



POLICY FOR THE MANAGEMENT OF OUTDOOR EDUCATION, VISITS AND OFF-SITE ACTIVITIES

FEBRUARY 2016

1. Introduction

This policy covers all off-site visits and activities organised through the school and for which the Local Governing Body and Head Teacher are responsible.

The Local Governing Body endorses the Devon County Council /Torbay Council “Outdoor Education, Visits and Off-Site Activities Health and Safety Policy” booklet 2014* as the basis for the school’s health and safety policy for the management of visits and off-site activities.

The Local Governing Body seeks to ensure that every pupil has access to a wide range of educational experiences as an entitlement. As part of this entitlement the Local Governing Body recognises the significant educational value of visits and activities which take place away from the immediate school environment.

The Local Governing Body aims to enable this school to become an educational environment in which all members of the school community can thrive, regardless of race, religion, culture, gender or individual need. We intend to apply this aim to the planning and management of all visits and off-site activities.

Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage co-operation, team work and the application of problem solving skills and develop independence and self confidence.

Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

The management of visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Local Governing Body, head teacher, party leader, members of staff and volunteers, pupils and parents. The school also has responsibilities to other members of the public and to third parties. This policy on visits and off-site activities therefore complements the wider school Health and Safety Policy.

It is a priority of this school that all visits and off-site activities are safe, well-managed and educationally beneficial.

2. Responsibilities of the Headteacher

The Head Teacher will:

- Ensure all visits and off-site activities have specific and appropriate educational objectives
- Approve all visits and activities, based on compliance with the council and school health and safety policy, relevant Devon County guidance and recognised good practice;
- Ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group;
- Check that the recommended staffing ratio is suitable for each visit (*Section 3.1, page 25);

Category A activities	KS1 1:6 KS2 1:15
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Categories B and C activities	KS1 1:6 KS2 1:10
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- Ensure mixed parties engaged in visits and activities involving an overnight stay should be accompanied by at least one adult of each sex (*Section 3.16, page 29).
- Ensure all volunteers, including parents, have an enhanced Disclosures and Barring Service check (DBS) check and essential details are recorded on a 'the single central record'.
- Ensure party leaders have access to a planning checklist, based on the Devon policy, and adapted as necessary to meet the particular needs of the school;
- Check that risks have been assessed, significant risks recorded and any appropriate safety measures are in place.
- Follow Buckfastleigh Primary School Charging and Remissions Policy and ensure that parents are given reasonable notice of the costs of educational and off-site activities (*Section 3.6, page 42).

3. Responsibilities of the Educational Visits Co-ordinator

The Educational Visits Co-ordinator (EVC) at Buckfastleigh Primary School is the administrator. The EVC will be responsible for carrying out agreed tasks and attending relevant training provided by the Council. In order to carry out the above responsibilities effectively the headteacher has delegated the following tasks to the EVC. The EVC should work within the functions delegated by the headteacher, together with party leaders involved in visits and off-site activities and other staff to help ensure:

- Educational visits follow the policies and procedures of the LA and the school
- the management of visits and off-site activities is informed by an appropriate risk assessment
- Staff have access to advice and information
- Procedures are in place to inform parents and for them to give consent
- Emergency arrangements are in place for visits and off-site activities
- There is a system to keep and review records of visits, accident and incident reports

The Head Teacher will be considered to be the EVC for the following tasks which are not delegated. The Head Teacher will work together with party leaders involved in visits and off-site activities and other staff to help ensure:

- Approval arrangements are satisfactory and based on safe practice and clear educational objectives
- Leaders and staff meet identified standards and are competent to lead and support particular visits and activities
- Relevant training, induction and other Continuous Professional Development opportunities are provided
- Systems are monitored and reviewed.

The EVC *and head teacher* should seek to maintain opportunities for young people to engage in a wide range of safe, high quality visits and off-site activities through a clear and robust approach to managing health, safety and welfare.

4. Approval of off-site activities

The Head Teacher and EVC will train and encourage staff to use a web based notification system called Educational Visits Online Virtual Environment (EVOLVE). This will enable Buckfastleigh Primary School more easily to:

- Share information within the establishment
- Share information with the LA
- Learn from other schools' use of external providers
- Build a record of visits and activities carried out each year
- Reduce paperwork
- Simplify and speed up approval processes
- Assist record keeping
- Manage health and safety requirements in this area.

The Head Teacher will be responsible for approving all off-site activities via EVOLVE. This includes approving the party leader for each visit or off-site activity.

A summary of the programme for the following categories of visits, together with a risk assessment, will be sent to the Adviser for Outdoor Education, Devon Education Services, for endorsement:

- Hazardous outdoor and adventurous activities (except those taking place at Devon County Council outdoor and residential centres) (Category B activities);
- Visits abroad (Category C activities);
- Activities where there is significant concern about health, safety and welfare (Category C activities).

The Head Teacher will monitor off-site visits and activities and will provide a regular report to the Local Governing Body about the off-site activities which have taken place from the school.

5. Responsibilities of the party leader

The party leader will:

- Have overall responsibility for the supervision and conduct of the visit or activity;
- Obtain the Head Teacher's approval before any off-site visit or activity takes place;

- Follow policy and procedures of the LA and the Local Governing Body;
- Assess the risks involved and amend as appropriate any previously recorded risk assessment as appropriate;
- Use the school planning checklist to ensure all procedures have been followed;
- Ensure form SOE5 from the policy is completed (or a previously completed form is on Evolve) where commercial, charitable or private are being used for adventurous or residential activities;
- Inform parents fully about the visit and gain their consent, where appropriate;
- Reassess risks while the visit or activity takes place;
- Ensure there is a contingency plan (Plan B) should a significant change to the programme be necessary due to weather etc.

6. Responsibilities of additional members of staff taking part in visits and off-site activities

Members of staff, volunteers and parent helpers should:

- Assist the party leader to ensure the health, safety and welfare of young people on the visit;
- Be clear about their roles and responsibilities whilst taking part in a visit or activity and carry out that role in an appropriate manner.

7. Responsibilities of pupils

Whilst taking part in off-site activities pupils also have responsibilities about which they should be made aware by the party leader or other members of staff, for their educational development, their own health and safety and that of the group. Young people should:

- Avoid unnecessary risks;
- Follow instructions of the party leader and other members of staff;
- Behave sensibly, keeping to any agreed code of conduct;
- Inform a member of staff of significant hazards.

8. Responsibilities of parents

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity parents should:

- Support the application of any agreed code of conduct;
- Inform the party leader about any medical, psychological or physical condition relevant to the visit;
- Provide an emergency contact number;
- Sign the consent form.

9. The provision of training and information

A copy of this policy and associated school procedures will be made available to all staff within the school who may be responsible for leading off-site visits and activities and to any parent requesting a copy.

The Head Teacher will make additional information available to staff to help ensure the safe management of off-site activities, including the Devon /Torbay policy statement "Outdoor Education, Visits and Off-Site Activities" and access to the Devon LDP website:

www.babcock-education.co.uk/ldp

Appropriate training will be made available to leaders and other adults taking part in off-site activities in order to reflect identified school health and safety priorities and educational priorities.

The Head Teacher will maintain a record of the qualifications held by staff and volunteers involved in outdoor activities including first aid, life-saving, mini-bus driving and specific hazardous activities.

10. Action in the case of emergency

The Head Teacher will ensure that emergency arrangements are in place, known to staff and in line with Council policy, to cover the range of activities undertaken from the school and the times at which they take place. This will include a minimum of two emergency contact numbers for designated senior members of staff or the Local Governing Body out-of hours. First aid provision and training of staff will be in accordance with good practice.

11. Accidents and incidents

Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the SDMAT's health and safety policy. Devon County Council will be informed of notifiable accidents and incidents (*using Form PO3*). Accidents and incidents will subsequently be reviewed within the school to identify any learning points.

12. Monitoring and review policy and practice

The Local Governors will review this policy:

- Every two years
- At such time as there are significant changes to guidance on the management of Outdoor Education, Visits and Off-Site Activities
- If any significant issues be brought to the attention of the Local Governors through the report of the Head Teacher.

This policy has been agreed by the Local Governing Body on:

Monday 8th February 2016