



MILL LANE

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

Policy Date: November 2018

Version: March 2021

**Adopted by the Governors of
Teignmouth Community School
on 11 March 2021**

1. Introduction

This policy covers all off-site visits and activities organised through the school and for which the Governing Body and Headteacher are responsible. The Governing Body endorses the Devon County Council /Torbay Council policy document “Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2020” (OEVOSA) as the basis for the school’s policy for the management of visits and off-site activities. The purpose of this policy is to explain *how* the overall OEVOSA policy will be applied in practical terms at a local level, and in particular, the specific roles, responsibilities and arrangements that will apply at TCS Mill Lane. This policy also complements and should be read in conjunction with the Trust’s Health, Safety & Wellbeing Policy and school’s Safeguarding Policy.

2. Responsibilities of the Principal/Headteacher

The Principal/Headteacher will:

- ensure all visits and off-site activities have specific and appropriate educational objectives
- have overall responsibility for the approval of all visits and activities, based on compliance with the OEVOSA document and recognised good practice, even where this task may have been delegated to another named person
- ensure that all off-site visits, and especially residential visits, are carried out with reference to the School Safeguarding Policy and Staff Code of Conduct
- ensure that there is a suitably experienced and competent Educational Visits Co-ordinator (EVC) to oversee adherence to the OEVOSA policy and that the tasks associated with this role are clearly outlined in this policy
- 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
- provide relevant induction, training and other Continuous Professional Development opportunities for staff involved in the provision of visits and off-site activities
- ensure that for all off-site visits and activities risks have been assessed, the significant findings of these assessments recorded and any appropriate safety measures implemented accordingly

3. Responsibilities of the Educational Visits Co-ordinator

Although holding the ultimate responsibility, the Headteacher has delegated specified tasks to a suitably experienced and competent EVC. The EVC is responsible for carrying out the following agreed tasks and attending the relevant training and update training provided by the Local Authority (LA).

Name of EVC: Jonathan Ball

The functions delegated to the EVC are:

- to be the principal contact with the LA over planned visits
 - to establish monitoring systems to ensure that educational visits are undertaken in accordance with OEVOSA and the school specific arrangements named in this policy
 - to ensure that the management of visits and off-site activities is informed by an appropriate risk assessment
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- to draw up the Standard Operating Procedures for 'routine and regular' visits and activities
- to manage and update the Evolve website, including updating staff lists and training records
- to ensure that approval and endorsement arrangements for all visits are in accordance with OEVOSA requirements
- to provide staff with support, advice and information that they need to comply with OEVOSA requirements
- to ensure that leaders and staff have any relevant qualifications and are competent to lead and support particular visits and activities as outlined in OEVOSA
- to ensure that procedures to inform parents and to obtain their consent where necessary are in place
- to ensure that appropriate emergency arrangements are in place for visits and off-site activities
- to review accident and incident reports relating to visits and off-site activities to ensure that any lessons are learnt
- to ensure that any third-party provider / contractor / coach has been vetted for competence in accordance with the requirements of OEVOSA.

4. Responsibilities of the Visit Leader

The Visit Leader will:

- have overall responsibility for the supervision and conduct of the visit or activity
- obtain approval and, where appropriate, LA endorsement (with the support of the EVC) for the visit in line with OEVOSA and the specific arrangements of this policy prior to undertaking the activity
- assess the risks to staff, young people and members of the public presented by the visit or activity in order to identify and implement any safety measures. This process will be undertaken in line with the arrangements described in paragraph 8 of this policy
- carry out specific activities in accordance with the detail of OEVOSA
- use the school planning checklist provided in OEVOSA to ensure all procedures have been followed
- vet any third party provider / contractor / coach for competence in accordance with the requirements of OEVOSA
- brief all supervising staff, volunteers and pupils in roles, responsibilities and expectations
- inform parents about the visit and gain their consent in accordance with arrangements described in OEVOSA
- establish appropriate emergency and contingency arrangements for the planned visit or activity which will include the identification of sufficient First Aid cover

- continually re-assess risks during the activity and make adjustments accordingly

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

Members of staff, volunteers and parent helpers should:

- Assist the Visit Leader to ensure the health, safety and welfare of others including young people on the visit
- Take time to understand their roles and responsibilities whilst taking part in a visit or activity

6. Responsibilities of pupils

Whilst taking part in off-site activities pupils also have responsibilities about which they should be made aware by the Visit 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 safety concerns

7. 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
- Provide consent in accordance with the requirements of OEVOSA

8. Risk Assessment

The school is committed to a wide variety of outdoor activities, many of which will be repeated over each academic year where the risks will be very similar or the same. Therefore, when visits are 'routine and regular' in that they occur repeatedly each academic year, the measures taken to control these risks are listed in the Standard Operating Procedures (SOP) in Appendix A. These are the control measures that will apply to all such visits and off-site activities and have been drawn up by the EVC and will be brought to the attention of anyone undertaking the role of Visit Leader.

In assessing the risks presented by a planned visit or activity, the Visit Leader must judge if the SOPs are adequate for controlling the risks. For each visit/activity, the SOP document will be generated electronically and the Visit Leader will *either* confirm these as adequate for the proposed visit/activity *or* the additional control measures needed will be listed in the final enhanced risk assessment column. The SOP will be attached to the Evolve form for the EVC to approve.

Any pupils that require specific consideration in the enhance risk assessment section of the SOP will be referred to using their initials. If possible, guidance about specific pupils will direct the reader to a relevant member of staff (Visit leader, class teacher, safeguarding officer etc.) for information. This way, information need only be shared with those accompanying adults who need to know it.

Any visit which is of a type not repeated regularly, plus any activities delivered by school staff falling within the definition of Category B, will have a separate stand-alone risk assessment, as will any overseas Category C visit. This process will be undertaken by the Visit Leader who, whilst being supported by the EVC, will be competent and equipped to complete this task. To meet statutory requirements and to ensure sufficient communication with other staff involved, this risk assessment will be recorded using the Visit Specific risk assessment.

9. Approval of off-site activities

The EVC will be responsible for approving all Category A off-site activities subject to assurances that arrangements are in line with this policy and risks are adequately controlled. This includes approving the Visit Leader for each visit or off-site activity.

The EVC will be responsible for ensuring that all Category B and C off-site activities are subject to assurances that arrangements are in line with this policy and risks are adequately controlled. This includes approving the Visit Leader for each visit or off-site activity.

The final responsibility for approving Category B and C visits will lie with the Principal.

There are 3 categories of visit:

Category A:

Non-adventurous visits i.e. visits to local places of worship, farms, public places etc
Non-adventurous residential visits i.e. cultural visits to towns/cities etc

Category B:

Adventurous visits where activities are *delivered* by school staff (i.e. Ten Tors, kayaking etc)
Adventurous day visits led by external providers (i.e. visits to climbing centres, a pony trekking centre etc)
Adventurous residential visits to outdoor centres

Category C:

Visits of all types outside the UK

In line with the requirements of OEVOSA, details of Category B and C visits will be uploaded to the Evolve online system by the EVC to facilitate the approval by the Principal ahead of final endorsement by the Local Authority Adviser for Outdoor Education.

The policy of TCS Mill Lane is that Category A visits that are not PE trips or trips to the Exeter Road site (see below for details of these) will be uploaded to the Evolve system to allow Governors, the Headteacher and the EVC to monitor the management of off-site visits.

All Category A visits that are not PE trips or visits to Exeter Road (see below and flowchart at end of this document) will require visit-specific permission from parents/carers. Trips that will not extend beyond school office hours (8.00am - 4.00pm) do NOT require SOE3 forms.

Medical information should be entered onto the SOP. In the event of an emergency, the Visit Leader will contact the school who will handle matters from there on.

Visits that extend beyond school office hours (8.00am – 4.00pm) DO require SOE3 forms. In the event of an emergency, the Visit Leader will attempt to contact the Emergency Contacts that MUST be carried. However, the Visit Leader needs to be able to contact parents/carers directly if no Emergency Contacts are available – the SOE3 forms will allow this.

Trips to Exeter Road Site:

Annual consent will be obtained for activities taking place at TCS Exeter Road during normal school hours. Parents/carers should be informed of these visits. Pupils without the relevant annual consent, or failing this, a trip-specific consent, should not travel to Exeter Road.

The Visit Leader should prepare an SOP for the visit.

Trips to the Exeter Road site that extend beyond the school day will need trip-specific consent and an SOP.

Trips that extend beyond office hours will need trip-specific consent, an SOP, SOE3 forms and emergency numbers to be carried by the Visit Leader.

All visits to Exeter Road need to be entered onto Evolve.

PE Trips:

For all PE trips, a trip-specific consent form will be obtained by the Visit Leader. These will contain contact phone numbers, any relevant medical information, permission (or otherwise) for photographs to be taken/used, permission (or otherwise) to walk home after the event and any other relevant information.

PE trips will not be entered on the Evolve system. The Visit Leader will ensure that arrangements are in line with this policy and risks are adequately controlled as specified in Paragraphs 4, 5, 6, 7, and 8 of this document. An SOP will be generated for each trip. The Visit Leader must judge if the SOPs are adequate for controlling the risks. For each visit/activity, the SOP document will be generated and the Visit Leader will *either* confirm these as adequate for the proposed visit/activity *or* the additional control measures needed will be listed in the final enhanced risk assessment column. This document will be kept with the permission slips and, in the event of an incident, will be attached to the SIMs record of the relevant pupil(s) along with the Incident Form and the permission slip.

If the trip is to take place out of office hours (8am – 4.00pm) then a register must be left with a member of SLT who has access to SIMS. The trip leader must have the contact details of this SLT member.

Incidents/Injuries

If an accident, injury or incident of any type occurs on any trip, the Incident form, permission slip/SOE3 form and a copy of the SOPs for the trip will be uploaded to the relevant pupil(s) SIMs record. The Visit Leader will be responsible for providing the relevant documents that

they have to administrative staff, who will upload them. Administrative staff will already hold copies of Annual SOE3 forms for Exeter Road and PE visits.

GDPR

All relevant documents relating to any trip will be shredded in line with GDPR guidelines once the trip is complete.

Lone Staff visits

If a trip would not be able to go ahead if more than one member of staff needed to go (e.g. one member of staff taking 4 children to a sports event or High Potential Learner event) then the following needs to be considered: who would take care of the children if the member of staff was incapacitated for any reason?

In practice, this usually mean that this scenario may be judged acceptable if the visit were to a place where there will be other adults who would look after the children in this event – e.g. Exeter Road, a sports event with other schools' staff present etc.

It would not be acceptable if the visit were to a place where the children would be left in danger if the member of staff were to be incapacitated e.g. a park, a beach, a museum etc.

The risk will be assessed by the EVC and the Principal before any such visits are authorised.

Residential Visits

Residential trips will be planned by the Visit Leader alongside the EVC. In line with the requirements of OEVOSA, details of Category B and C visits will be uploaded to the Evolve online system by the EVC to facilitate the approval by the Principal ahead of final endorsement by the Local Authority Adviser for Outdoor Education.

The school has a policy that no alcohol should be consumed at any time, by any member of staff, whilst on a residential visit.

Staff to Pupil Ratios

These ratios are a **minimum recommendation** and will need to be exceeded on many trips. The SOP document **must** state the staff: pupil ratio and explain any significant differences from these figures.

Children age 6 or older:

Category A visits: 1 member of staff for every 15 children

Category B visits: 1 member of staff for every 15 children

Category C visits: 1 member of staff for every 10 children

EYFS and Year 1:

Category A or category B visits:

Year 1 (aged 6): 1 member of staff for every 15 children

Year 1 (aged 5): 1 member of staff for every 6 children

Reception (aged 4 or 5): 1 member of staff for every 4 children

Nursery (aged 3 or 4): 1 member of staff for every 3 children

Nursery (aged 2): 1 member of staff for every 2 children

10. Safeguarding

The safety and welfare of children is paramount. In the event of a safeguarding issue or concern being identified during the trip or visit, the visit leader should follow the school's child protection/safeguarding policy and procedures. All staff and volunteers on the trip should be made aware of these before the trip or activity takes place. Arrangements should be in place to enable contact with the school's Designated Safeguarding Officer outside normal school hours if necessary. Contact details should be communicated to all staff/volunteers on the trip (as well as the visit leader) in case the safeguarding concern is about the visit leader.

11. The provision of training and information

A copy of this policy, along with the overall OEVOSA document, will be made available to all staff within the school who may be responsible for participating in off-site visits and activities and to any parent requesting a copy. Access will also be made available to the overarching OEVOSA policy, and additional guidance information, via the Babcock LDP website:

www.babcock-education.co.uk/ldp

The Headteacher will ensure that staff leading or participating in visits are competent for the activities involved. When required, specific training will be undertaken and competencies maintained in accordance with the requirements of OEVOSA. This process will be overseen by the Principal and the EVC and records of qualifications will be uploaded to the Evolve system.

12. Action in the case of emergency

The Principal (Category B and C visits) or the EVC (Category A visits) will ensure that emergency arrangements are in place before approving visits. The Visit Leader will identify these arrangements via a process of risk assessment as described in section 8. Where necessary, this assessment must include the identification of contingency plans. It will also include the identification of sufficient First Aiders, as well as emergency contact details which must include a school contact for outside normal hours if necessary. Any accidents and incidents that occur during off-site visits and activities will be reported and recorded as follows: the Visit Leader (or other staff member present at the incident) will record the incident on an Accident Form. This will be uploaded onto the pupil/s SIMs record, along with

a copy of the parental consent for the visit along with any other relevant documents (such as an SOE3 form, if completed for the visit).

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

13. Monitoring and review

The Governing Body will monitor the application of this policy in operational practice through a termly meeting between the link and the EVC. The Link governor will report to the LGB. Where possible the Link Governor will visit or attend an outdoor activity to observe.

The Governors will review this policy:

- Every two years
- After any significant changes to the management of outdoor education locally
- After any significant changes to the OEVOSA document
- After an incident

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Chair for the Governing Body

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Date

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Headteacher

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Date

Amendment Record

Date	Summary of change	Contact/ Reviewed by	Version/ Implementation Date	Review Date
November 2018	New policy written to reflect Outdoor Education, Visits and Off -Site Activities Health and Safety Policy (OEVOSA) 2018	J Ball		November 2020
October 2020	Updated to show use of 2020 OEVOSA	J Ball		October 2022
February 2021	Policy review of all TCS policies undertaken for good practice and compliance check.	A Thomas G Willis (Clerk)	February 2021	February 2023

Flowchart to Show Planning Needed for Trips

