



**CARR JUNIOR
SCHOOL**

Aim High, Shine Bright



OFF-SITE EDUCATIONAL VISITS POLICY

CARR JUNIOR SCHOOL

Off-Site Educational Visits

Introduction

Experiences gained by pupils through off-site educational opportunities should not be seen as isolated opportunities but as a vital part of the progression of a pupil's education. They are seen as an integral part of the School's ability to provide a broad and balanced curriculum, offering opportunities to increase independence and social skills, working together, living together (particularly in residential situations, environmental awareness and as a base for creative and interesting subject curriculum work.)

Range of Activities

The following activities may be understood to be Off-Site Educational Visits:

- Residential activities during school time;
- Day or part-day visits using transport;
- Day or part-day visits on foot;
- After school sporting activities involving leaving the premises;

Health and Safety Legal Framework

The following pieces of Legislation shall be taken into account when planning Off-Site Educational activities:

Health & Safety at Work, etc., Act 1974:

The Governors recognise the duty of care required of them and themselves require that such visits are carefully planned with regard to a duty of care to pupils as well as staff.

The Management of Health & Safety at Work Regulations 1992:

The Governors recognise the supportive nature of this legislation to the 1974 Act and require that a suitable Risk Assessment of the varied activities shall be undertaken before any visit. They also recognise the need for the staff members to display reasonable care over their own and others' health and safety, and shall promote co-operation between the staff and themselves wherever possible.

Teachers shall have a common law duty to act "**in loco parentis**" (as a reasonable parent) when involved in Off-Site activities.

The School shall adhere to the required **City of York Guidelines for Educational Visits**. These guidelines are all contained within the Educational Visits Manual. Further information can be obtained from the school educational visit coordinator.

All Educational Visits shall be recorded on Evolve.

Responsibility

Local Authority

The LA will provide robust and comprehensive policy, procedures and guidance in support of schools and other departments together with an educational visits advisory service.

Governing Body

The Governing Body will adopt this agreed policy for off-site visits, and in turn will require the Headteacher to ensure that this adopted policy is fully and properly implemented each and every time a group of pupils leaves the premises.

Headteacher/EVC

Headteacher's responsibility includes full compliance with any regulations and guidelines provided by the LA, and ensures that the Activity Leader is competent to undertake the activity and understands the nature of the responsibilities related to that activity. Where the Headteacher accompanies a visit and is NOT the Activity Leader, the Headteacher must follow the instructions of the Activity Leader.

Activity Leader

The Activity Leader shall have full responsibility for the safe running of the activity including prior agreement for the activity to take place, following guidance laid down and ensuring that all participants are aware of their roles. Staff should stop or amend the visit if they have safeguarding concerns.

Teachers, volunteers, pupils and parents all have responsibilities during the course of the off-site activity in which they are participating.

Procedures

Planning

Whether the visit is to a local park, museum or swimming pool, or includes a residential stay in the UK or abroad, it is essential that formal planning takes place before setting off. (Complete **the Planning Checklist for Off-Site Activities available under forms on Evolve.**)

Risk Assessment

There shall be a risk assessment of potential hazards to pupils and adults prior to the visit and at the planning stage. Where it is reasonably practicable these hazards should be eliminated or reduced by effective control.

When undertaking risk assessment the procedures set down in **Appendix 1** shall be taken into account.

Pre-Visits

A Pre-visit shall be considered essential in order to ensure clear planning and to undertake a full and comprehensive assessment of risk, e.g. The staff member taking children on a long walk shall be required to have undertaken the walk, noting risks and assessing ways to reduce those risks, in advance of the visit and the route shall not be altered thereafter.

Where visits are made regularly e.g. Swimming Pool, risks shall be reassessed at least annually or upon request from any person.

Briefing to Pupils

Pupils to be briefed on safeguarding and risk minimising.

Supervision

It is important to have a high enough ratio of adult supervisors to pupils for any visit.

There shall be a **minimum** requirement of 2 Adult supervisors for any Off-Site activities. On **Residential Visits this shall be 1 adult to 10** pupils or less. All possible consideration and effort shall be made to ensure both female and male adults accompany residential visits.

Appropriate levels of supervision should be based upon the Procedural Guidance in Appendix 2

Voluntary Help

The Governors recognise that the success of educational visits often relies upon the good services and willingness of volunteers to accompany the trip. However, the school shall always make the final decision as to which volunteers accompany a visit. Volunteers will normally be people well known to the school as either parents or governors.

It should be clear to the volunteers that to offer help voluntarily does not negate legal responsibilities and that they have a duty of care to ensure the health and safety of the pupils in their charge. This section of the policy shall be made available to the parents prior to the visit.

Every volunteer accompanying the visit should know precisely what their role is and understand that they have a responsibility to ensure they carry out that role. They must also understand that they have a responsibility to follow the instructions of the group leader. Where the teacher has been able to identify volunteers well in advance these shall be made known to the children and opportunities found for the volunteers to meet the children in their care. If a volunteer is required to stay with a particular group of children a list of names of those children shall be made available to the volunteer, as shall the school's telephone number and the visits itinerary.

When considering residential visits all non-staff adults, usually volunteers shall be named and have an appropriate DBS certificate.

Information to Parents

Parents shall be always be made aware when their children are leaving the school premises in the form of a letter.

This letter should include:

- Date of the visit and time duration, incl. leaving and estimated return times.
- Information relating to any special requirements, clothing, packed lunch etc.
- Details of voluntary contributions to the cost (if the visit takes part within school hours).
- Details of cost if the visit takes part mainly out of school hours, e.g. Residential.
- Any required meetings with parents (usually residential)
- Consent forms and a request for details of any child's needs (medical).

(See Appendix 6 for Visit's Procedure)

The Governors recognise the right of parents to refuse to allow their child to take part in a visit. Under such circumstances the Headteacher must make alternative arrangements for the child within school that day and the teacher must ensure that the National Curriculum work that is being developed during the visit is made available in another form to the pupil concerned. Any children not taking part shall be required in school the day of the visit. Absence due to a refusal on the part of the parent to let the child take part shall be regarded as an unauthorised absence.

First Aid

First Aid should form part of the risk assessment.

In all cases a first aid box must be readily available during the course of a visit.

If possible a trained first-aider shall accompany each visit and adequate cover must be provided for children remaining at school.

For day or part-day visits a trained first-aider shall be available if possible.

For Residential Visits a trained first-aider shall be available.

Risk assessment of the visit and activities will determine if a first-aider is essential.

Insurance

Any organised trip, which is authorised by the school then the LA insurance arrangements, shall prevail. The Activity Leader shall always ensure that appropriate cover is provided and parents informed. **(Appendix 3)** Parents shall also be given information noting that they themselves can take out further increased insurance themselves. The Headteacher shall be made aware of all arrangements.

Emergency Procedures

In an emergency the lead member of staff shall assume responsibility, in the event of their incapacitation another member of staff will deputise. This lead person will make the decisions about how the visit proceeds in conjunction with the travel company and venue/destination. When/if required support can be sought from SLT or Emergency Services.

The school will appoint a member of the management team as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

All incidents and accidents occurring on a visit will be reported back through the school systems.

For Residential Visits a copy of the names, addresses & telephone numbers of pupils and staff shall be kept at school together with a complete copy of the itinerary and contact numbers for places being visited and the Residential Base.

This information must be available to the LA if required at any time.

Discipline

All visits shall be conducted according to the School's Behaviour and Discipline Policy. The need to ensure appropriate behaviour is vital. Clear standards shall be identified and adhered to.

However, where a teacher feels they will not be able to 'control' a particular child adequately, where there is a real concern regarding the Health & Safety of the child him/herself and other children involved in the activity, then the Headteacher shall make a final decision on whether that child is allowed to take part in the visit. In this case the school must make alternative arrangements to ensure that National Curriculum work developed during the visit is made available in another form to the pupil concerned.

When dealing with residential visits where the majority of the time is out of normal school hours, no work need be made available and the Activity Leader shall make the final decision as part of their responsibility.

Pupils with Special Medical Needs

If a pupil requiring specific medical needs is to take part in an off-site activity, the school shall ensure that the protocols governing the Administration Of Medicine (See Health & Safety Policy) extends to the differing circumstances of that activity. E.g. It may not always be possible to ensure that the adult responsible for administering the medication is on hand during the activity. If it is not possible to ensure adequate risk protection for the pupil concerned, the Headteacher or Activity Leader shall make the final decision as to whether the pupil should be included in the activity for his/her own good. Parents shall be consulted within the process, but the final decision must be with the person responsible for the visit.

During a residential visit, parents shall be asked to give their authorisation to the leader of the party to act for their child should the need arise for emergency medical treatment during the course of the visit. If the parent is unable to give this authorisation, the Headteacher shall consider whether the resultant risk to the child precludes them from taking part. If a pupil is included in the party where parents have not given authorisation, a clear, unequivocal protocol must be supplied by the parent including appropriate enforceable notification to any medical practitioner that may find themselves looking after the pupil's medical or surgical needs.

Licensed Activities

Any 'Adventure Activities' that require a license under the Activity Centres (young Persons Safety) Act 1995 and the associated Adventure Activities Licensing Regulations 1996, shall be assessed accordingly, by the Headteacher ensuring that the Provider is licensed. **(See Appendix 4)** A pre-Visit will be regarded as a necessary requirement.

Voluntary Contributions

Any Educational Visit taking part wholly or mainly during school hours shall be free of mandatory charge. (See Charging & Remissions Policy). However, in order to overcome financial constraints the school may ask for voluntary contributions to cover transport and entry fees. No child shall be penalised if their parents cannot or will not pay. The school shall with prudence, subsidise visits where possible at the discretion of the Headteacher.

Where 50% of the time is out of normal school hours e.g. during residential visits the trip must be fully funded wherever possible.

Accounts

All accounts relating to visits must be kept accurately and made available for inspection by Auditors and parents. LA financial regulations must be adhered to at all times. The school shall make no financial profit from any visit, although monies may be kept to pay for administration costs. Where any monies have accrued after this they shall be refunded to the parents concerned in an appropriate manner.

The Headteacher shall account for such funds/expenditure annually to the Governing Body for acceptance.

Transport

- The school shall only use coach and bus companies that comply with relevant health and safety standards
- The Legal requirements regarding seat belts shall be adhered to at all times. Carr Junior School requests buses with 3 point belts. The school shall provide sufficient supervisory staff on hired coaches to ensure the health, safety and welfare of the pupils.
- If public transport is to be used, close supervision of the pupils must be ensured. Pupils shall be prepared in advance concerning the expectations of their behaviour. Where a staff member considers it inappropriate to include a particular pupil because there is serious doubt about their ability to behave, the staff member shall inform the Headteacher who shall make a decision as to whether that pupil takes part. If the Headteacher decides it is inappropriate to take the pupil concerned, a suitable alternative occupation for that pupil shall be found on the occasion of the visit.
- If a hired Minibus is to be used a Minibus qualified staff member only shall drive this vehicle.

Private Use of Cars.

If the private cars of both staff and parents are to be used to transport pupils, then the Headteacher should be confident that the drivers and vehicles are legal. The following details need to be current:

- Valid driving licence
- Vehicle road fund licence and MOT certificate
- Vehicle insurance valid for carrying passengers on school off-site visits.
- Correct child restraints for all young persons

Volunteer drivers will be asked to sign a declaration indicating that all these requirements are in place at the time of the visit. **(See Forms on Evolve)**. Teachers offering their services must ensure that they have appropriate insurance cover for conveying pupils during the course of their professional duties. Spare blank copies of Declaration Forms shall be kept for emergencies where for example, a parent can no longer offer their services and a replacement is needed at short notice. There shall be no reimbursement of parents or teachers for the use of their vehicles, as this will invalidate insurance cover.

Parents shall always be informed of the type of transport to be used.

Approval

The visit organiser should ensure he/she has completed the 'Planning Check List for Visits' (**See Forms on Evolve**) and given a copy to the headteacher together with any risk assessments for the visit prior to final approval.

Notification

Any Residential, Adventurous Activity or Visits involving water require notification to the CYC Educational Visits Adviser at least 4 weeks prior to the visit taking place.

The visit form should be submitted using the CYC Evolve site.

Evaluation

All visits will be evaluated by the Group Leader with the EVC. A short evaluation report will be made available for the Governing Body.

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

The Group Leader and Office Manager are responsible for presenting a financial account for the visit which will be audited as part of the schools' procedures.

Internal Monitoring and Review

This can be done by monitoring the effectiveness of the policy.

- Compliance with procedures on educational visits should form part of the school management monitoring procedures.
- Requiring the headteacher to report to governors on an annual basis on the effectiveness of this policy.
- Taking into serious consideration any complaints regarding educational visits from parents, staff or pupils.
- Reviewing the policy every three years.

Further Information & Advice

- Use the evolve site for all up to date Information.

The following documents are available.

- DFES Health & Safety of Pupils on Educational Visits (HASPEV) guidance incl.
- Standards for LEAs in Overseeing Visits
- Standards for Adventure: For schools & Youth Workers
- A handbook for Group Leaders
- Water Margins
- Exchange Visits

Appendix One

Pre-Visit Procedures

When undertaking a risk assessment during a pre-visit or visit update the following variables shall be taken into account:

- The number of pupils involved
- The age of the pupils, their sex, ability and general behaviour
- The previous experience of the group in undertaking off-site visits
- The time of day and the time of year
- The travel arrangements
- The hazards of the environment being visited
- The numbers, experience and quality of accompanying staff and volunteers
- The nature of the activity
- First Aid requirements

When using the Basic Risk Assessments produced by the LA the leader should ensure that they take ownership and amend the risk assessment if necessary. All participants should be made aware of the hazards and control measures used to control the risks.

Appendix Two

Supervision Levels

From DfES document entitled "Health and Safety of Pupils on Educational Visits, Section 3. (HASPEV)

Factors to be considered when deciding on appropriate levels of supervision:

- The numbers, sex, age and ability of the group
- The special educational and medical needs of the pupils
- The type of activity being undertaken
- The experience and competence of all the adults accompanying the activity
- Duration of the activity
- The type of accommodation when it is a residential activity
- Competence and behaviour of the pupils
- First aid cover available.

Other factors may include the weather, time of day

Staffing Ratios

When leaving the school premises a staff to pupil ratio of 1 to 10 is a minimum requirement.

Residential Visits require a minimum of 1 adult to 10 pupils, and again a minimum of two adults for health and safety reasons.

There should be at least one teacher from each sex for mixed groups where possible

The factors listed above will determine if these staffing ratios will require increasing.

Two staff shall be present in case of emergencies, where one member of staff has to stay or leave the group to summon help

Appendix Three

Types Of Insurance

Types of Insurance to Consider:

- Public liability
- Employers liability
- Personal accident cover for all adults including teachers
- Medical treatment costs
- Specialised activity risks
- Loss or damage of hired equipment
- Emergency costs including accommodation and transport
- Compensation against cancellation or delay, loss of personal possessions, baggage and money
- Legal assistance in the recovery of claims
- Failure or bankruptcy of an agent or travel company

LA insurance covers all pupils; staff and volunteers authorised to take part in the visit.

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Licensed Activities

The following activities require licences:

- Caving (including exploration of disused mines, cave diving and potholing)
- Climbing, which includes abseiling, but does not include activities undertaken on a purpose built wall or tower
- Trekking, including mountain biking, and horseback riding when this is undertaken in a remote area (*more than 30 minutes from the nearest road or refuge*) of moorland or mountain country
- Watersports such as canoeing, rafting and sailing undertaken on the sea, in tidal waters or where the water is more than 100 metres across or is known to be turbulent.

The Headteacher must discover if the provider is licensed if undertaking any of the above from:

Adventure Activities Licensing Authority
17 Lambourne Crescent
Cardiff Business Park,
Llanishen
Cardiff CF14 5GF
Tel. 02920755715

Internet site: <http://www.aala.org>

A statement on Risk Management should be sought from the Centre and approved by Governors prior to any residential visit.

Whilst the above activities fall within the requirement to be licenced, CYC have identified the following activities which require equivalent controls to be carried out safely.

Adventurous Activities

The City of York LEA considers the following to fall within the adventurous activities category due to the inherent risks involved.

They may however not all be licensable.

Further advice in the Guidance and Resource section of Evolve.

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Licensed Activities

The following have been identified as Adventurous or Higher Risk Activities

- Abseiling
- Aerial runways, zip wires
- Archery
- Assault courses
- All activities in 'open country'
- All forms of boating (excluding commercial transport)
- Angling
- Bungee jumping
- Balloon Flights
- Camping
- Caving, potholing and mine exploration
- Climbing (rock/wall), sea cliff traversing, abseiling
- Cycling, mountain biking
- Canoeing
- Coasteering/coastal scrambling/sea level traversing
- Coastal Visits – remote environments
- Go-karting, quad biking
- Gliding
- Helicopter flights
- High level rope courses
- Hill Walking and Mountaineering
- Horse Riding and Pony trekking
- Ice Skating (All Venues)
- Kayaking
- Motor Sport – all forms
- Martial arts, self defence
- Orienteering
- Parachuting, paragliding, parascending or other non-commercial flights
- Rafting or improvised rafting
- River/gorge walking or scrambling
- Rock climbing (including indoor climbing walls)
- Sailing / windsurfing / kite surfing / board surfing
- Shooting including Paintballing
- Skiing including indoor and dry slopes

- Snorkel and aqualung activities
- Snowboarding
- Swimming
- Theme Parks and Water Parks
- Underground exploration
- Use of powered safety/rescue craft
- Extreme sports

This list is not definitive and the school's EVCs and Visit Leaders should bear in mind that activities which would not normally be considered hazardous might become so by reason of environmental conditions or the nature of the group undertaking them. Seek LA advice and or approval for any visit or journey not listed that have an equivalent risk to the above activities.

Appendix Five

Transport Declaration Form

I, _____ (name) hereby declare that I have the following requirements for transporting pupils for off-site activities on _____ (date).

ÿ Current, valid driving licence

ÿ Current vehicle road fund licence and MOT certificate

ÿ Current vehicle insurance valid for carrying passengers on a school off-site visit.

ÿ Secure rear seatbelts in the car to be used.

ÿ Appropriate child restraints for all young people.

Signed _____

Appendix Six (Page 1)

Off-Site Visit Procedure

The following procedures are a guide to the successful running of educational visits:

- Visit to be discussed with Headteacher
- Visits to be self-financing wherever possible. Any subsidies to be authorised by Headteacher & Governors
- A pre-visit is to be made. A planning Checklist (See Forms Evolve) & a risk assessment to be completed.
- Headteacher to authorize using evolve system
- Letter to parents to include:
 - Nature of visit
 - Departure & arrival times at school
 - Method of transport
 - Cost of trip, incl. Provisor where considered necessary that if voluntary contributions are not received the visit may be cancelled.
 - An authorisation parent consent form.
 - Information on packed lunches if relevant, suitable drinks containers.
 - Sensible clothing, shoes and any other information regarding the visit.
- Allow time for letters to be typed - at least two days.
- School Secretary to keep accurate record of monies paid from each child concerned. Staff to send money to the office upon receipt from children with authorisation slip. A receipt will be kept by the secretary for the total amount of the visit and signed and authorised by the Headteacher.

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- Details of the visit, incl. Times of departure & arrival times at school, names of staff going, to be entered in school diary
- Classteacher to keep an accurate record of children and attendance registers to be sent to the office on leaving.
- List of children to be taken on the trip, and individual helper lists if appropriate.
- Mobile phones if possible, & school telephone number to be taken on all visits.
- If all the school is going on the visit then a staff member (usually the Headteacher) shall remain as a school contact.
- Cat 1,2 and 3 visits will be authorised at establishment level using the Evolve system. LA to be for all category 4 and 5 visits using evolve at least 4 weeks prior to the event.