

# St Anne's Infants' School Oct 2022

## OFF SITE ACTIVITIES AND EDUCATIONAL VISITS POLICY

### Rationale

As part of the broad balance of curriculum and learning arrangements of St Anne's Infants' School, the opportunity is frequently taken to enrich and enhance this provision through outdoor learning, outdoor education and educational visits.

The school's policy and procedures are formulated in conjunction with the **advice, guidance and training** provided by Delegated Services and their documentation and guidance.

Safely managed educational visits with a clear purpose are an indispensable part of the broad and balanced curriculum that is offered at St Anne's. They are an opportunity to extend students' learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance or a lifetime interest and as such we encourage and support their role in the life of the school. Where possible we aim to enable as many students as possible to participate in the range of visits offered by the school.

This policy has been written with due regard to our obligations under the public sector equality duty.

### Purpose

To ensure that every student has the opportunity to benefit from educational visits that will enhance learning.

To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of the students taking part.

To meet DfES guidelines (1998) entitled 'Health and Safety of Students on Education Visits' (HASPEV) and DfES 3 part supplement and guidance (2002).

To ensure that where appropriate, further advice is sought from the LA and other technically competent personnel (Delegated Services).

To ensure that educational visits are in line with school policies on special needs, inclusion, equal opportunities, finance, charging and remission, safeguarding and behaviour.

### Types of Visits and Ventures Planned and Used

Teachers and the Senior Leadership Team agree the programme of main visits and activities in advance of each academic year. Where appropriate, extra trips can be added in-year.

Within each Year Group's programme of work the teachers plan educational visits and activities that support the pupils' learning.

At St Anne's, we offer a wide range of activities which allow for the aims outlined above to be met.

On site, out of classroom activity, Local ventures

These activities can be categorised as follows:

#### Category 1

Routine visits to other local schools and facilities

#### Category 2

Non-hazardous day visits such as museums, theatres, workshop events, local attractions

## **Organisation and Management**

Organisation and management follows the guidance set by the National Guidance (<https://oeapng.info/>)

An Educational Visits Co-ordinator (EVC) is always in post and keeps up to date with the training offered by Delegated Services. The current EVC is Sharon Riddell, School Business Manager. Off site visits and educational visits are fully integrated into the ethos and culture of the school and all key policies are considered for their relevance with adaptations or agreements made as required, in particular:

Curriculum Policy

Safeguarding and Child Protection Policies

Behaviour Policy (which applies equally to off-site activities and visits as it does to conduct within school)

SEN and Inclusion Policy

Charges and Remissions Policy Finance Policy

Single Equality Policy

Critical Incident Policy

Many visits are managed entirely in accordance with these policies and, apart from simple additional considerations (e.g. to the site, to transportation of students), are managed as they would be in school contexts. We aim to take the ethos, culture and challenge to learning in school into all our outdoor learning and off-site contexts.

Approval systems are in place within the establishment; this process incorporates risk-benefit management; supervision; working with providers and inclusion

Governors are kept informed of the overall policy and programme, as well as being given feedback on specific events and successful ventures in an annual report given by the Head teacher.

## **Roles and Responsibilities**

### **Governors**

Approve, monitor and evaluate the Off-Site and Educational Visits Policy

Ensure it is in accordance with other key policies

Include as an annual agenda item a report from the HT

### **SLT**

The Headteacher gives consent for any trip or activity and devolves the responsibility for approval of all other trips and activities to the EVC.

Supports the EVC in their role

Agree all the off-site trips that are included on the school calendar

Support trip leaders in their planning and preparation for trips as appropriate

Support all staff involved in trips with regard to upholding the highest standard of discipline, health and safety and safeguarding

EVC will approve financial viability of trips and provide advice and guidance on charges to parents and funding available, including any financial assistance parents/ carers may be entitled to.

Business Manager to ensure Finance Department reminds parents of outstanding payments and deadline dates.

Office to report to Business Manager if trips/activities are NOT paid for in full at least 2 weeks prior to commencement and appropriate action taken to ensure the visit is financially viable.

### **EVC/EVC Assistant**

Ensure that all proposed trips are planned using the school documentation in full and that planning considers all aspects outlined in the procedures as detailed in the Staff Handbook

Raise any concerns with SLT immediately

Support trip leaders in ensuring that all procedures for trips are followed

Assist in the induction of new staff to the trips planning procedures

Keep up-to-date with DfE and LA guidelines for off-site trips and acts as staff advisor

Attend regular training on the area of educational visits and updates EVC training once every three years

Ensure that an up-to-date record is kept of staff qualifications relating to off-site and educational activities and facilitates the appropriate CPD for staff as required.

### **Trip Leaders**

Follow all procedures detailed in this policy

Discuss and submit for consideration every proposed activity / trip with the Headteacher and EVC

Complete the on-line booking form in good time adhering to deadlines for those trips so that all bookings can be made and paid for in a timely manner

Ensure that charges for the trip are in accordance with school policy and liaises with the EVC for approval

Liaise with EVC to ensure letters to parents are consistent and appropriate for trip

Liaise with office regarding dates for payments to allow parents sufficient time to pay

Submit full risk assessments and complete other documentation as required by the

## EVC

Work closely with the EVC to ensure all aspects of safety detailed through the school documentation are considered and all areas attended to in full

Ensure all staff not currently employed by school who are participating in the trip are DBS checked as appropriate to their role

Attend all meetings called in order to ensure good planning and safety

Provide guidance to accompanying staff and parents on all safety matters in full Put the safeguarding, health, welfare and safety of pupils on trips first at all times Maintain high standards of discipline on trips in order to enhance safety

Communicate fully with parents on all trip matters

Check with the Office that all trips/activities are paid for in full at least 2 weeks prior to commencement.

Name the member of staff who will have responsibility for the administration of medicines on the school trip

## Other Supervisory Staff

All staff assisting with supervision on any trip will be conversant with the school's policies and procedures

All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Trip Leader.

Staff will feedback information to the Trip Leader to enable a full review of the trip to be completed.

The member of staff (first aider) with responsibility for administration of medicines on school trips must be identified by the trip leader and appropriate training undertaken, if required, in advance of the trip. If a student receives medication whilst on a school trip, the named member of staff will complete a medication sheet with the details of date, time, name of the medication and dosage.

## Selection of staff

Staff must be allocated to school trips /visits based on the following criteria which relate to risk management:

competence  
qualifications

previous experience of the activity

knowledge of the students, the location or the specific activity being undertaken

Staff must be allocated with regard to the age and gender balance of the students attending the trip /visit.

Staffing must meet the required ratios for any school trip /visit

Staffing can comprise of teaching staff, LSA's and support staff but this must be managed to ensure the appropriate balance given the nature of the activity and the students attending. It may also comprise of other adult volunteers known to the school e.g. former members of staff, provided they hold current DBS checks and meet the criteria for risk management above. Colleagues must consider the selection of staff on the smooth running of the rest of the school and ensure impact is limited across the school wherever feasible.

Staffing for any trip should be as balanced as possible to allow for younger or inexperienced staff to be included and to learn about educational visits / activities from more experienced and / or senior staff. There must, therefore, be equality of opportunity for staff to participate in trips / visits.

## **Communication with Parents**

Signed parental consent is not needed but there is a legal requirement to inform the parents/carers that their children will be taken off site.

The onus is on the parent / carer to update the school in the interim if there have been any changes regarding medical information. The newsletter, Facebook and the school website will be the main vehicle for communicating these types of activity where providing information too far in advance is not feasible.

Parents must be supplied with full information regarding the visit. This must be sufficiently comprehensive for parents not to be in a position to claim after the event that they were misled or uninformed about any of the following:

Venue(s) and travel arrangements (particular mention must be made if staff cars are to be used as a mode of transport)

Dates and times of departure and return where visits exceed beyond the school day

The nature of activities

Financial contribution expected from parents and dates when payments due

Contact system in case of emergency

Any expectations placed on parents, for example to resume responsibility for their child in the event his or her conduct requires sending home from a visit outside of school hours.

## **Cancellations / Withdrawals**

In the event that a student cancels their participation on an Educational Visit, any monies due to be refunded should be returned either by cheque or via online account to the parent/carers who made the payment.

The school reserves the right to withdraw any student from an Educational Visit if the student repeatedly displays poor standards of behaviour in school and it is considered that this behaviour would pose a serious Health and Safety risk on an Educational Visit.

## **Supervision**

Supervision include agreements on ratios, which are never exceeded and frequently improved.

The strategies to be used are dependent on typical risk factors of the group or individuals concerned, the site or location, the leaders present (including ratios) and other factors such as transport or weather etc. These are agreed as part of the planning process and can be adapted to changing circumstances, for example 'Plan B' where we always plan clear alternatives when it is necessary or prudent to do so.

All staff in a supervisory capacity will have been selected for their experience and skills

## **Transport**

A variety of transport is used following LA guidance.

Teachers' cars (only when covered by business class insurance) and on completion of the EV6 form, to be held on file by the EVC

buses (local, non-motorway travel)

coaches (through recognised suppliers)

## **Inclusion**

St Anne's is an inclusive school and all reasonable adjustments will be made to enable students to access educational trips and visits. There is however, a clear distinction between different types of trips and therefore the reasonable adjustments made by the school would depend on whether they were essential to the curriculum.

Ventures where comprehensive coverage, for example a whole class or group, is desirable but suitable alternatives are available at school. National Curriculum and similar entitlement is not lost as this is an enhancement or enrichment activity. Inclusion of all is desired but not required. Choice or other factors may mean that not all attend.

Enhancement or enrichment activity that is a clear choice or extra – optional.

Choice and other factors will mean that not all attend.

It is important to distinguish between these curriculum-focused discussions and those of the health and safety of the child or young person concerned and their effect on other children or young people, as well as staff. Any decision on inclusion when such factors are included must, as normal, take 'every reasonable step' to include that young person.

However, if those reasonable steps cannot ensure their safety and/or that of others, then that may be the reason they cannot attend that particular venture. St Anne's EVC would seek clarification and advice from Delegated services in individual cases.

## **Safeguarding**

The schools Safeguarding Policy and Child Protection Policy includes off-site visits and ventures and residential activity. In particular, trip leaders must note from that policy: guidance on acceptable behaviour and avoiding unnecessary contact

suitable 'employment' checks are made on volunteers and other responsible adults who support these ventures in line with guidance, (e.g. the degree of monitoring, frequency and intensity of contact) including DBS requirements and appropriate qualifications

External providers or outdoor centres must be drawn from the Outdoor Education, PE and Sport Service's checked providers list, which confirms that safety management checks are in place.

**Note:** Should any other instructor or provider be recommended or found, reference would first be made to the Outdoor Education, PE and Sport Service to ensure that suitable safeguarding steps and checks are taken.

## **Risk – Benefit Assessment**

As part of planning an off-site activity, the process below must be followed:

There must be an analysis of the benefits of the activity translated into clear objectives and expectations. There must be an assessment of the risk of harm and its likelihood made, followed by putting clear control measures in place so that they can be satisfactorily managed

A pre-visit by key staff is considered an essential part of reviewing the location and its ability to realise the benefits and be managed. Very well known and used sites may be checked by contacting key personnel prior to re-visiting and web-based information is increasingly available and useful

## **Incidents and Emergencies**

Guidance from the Outdoor Education, PE and DofE Service is used to prepare leader and base-contact checklists and contact details. The incident management checklist is also available for use

The School's Incident and Emergency 'Establishment Plan' is to be used as the basis for all incident and emergency response

Any concerns or 'near-misses' are discussed with the EVC to consider changing strategies and are reported to the Outdoor Education, PE and DofE Service where necessary or if the information is useful.

## **Monitoring and Review**

Outdoor learning/off-site and educational visits are to be monitored by trip leaders and the EVC in the following ways:

individual staff reviews contribute to the feedback on the quality of ventures and recommendations for the future

the Headteacher or EVC reports to governors on an annual basis as to the effectiveness of the overall programme

any good practice is celebrated by sharing with other trip leaders.

Complaints are reviewed through the schools complaints procedures and in conjunction with the LA where appropriate

the policy is reviewed every three years or as required if regulations, guidance or circumstances change

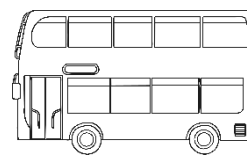
## Trip leader checklist

The risks of all aspects of the visit have been considered and it is clear what leaders need to do to manage the risks	
There is access to first aid appropriate to the group and environment	
Suitable insurance is in place	
There are alternative options (a 'Plan B') as necessary	
There are emergency procedures for which leaders and emergency contacts have been prepared	
I have access to sufficient funds and an effective means of communication in case of emergency.	
External providers and facilities meet expected standards	
Any contract with a provider is satisfactory and has been agreed by an authorised person in my establishment	
I am clearly identified and approved as the Visit Leader and am aware of my responsibilities	
All leaders and helpers are clear about their roles, can fulfil them competently, and have been approved	
Participants have been well informed about what is expected of them.	
Safeguarding issues are addressed	
Inclusion issues are addressed	
Medication issues are addressed	
Dietary issues are addressed	
There are sufficient leaders and helpers to ensure effective supervision and deal with incidents and emergencies	
If the visit involves an external provider, there is clarity about the respective roles of provider staff and establishment staff	
Leaders and helpers have received all relevant information about the visit and the group, and are clear about any risks and their role in managing them.	
I have kept my Educational Visits Coordinator (EVC) informed during the planning process.	
The programme of activities is designed to achieve the visit's intent, and is appropriate to the nature of the participants.	
The risks involved in specific activities have been considered	
The Visit Leadership Team includes leaders competent in the planned activities, or a suitable provider has been contracted to lead the activities.	
Travel/transport arrangements are appropriate	
Parents have been fully informed about the visit, and have given their consent if this is required	
Up to date contact details, medical information, dietary requirements and information about special needs are available and shared appropriately with the Visit Leadership Team and any provider	
Where appropriate, participants have been involved in planning, including identifying and deciding how to manage risks.	
Plans for the visit comply with current guidance about epidemics such as coronavirus	
Environmental factors (e.g. weather, daylight hours, water levels, natural and man-made hazards) have been considered	
Accessibility issues are addressed	
I have undertaken a preliminary visit, or am already familiar with the venue and any provider, or have sufficient information from other sources	
The risk of terrorism has been considered	
My decision is that this visit is well prepared and should take place.	
The visit plan has been approved by my establishment/employer if required.	



## APPENDIX 1

# St Anne's Infants' School Parents' Charter for School Visits



Thank you for offering to help on our school visit!

We couldn't run the trip without you.

These are some points that we need you to agree to support, before signing up to help on our visit.

- It is likely that you will be asked to supervise a small group of children. This will involve keeping the children together, helping them to complete tasks, encouraging enquiry, asking questions, ensuring that they remain responsible for their belongings and that their behaviour is appropriate. Please keep the group together at all times, especially when visiting the toilets and shops.
- If at any time a child approaches you with a minor ailment or problem please inform the teacher in charge immediately, regardless of how trivial it may appear at the time. We have designated First Aiders who will check over the child's complaint.
- Please be observant with regard to any health and safety issues that may arise during the visit and report them to the teacher in charge immediately.

If you are in need of further assistance please refer to the class teacher or teaching assistant.

We ask that-

- You do not smoke whilst on the trip
- You do not bring siblings along
- You stay with your group at all times
- Mobile phones are only to be used in an emergency
- No photos are to be taken on mobile phones
- You act in a manner the upholds the schools reputation
- **Important** – If any child discloses anything to you that could be a child protection issue, please pass on the information to the class teacher.
- **NB** – Please remember that all issues discussed in school are highly confidential. Please do not discuss any behaviours or incidents with other parents outside of school. Thank you.

Name\_\_\_\_\_ Date\_\_\_\_\_

Trip attended\_\_\_\_\_

Review date Dec 2023