

**West Haddon Endowed C of E School**  
**Policy Document**

**OFF-SITE EDUCATIONAL VISITS POLICY**

**‘Where Happiness Promotes Success’**

**OUR SCHOOL VISION**

To ensure every child leaves our school with an outstanding education and the values and character to live life in its fullness, contributing positively to society.

Jesus said: I have come in order that you might have life-and life in all its fullness. John 10:10

**Our School Aims:-**

1. To equip all children with attitudes, skills and knowledge to enable them to enjoy their childhood and serve as a foundation for further development
2. To place Christian values at the heart of everything we do
3. To provide a happy environment that is caring, nurturing and supportive for everyone involved in our school
4. To treat the children as individuals and encourage them to reach their potential
5. To maintain and strengthen our links with the wider community

<b>Prepared by:</b>	D Rosevear	<b>First Issued:</b>	March 2004
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<b>Page 1 of 9</b>		<b>Next review due:</b>	December 2024

## Definition

An off-site visit is any visit which leaves the school site.

## Aims

We expect everyone at West Haddon School to be able to work and learn within a safe and secure environment at all times. We undertake the following procedures relating to Educational Visits.

## Educational Visits Coordinator

Our Educational Visits coordinators are Mr David Rosevear, Mrs Joanne Brinklow and Mrs Nicola Elliott. Working with the Governing Body the EVCs ensure that all procedures are followed to make sure that the visit is safe and risk assessments are in place.

The DfE and West Northants Local Authority are committed to encourage and support safe and educationally beneficial off-site visits; they value the tremendous work done by staff and very much appreciate the time and effort required to arrange them. At West Haddon School we follow the WNC Policy for the Management of Learning Outside of the Classroom (October 2023) for visits and ensure our procedures match good practice at all times.

## POLICY STATEMENT FROM WEST NORTHAMPTONSHIRE COUNCIL.

West Northamptonshire Council has formally adopted "Outdoor Education Advisory Panel (OEAP) National Guidance" as "West Northamptonshire Employer Guidance". This guidance can be found on the following web site: It is a legal expectation that employees should work within the requirements of their employer's guidance; therefore, West Northamptonshire Council employees should follow the requirements of "OEAP National Guidance", as well as the requirements of this Policy Statement. This guidance can be found at <http://oeapng.info/>

This includes;

- ❑ Establishing and maintaining a trained educational visits co-ordinator for each establishment or cluster of establishments

***Mr David Rosevear, Mrs Joanne Brinklow and Mrs Nicola Elliott are our EVCs***

- ❑ Establishing and maintaining an Outdoor Education Advisor

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***[www.plumsun.com](http://www.plumsun.com)***

- ❑ Adopting and following the best practice in the "Health and safety: advice on legal duties and powers' document.

All Educational Visits Co-ordinators must undertake a DfE approved training course and ensure that they attend refresher training at least every three years.

The West Northants Local Authority recognises three categories of trip / visit

- ❑ **Category A** – These visits are close to the school, done on a regular basis involving environments known to the staff. It would include activity that is “normal in daily life”. Examples include walks and exploring the area near to the school site, visits to the local church, library, school sporting fixtures and other regular non-complex activity. It can also include transport if needed.
- ❑ **Category B** – These visits are to areas beyond the local area involving more complex environments and activity and will be a one off or irregular activity in the school year. The leaders will be approved to lead the visit by the EVC. There may be some specialist training attached to some activities in this area. Examples include visits further afield, farm visits, local parks, museum visits, swimming lessons in offsite pools, zoo visits, sporting festivals and larger tournaments and some basic outdoor education activity
- ❑ **Category C** – The majority of educational visits are approved at school level. However, visits including the components below are Category C visits:
  - Residential visits
  - Overseas visits
  - An activity involving water
  - Adventure activities

Higher risk activities which need approval by the West Northants Local Authority and Outdoor Education Advisor

A list of activities in each category is given in the appendix of this policy

Category A and B visits are approved at school level by the Educational Visits Co-ordinator. The Governing Body are notified of all visits. Category C visits are approved by the Outdoor Education Advisor and West Northants Local Authority. The following are needed for approval for any off site visit:

- full planning details of the visit
- the itinerary
- risk assessment (including a Plan B),
- emergency plans
- competent visit leader.

## RESPONSIBILITIES

**West Northants Local Authority** is responsible for reviewing and revising their policy on a regular basis and ensuring the provision of an Outdoor Education Advisor.

**Governing Bodies** are responsible for monitoring that their school or centre follows this policy.

**Headteachers** are responsible for ensuring that this policy is followed by their establishment including ensuring that they have, or have access to, an appropriate Educational Visits Co-ordinator.

The **Outdoor Education Advisor** is responsible for: providing advice on trips and visits to educational establishments, ensuring the provision of adequate training for Educational Visits Co-ordinators, approving Category C visits; monitoring and implementation of this policy.

### **Responsibility for off-site visits**

The activity leader has full responsibility for the safe running of the activity including prior agreement for the activity to take place, following guidance laid down and ensuring that all participants are aware of their roles.

Teachers, volunteers, students and parents all have responsibilities during the course of any off-site activity in which they are participating.

Teachers have a common law duty to act 'in loco parentis' (as a reasonable parent), as indeed would any other employee involved in an off-site activity.

### **Risk Assessment**

The underlying basis of health and safety care is to control risks. This is effectively achieved through risk assessment. When planning an off-site visit all the potential risks to the students and adults undertaking that visit should be assessed and, where it is 'reasonably practicable', elimination or alleviation of those risks achieved. This should be undertaken before the visit is started. A record must be kept of the risks identified.

In order to undertake a full and comprehensive assessment of risks, it will be essential in some cases to undertake a pre-visit. Even where the visit is made regularly, risks should be reassessed from time to time. When undertaking risk assessment, a number of variables need to be taken into account:

- the number of students involved;
- the age of the students, their sex, ability and general behaviour;
- the previous experience of the group in undertaking off-site visits;
- the time of the day and the time of year;
- the travel arrangements;
- the hazards of the environment being visited;
- the numbers, experience and quality of accompanying staff and volunteers;
- the nature of the activity.

### **Communications**

Parents should always be made aware when their children are leaving the school premises. In certain circumstances, parents may wish to exercise their right to refuse to allow their child to take part in a visit. Under such circumstances, the school must make alternative arrangements to ensure that the National Curriculum work that was being developed during the visit is made available in another form to the student in school. The

refusal of the parent to allow the child to take part does not offer the opportunity for a day off!

On the trip pupils should not be given the teacher's personal mobile phone numbers. There is a school mobile phone available for trips.

### **First-aid**

In all cases it would be appropriate to ensure a first-aid kit is readily available during the course of an off-site activity. The contents of this first aid kit should be subject to a regular check to ensure the kit is replenished after use and the contents are in date. The provision of a formally qualified person to administer first-aid may be more problematic, the legal requirement is for a person with first aid knowledge commensurate with the risks associated with the visit. It is sensible to have at least one trained first-aider on every occasion; however, this may not always be possible.

### **Supervision**

There are no legally enforceable ratios of students to adults accompanying a visit. The level of supervision will always depend upon the type of visit being made and the numbers and abilities of the students.

The ratio of participants to staff should be such as to ensure adequate control and safe conduct during all phases of the activity or event. The risk assessment may indicate that a short journey to a nearby venue can be adequately covered by 1 adult when appropriate emergency procedures have been previously arranged.

A minimum of two adults, one of whom should be a member of staff should accompany each event unless a formal risk assessment is carried out and indicates that 1 adult is adequate to provide the appropriate level of supervision and safety cover. The activity leader should always ensure that a group is adequately supervised. It is recognised that the staff/participant ratio will need to be varied according to the age and temperament of participants and the type of visit undertaken.

At the planning stage of an event and after consideration of all relevant factors, the Headteacher must ensure that an appropriate staff/participant ratio is defined and recorded.

For residential visits it is essential that all accompanying adults have been checked by the Police under the procedures for disclosure of criminal backgrounds of those with access to children. There is no doubt that most educational visits or journeys provide the opportunity for substantial unsupervised access to children.

### **Insurance**

When a trip is undertaken as a part of the normal school curriculum, even though it is conducted off the school premises, the insurance arrangements for the school will prevail. All 'day –trips' are covered by the school's insurance.

Where a tour operator is used the type and extent of the insurance provided must be ascertained.

## Discipline

Out of school activities undertaken during school time, or largely during school time, will always be conducted according to the school's disciplinary policy.

## Students with Special Medical Needs

If a student requiring specific medical needs is to take part in an off-site activity, the school should ensure that any protocol established between the school, the parents and the student's GP extends to the differing circumstances of that activity. The School have a duty under the Equalities act to ensure that students can access medication and that reasonable adjustments are made to enable this to happen.

When the school is undertaking a residential visit, parents should be asked to give their authorisation to the leader of the party to act for their child should the need arise for emergency medical treatment during the course of the visit. If parents are unable to give this authorisation, head teachers may decide that the resultant risk to that child precludes them from taking part. If a student is included in the party where parents have not given authorisation, a clear unequivocal protocol should be supplied by the parent including appropriate enforceable notification to any medical practitioner that may find themselves looking after the student's medical or surgical needs.

## Finances

In circumstances where insufficient money has been contributed collectively to cover the cost of the visit, the school may cancel the visit and return all the contributions made.

Contingency money should be included for emergency situations which is reflected on a Costings Sheet, a school credit card is available to support visits abroad.

All accounts will be kept accurately by the Bursar.

Non-curriculum trips need to be paid in full by all pupils. There is a hardship fund available for pupils on curriculum trips. They need to apply, in writing, to the Headteacher, with evidence supporting their claim.

## Transport

**Hired Transport.** Only reputable companies should be used. Seat belts should be provided on all seats. The driver of the coach has no responsibility for the conduct and behaviour of the students on the transport. The school must provide sufficient supervisory staff to ensure the health and safety of the students.

**Public transport.** When public transport is to be used, close supervision of the students must be ensured. Students should be prepared in advance concerning expectations of their behaviour. Where it is considered inappropriate to include a particular student because there is serious doubt about their ability to behave, it is appropriate to find a suitable alternative occupation for that student on the occasion of the visit. (If behaviour

issues manifest themselves because of an underlying SEN then appropriate adjustments should be made to accommodate that student, e.g. hiring a private coach as an alternative to public transport even if greater expense is involved).

**Private car transport.** The school purchases an annual Car Business Insurance for members of staff transporting children in their own vehicles. Establishments that organise transport in private cars have a legal duty of care and may be liable in the event of a claim following an incident. As such extreme caution should be exercised over the use of private cars, both of volunteers and staff, ensuring that:

- If the driver is not an employee, they are engaged as a volunteer (or paid contractor) through the school's normal procedures
- The driver properly understands their duty of care and any agreed responsibilities for supervision.
- Parents are informed about the transport arrangements.
- Evidence is obtained that:
  - o The vehicle is safe. This means that it holds a valid MOT certificate, where relevant, that the driver certifies it has been serviced in line with the manufacturer's schedule, and that the driver carries out any pre-use checks specified by the manufacturer.
  - o The driver is suitable. This means that they hold a valid licence for the type of vehicle and meet any employer requirements.
  - o There is a valid insurance policy covering the driver and the vehicle for the intended use. This may require that the driver has 'business use' cover.

**Parents / Carer providing transport.** Sometimes parents are asked to help with transport to a venue. When this happens, parents will be asked to organise transport, which may involve some parents providing lifts for children other than their own. The school will not be involved in making these arrangements and will not have any responsibility for them. We will, however, encourage parents where possible, to only provide transport for their own child.

Where parents are asked to organise their own transport, the school will ensure we have:

- Information from parents about what arrangements have been made to facilitate the handover of supervision to and from parents at the school and the venue
- Communicated with parents, the process in case of delays or 'no shows', including the availability of a school mobile phone number available to contact the activity leader in these circumstances

## Appendix

### CATEGORIES OF TRIPS / VISITS RECOGNISED BY WEST NORTHANTS LOCAL AUTHORITY

Within this document the term “remote” locations means:

- ❑ Any moorland (open uncultivated land at any height above sea level)
- ❑ Any mountain, woodland and cultivated land above 600m from which it would take more than 30 minutes travelling time to walk back to an accessible road or refuge

*Accessible road* is a road accessible to an ordinary road going ambulance

*Refuge* is a building, either occupied or with means for summoning help, which can offer shelter for the party in an emergency

### CATEGORY A VISITS

Includes visits, journeys and environmental studies for which the element of risk is similar to those encountered in daily life.

- Environmental and country walks
- Field studies – non technical
- Historic sites
- Local sports tours
- Sites of commercial interest
- Walking – not in remote locations (see definition above)

### CATEGORY B VISITS

Higher risk activities which require that the leader has undergone an additional familiarisation process or induction, specific to the visit and / or location. The leader will be approved as competent by the Local Authority (LA) or by the Education Visits Coordinator (EVC) following LA guidance. Where appropriate a National Governing Body Award (such as Award of Basic Expedition Leadership or NVQ in Activity Leadership) will be a measure of competence.

- Camping – not in remote locations (see definition above)
- Cycling – on roads or off road terrain not in remote locations
- Farm visits
- Low level initiative challenges
- Orienteering
- Swimming lessons in off site swimming pools
- Zoo visits

### CATEGORY C VISITS

Category C approval is required from the Outdoor Education Advisor and West Northants Local Authority for employer approval when schools are taking

- Residential visits
- Overseas visits
- Visits involving the use of water



- Other visits which include a hazardous activity. West Northants Local Authority have provided the following examples of potentially hazardous activities which will require approval but the Outdoor Education Advisor. This list is not exhaustive
- Abseiling
- Adventure courses using ropes
- Archery
- Ballooning
- Bivouacking (camping in an un-sheltered area often with make shift materials)
- Boating
- Building sites
- Camping in remote locations
- Canoeing
- Caving / Potholing
- Coasteering
- Field studies in high hazardous environments (e.g. glacial, streams, beaches)
- Flying
- Gliding
- Gorge or ghyll scrambling and river walking
- Hang gliding
- High ropes courses
- Horse riding / pony trekking
- Kayaking
- Mine exploration
- Motor sports
- Mountain biking in remote locations (see definition above)
- Mountain walking / scrambling
- Night activities or activities in poor / reduced visibility
- Overseas trips
- Paintballing
- Parachuting
- Parascending
- Power boating
- Quad biking
- Rafting (white-water)
- Rock climbing including sea level traversing
- High Ropes courses / adventure playgrounds (including commercial establishments)
- Sailing
- Shooting activities
- Skiing and snow boarding (including commercially organised trips)
- Sub-aqua and snorkelling
- Tobogganing
- Unsupervised activities including unaccompanied expeditions
- Water based activities
- Water skiing
- Windsurfing
- Winter mountaineering