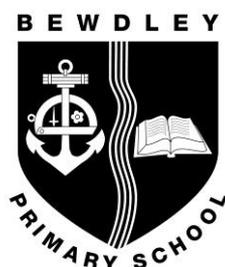


Reviewed Feb 2019  
Next Review Feb 2021



# **Policy for Educational/Off Site Activities**

(see also Health and Safety, Safeguarding, Inclusion policies)

## **Rationale**

Off site activities provide challenging and memorable opportunities for young people to develop independence, self confidence and responsibility. All off-site visits must serve an educational purpose, enhancing our children's learning experiences. Bewdley Primary School is committed to enriching its curriculum by providing off site activities which support and extend pupils' learning.

Classroom learning can be extended and understanding encouraged by first hand experience of historical, geographical and religious sites and visiting exhibitions, theatres and other places of interest. Off site facilities can provide better learning opportunities than those available on site.

Outdoor education can develop self esteem, personal responsibility, cooperation and respect for others and can enhance practical problem solving and teamwork skills. It can strengthen personal development and the process of self discovery. It can nurture an understanding and respect for the environment.

Off site sporting activities can provide opportunities for pupils to be challenged physically; to work in teams and experience the highs and lows of competitive sport.

Residential experiences can provide opportunities to develop their social and personal development, enhancing self-discipline and nurture an understanding and tolerance for others. We undertake these visits only with the agreement of the LA. We provide qualified instructors for all specialist activities that we undertake.

For the purposes of this policy, off Site Activities includes all aspects of outdoor education, visits, residential experiences and any activities organised by the school to take place outside the boundaries of the school site.

## **Health & Safety**

All visits, trips and off-site activities are planned, organised, conducted and reviewed in line with the Worcestershire LA Policy. Worcestershire County Council has formally adopted “**OEAP Employer Guidance**” as “*Worcestershire Employer Guidance for the Management of Visits and Learning outside the Classroom*”. A copy of this Guidance can be found on the following website [www.oeapng.info](http://www.oeapng.info)

In this policy we seek to establish a clear, coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times.

## **Equal Opportunities**

Within the limits, mentioned above, we seek to make our visits available to all pupils, irrespective of gender, religion, ethnic origin, social background, and wherever possible to make them accessible to those with disabilities. All pupils will be encouraged to participate in as wide a variety of visits and activities as possible. We make seek guidance from parents or staff from the venue, to help us adapt our programme, and we will make reasonable adjustments to our itinerary to include a child with disabilities.

## **Insurance**

Insurance cover is automatically provided to schools for all approved school journeys without prior notification with limited exclusion. Our policy no is **51UK602007**. In addition to the insurance cover we have access to the eduvia.com website – [www.eduvia.com](http://www.eduvia.com) which is a valuable resource to support planning; risk assessment guidelines; checklists and emergency procedure information which may be referred to by the Educational Visits Co-ordinator.

**Educational Visits Co-ordinator (EVC)** The School has a named Educational Visits Coordinator who has attend the statutory training. Currently, the EVC is **Miss. Amanda Bradley**. She attended training on **27/01/15** .The EVC is responsible for giving a first line approval for all visits and will have responsibility for giving final approval for visits that are not residential/ or high risk. Worcestershire County Council also require EVCs to submit plans for approval from Evolve if the offsite activity is residential; involving a high risk environment or activity; or is over a distance of 50 miles. Approval will be given based on consideration of the plans, including the competency of staff leading and attending the visit, and information including risk assessments submitted to them. The Educational Visits Coordinator will communicate with staff who are planning educational visits, in order to ensure that paperwork is completed within the time frame detailed in the policy. For further guidance please refer to OEAP section 3.4j.

The EVC must become aware of any new legislation or LA requirements regarding Educational Visits and attend regular EVC Revalidation training.

Any member of staff who wishes to lead a trip or visit must have attended the Visit Leader training delivered by Worcestershire County Council. The Visit Leader takes full responsibility for the group they lead and will ensure that they have planned the visit in accordance with their training and guidance on OEAPNG. The Visit Leader will only lead visits that they are competent to lead and will only use competent providers. They will also ensure that the visit is fully risk assessed based on the SAGED method including information on individual students where required. In addition they will ensure that they have emergency plans in place and will evaluate the visit afterwards. For further guidance please refer to OEAP section 3.4k. As far as possible, all supporting staff on visits will have received leader training. All TA's and Teaching Staff undertook Visit Leader training in March 2019.5

### **Procedures for Planning an Off Site Activity**

Any plans by a member of staff to organise an off site activity should be approved by the Headteacher and EVC before any detailed arrangements or commitments are made. In every case the teacher responsible for organising the trip will complete the 'Planned Activity/Visit Monitor' sheet (Appendix A) and adhere to the procedures of 'Thinking of planning a school trip?' folder and the OEAP EG: Visit Leader Checklist (Appendix B). This will ensure that the following points are considered:-

- There must be an identified party leader, who has completed the Visit Leader Supervisor's training and is competent. This will normally be a teacher employed at the school. The EVC must ensure that they have the relevant knowledge and experience to lead an activity. There must be ongoing consultation between the Visit leader and the EVC.
- The visit leader or staff otherwise to be involved in an off-site activity must familiarise themselves with the regulations, advice and procedures published by the LA.
- The visit leader must assess the risks and potential hazards involved in all aspects of the visit or activity which may be encountered and indicate measures to prevent or reduce them. They will record their findings on a Risk Assessment Form completed at least one week before the planned visit takes place. This is so they can be shared with the whole staff attending the trip well before the day. Appropriate risk assessments must be carried out and recorded for all visits and off-site activities.
- Procedures must be in place, as stated in the Worcestershire guidance document, to ensure there is specific approval for all visits/programmes.
- Any plans to organise an off site activity involving hazardous outdoor and adventurous activities should be approved by the Headteacher, EVC and the Governors, and plans should be endorsed by the County Adviser for Outdoor Education using Evolve.
- The school will use an LA approved reputable coach firm with WCC Guide to Driver Selections and Assessment with regard to WCC 'Transport Code of Practice'. This will ensure that any vehicles used are: roadworthy, well maintained, taxed with a current MOT and that drivers are: competent, experienced enough for the type of journey, able to maintain concentration, in possession of a valid driving licence and insured to carry pupils and that relevant DBS checks are in place.
- There must be a clearly identified purpose for the whole visit and any of its constituent parts appropriate to the age and ability of the group.
- The visit leader, wherever possible, should make a preliminary visit to the site to be visited. It is important to assess and record any health, safety or security issues that are identified during this preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed.

- The proposed location of the visit must be manageable for the group.
- The Visit leader should ask the school manager/finance administrator to cost out the visit for approval by the Headteacher/EVC. This should include:- transport, admission prices, refreshment costs, insurance, provision of special resources/equipment and staff cover.
- A consideration for subsidising the cost for Pupil Premium children will be made by the Headteacher.
- The costs of the trip will be made explicit to the parents at the planning stage. Parents will be asked to commit to support the financing of the trip.
- No child will be excluded from an activity because of the unwillingness or inability of the parents to make a contribution.
- The timetable for the payment of contributions should allow for the Headteacher to make a decision about the financial viability of the activity in a reasonable time.
- Inclusion matters should be accounted for at the planning stage.
- Staffing levels should reflect the needs of the group and the activity but wherever possible we try to ensure a minimum 1 member of staff to 10 to 15 pupils in Years 4 to 6: 1 adult to 6 pupils in Years 1 to 3: 1 adult to 3 pupils in Early Years. Depending on the location of the visit and the activities being undertaken, at least one member of staff may accompany the pupils who has had First Aid training – this will be part of the risk assessment.
- The Visit leader should ensure that all accompanying adults have appropriate WCC DBS checks, to ensure the safety and protection of all pupils, and are informed of the purpose and identified risks of the visit.
- It is essential that parents are informed of dates and details of offsite visits and written parental consent is always obtained before pupils are taken on off site activities. The school will obtain a generic consent from parents at the time of pupil admission to make short, local visits within the town to support the curriculum on a regular basis
- Parents will be notified of any clothing or food requirements for an activity.
- Parents will be asked to notify school of any health, medical or dietary information relevant to the visit.
- Parents will be asked to make donations towards the cost of the activity in accordance with the school's charging policy.
- A behaviour code will be established and agreed with pupils
- An emergency procedure will be established and all helpers and pupils made aware of it. LA emergency card procedures and relevant telephone numbers, will be carried by all staff.
- The visit leader/administrator will arrange for letters to be sent out, replies and any monies collated for the visit.

### **On the Visit**

- At least one first aid kit will be taken (sick buckets will be taken on coach journeys)
- Details of itinerary and relevant contact numbers will be left in the school office.
- A pupil list will be carried by the Visit Leader at all times.
- Emergency contact numbers will be kept securely by the Visit Leader and be accessible in school. These contact lists will be shredded on return.
- The visit leader and accompanying staff will have access to mobile phones.
- Pupils may be allocated to smaller groups overseen by a named adult who will be given a list of the pupils in their group.

- Pupils will be supervised to a high standard
- A Deputy Visit Leader will be appointed in case Visit Leader is compromised on the day for any reason. This person will have had visit leader training.
- All accompanying staff will have include the emergency procedure crib cards.
- Where there is collaborative provision –guides and leaders provided at the venue-it must be established who is responsible for the duty of care for the pupils.The duty of care will remain with the school's visit leader unless it is passed on by a formally stated agreement.
- Emergency procedures will be initiated according to our list of protocols (Appendix C)

### **After the Visit**

The success of the visit in relation to its purpose will be made and consideration of the following areas:-

- Any incidents will be reported
- A review of the risk assessment and the effectiveness of emergency procedures will be made and recorded
- Any cost implications regarding financial losses will be reported.
- Any future training needs highlighted during the visit
- An evaluation of the success of the visit, in terms of the LOtC experience.

This policy will be reviewed by the curriculum committee every 2 years.

Policy Reviewed & adopted – March 2019

### **Appendices:**

- A. 'Planned Activity/Visit Monitor' sheet
- B. OEAP EG: Visit Leader checklist
- C. Emergency procedure protocols