



Policy Statement for Outdoor Education and Health, Safety and Welfare

Should be read in conjunction with the West Sussex Outdoor Education Regulations 2013

1. Named Co-ordinator

The Education Visit Co-ordinator (EVC) is the Headteacher.

2. Range of visits and objectives

Twineham School aims to enrich the children's education by using the local environment, having visitors to the school, and taking children on safe educational visits off site. The visits off site include:

- Local visits, eg to the church, farm, local walk
- NEARS events, ie events organised by the school cluster to enable children of a similar age to work together and compete.
- School organised visits to support the curriculum.

Twineham believes that children learn much from visits off site, from the first hand direct learning and in the personal and social skills that are developed along side the curriculum. All visits are carefully planned to support the curriculum. In alternate years children in years 5 and 6 spend a week on a residential visit. We always consider safety when planning visits and discuss health and safety with the children beforehand. Risk assessments are always made before a visit, and all arrangements are in line with the West Sussex County Council Regulations and Notes of Guidance for Off Site Activities File. We use the Evolve system for planning offsite visits and follow West Sussex guidelines on approval.

3. Respective roles

Educational Visits Co-ordinator

- Liaise with the LEA to ensure visits meet the risk assessment requirements.
- Support the head and governors with approval.
- Assign competent people to lead or supervise a visit.
- Assess the competence of leaders and other adults proposed for a visit.
- Organise training of leaders and other adults going on a visit (first aid, hazard awareness).
- Organise thorough induction of leaders and other adults taking pupils on a specific visit.
- Make sure that Criminal Records Bureau disclosures are in place as necessary.
- Work with the group leader to obtain the consent or refusal of parents.
- Organise the emergency arrangements and ensure there is an emergency contact for each visit.
- Keep records of individual visits including reports of accident and "near accidents."
- Review systems and, on occasions, monitor practice.

Governors

Off-site activities taking more than 24 hours, or involving a hazardous pursuit, an overnight stay, or a journey abroad, will have the prior approval of the Governing Body recorded in the minutes. Such approval will be sought well in advance, before, for example, non-returnable deposits are paid. Where an opportunity for an off-site activity is being taken at relatively short notice, it is

accepted that heads of establishment might find it necessary to make arrangements with governors other than through the normal meetings.

Governors must be given sufficient information, in sufficient time, to allow them to make a fair and objective decision. They will be given at least as much information as parents. The Governing Body has delegated to the Headteacher the authority to approve routine off-site activities, i.e. those lasting less than 24 hours which do not involve a hazardous pursuit or a visit abroad.

Headteacher

The Headteacher has the responsibility of ensuring the proper supervision and planning of all off-site activities other residential visits, trips abroad or those involving hazardous pursuits. Such activities must be within the guidelines laid down by the Authority where no clearance is required from the Education Authority.

The Headteacher will ensure:

- all visits comply with the regulations and guidelines contained within the Regulations and Notes of Guidance For Off-Site Activities;
- adequate child protection procedures are in place;
- the risk assessment has been completed and appropriate safety measures are in place;
- the group leader is suitably competent to make judgements and is familiar with the environment where the activity will take place;
- an emergency contact has been nominated and full details of the group, their parents and next of kin, will be available to that person;
- that there is a debriefing session with the group leader as soon after the groups return in order that future off-site activities can be enhanced if necessary.

Group leaders

The Headteacher and the group leader will ensure that the purpose of the activity is compatible with the aims of the organisation and is part of a planned coherent programme, which, if the activity is to take place in school time, must be directly related to the established curriculum.

The group leader will be the person in charge. They will be appropriately qualified and have suitable physical fitness for the activities to be undertaken. The group leader will have suitable experience and, is a member of the teaching staff of the school. Seniority, personality and experience are the criteria by which the leader will be chosen.

The group leader will have a clear view of the purpose of the visit and the standards of behaviour expected of the children. The group leader recognises that those in charge of youngsters on off-site activities have a "Duty of Care" and often are acting "in loco parentis."

A portable first aid kit will be taken on off-site activities: this is checked regularly by Mrs Martin.

Staff

Other staff attending the visit will support the Group leader by:

- knowing the purpose of the trip;
- becoming familiar with the organisational arrangements;
- being familiar with the Health and Safety and Risk assessment issues.

One member of staff will ensure that there is appropriate first aid cover and that the medical and other needs of the pupils are being met. An adult member of the school group will be with the children at all times, even if there is an adult from the centre instructing the children. The minimum adult to children ratio is as follows:

Children under 8 1 adult to every 6 children, for Reception children the groups should be smaller.
Children over 8 1 adult to every 10 -15 children.

Volunteers

We are grateful to the volunteers who help on off site activities. They will have the appropriate vetting. Volunteer helpers will have their role in the specific venture fully explained to them and appropriate preparation given. Untrained adults will not be solely responsible for groups in high risk situations eg: by deep water or sheer drop etc

Parents

Parents or guardians are asked to give their written consent prior to the commencement of each school year for their child's participation in local, routine off-site activities, e.g. visits to the local library, visits to local features and areas of environmental interest. Parents will also be informed of their child's likely participation in extra-curricular activities such as sports fixtures, theatre visits, etc. which may involve travelling away from the school.

The Headteacher will ensure that parents or guardians are fully aware of the nature of the visit and the activities to be undertaken and have given their written consent, which must include a statement that, to the best knowledge of the parent or guardian, the person is fit and healthy for the purposes of the visit together with any relevant medical information. The information given to parents and guardians must include a full written description of the visit. This should include details of the nature of activities to be undertaken by each youngster, daily programmes, nature of supervision and insurance arrangements. For residential visits, there will be a meeting held to discuss the visit with parents.

Children

The group leader will ensure that the children are informed about the purpose of the visit, and agreed safety and emergency procedures.

The children are expected to have exemplary behaviour and be a credit to the school on school visits.

4. Risk Assessments

Risk assessments are made before every visit, using the West Sussex proforma. These are filed for future use and reference. Risk assessments are completed for both activities and location of visit. We have move over to electronic versions of the form,

5. Approval for Visits

Approval for all visits is sought from the Headteacher (EVC), governing body and parents. On entry to the school parents/guardians are asked to complete an off-site indemnity form for local visits. Before every other visit parental consent is requested and gained. Staff provide governors with a list of possible visits that may be made to support the curriculum each year. The school ensures that external providers comply with good practice and are Adventure Activity Licence Association inspected where appropriate. . Providers have the appropriate liability insurance of £10 million, in line with West Sussex guidance.

6. Monitoring of Off site visits and Activities

Staff review the effectiveness of a visit and anything significant is recorded on the risk assessment for future reference.

7. Accidents and Incidents

Any accident or incident is reported and the appropriate forms returned to West Sussex County Council. The Governing body is also kept informed.

8. Induction and staff development, including record of qualifications of staff

New staff are informed of this policy and shown where the various proforma are kept. Staff are kept up to date regarding advice and information through staff meetings and appropriate training

opportunities. All staff are given the opportunity to be trained in first aid. An experienced visit leader will support an inexperienced leader and accompany them on the visit. There is a record of staff holding relevant qualifications in the school office.

9. Checklist for Educational Visits

The school has a checklist for educational visits which is reviewed each year. It is completed, along with the risk assessment prior to every visit, in the planning stage.

10 Information for parents /guardians

Parents /guardians are given information about each visit and their consent gained before their child goes on a visit. They are informed about the activity, specific clothing required, time of visit and mode of transport. The only exception is for local visits, ie the church and local walks, which are covered by the offsite indemnity form.

11 Medical and other relevant needs of the group including staff

Staff have a list of any medical or other relevant needs of the pupils and know these when planning a visit. Staff and helpers also complete a record of emergency contact of any need and provide an emergency contact number prior to the visit. There is always a named person at school who has the emergency contact numbers and will implement the Emergency plan if necessary.

12 Emergency Procedure plan

The school has an emergency plan in a red file. All governors and staff have a copy of this file and it is updated regularly. In addition to this each group will carry a mobile phone and there will be an additional mobile phone back at school as back up. A list of all numbers will be produced and issued prior to the visit.

13 Insurance

The EVC will ensure that the appropriate insurance cover is in place prior to the visit

14 Equipment

All members of the party will have adequate personal and protective equipment to undertake the activity safely. School first aid and other safety equipment is regularly checked. Appropriate safety equipment is taken on each visit.

15 Child protection and vetting of staff and volunteers

The school follows West Sussex advice about the level of vetting that staff and volunteer helpers need to accompany children on visits. The EVC will ensure that the staff are competent to lead, manage and control pupils on the educational visit.

16 Transport Arrangements

The school follows the advice in the cream Regulations and Notes of Guidance for Off –Site Activities file. When the school organises the use of volunteer helper cars, the driver will have been fully Criminal Record Bureau checked. The children will wear full seat belts. Children who normally sit in child seats will do so on school visits in cars and this should be checked before the visit goes ahead. The school has 4 child seats available.

17 Monitoring and review

Reviewed Spring 16

Next review Spring 18

List of Appendices

West Sussex Health and Safety Information CD

Regulations and Notes of Guidance for Off –Site Activities file

EVC course notes

EVS certificate

Checklist

Approval Procedure

Standards for LEAs in Overseeing Educational Visits

A Handbook for Group Leaders

Standards for Adventure

EVC training scenarios and answers

Risk Assessment Training

Working with Young People in the Outdoors Risk Assessment and Management.