

Lancastrian Infant School Outdoor Education and Offsite Activities Policy



LANCASTRIAN INFANT SCHOOL

This policy refers to the pupils and staff at Lancastrian Infant School and includes the children and staff at Sunrise and Sunset Club.

Introduction.

Lancastrian Infant School provides many opportunities for its children to enrich and enhance their on-site learning through use of Off-site Educational Visits. This encompasses topic and environmental studies, sports, physical and cultural activities. This also includes Forest School.

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

This document outlines the specific policies and procedures for Lancastrian infant 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: March 2013.

See:https://www.westsussex.gov.uk/learning/west_sussex_grid_for_learning/curriculum/outdoor_education/off-site_activities/regulations_and_guidance_for_o.aspx

- Departmental advice on health & safety for schools, regularly updated. See:
<http://www.education.gov.uk/aboutdfe/advice/f00191759/departamental-advice-on-health-and-safety-for-schools/key-points>

- Department for Education advice on 'Legal Duties and Powers For Local Authorities, school leaders, school staff and governing bodies, available at:
<http://media.education.gov.uk/assets/files/pdf/h/dfe%20health%20safety%20advice%20181212.pdf>

- 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. Such approval is recorded in the minutes of the Governing Body from Headteacher's reports.. Approval is given annually and the nature of visits considered – only visits perceived as low risk and local are undertaken.

The Education 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. **(It is important to consider the continuing professional development needs of staff engaged in these activities. Resources will need to be made available.)**
- Ensure that DBS disclosures are in place where necessary
- Keep records and make reports of accidents and 'near misses'
- Review and regularly monitor procedures
- Liaise with the LA Outdoor Education Adviser where necessary to ensure the proposed visit complies 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 county 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 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 through 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 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.

Guidance Notes for Off-Site Education Visits

To ensure proper good practice and compliance with the necessary regulation 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 Service 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 should be involved in discussing plans at an early stage. Routine or local visits need to be planned the term before. 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.
- The letter home to the parents will be on the newsletter **6 weeks** in advance to allow parents to budget for the money, with letters going home **3 weeks** in advance to allow the office to collect money and budget for the parents who do not pay.
- Parental Consent. No child may leave the school premises for an off-site activity unless parental permission has been obtained. For local visits not involving coach or bus travel the annual consent form is sufficient. For any activity involving coach or bus travel a separate consent form, specific to the visit must be signed by the parent / carer. Contact details must be available for the Emergency Contact and the Group Leader to take on the visit.
- An evolve visit form will need to be completed for all trips out of school. The school risk assessment form on the staff shared drive will need to be attached to the evolve visit form. This 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.
- School Journey Insurance is automatically covered by the Local Authority
- On a visit all group leaders must have an emergency card, emergency contact list, risk assessment and a mobile phone for emergencies.
- Pupils will be organised into small groups and each group will have an allocated adult.
- The First Aider will have a first aid kit and carry any additional medication.
- Parent helpers will be briefed about the visit and the expectations/ code of conduct/ groups and any additional information about pupils that is necessary.

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 but fortunately. 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 EVOLVE 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) 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.

3.1.8. 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.