

The Orchard School



Outdoor Trips and Visits Policy

Draft: January 2019

Ratified: April 2019

Review: April 2020

Chair of Governors:

Headteacher :

The Orchard School Outdoor Trips and Visits Policy

OUTLINE AND PURPOSE

“It has long been acknowledged that students can derive a good deal of educational benefit from taking part in visits with their schools. In particular they have the opportunity to undergo experiences not available in the classroom.”

Health and Safety of Students on Educational Visits – DfES 1998

“Outdoor learning supports academic achievement, for example through fieldwork projects, as well as the development of ‘soft’ skills and social skills, particularly in hard to reach children. It can take place on school trips, on visits in the local community or in the school grounds.

House of Commons Education and Skills Select Committee – February 2005

“Outdoor Education gives depth to the curriculum and makes an important contribution to students physical, personal and social education”

Outdoor Education- Aspects of good practice – OfSTED – Sept 2004

“Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and when we learn.”

Learning Outside the Classroom – KCC – 2012

An educational visit can therefore be seen as any aspect of a student’s education that takes place off the main school site and should include visits to such places as parks, museums, swimming pools etc. as well as residential trips and visits abroad.

The school has a commitment to the added value of learning outside the classroom, some of which may take place beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of educational visits and activities that take place off the school site or on the odd occasion out of school hours, which support the aims of the school.

Parents/ carers will be notified with details of the trip. In some cases a letter will go home asking for additional consent. In addition to the agreement signed when your child starts at this school.

The Governing Body has given its approval to the full range of activities being organised in support of the educational aims of the school. Kent County Council recognises three categories of trip/visit.

1. Category A activities – These comprise activities that present no significant risks with no need for the group leader to have National Governing Body or other accreditation
2. Category B activities – Activities which require that the leader has undergone an additional familiarisation process or induction, specific to the visit and / or location
3. Category C activities – Higher risk activities which need approval by the County Council Outdoor Education Adviser

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Category A and B visits can be approved at establishment level. Each establishment should establish a protocol for agreeing trips / visits. This may include approval by the Educational Visits Co-ordinator, Head-teacher or Governing Body.

All educational establishments must seek and obtain the approval of the Outdoor Education Adviser before undertaking any trip or visit which falls into Category C.

The County Council will provide each Educational Visits Co-ordinator with an Off-site Visits Guidance pack containing agreed forms which should be used.

ROLES AND RESPONSIBILITIES

ROLE OF THE EMPLOYER/GOVERNORS:

- . To ensure that the Head teacher and the Educational Visits Coordinator (EVC) have adhered to the guidelines and regulations provided by the DFE, the Outdoor Education Advisors Panel, KCC and the School's Health & Safety Policy.
- . To ensure that there is an EVC in place and that the EVC is equipped to assess the competence of a visit leader.
- . To ensure that all residential visits, trips abroad and those involving outdoor and adventurous activities are approved by the Head teacher, KCC and that Governors are informed.
- . To ensure that all other visits are approved by the SLT and EVC.
- . To ensure that that all aspects of risk management have been considered and that risk assessments for travel, accommodation and activities have been carried out prior to departure.
- . To ensure that there are appropriate emergency planning procedures in place to support the school in the event of a critical incident.
- . To ensure that there is an annual monitoring check made to ensure that the guidance, policy and procedures are being followed. The results of this check to be fed back to the Governing Body.
- . To review the Educational Visits Policy and Procedures annually.

ROLE OF THE HEADTEACHER- Annabel Lilley:

- . To ensure that visits comply with the guidelines and regulations provided by the DfE, the Outdoor Education Advisors Panel, KCC and the School's Health & Safety Policy.
- . To ensure that the Educational Visit Coordinator (EVC) is competent to oversee the coordination of all off-site education, and support the EVC in attending relevant training courses.
- . To ensure that the EVC keeps him or her informed of the progress of a visit.
- . To ensure SLT sign the Risk Assessments before any trip goes off site.
- . To check that an appropriately competent group leader has been designated. , the Head teacher will need to ensure that the EVC can obtain advice from an appropriate technical adviser as necessary.

. To ensure that in the event of a major incident or accident, the relevant guidelines are adhered to in terms of informing, parents, staff and the media. Help to ensure that serious incidents, accidents and near-accidents are investigated.

ROLE OF THE EDUCATIONAL VISIT CO-ORDINATOR (EVC)/ EVC Admin

The EVC's role is to support the Head teacher in ensuring that all visits follow DfE, the Outdoor Education Advisors Panel, KCC regulations and guidance and all of the schools relevant policies & procedures and will act on behalf of the Head teacher;

- . To approve educational visits as agreed by the Head teacher.
- . To provide adequate documentation to support planning of all trips and visits.
- . To ensure all off-site visits are thoroughly planned using standardised whole-school documentation.
- . To ensure all staff are aware of the guidelines available through the DfE, the Outdoor Education Advisors Panel and KCC concerning their particular visit.
- . To ensure that the activity leader is competent (experience and training) to undertake the activity.
- . To assign competent people to lead or otherwise supervise a visit. Competence of other adults proposed to provide support or lead activities within a visit will commonly be done with reference to accreditations from an awarding body and/or previous experience and on the job training.
- . To ensure visits have appropriate support ratios and adequate cover for health and safety, first aid, medication and behaviour management.
- . To work with the visit leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- . To organise the emergency arrangements and ensure there is an emergency contact for each visit.
- . To keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses').
- . To ensure that arrangements are in place for the Governing Body to be made aware of visits.
- . To ensure that staff training can be made available where a need is identified.
- . To arrange for the recording of accidents and the reporting of serious injuries as required. Accident and incident records should be reviewed regularly, and this information used to inform future visits.
- . To review systems and to monitor practice.

ROLE OF THE VISIT LEADER:

The Visit Leader has full responsibility for the safe running of the activity including pre planning and following guidance and ensuring all participants are aware of their roles. To achieve this, the Visit Leader will:

- . Identify the clear purpose and objectives of the visit.

- . Ensure that they are aware of, and comply with, the advice, guidelines and regulations from the DfE, the Outdoor Education Advisors Panel, KCC, this policy and other school policies concerning their particular visit.

- . Complete visit documentation and obtain EVC/SLT approval for any visit off-site, no matter how short its duration.

- . Plan the itinerary in such a way as to account for all times on the visit including meal and 'down' times particularly on residential trips.

- . Put all aspects of the trip onto the Risk Assessment:-

For example if you think you may wish to stop off in a park for lunch on the way back it must be written in the plan so that it can be signed off by SLT.

If plans change whilst you are out you must phone school and get the new plan agreed by AL.

- . Have prior knowledge of the venue and make an exploratory pre-visit whenever necessary.

- . Inform parents and seek permission/consent, detailing the nature, purpose and related activities involved in the visit.

- . Allocate supervisory responsibility to each adult for named students and ensure that each adult knows which students they are responsible for. To ensure that each student knows which adult is responsible for them and that all adults understand that they are responsible to the visit leader for the supervision of the students assigned to them.

- . To ensure that all adults involved in supervising the visit are aware of the risk assessments including 'Plan B' and the expected standards of behaviour.

- . To continuously monitor the appropriateness of the activity, the physical

ROLE OF THE STUDENT:

- . To be aware of the risk assessments including 'Plan B'.

- . To know who their supervisor is at any given time and how to contact him or her and to alert the supervisor if someone is missing or in difficulties.

- . To understand the need to have a meeting place to return to, or an instruction to remain where they are, if separated.

- . To understand and accept the expected standards of behaviour and mental condition and abilities of the group members and the suitability of the prevailing condition.

PROCEDURES

The school has in place a clear process to be adhered to in planning and organising an educational visit or trip.

ARRANGEMENTS FOR OFF-SITE ACTIVITIES INCLUDING EDUCATIONAL VISITS AND TRIPS.

- . If you are considering organising an off-site activity please discuss the proposals with your Line Manager and be clear on the purpose of your visit.

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- . A pre- trip visit must be done so you can do a correct Risk Assessment.

- . The Health and Safety: Advice on legal duties and powers – DfE June 2013 (Updated Feb 2014),

The National Guidance (Outdoor Education Advisors Panel- OEAP), KCC Regulations and Guidance for Safe Practice of Offsite Activities (regularly updated) and the School's Health & Safety Policy must be read. These documents can be found at:

<http://www.education.gov.uk/aboutdfe/advice/f00191759/departmental-advice-on-health-and-safety-for-schools>

http://www.kelsi.org.uk/curriculum_and_pupil_learning/educational_offsite_visits/outdoor_education_unit/regulations_and_guidance/additional_guidance.aspx

- . Check the school calendar for possible clashes with other events and availability of staff, students and transport.

- . Fill in the visit/trip plan and give it to SLT for approval.

- . Risk Assessments need to be undertaken for all off-site activities.

- . A "site-specific" risk assessment may also be required if specific hazards are not covered in the generic risk assessments.

- . If the trip is a category C which is any adventurous trip or out of County visit you must register and complete the online EVOLVE planning tool for KCC'S APPROVAL. (This has to be done 6 weeks prior to the trip/12 weeks if it is a new provider which is not on the system)

You will need to see G.Harvey or P.Kelleher and they will show you how to complete the EVOLVE planning tool.

- . Give the completed RA to SLT for approval and signature and put a copy on the Google Team drive in the correct Risk assessment folder.

- . Send a letter home to let parents/carers know details of the trip with a consent form attached. (If necessary). *If there are any accidents on the trip these need to be kept for 25 years.*

- . Prepare payment schedule/payment plans if necessary.

- . Take contact details of each pupil on your trip and any necessary medication.

- . On the day of your trip fill in the Educational Visit Final arrangement sheet, get it signed by SLT and put it with your signed Risk Assessment on the daily Risk Assessment clipboard in the front office. *(At the end of each day these will then be filed in the Risk Assessment Folder in the front office.)*

An up to date master copy of the visit/trip plan, Risk Assessment sheets and Final arrangement sheets are all found on the google Team drive in the Risk Assessment folder.