



OFF- SITE VISITS POLICY

1 Scope

This policy covers all off-site visits and activities organised through the school and for which the Directors and Principal are responsible.

The Learning Trust endorses the Devon County Council policy document “Outdoor Education, Visits and Off-Site Activities” as the basis for the school’s health and safety policy for the management of visits and off-site activities.

The Learning Trust seeks to ensure that every pupil has access to a wide range of educational experiences as an entitlement.

The Learning Trust 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.

The management of visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Learning Trust, Principal, 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,

2 Requirements

THE DUTIES OF THE TRUST.

The Trust will review this policy

- Every two years
- 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

THE DUTIES OF THE PRINCIPAL.

THE PRINCIPAL 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 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 staffing ratio is suitable for each visit;
- ensure party leaders have access to a planning checklist, based on the Devon 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.
- The Principal (or the EVC on his /her behalf) will be responsible for approving all off-site activities. This includes approving the party leader for each visit or off-site activity.
- A summary of the programme for the following categories of visits, together with a risk assessment, will be sent to the Adviser for Outdoor education, Devon Education Services, for endorsement:
 - a) hazardous outdoor and adventurous activities (except those taking place at Devon County Council outdoor and residential centres) (Category B activities);
 - b) visits abroad (Category C activities);
 - c) activities where there is significant concern about health, safety and welfare (Category C activities).
- The Principal will monitor off-site visits and activities and will provide a regular report to the Directors about the off-site activities which have taken place from the school. The Principal will ensure that all volunteers attending visits are CRB checked.
- The Principal will make additional information available to staff to help ensure the safe management of off-site activities, including the Devon policy statement “Outdoor Education, Visits and Off-Site Activities” and access to the DES website: www.deseducation.org/outdooreducation.
- The Principal (or EVC on his /her behalf) 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.
- The Principal will ensure that emergency arrangements are in place, known to staff and in line with Council 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. First aid provision and training of staff will be in accordance with good practice.
- The Principal will ensure that any accidents and incidents that occur during off-site visits and activities are reported and recorded in accordance with the school health and safety policy. Devon County Council will be informed of notifiable accidents and incidents. Accidents and incidents will subsequently be reviewed within the school.

In order to carry out the above responsibilities effectively the Principal may delegate specified tasks to a suitably experienced and competent Educational Visits Co-ordinator (EVC).

The Duties of the Educational Visits Co-ordinator

The Educational Visits Co-coordinator will be responsible for carrying out agreed tasks (with the Principal) and attending relevant training provided by the council.

The Duties of the Party Leader.

The Party Leader will

- have overall responsibility for the supervision and conduct of the visit or activity;
- obtain the Principal's approval (or the EVC on his /her behalf) before any off-site visit or activity takes place;
- follow policy and procedures of the Council and the school; assess the risks involved and amend as appropriate any previously recorded risk assessment; use the School planning checklist to ensure all procedures have been followed;
- ensure form SOE5 from the policy is completed where commercial, charitable or private (non-DCC facilities) are being used for adventurous or residential activities;
- inform parents fully about the visit and gain their consent, where appropriate; reassess risks while the visit or activity takes place;
- Ensure there is a contingency plan (Plan B) should a significant change to the programme be necessary due to weather etc.
- Ensure all staff are aware of relevant DCSF advice.

The Duties 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.

The Duties 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.

The Duties 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 consent form.

3Key Terms and Definitions

| ACRONYM | TERM | DEFINITION |
|---------|------|-----------------------------------|
| EVC | | Educational Visits Co-coordinator |

Amendment Record

| VERSION # | DATE | AMENDED BY | NATURE OF CHANGE |
|-----------|----------|-------------|------------------|
| 1 | 27.11.13 | J Shircliff | |
