

Outdoor Education and Offsite Visits Policy

Date reviewed by Safeguarding Committee: May 2017

Date of next review: May 2020

At Handcross School, every child is special

Aims for the School

- To make all children and staff feel safe, happy, respected, cared for and have a sense of belonging. To create a trusting atmosphere in which the spiritual life and personal qualities of the children will flourish and their growing confidence and independence nurtured.
- For there to be high expectations which inspire, motivate and challenge **every** child to learn in every aspect of a broad curriculum. For the children to learn how to think independently, develop their imaginations and have fun. For every day to be used to the full.
- To have good working relationships between all who work in the school and a strong partnership with the parents, other schools and the community.
- To create an in/outdoor environment which is attractive, lively, stimulating, informative and which supports the children's learning.
- For the learning to be based on our knowledge of *how* children learn, the preferences and interests expressed by the children themselves and from stimuli within the locality.
- For exciting and memorable lessons to be well planned and resourced, with plenty of rich, satisfying, enjoyable, multi-sensory experiences, and for lessons to be suitably differentiated to meet every individual need.
- For the good and relevant use of IT to be fully exploited.
- To set short, medium and long-term goals which challenge and stretch each individual, and for progress to be carefully tracked.
- For teachers to accurately assess individuals at every stage of the learning so that the resulting interventions have a *direct impact on the children's learning*.
- For the children to be able to talk about their progress towards their targets, and for their achievements to be celebrated.
- For the children to be prepared to lead a life within a diverse and constantly changing society, in which they will respect British values, adopt a healthy lifestyle, achieve economic well-being, and make a positive contribution.

September 2016

Introduction

Handcross Primary School provides many opportunities for its pupils to enrich and enhance their on-site learning through use of Outdoor Education and Off-site Educational Visits. This encompasses residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities. We believe that Offsite Visits enhance the quality of the children's learning and life experiences.

The value of off-site educational visits is well recognised by the Governing body of Handcross School and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.

This document outlines the specific policies and procedures at Handcross School. It supplements and follows the advice and guidance contained within the following significant publications:

- West Sussex County Council's Regulations and Notes of guidance for Offsite Educational Visits and EVOLVE 2015. This document includes links to National Guidance and government legislation at www.westsussexvisits.org
- National Guidance for Educational Visits at www.oeapng.info
- Departmental advice on health & safety for schools, regularly updated. See: www.gov.uk/government/collections/departmental-advice-schools
- The Health and Safety Executive statement: "School Trips and Outdoor Learning Activities – Tackling the Health & Safety myths available at:

<http://www.hse.gov.uk/services/education/school-trips.htm>

Roles and Responsibilities

The Governing Body satisfies itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential, abroad, or hazardous need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.

The Head Teacher is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature.

The Educational Visits Co-ordinator (EVC) ensures that all off-site activities follow the correct procedures. The person with these responsibilities will approve the group leader for every visit and monitor the written risk assessments to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- Ensure that DBS disclosures are in place where necessary
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event. See Emergency Card – Appendix B
- Keep records and make reports of accidents and “near misses”
- Review and regularly monitor procedures
- Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC policies for Learning Outside the Classroom.

The Group Leader is responsible for identifying the purpose of the visit and following the checklist published in the Local Authority guidance. A risk assessment is necessary for all off-site visits. Significant risks and their control measures will need to be recorded and attached to the EVOLVE visit form (available on <http://www.westsussexvisits.com/>).

This will take account of:

- Generic risks as published in this document and the West Sussex County Council’s Regulations and Notes of guidance for Offsite Educational Visits and EVOLVE 2015 and WSCC Adventurous Activities Guidance 2016 dated May 2016.
- Event Specific Risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader’s competence, the group and other factors such as transport.
- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and the risk assessment control measures

Participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose of the visit and understand expectations of behaviour.

Staff to pupil ratios - for educational visits the local authority states the following:

- Under 8s (Years 1-3) - Maximum number of children to 1 adult = 6
- Under 12s (Years 4-6) - Maximum number of children to 1 adult = 15

Guidance Notes for Off-Site Educational Visits

To ensure proper good practice and compliance with the necessary regulations it is expected that :

All group leaders have a login for the Evolve website and are expected to familiarise themselves with the published advice and guidance.

Further information is available from the Evolve web-site (www.westsussexvisits.org) and the West Sussex SLA (schools.westsussex.gov.uk). Training for group leaders will be arranged to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency. Access to such training is also available through the Outdoor Education Office (0330 222 8344)

In order to plan an off-site activity the EVC should be involved in discussing plans at an early stage. Routine or local visits such as games matches need to be planned ahead also. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.

Parental Consent. Copies must be available for the Emergency Contact and the Group Leader to take on the visit. See Appendix A.

An Evolve Visit form must be completed for all residential visits and for those that are either visits abroad or for adventurous/hazardous pursuits. Out of county visits are also required to use this system. The form will need to be submitted to, and approved by, the Head of Establishment (or EVC) one month in advance and certainly before becoming financially committed. These types of off-site activity also need the Governing body's approval. School Journey Insurance is automatically covered by the Local Authority unless the establishment has 'opted-out' of the WSCC arrangement with AIG. Off-site Group Leaders should check to see if such cover is already being provided by a tour operator, or external provider. A refund may be possible. The details are published at Appendix Z in the WSCC Regulations and Notes of Guidance for Off-site Activities 2015 and are available on the Evolve website.

OE2 form: This optional form provides information on what WSCC expects an external provider to deliver. It should be sent to any provider being considered for the first time and attached to the evolve form as evidence of the planning process.

Evaluation Report: On return the Group Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near miss' or where an incident took place. A new on-line accident reporting procedure is now available. If such a form was completed at the venue, there is a need to place such an occurrence on the record at the 'home' establishment. A general evaluation of the visit is possible, within 28 days, through the EVOVE visit form. This can inform future visits and may be a useful check on the value of the risk assessments undertaken.

Risk Assessment forms (eg. RAOS1 See Appendix C) should be completed and attached to the Evolve form when risks are perceived as significant. External providers will have their own risk assessment documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required. (See www.hsa.gov.uk/aala/) If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.

Providers that hold a LOTC (Learning Outside the Classroom) Quality Badge have been externally assessed and are acceptable as a 'checked' provider on the EVOLVE site.

Appendix A

Parental Consent guidance & recommended wording

Parental consent is not required for visits that take place wholly during the school day. (Education Act 2002) However, parents must be advised in advance if their children are to be going off-site during the school day.

Offsite educational visits that over-run the school day, or are outside the normal school day, require evidence of parental consent.

The following form is recommended for use with the more significant (one-off) offsite educational visit e.g.: residential visits, or trips abroad, or adventurous activities.

An off-site activity that is out of school normal hours but less substantial than described above, or is a regular occurrence, may achieve parental consent via a generic consent form at the start of the school year or via a 'tear-off' strip at the bottom of a letter to parents.)

PARENTAL CONSENT FORM (on school headed paper)

Handcross School

A journey to

_____ (place)

from _____ (date) to _____ (date) 20__

I wish my son/daughter (the child for whom I have parental responsibility)

(Full name of child in capitals please)

to be allowed to take part in the above-mentioned school (or youth centre) journey and, having read the information sheet, agree to his/her taking part in any or all of the activities described.

I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed.

I understand that, while the school (or youth group) staff and helpers in charge of the party will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son, daughter, child/young person for whom I have parental responsibility, arising during or out of the journey.

(Note: School Journey Insurance is automatically arranged with AIG Insurance, through West Sussex County Council, for participating establishments.)

Please advise the establishment of any changes to the medical information already provided. Delete or complete the following as appropriate.

My child (Date of Birth:) has

no illness, allergy or physical disability *

the following illness, allergy or physical disability *

* Cross out which does not apply

.....
.....
.....
which necessitates the following medical treatment:.....

Parental Consent Form/continued:

| |
|----------------------------|
| Doctor's Name: |
| Doctor's Address: |
| Doctor's telephone number: |

I consent to any emergency medical treatment necessary during the course of the visit.

Signed Date
Parent/Guardian

Address:

HOME

WORK.....

Telephone No:

HOME

WORK.....

Mobile No.....

Email:.....

If not available at the above, please state an alternative contact:

Name:(relationship).....

Telephone No:

Mobile No:

NOTE: Photographs may be taken that include your son/daughter. If you do not wish such pictures to be used for normal publicity purposes including publication on the establishment's website please tick box:

Three copies of this form (for a significant educational visit) are desirable, one for the parent to keep, one for the head of establishment / EVC / Emergency Contact and one for the group leader to take with him/her on the visit/activity/journey.

(All personal information will be processed in accordance with the provisions of the Data Protection Act 1998)

Appendix B: SUMMARY EMERGENCY PLAN IN CASE OF A MAJOR EMERGENCY DURING AN OFF-SITE ACTIVITY

Procedures to follow in the event of a severe accident within the school building/Offsite when an individual/group has suffered life threatening injuries or fatality or is in peril

Action to be taken ON SITE by PARTY LEADER:

1. Make sure child receives First Aid.
2. Party Leader to telephone the emergency services and advise all leaders that the accident/emergency procedure is in operation.
3. Party Leader to ensure that all members of the party are accounted for and safe.
4. Party Leader to telephone HT/DHT/Mel/Sarah and the LA emergency group (see list below for numbers).
5. Ensure that no-one, other than the Party Leader managing the emergency, uses a telephone and that information back to the school is accurate and well managed.
6. Send injured members to hospital, accompanied by a known adult where possible.
7. Ensure that the rest of the group understands the implications of the incident.
8. Party Leader to remove the remainder of the group to secure & safe accommodation and protect from media, requesting additional support in this from the police.
9. Liaise with HT/DHT/Office to reunite children with parents.
10. The Leader(s) should prepare a written report of the accident/emergency as soon as possible. Names, addresses and telephone numbers of independent witnesses need to be recorded.

Staff & Governor Contact Telephone Numbers

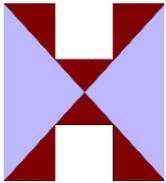
| | | |
|--------------------------------|---------------|------------------|
| Gillian Pedersen (Head HT) | 07968 294 596 | L: 01444 400291 |
| Mel Vallance (Office) | 07786 548 375 | |
| Charlotte Sturkey (DHT/SENDCo) | 07827 258 980 | |
| Sarah Goodenough (Office) | 07981 712 643 | L: 01444 456561 |
| Wendy Jonas (SENDCo/LMentor) | 07972 548 688 | |
| Anne Cozens | 07523 823 198 | L: 01825 723345 |
| Sophie Jones | 07703 635 434 | L: 01444 248608 |
| Florence Stratton | 07801 229 895 | L: 01293 524177 |
| Vicki Halliwell | 07933 988 819 | L: 01342 714281 |
| Lydia Ralph | 07754 547 775 | L: 01273 249 600 |
| Sarah Palmer | 07722 389 759 | L: 01444 891 203 |
| Laura Lane | 07590 319 803 | L: 01293 443 634 |
| Zoe Pattinson | 07818 612 255 | |
| Tammy Doherty | 07825 983 303 | |
| Hannah Warsap | 07759126929 | |
| Jan Elliott (Chair of Goves) | 07732 704 924 | L: 01403 260965 |
| Sue Fowler (Vice Chair Gov) | 07806 752 039 | |
| Elaine Duarte (Gov) | 07742 589 393 | |
| Stephen Laing (Gov) | 01444 461818 | W: 01273 491267 |
| Gareth Parker (Gov) | 07725 007 193 | |
| Caroline Ikin (Gov) | 07738 355028 | L: 01444 400195 |
| Russell Yates (Gov) | 07903 835 245 | L: 01444 400754 |
| Lin Stockwell (Gov) | 07477 592 475 | |

Action to be taken AT SCHOOL by HT/DHT:

1. Party Leader rings School Emergency **Contact HT/DHT/Mel/Sarah** (OR NAMED REPLACEMENT) who in turn contacts Parents, LA emergency planning group, County Emergency Planning Group, Chair of Governors and additional emergency support staff at school (see attached telephone list).
2. Set up incident room in the School Office and ensure that there is no access/view into this for parents and media. Designate the fax/telephone line for direct communication with the crisis area (01444 401176). Set up manning of both lines, using other emergency support staff.
3. Notify three governors to ensure no violation of 'no go' area around school by media. No statements or comments to be made except by the LA press department. No names to be released.
4. Set up reception area for parents in the hall (arrange staff to supervise) away from the incident room, and provide refreshments and support. Ensure no access to press/media.
5. **HT/DHT//Sarah/Mel** to work with LA emergency planning group to set up appropriate support and information networks. When notified Mel/Sarah to inform parents using the text/email system. (Police will inform parents in the case of a fatality).
6. **Jan Elliott**, Chair of Governors to prepare statement for media with LA support.
7. When Notified **Mel/Sarah** to inform Educational Psychology Department, Local Church, Police and Social Services to activate full support services.
8. **HT/DHT/ Mel/Sarah and Jan Elliott** to work with LA travelling group and emergency services to bring back uninjured members of the party and to protect them from media intrusion, bring together parents/family members of those injured at the site/hospital where advised by the LA emergency group.

LA Emergency Planning Group **01243 411738 (Out of office hours)**
01243 642104 (During office hours)
County Emergency Planning **01243 777917**

Reviewed by FGB 03.04.17



RISK ASSESSMENT AND RISK MANAGEMENT

RISK ASSESSMENT FOR OFF-SITE ACTIVITY

ACTIVITY: LOCATION :DATE.....

Name Organisation

Assessment undertaken (date) SignedDate Assessment Review Date:
.....

| LIST HAZARDS HERE | List of groups of people who are especially at risk from the significant hazards you have identified: | How will you control this risk? (You can append or refer to relevant documentation that explains your safety arrangements, e.g. letter to parents, booklet prepared for students, letter from residential centre, extract in safety manual etc. | Post event review (use this column to comment if you have a concern or an incident occurred) |
|------------------------------|--|--|---|
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