

Woodlands Federation

Offsite Activities and Educational Visits Policy

February 2019

1 Introduction

This policy applies to most situations where adults acting in the course of their employment take responsibility for children and young people taking part in offsite activities and visits, as well as when taking part in on-site outdoor activities.

The schools in Woodlands Federation (Broad Oak CP, Dallington CEP and Punnetts Town CP) provides a number of offsite activities and educational visit opportunities for all young people within the establishment. These include day trips, residentials, sporting activities and federation days.

The benefits of Learning outside the classroom are fully understood by the schools in Woodlands Federation and each visit will set out a clear purpose and learning objectives, which will be reviewed at the end of each visit to see if they have been achieved.

Employer policy and OEAP National Guidance

The safety of pupils and staff on offsite visits is paramount and Woodlands Federation will follow Employer policies as laid out by the East Sussex local authority.

In the event of a conflict between employer policy, establishment policy and National Guidance then Employer policy will be followed and clarification sought from the Educational Visits Co-ordinator (EVC) or management.

2 Roles and Responsibilities

Role	Responsibilities
Governors	<ul style="list-style-type: none"> • Knowledge of who the employer is i.e East Sussex • Ensure there is a policy in place for offsite activities and educational visits. • Ensure there is a trained EVC in place for the establishment. • Ensure there are training opportunities provided. • Ensure the establishment has a visit approval procedure in place and follows ESCC policy for approving visits. • Ensure there is a monitoring system in place. • Ensure visits support the principles of inclusion. • Can have a read only access on exeant to have an overview of all the offsite visits taking place.
Head Teacher	<ul style="list-style-type: none"> • Offsite activities comply with ESCC policy • Visits receive appropriate approval before they take place. • Ascertained that all staff involved in offsite visits are competent to carry out their role. • That there is a designated EVC that meets employer requirements and has undertaken training. • Suitable child protection procedures are in place, including vetting at an appropriate level of all voluntary helpers. • You are assured that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained and competent to carry out such tasks as they are allocated. • Ensure visits support the principles of inclusion.
Educational Visits Co-ordinator	<ul style="list-style-type: none"> • Should have experience off leading visits, or qualifications or leadership experience. They should be an experienced visits leader. • Should have received EVC training. • Supports staff to ensure visits are planned and prepared appropriately following ESCC Offsite Activities and Educational Visits Policy 2013. • Ensures staff have access to training to support their role in Offsite Activities and Educational Visits. • Approve visits that comply with establishments and ESCC policy. • Check that all visits have an emergency contact and the emergency contact is an appropriate person. • Ensure staff evaluate visits that have taken place and report accidents and near misses appropriately.
Visit Leader	<ul style="list-style-type: none"> • Must have experience of leading offsite visits. • Must be inducted by the establishment and have knowledge of the establishment's and ESCC policy and procedures for offsite visits and crisis management. • Be approved as competent by the establishment. • Liaise with the EVC. • Plan and prepare for the visit, including the risk assessment, ensure it is in line with ESCC policy and the establishment policy.

- | | |
|--|---|
| | <ul style="list-style-type: none">• Define the roles and responsibilities for other staff on the visit.• Evaluate the visit and report and record any accidents and near misses. |
|--|---|

3. Establishment Specific Procedural Requirements

All visits that involve leaving the school premises, are documented on Exeant. These are initially placed a month prior to travel (except in unavoidable circumstances) after head of school approval has been sought. The EVC will then grant initial approval if all is in order at this stage. The full Exeant requirements will be met at least two weeks in advance and are re-submitted to the EVC by the visit leader. The EVC will then grant permission if all information is in order. In the case of residential or adventurous activities, the employer (East Sussex Local Authority) will also give permission after checking the trip details, after the school EVC has granted it. The EVC can decline consent at any stage and ask the visit leader to re-submit.

EVC training occurs every three years and all staff are periodically trained in developing risk assessments. Any additional training is carried out on the identification of need during the school year. Any volunteers are briefed prior to the visit occurring. Parents are informed by letter and/or parentmail of visits and consent collected if necessary. An annual one off consent is in place for most trips (excluding residential trips). Providers are vetted by the visit leader and a pre-visit check is carried out in cases where the provider has been used before to ascertain if any significant changes have been made to provision. Providers are chosen by their ability to meet the needs outlined in the learning objectives, their safety reputation and value for money.

Risk assessments are carried out on any transport required, activities on the visit, individual needs and any other areas that may be pertinent to the visit. These are recorded electronically and are read and signed by the EVC. The risk assessments (RA) are shared with the other adult members of the group before commencing the trip. Any near misses are report to the senior leaders and EVC and are recorded as part of an evaluation. Guidelines, and the pupils who make up the group (taking into account their age and needs), are considered when deciding on appropriate pupil to adult ratios. Information about pupils' needs are only shared with others on a need to know basis where it may be detrimental to their well being not to do so. This is covered by our GDPR compliance.

Visit leaders will maintain a register of those attending a visit and will undertake regular head counts through out, notifying relevant staff on their leaving and returning to school. If there have been any incidents to report, the relevant individuals will be notified initially on return to the school. If there is any need during the visit, a contact is always available at school and is factored into the risk assessment.

All visits are monitored by the head of school and EVC and are evaluated by the visit leader for future reference.

4. Induction, Training, succession planning

The schools have a clear induction process for new staff which is delivered over a period of three months on their joining the school. This may include working with an experienced staff member for initial visits or being overseen by an experienced staff member when new to the school. This is particularly relevant to any Newly Qualified Teachers (NQT) as they will not have led trips before. Training is carried out by the local authority if a certificate is required (e.g. EVC training), otherwise this training is carried out in-house

by experienced staff. Where possible a second person will be trained or has carried out the duties of the EVC in the past and would be able to succeed the current EVC if necessary.

5. Risk Management and Assessment

The schools identify when generic risk assessments and standard operating guidelines can be used and when a specific risk assessment should be completed. This is proportionate to the risks. The risk assessments are recorded electronically and are printed out to go into a risk assessment folder within the school to be signed by the EVC and used as a reference point for others. This enables the EVC to check the risk assessment (either on line or in paper form) and maintains a high level of standards which are consistent in the federation. The staff and pupils are consulted and made aware of any risks associated with the trip, and how they will be managed, through conversations/lessons with the visit leader. Risk assessments are reviewed annually for all annual visits or before if the visit is on-going or evaluation has led to a change in procedures or level of risk. Other visit risk assessments are reviewed prior to the next application for the new visit and after the visit if any changes are needed.

6. Assessing venues and Providers

When selecting venues, facilities and external providers, the award of the LOTC quality badge will be taken into consideration. Provider statements, the use of pre visits, investigation of insurance requirements and waivers will all be taken into account. The providers risk assessments will inform staff planning for the visit but will also be covered by our own risk assessments either prior to the visit or as part of a dynamic risk assessment at the venue. Information relating to the venue and facilities will be sought by the visit leader.

7. Using Volunteer helpers

Volunteer helpers are informed prior to the trip about the reasons for the trip and risk assessment management and their role during the trip. They do not need to have a DBS as they will be in the company of paid members of staff who have enhanced DBS. Volunteers without a DBS will not be permitted to be in the company of a child or children alone, unless it is their own child. Volunteers without DBS will be supervised at all times by those who have a DBS. This includes any travel in a car where two adults are required, one with a DBS. Any volunteers who are deemed unsuitable to accompany pupils on a visit (for whatever reason at the discretion of the school) will not be invited to attend. A reason or explanation does not need to be given by the staff to the volunteer. If during the visit, the visit leader considers a volunteer to be unsuitable they will let them know immediately and ask them to remove themselves from the visit.

8. Inclusion

Please refer to the federation inclusion policy. All young people have the entitlement to participate in all visits and reasonable adjustments will be made, wherever possible, by the visit leader to ensure this is well conceived. However, on some occasions this may not be possible and the trip will still go ahead with an alternative planed for any pupil who can not participate. Additional information and consultation will be made with the inclusion manager, TAs, INAs, DSL, medical professionals, the provider and parents/carers in order to make a visit as inclusive as possible.

9. Behaviour

Expectations of pupils behaviour is clearly stated in the Behaviour Policy and is line with school procedures when at school. Being on a visit is still part of the education of the child and the same rules apply out of school on a visit as in school. Behaviour expectations as part of a residential visit are made explicit by the

visit leader, and a contract with a pupil may be requested if this is felt necessary. These expectations are explained to the parents at the visit briefing and may be followed up in written form if necessary. The consequences of mis-behaviour are explained to pupils, parents and carers, which may include removal from a visit (with no refund, including residential). This will be at the discretion of the visit leader in line with school policies and procedures. Discipline and sanctions on visits will be in line with the federation behaviour policy. Mobile and electronic devices are not to be brought to school or on a visit (including residential visits) unless authorised by the visit leader. The property will not be protected or insured by the school and the school can not be held accountable or liable for any damage or loss even if the item is confiscated

10. Insurance

We are included in the East Sussex County Council insurance cover for employers liability, public liability, products liability and hirers liability. All adults and pupils are covered for one day and multiple days offsite visits through the East Sussex County Council cover. Appropriate insurance is taken out according to the needs of the trip. These may cover ESCC public liability, ESCC requirements for third parties to hold public liability, personal accident insurance and school journey insurance. There are some activities which are not covered such as parkour (free running), paintballing, tombstoning and high ropes activities. This list is not exhaustive.

11. Finance

Please see the remissions and charging for school visits policy. For a residential, the full charge for accommodation, food and activities will be made per pupil. Staff and volunteers accompanying such visits beyond the school day do not get paid for this and are undertaken on a voluntary basis. Visits taken within a school day do have a cost implication for transport and often with admission or activity charges. On these occasions, donations are invited from parents. However, the schools do not have an allocated budget to finance such visits outright and any shortfall is then taken from the school fund. If a visit receives insufficient funds and the costs can not be met in any other way, the trip will be cancelled. Any donations will be offered back to the parents who gave them or will be put into the school fund at the parents request. All monies spent are accounted for, banked and reported to governors and the local authority so that the school's financial dealings are transparent and fully accounted for. A balanced budget has to be maintained for the school without going into a deficit from school visit costs. The cost of the visit is fairly shared out between the number of pupils attending and present value for money. In the case of donations, any excess donation will be put into the school fund on the completion of the visit to benefit the whole school community. Parents and carers are welcome to donate more than the indicated amount. Where parents are suffering extreme financial hardship, they may contact the school to discuss how payments can be made over time or partly waived in order to ensure equal access to visits for all members of the school community.

12. Emergency procedures and incident reporting

In the process of recording all visits on Exeant, there is an easily accessible reference point should the need arise in the event of an emergency. Where residential are in place a suitable 24/7 emergency cover is made, with back up as necessary. A similar system is in place for daily visits that link with the school office or after hours contact as needed. All these are recorded on the risk assessment. Parents/carers give an annual or visit indication of medical needs and treatment permission in the event of an emergency. The responsibility rests with the parent/carer to ensure that details held on the child are up to date. Any accidents or incidents are reported using the normal school procedures and policy and are recorded in the first aid book or on CPOMS for a behaviour incident.

13 Establishment Templates and Guidance

A check list for use when planning a visit is available on the school server.

All previous visit letters are retained on the school server and can act as guides or templates for future letters.

Consent and medical form templates are also retained on the school server.

The Exeant form is self explanatory. A login for this will need to be requested from the EVC.

Generic risk assessments for local, regular visits taking place during school hours are available on the school server.