



St Hugh's School

Educational Visits and
Off-site Activities

Model Policy for Educational Visits and Off-site Activities

1. Introduction:

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

The Governing Body endorses the North Lincolnshire Council, Local Education Authority, "Educational Visits Policy and Framework" as the basis for the school's health and safety policy for the management of visits and off-site activities.

The Governing Body seeks to ensure that every pupil has access to a wide range of educational experiences as an entitlement. As part of this entitlement the Governing Body recognises the significant educational value of visits and activities that take place away from the immediate school environment.

The Governing Body 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 co-operation, teamwork 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 Governing Body, Headteacher, the Party Leader, members of staff and volunteers, pupils and parents. The school also has other responsibilities to other members of the public and to third parties. This school policy on visits and off-site activities therefore complements the wider school health and safety policy.

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

2. Responsibilities of the Governing Body:

- Ensure all off-site visits have specific educational objectives, and ascertain how these will be met.
- Obtain information on visits well in advance.
- Ensure compliance with regulations and guidelines of the DCSF and the LA.
- Give general approval for Category A visits, and specific approval for Category B visits.
- Support the Head Teacher and the Educational Visits Coordinator in the organisation of educational visits, and ensure they have sufficient time and resources for this.
- Ensure LA approval (for Category B visits) is obtained, and that external providers have met all assurances before bookings are confirmed.

- Ensure all reasonably practical measures are taken to include pupils with medical and special educational needs.
- Review reports and monitoring of all off-site visits and activities.

3. Responsibilities of the Head Teacher;

The Head Teacher will:

- Ensure specific appropriate educational objectives are stated, inclusive and known by relevant parties.
- Ensure that the staffing ratio is suitable for each visit.
- Ensure all off-site visits and activities are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group.
- Check that risks have been assessed and recorded, and safety measures and emergency procedures are in place.
- Ensure visits and activities are approved, based on compliance with the relevant North Lincolnshire Council policies and recognised good practice.
- Ensure all visits and off-site activities are suitably insured.
- Ensure all staff involved in off-site visits and activities have access to, and are aware of, the current LA "Educational Visits Policy and Framework"
- Monitor off-site visits and activities, and review visit reports.
- Assign an Educational Visits Co-ordinator to whom they can delegate tasks.
- Ensure there are Emergency Plans in place.

4. Responsibilities of the Educational Visits Co-ordinator (EVC);

The EVC will:

- Support the Head Teacher, the Governing Body, the Party Leader and the LA on educational visits.
- Keep records of all off-site visits, activities, accidents, near misses, staff experience and qualifications.
- Ensure ISA registrations and CRB disclosures are in place for staff and volunteers.
- Organise emergency arrangements.
- Assess the competence of Party leaders and other adults. To ensure only competent people lead and supervise off-site visits.
- Organise the training of Party Leaders and supervisors (i.e. first aid) and maintain records of this.
- Monitor and review off-site visits, visit reports and management practice.

5. Responsibilities of the Party Leader;

The Party Leader will:

- Be responsible for organising all aspects of the visit or activity.
- Have overall responsibility for the supervision of the visit or activity.
- Follow the "Educational Visits Policy" of North Lincolnshire Council and of the school.
- Risk assess all aspects of the visit, set cut off points for abandonment and record the results.
- Ensure all other staff, helpers and parents are aware of the risk assessments, and their roles and responsibilities, and how to contact the Party Leader during the visit.
- Ensure the Evolve online system (Application for Approval) has been completed, and approvals sought from the Responsible Person, and the LA (as appropriate for the

category of visit) LA approvals should be sought at least three weeks in advance, and before any money has been paid out!

- Fully inform parents about the visit, and obtain their written consent (this should contain specific approval for any swimming related activities, and information on the pupil's abilities)
- Obtain up to date relevant medical information, and emergency contact details for the pupils.
- Ensure a contingency plan (plan B) in case of changes, i.e. bad weather, and risk assess this plan.
- Ensure sufficient suitable staffing, and brief them on their roles.
- Make 'ongoing' risk assessments during the visit, and amend plans or cancel activities as required.
- Produce a report on the visit, for the EVC, the Head Teacher and the Governors.
- Have an agreed emergency plan for contacting emergency services, school management and parents.

6. Approval of off-site activities;

Approval for all visits should be sought well in advance (on the Evolve online system) taking into account such issues as the dates of Governor's meetings.

LA approval must be applied for **AT LEAST THREE WEEKS** (term time) in advance.

The Head Teacher is the 'Responsible Person' for approving all off-site activities. This task may be delegated to the school's Educational Visits Co-ordinator, or a member of the Senior Management Team (if competent to do so) but will be recorded in Evolve as having been approved by the Head/Manager.

The Governing Body should have access (via an Evolve 'Read Only' account) to details of all their schools visits.

Overseas, residential and Adventurous Activities visits also require the approval of the LA.

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 pupils and staff.
- Be clear about their roles and responsibilities whilst taking part in a visit or activity.
- Report any concerns or incidents to the Party Leader.
- Be informed about the planned activities and their Risk Assessments, contingency and abandonment plans.
- Know which pupils are under their supervision, and how to contact the Party Leader/other staff.
- Be aware of any medical/SEN issues that they may need to manage.

8. Responsibilities of pupils:

Whilst taking part in off-site activities pupils also have responsibilities about which the Party Leader, or other members of staff, should make them aware. For their own health and safety, and that of the group, pupils 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 any significant hazards.

9. 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 a consent form to show that they agree for their child to take part in the visit and the activities planned.

10. Provision of training and information:

A copy of this policy and associated school procedures will be made available to all school staff that may be involved in off-site visits and activities. Copies should also be available for any parents requesting them.

The Headteacher will make additional information available to staff to help ensure the safe management of off-site activities. This will include the North Lincolnshire Council "Educational Visits Policy and Framework"

Appropriate training will be made available to leaders, prospective leaders and other adults taking part in off-site activities in order to reflect identified school health and safety priorities and educational priorities. Staff who have little or no experience of leading off-site visits, will be given opportunities to gain such experience, under the direction of experienced staff.

11. Charging Policy:

Off-site school visits will often incur a cost, i.e. for transport, admission fees etc. In order to offset this cost parents may be asked to make a voluntary contribution towards any visits their child takes part in.

If insufficient funds are available, from contributions or other funds, then it may be necessary to cancel a visit.

The costs for board and lodging on residential visits will be charged directly to parents (unless their pupils qualify for free school lunches, when a remission of these costs may be applied, except where the visit is classed as an optional extra*) as will the full cost of any visit deemed

to be an optional extra (e.g. is mainly outside of school hours, is not part of the National Curriculum or any public examination, is not in scope of statutory requirements for religious education)

All money collected will be receipted, and a separate record of all income and expenditure will be kept.

*A trip, which is wholly or mainly outside of school hours, does not form part of the National Curriculum, is not part of an examination syllabus, or religious education statutory requirements is classed as an optional extra.

12. Action in the case of an emergency:

The Headteacher will ensure that emergency arrangements are in place for all off-site visits and activities, known to staff and in line with NLC policy. This will include emergency contact numbers for designated senior members of staff, or the Governing Body, including out of school hours time. The designated contacts must hold all details of the visit i.e. names, contact numbers etc.

Staff, helpers and pupils should not speak to the press. The press should be referred to the Public Relations department of North Lincolnshire Council, at The Civic Centre, Scunthorpe.

13. Accidents and incidents:

Any accidents, incidents and near misses that occur during off-site visits and activities must be reported, and recorded in accordance with the school health and safety policy. North Lincolnshire Council and the Health and Safety Executive will be informed of notifiable accidents and incidents. In the case of a fatality the Health and Safety Executive must be informed immediately.

Accidents and incidents will subsequently be reviewed within the school to identify any learning points.

14. Child Protection:

All off-site visits and activities will adhere to the school and the LA policies for child protection.

Any adult volunteers/helpers who have not been ISA/DBS checked will not be left in sole charge of pupils.

All adults on residential visits must be cleared via an ISA registration/enhanced DBS check. Assurances will be sought from any external providers that their staff are suitable for work with children.

In the case of foreign exchange visits assurances should be obtained from the host school that they have approved the host families, and that the accommodation is suitable.

15. **Management of specific off-site visit provision;** Specific off-site visits routinely include:-

- Well being Hubs - Scunthorpe and Brigg
- Visits to the local church.
- Swimming lessons at Riddings Pool
- Sporting activities at the PODS
- Town Centre/Scunthorpe High Street/ Market
- Local Supermarkets

16. **Monitoring and review;**

The Governors will review this policy:

- Every three years.
- At such time as there are significant changes to guidance from the LA.
- Should significant issues be brought to the Governor's attention through the report of the Head Teacher.

This school policy has been agreed by the Governing Body

Reviewed: November 2015