

THAKEHAM PRIMARY SCHOOL

'Small School, Big Opportunities, Great Achievements'



Outdoor Education and Off-Site Educational Visits Policy

Thakeham Primary School

Date approved by The Resources and Strategic Organisation Committee:
01.09.17

Review Date: July 2020

Signed

Headteacher: *S. Norton*

Chair of Governors: *A. Rini*

Introduction

Thakeham Primary School provides opportunities for its children to enrich and enhance their on-site learning through use of Outdoor Education and Off-site Educational Visits. This encompasses Forest School activities, residential activities, environmental studies, sports, physical and cultural activities, business and community visits and adventurous activities. The aim of our outdoor and off site learning is to provide children with opportunities that will inspire their learning, enrich and embed it in line with our Curriculum Drivers 'Inspired Learners' and 'Learning for Life'.

The value of off-site educational visits is well recognised by the Governing body and fully supported throughout the school.

Objectives:

- To further enhance the children's learning and depth of understanding through first-hand experience.
- To enable children to pursue their learning beyond the boundaries of the school.
- To take part in activities with children from other schools.
- To make effective comparisons between differing environments known and unfamiliar.
- To develop the confidence of children in a setting beyond their normal experiences.
- To develop and extending children's key skills of communication, problem solving, leadership and teamwork.

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 followed by Thakeham Primary School. It supplements and follows the advice and guidance contained within the following significant publications:

- West Sussex County Council's Regulations for Educational Visits and the use of EVOLVE and national Guidance: August 2015. See: <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-attendance-behaviour-and-performance/school-trips-and-educational-visits/>
- Department for Education advice on 'Legal Duties and Powers For Local Authorities, school leaders, school staff and governing bodies, available at: <https://www.gov.uk/government/publications/health-and-safety-advice-for-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.pdf>

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 Headteacher is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature. This is recorded through use of the Internal Permission/Cover Arrangements/Checklist form.

The Educational Visits Co-ordinator (EVC) ensures that all off-site activities follow the correct procedures. The person with these responsibilities (Headteacher) will approve the group leader for every visit and monitor the written risk assessments to ensure good practice. The EVC will attend a 1 day training course and refresher training every 3 years. Certificate of training is held on the EVOLVE account. In addition, the following responsibilities and duties are undertaken:

- Providing training for staff on use of EVOLVE, visit planning and risk assessments
- Supporting the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers. Such visits are normally linked to the curriculum and or support the school's vision statement and School Strategic Development Plan priorities.
- Ensuring that Safeguarding procedures are in place where necessary e.g. DBS and disclosure by association checks etc. in line with the Safeguarding Policy
- Checking the travel arrangements and relevant insurance documents etc. are in place in line with the Driving Policy. Reference should be made to the National Guidance Documents 'Transport: General Considerations', 'Transport in Private Cars' and 'Transport in Minibuses.'
- Arranging an Emergency Contact Duty Officer on the visit and draw up proper procedures to be followed in such an event.
- Keeping records and make reports of accidents and "near misses"
- Reviewing and regularly monitoring procedures
- Liaising 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. See appendix 1 for a summary of the approval process. The visit will be planned and submitted to the EVC/Head using EVOLVE. The group leader should take with them a completed copy of the Thakeham Emergency card (see appendix 2)

A risk assessment is necessary for all off-site visits (see appendix 3). Significant risks and their control measures will need to be recorded and attached to the EVOLVE online visit form (available on <http://www.westsussexvisits.org/>).

This will take account of:

- Generic risks as published in this document and the WSCC Regulations for Educational Visits and the use of EVOLVE March 2013 and Section B (Adventurous Activities) of the Regulations & Notes of Guidance for Off-site Activities 2007.
- 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

Staff to pupil ratios - for educational visits the Local Authority states the following:

- Ratios for Early Years are specified and must be adhered to; see Statutory Framework for the Early Years Foundation Stage
- 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

To ensure proper good practice and compliance with the necessary regulations it is expected that all group leaders will familiarise themselves with the published advice and guidance.

Further information is available from the EVOLVE web-site (www.westsussexvisits.org) and the West Sussex Services for Schools. 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 (Head) 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.

Parent Consent. Copies must be available for the Emergency Contact and the Group Leader to take on the visit.

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.

Residential/Adventurous/hazardous activities

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 Chartis. 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 2007 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. See appendix 4.

Risk Assessment forms (see appendix 3) 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.aala.org.uk) If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.

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

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.

Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against participants because of their disability, without material or substantial justification. We make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Disability Discrimination Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity. Reference should be made to WSCC document: Educational visits - Inclusion of pupils with disabilities or challenging behaviour and National Guidance chapter on inclusion.

Critical Incident Management

Should a critical incident occur, the group leader should take charge of the situation following the school's Emergency Plan and:

- Take control, establish order and reduce the risk for other members of the group.
- Assess the situation and establish priorities.
- Make sure all adults understand their role.
- Contact the emergency services and summon help giving a clear account of the events and the injuries incurred (School staff should carry mobile phone on visit).
- Attend to the casualties and provide first aid (if trained) and support for the victims.
- Remove the group to a secure, safe place.
- Telephone the school and report the incident
- Contact the Area Support Team at the Area Office on **01243 642104** (8am -6pm Mon –Fri) or out of hours on **01444 411738**

Charging

Education in the UK is free. The Local Authority has issued a full statement outlining its policy on charging. It covers what a governing body may and may not charge for when activities take place either during or outside of school hours, including residential activities. The need to have charging and remissions policies and requests for voluntary contributions are also addressed. Please see our school's Charging Policy.

First Aid

For all off-site visits there should be a responsible adult with a good working knowledge of first aid appropriate to the environment (e.g. urban, remote, water, etc.). 'Basic skills' is a level which may be suitable for routine urban visits, however the nature of the visit may indicate that a higher level

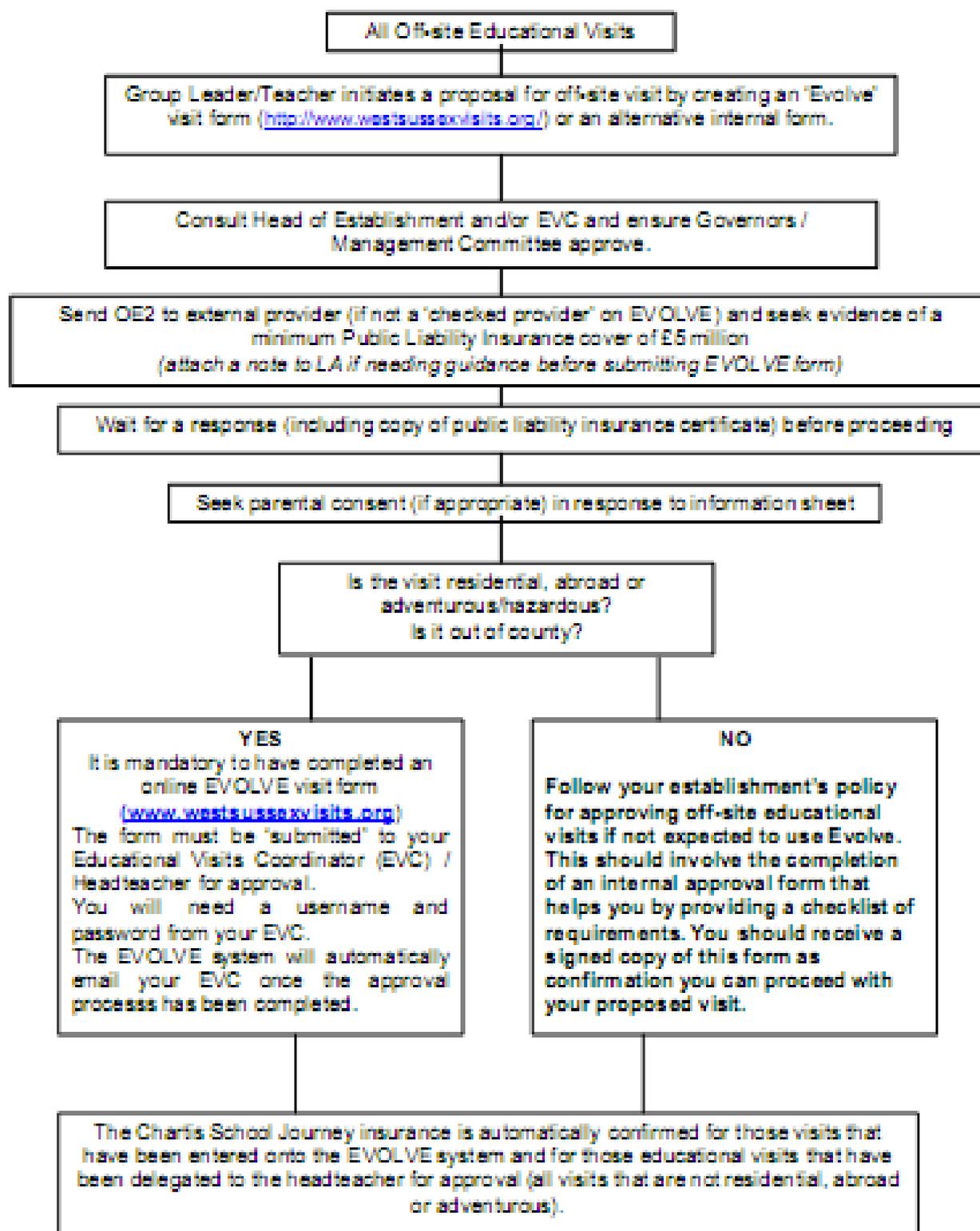
qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed. Based on the nature of the particular visit, the EVC (or visit leader) should make a professional judgement regarding the level of first aid required. As a minimum there must be a known adult with an up to date emergency first aid at work (one day / 6 hour course) qualification approved by the Health & Safety Executive.

Checking of first aid kit to be taken on a trip will lie with one of the Appointed Persons for First Aid (Mrs Younger/Mrs Bowbrick) which will also involve ensuring contents of the kit are in date and fit for purpose.

For EYFS outings, there must always be at least one member of staff present who holds a current Paediatric First Aid certificate. A first aid kit appropriate to the visit should be carried.

Reference should be made to WSCC guidance on first aid provision 'First Aid' in National Guidance www.oeapng.info

SUMMARY OF APPROVAL PROCEDURE



Martin Tomlinson, August 2015

Appendix 2

Emergency Contact Numbers



Give your name and telephone number, where you are calling from and details of what has happened and where, & details of those involved.

Emergency services (including Mountain rescue)

UK: 999
Europe: 112

For support from WSCC:

In hours (8am-6pm Mon-Fri)
+44 (0) 1243 642104
Out of hours:
+44 (0) **1444 411738**

Trip Emergency Contact Numbers



Give your name and telephone number, where you are calling from and details of what has happened and where, & details of those involved.

In hours (8.00am – 6.00pm Mon-Fri)

.....

Out of hours

.....

Alternative contact

.....

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APPENDIX 3 THAKEHAM PRIMARY SCHOOL RISK ASSESSMENT AND RISK MANAGEMENT RISK ASSESSMENT FOR OFFSITE ACTIVITY

Activity		Location		Date of Activity	
Completed by		Assessment Undertaken (Date)		Assessment Review Date	
Signed		Date shared with staff			
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)	



PROVIDER STANDARDS

FORM OE2

For completion by providers of outdoor education, visit venues and off-site activities to West Sussex schools and education establishments.

Name & address of provider/organisation: -

The provider named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed.

Please tick all specifications you meet. Indicated by a cross any you cannot meet. Write N/A against any specification, which does not apply to your provision.

Section A must be completed for all visits. Section B (adventurous activities) must be completed if applicable.

Section A – ALL PROVIDERS

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and has a health and safety policy and recorded risk assessments which are available for inspection.
2. Accident and emergency procedures are maintained and records are available for inspection.
3. The staff have the experience, competence and professionalism to work with the age range and abilities of prospective groups.
4. The Centre has a Code of Conduct, which can be provided in advance of any booking and to which visiting groups should adhere.
5. All reasonable checks, including Criminal Record Bureau checks, are made on staff that have unsupervised access to young people
6. There are adequate and regular opportunities for liaison between visiting staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to visiting staff.
7. The provider has public liability insurance for at least £5million, **(please attach a copy of your certificate of public liability insurance cover)**
8. The provider will take all reasonable steps to allow inclusion and participation for any young people who have special needs or have a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001.
9. The provider encourages responsible attitudes to the environment as an integral part of the programme.
10. All vehicles are roadworthy and meet statutory requirements. Drivers are PCV qualified or operate with small bus permit and local minibus driving assessment.

If any of the above specification overleaf cannot be met, or are not applicable, please give details:

Details of any accreditation e.g.: **'Learning Outside the Classroom' Quality Badge** Award, AALA license number, National Governing Body, BAPA, Tourist Board etc.:

*I certify that the organisation I represent complies fully with the requirements set out above, **except where I have deleted or crossed out the item.** The organisation will observe the above conditions during any visit from a West Sussex establishment*

Signed:

Date:

Name:

Position in Org:

Email (general):

Website:

**Thank you for completing this form.
Please return it, along with a copy of your Public Liability Insurance Certificate, to the school/establishment that sent it to you, or alternatively send it to:-**



Martin Tomlinson
Outdoor Education Adviser
Room 215, East Wing North