Internal Approval Form. See Appendix ... This local form is to achieve any necessary cover arrangements. 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. Out of county visits are also required to use this system. The form will need to be submitted to, and approved by, the Head of Establishment (or EVC) 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 WSCC arrangement with Chartist. (NB: this cover is not included within a Service level Agreement with academies.) Off-site Group Leaders should check to see if such cover is already being provided by a tour operator, or external provider. A refund may be possible. The details are published at Appendix Z in the WSCC Regulations and Notes of Guidance for Off-site Activities 2007 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

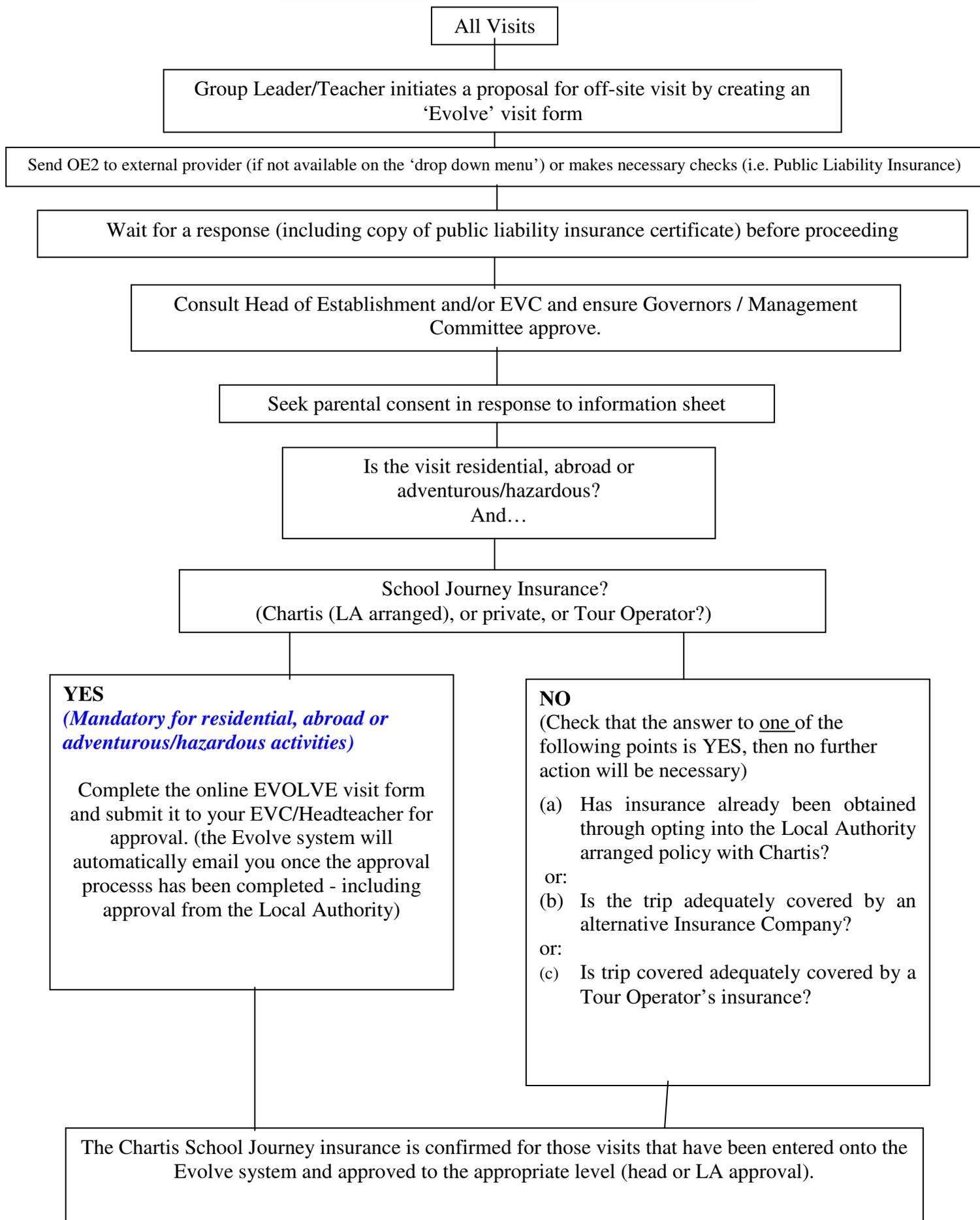
through the Evolve website about other West Sussex Educational Establishments that may have used such a provider before.

- 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. A new on-line accident reporting procedure is now available. 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 is possible, within 28 days, through the EVOLVE visit form. This can 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. If this is the case their licence number need only be quoted instead of actually requiring copies of their risk assessment documents.

3.9 Providers that hold a LOTC (Learning Outside the Classroom) Quality Badge have been externally assessed and are acceptable as a "checked" provider on the EVOLVE site.

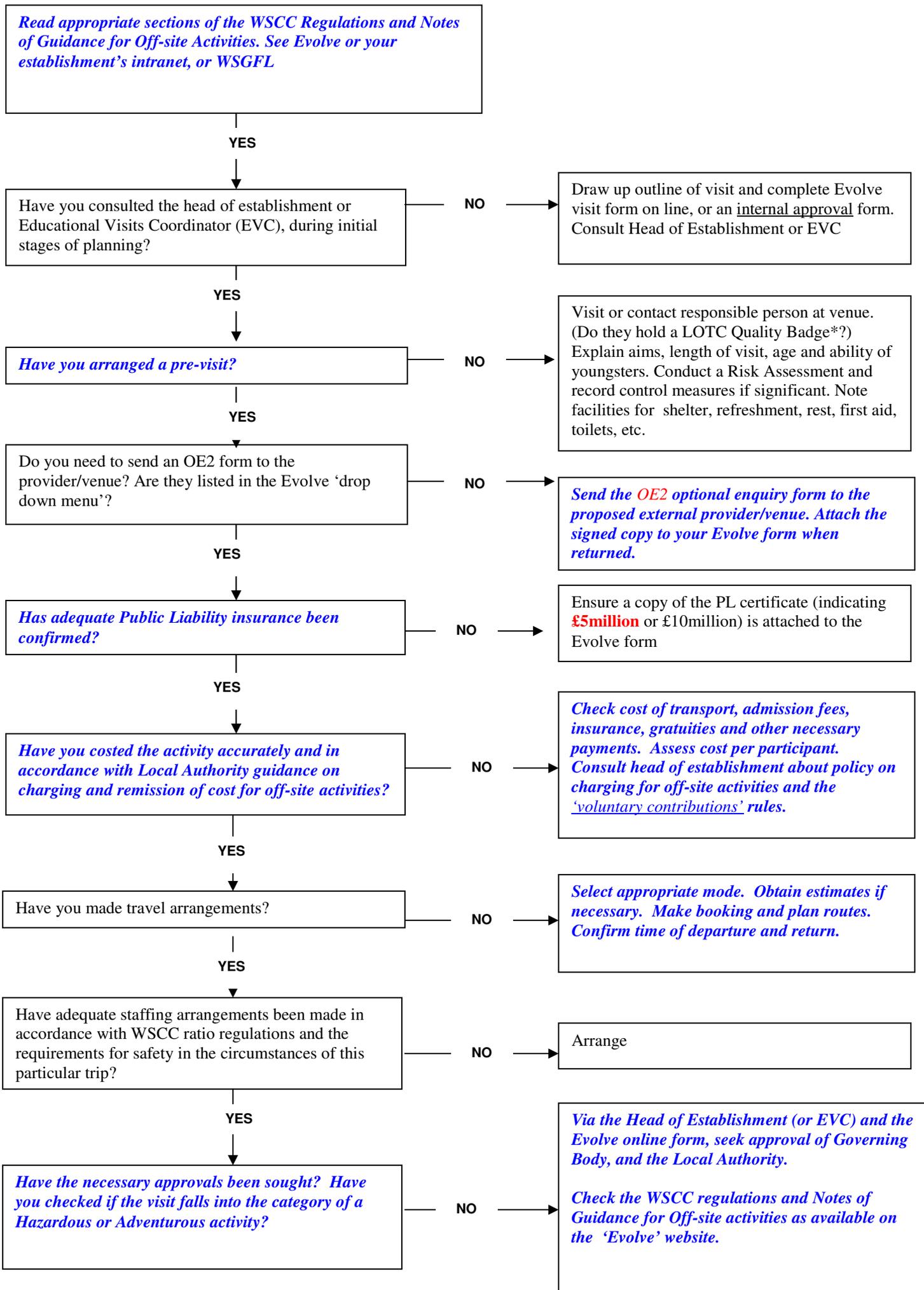
The Appendices, recommended in the contents section, will need to be included here. This can provide an opportunity for the establishment's internal documents, some of which will help staff to follow correct safety considerations and procedures, to be brought together and held in one place.

SUMMARY OF APPROVAL PROCEDURE



APPENDIX A

PLANNING OFF-SITE ACTIVITIES



YES

Have you checked school journey insurance arrangements?

NO

Check that your establishment has opted into the school journey insurance cover arranged by the Local Authority. If not, what alternative insurance has been arranged (The policy must be equivalent to the LA policy with Chartis. See WSCC Regulations or Evolve resources for details.)

YES

Have parents been informed?

NO

Where appropriate, write letter to parents. This may need approval from the head of establishment before being sent. Ask consent, brief on type of activity, clothing and footwear, date of visit, times of departure and return, cost and manner of payment (in accordance with Local Authority guidelines on charging, voluntary contributions and remission of costs); and the supervisory arrangements.

Attach a copy to the Evolve form.

YES

Has classroom preparation been made?

NO

All youngsters must know aim and purpose, what activities are planned and how they are to be carried out. Study background material: prepare worksheets and questionnaires where appropriate. Instruct in the use of route plans and O/S maps where necessary.

YES

*Has preparation been made for safety?
Have risk assessments been undertaken and attached to the Evolve form?*

NO

All participants know the full programme of visit, what is required of them at every stage. The children/young people are involved in the risk assessment process, warned of all known hazards and are instructed in emergency procedures. Appropriate clothing to be worn; recall signals rehearsed. Evidence attached to the Evolve form.
Staff involved are briefed where necessary and understand the establishment's Emergency response plan. A First Aid Kit must be carried.

YES

Has the money been collected and accounted for where necessary?

NO

Liaise with the school bursar/business manager and comply with establishment's policy for collection and payment of monies into a school account.

YES

Go ahead and good luck!

YES

Oh, by the way, don't forget to evaluate how successful the visit was! Use the Post Event Review section of the risk assessment form.



*LOTQ 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: -.....

LIST HAZARDS HERE	List of groups of people who are especially at risk from the significant hazards you have identified:	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.	Post event review (use this column to comment if you have a concern or an incident occurred)

R.A.O.S.1.

APPENDIX E

EVOLVE DAY VISIT FORM

To be returned to Office Staff 5 working days before the trip

Visit Name:		Visit Leader:		
		Contact no. for the visit:		
Date of Visit:		Attendee Group: (Age and KS)	Age range:	
			KS:	
Date of Planning Checklist completed:		Intended Attendees: (number of Male and Females children)	No of Males:	
			No of Females:	
Approved by DB:				
Staff (Employees) FULL NAMES (including Christian name):				
Staff (Volunteers) FULL NAMES (including Christian name):				

Travel Arrangements

Travel Method:	
Travel Company:	

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:	