



NEWPORT
COMMUNITY
SCHOOL
PRIMARY
ACADEMY

POLICY FOR THE MANAGEMENT OF OUTDOOR EDUCATION, VISITS AND OFF-SITE ACTIVITIES

Date Adopted: Autumn 19
Author/owner: LGB
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Introduction

This policy covers all off-site visits and activities organised through the school and for which the Academy and Head Teacher are responsible.

The Academy endorses the Devon County Council /Torbay Council policy document “Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2018” as the basis for the school’s health and safety policy for the management of visits and off-site activities. (Appendix A)

All staff should familiarise themselves with the above document.

The Academy seeks to ensure that every pupil has access to a wide range of educational experiences as an entitlement. As part of this entitlement, the Academy recognises the significant educational value of visits and activities which take place away from the immediate school environment in supporting the development of skills which promote well-being and healthy lifestyles into adulthood; to enjoy and achieve as a result of opportunities to develop as successful and confident learners and to gain a heightened awareness of the local and global environment and our role within it.

The Academy aims to enable this school to become an educational environment in which all members of the school community can thrive, regardless of race, religion, culture, gender or individual need. We intend to apply this aim to the planning and management of all visits and off-site activities.

Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage cooperation, team work and the application of problem solving skills and develop independence and self-confidence.

Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

The management of visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Academy, Head Teacher, the Education Visits Coordinator (EVC) the party leader, members of staff and volunteers, pupils and parents. The school also has responsibilities to other members of the public and to third parties. This policy on visits and off-site activities therefore complements the wider school health and safety policy.

It is a priority of this school that all visits and off-site activities are safe, well-managed and educationally beneficial.

2. Responsibilities of the Head Teacher

The Head Teacher will:

- ensure all visits and off-site activities have specific and appropriate educational objectives
- approve all visits and activities, based on compliance with the council and school health and safety policy, relevant Devon County Council /Torbay Council guidance and recognised good practice;
- ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group;
- check that the suitable staffing ratios and Child Protection measures are in place for each visit;
- ensure party leaders have access to a planning checklist, based on the Devon /Torbay policy, and adapted as necessary to meet the particular needs of the school;
- check that risks have been assessed, significant risks recorded and any appropriate safety measures are in place.

3. Responsibilities of the Educational Visits Co-ordinator

In order to carry out the above responsibilities effectively the Head Teacher has delegated specified tasks to a suitably experienced and competent Educational Visits Co-ordinator (EVC). The EVC will be responsible for carrying out agreed tasks and attending relevant training provided by Devon County Council or relevant approved body. The EVC will seek to maintain opportunities for young people to engage in a wide range of safe, high quality visits and off-site activities through a clear and robust approach to managing health, safety and welfare.

When using external providers, the EVC must check that all licences, (including any Adventure Activity licence) and insurance policies are up to date at the time of the visit. The EVC needs to check whether the external provider staff have a DBS check (Academy staff must remain with their groups at all times if the provider's staff are not DBS checked).

Name of EVC: **Outdoor Education and Residential Visit co-ordinator – Dan Brewer**

4. Approval of off-site activities

The Head Teacher will be responsible for approving all off-site activities. This includes approving the party leader for each visit or off-site activity. (Appendix B)

An Evolve visit form and risk assessment will be completed for the following categories of visit:

- all trips and off site activities – endorsed by the Head Teacher
- all residential undertaken by the school.
- hazardous outdoor and adventurous activities (except those taking place at Babcock LDP outdoor and residential centres) (Category B activities);
- visits abroad (Category C activities);
- activities where there is significant concern about health, safety and welfare (Category C activities).

The Evolve visit form for residential, category B and category C types of visit will be sent, via Evolve, to the Adviser for Outdoor Education for endorsement.

The Head Teacher will monitor off-site visits and activities and will provide a regular report to the Governing Body about the off-site activities which have taken place from the school.

5. Responsibilities of the party / visit leader

The party / visit leader will:

- have overall responsibility for the supervision and conduct of the visit or activity;
- obtain the Head Teacher's approval before any off-site visit or activity takes place;
- follow policy and procedures of the Academy
- assess the risks involved (using **SOP/ Visit Specific** forms) and amend as appropriate any previously recorded risk assessment;
- use the Academy planning checklist to ensure all procedures have been followed;
- inform parents fully about the visit and gain their consent, where appropriate and collate all medical and dietary needs for the children;
- re-assess risks while the visit or activity takes place;
- record accidents, medical incidents and administration of medicines
- ensure there is a contingency plan (Plan B) should a significant change to the programme be necessary due to weather etc.

ensure that all adults accompanying visits and trips have a safeguarding briefing prior to the visit.

6. Responsibilities of the EVC

- ensure form SOE5 from the policy is completed where commercial, charitable or private organisations are being used for adventurous or residential activities;
- Check all SOP for all trips
- Submit the SOP and Trip overview to the head teacher for authorisation
- Complete relevant EVC training and ensure up to date

7. Responsibilities of additional members of staff taking part in visits and off-site activities

Members of staff, volunteers and parent helpers should:

- Assist the party leader to ensure the health, safety and welfare of young people on the visit;

- Be clear about their roles and responsibilities whilst taking part in a visit or activity.
- be clear about emergency procedures, emergency contacts and details
- Take part in a safety briefing prior the trip

8. Responsibilities of External Providers

All external providers must have a clear contract with the Academy and be subject to robust checks. At a minimum, every provider must complete the SOE5 form, UNLESS they already hold the Learning Outside the Classroom (LoTC) Quality Badge.

9. Responsibilities of pupils

Whilst taking part in off-site activities pupils also have responsibilities about which they should be made aware by the party leader or other members of staff, for their own health and safety and that of the group. Young people should:

- Avoid unnecessary risks;
- Follow instructions of the party leader and other members of staff;
- Behave sensibly, keeping to any agreed code of conduct;
- Inform a member of staff of significant hazards.

10. Responsibilities of parents

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity parents should:

- support the application of any agreed code of conduct;
- inform the party leader about any medical, psychological or physical condition relevant to the visit;
- provide an emergency contact number;
- sign the appropriate consent form. There are two consent forms. All trips requiring payment, including residential, must have parental consent, whilst off-site trips not requiring payment will make use of the on-entry form, which is signed by the parent. (see Appendix B)

11. The provision of training and information

A copy of this policy and associated school procedures will be made available to all staff within the Academy who may be responsible for leading off-site visits and activities, any parent requesting a copy and on the website. The EVC will make additional information available to staff to help ensure the safe management of off-site activities, including the Devon / Torbay policy statement "Outdoor Education, Visits and Off-Site Activities" and access to the Devon LDP website: www.babcock-education.co.uk/ldp

Appropriate training and/or advice will be made available to leaders and other adults taking part in off-site activities in order to reflect identified Academy health and safety priorities and educational priorities.

The EVC will maintain a record of the qualifications held by staff and volunteers involved in outdoor activities including first aid, life-saving, mini-bus driving and specific hazardous activities.

11. Action in the case of emergency

The Head Teacher will ensure that emergency arrangements are in place, known to staff and in line with Academy policy, to cover the range of activities undertaken from the school and the times at which they take place. This will include a minimum of two emergency contact numbers for designated senior members of staff or the governing body out-of hours. First aid provision and training of staff will be in accordance with good practice

11. Accidents and incidents

Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the Academy's health and safety policy. Accidents and incidents will subsequently be reviewed within the Academy to identify any learning points.

13. Monitoring and review policy and practice

The Governors will review this policy:

- In accordance with the cycle of Governor Business
- At such time as there are significant changes to guidance on the management of Outdoor Education, Visits and Off-Site Activities

Should significant issues be brought to the attention of the Governors through the report of the Head Teacher.