

Marland School

VISITS AND OFF-SITE ACTIVITIES POLICY

**This policy was adopted by the Governing Body
of
Marland School
on
11th March 2019**

Review Date: 11th March 2019

To be reviewed: March 2020

Visits and Off-site Activities Policy & Procedure

1. Introduction

The policy covers all off-site visits and activities organised through the school and for which the Governing Body and Principal are responsible.

The governing Body endorse the Devon County Council policy document “Outdoor Education, Visits and Off-Site Activities Health & Safety Policy 2018”(OEVOSA) as the basis for the school’s health and safety policy for the management of visits and off-site activities. The purpose of this policy is to explain *how* the overall OEVOSA policy will be applied in practical terms at a local level, and in particular, the specific roles, responsibilities and arrangements that will apply at *Marland School*. This policy also complements and should be read in conjunction with the School’s Health & Safety and Safeguarding Policies.

The 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 Governing Body recognises the significant educational and social value of visits and activities which take place away from the immediate school environment.

The Governing Body aims to enable Marland School to become an educational environment in which all members of the school community can thrive, regardless of race, religion, culture, 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 Governing Body, Principal / Head Teacher, the visit leader, members of staff, students 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 Marland School that all visits and off-site activities are safe, well-managed and educationally and / or socially beneficial.

2. Responsibilities of the Principal

(Overseen by each Head Teacher of Residential Site, Secondary Day Site and Primary Day Site)

The Principal will:

- ensure all visits and off-site activities have specific and appropriate educational and / or social objectives.
- have overall responsibility for the approval of all visits and activities, based on compliance with the OEVOSA document and recognised good practice, even though this task has been delegated to Marland Schools EVC – Debbie Parker
- ensure that all off-site visits, and especially residential visits, are carried out with reference to the Safeguarding Policy and Staff Code of Conduct
- ensure that there is a suitably experienced and competent Educational Visits Coordinator (EVC) to oversee adherence to the OEVOSA policy and that the tasks associated with this role are clearly outlined in this policy
- 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.
- provide relevant induction, training and other Continuous Professional Development opportunities for staff involved in the provision of visits and off-site activities
- ensure that for all off-site visits and activities risks have been assessed, the significant findings of these assessments recorded and any appropriate safety measures implemented accordingly

3. Responsibilities of the Educational Visits Co-ordinator

Although holding the ultimate responsibility, the Principal has delegated specified tasks to a suitably experienced and competent EVC. The EVC is responsible for carrying out the following agreed tasks and attending the relevant training and update training provided by the Local Authority (LA).

Name of EVC: *Debbie Parker*

The functions delegated to the EVC are:

- to be the principal contact with the LA over planned visits
- to establish monitoring systems to ensure that educational visits are undertaken in accordance with OEVOSA and the school specific arrangements named in this policy
- to ensure that the management of visits and off-site activities is informed by an appropriate risk assessment
- to draw up the Standard Operating Procedures for ‘routine and regular’ visits and activities
- to manage and update the Evolve website, including updating staff lists and training records
- to ensure that approval and endorsement arrangements for all visits are in accordance with OEVOSA requirements
- to provide staff with support, advice and information that they need to comply with OEVOSA requirements

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- to ensure that leaders and staff have any relevant qualifications and are competent to lead and support particular visits and activities as outlined in OEVOSA
- to ensure that procedures to inform parents and to obtain their consent where necessary are in place (Consent is gained from Parent / Carers when students first start at each school. Residential trips and out of the ordinary trips require further informed consent)
- to ensure that appropriate emergency arrangements are in place for visits and off-site activities
- to review accident and incident reports relating to visits and off-site activities to ensure that any lessons are learnt
- to ensure that any third party provider / contractor / coach has been vetted for competence in accordance with the requirements of OEVOSA.

4. Responsibilities of the Visit Leader

The party visit leader will:

- have overall responsibility for the supervision and conduct of the visit or activity.
- obtain the Principal's approval via the EVC on his behalf before any off-site visit or activity takes place and where appropriate, LA endorsement for the visit in line with OEVOSA and the specific arrangements of this policy prior to undertaking the activity.
- assess the risk to students, staff, and members of the public presented by the visit or activity in order to identify and implement any safety measures accordingly. This process will be undertaken in line with the arrangements described in section 7 of this policy.
- carry out specific activities in accordance with the detail of OEVOSA
- use the school planning checklist to ensure all procedures have been followed.
- vet any third party provider / contractor / coach for competence in accordance with the requirements of OEVOSA
- Brief all accompanying staff, volunteers and students in roles, responsibilities and expectations.
- inform parents/carers fully about visit and gain their consent if it is not covered by the 'activities consent list' that is originally sent out when the student starts at Marland.
- continually re-assess risks during the activity and make adjustments accordingly.
- establish appropriate emergency and contingency arrangements for the planned visit or activity which will include the identification of sufficient first aid cover.

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

Members of staff and volunteers should:

- Assist the party leader to ensure the health, safety and welfare of others including the students on the visit.
- Be clear about their roles and responsibilities whilst taking part in a visit or activity

6. Responsibilities of students

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

7. Responsibilities of parents / carers

Parents / Carers 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 parent / carers should:

- Support the application of any agreed code of conduct
- Inform the school of any medical, psychological or physical condition relevant to the visit
- Provide an emergency contact number
- Provide consent in accordance with the schools procedures

8. Risk Assessment

The school is committed to a wide variety of outdoor activities, many of which will be repeated over each academic year where the risks will be very similar or the same.

Therefore, when visits are 'routine and regular' in that they occur repeatedly each academic year, the measures taken to control these risks are listed in the Standard Operating Procedures (SOP) in Appendix A. These are the control measures that will apply to all such visits and off-site activities and have been drawn up by the EVC and will be brought to the attention of anyone undertaking the role of Visit Leader.

In assessing the risks presented by a planned visit or activity, the Visit Leader must judge if the SOP are adequate for controlling the risks. For each visit/activity, the SOP document will be generated electronically and attached to the EVOLVE form. The Visit Leader will either confirm these as adequate for the proposed visit/activity or the additional control measures needed will be listed in the final enhanced risk assessment column.

Any ad hoc visit which is not repeated regularly, plus any activities delivered by school staff falling within the definition of Category B, will have a separate stand-alone risk assessment, as will any overseas Category C visit. This process will be undertaken by the Visit Leader who, whilst being supported by the EVC, will be competent and equipped to complete this task. To meet statutory requirements and to ensure sufficient communication with other staff involved, this risk assessment will be recorded using the risk assessment format in Appendix B.

9. Approval of off-site activities

The EVC will be responsible for approving all off-site activities subject to assurances that arrangements are in line with this policy and risks are adequately controlled. This includes approving the Visit Leader for each visit or off-site activity.

There are 3 categories of visit:

Category A:

Non-adventurous visits i.e. visits to local places of worship, farms, public places etc
Non-adventurous residential visits i.e. cultural visits to towns/cities etc

Category B:

Adventurous visits where activities are *delivered* by school staff (i.e. Coasteering, surfing etc)
Adventurous day visits led by external providers (i.e. visits to climbing centres, a pony trekking centre etc)
Adventurous residential visits to outdoor centres

Category C:

Visits of all types outside the UK

In-line with the requirements of OEVOSA, details of Category B and C visits will be uploaded to the Evolve on-line system to facilitate the approval by the EVC ahead of final endorsement by the Local Authority Adviser for Outdoor Education.

The policy of *Marland School* is that Category A visits will be uploaded to the Evolve system to allow the EVC to monitor the management of off-site visits. The EVC will provide a regular report to Governing Body about the off-site activities which have taken place from the school

10. Safeguarding

The safety and welfare of students is paramount. In the event of a safeguarding issue or concern being identified during the trip or visit, the visit leader should follow the school's safeguarding policy and procedures. All staff and volunteers on the trip should be made aware of these before the trip or activity takes place. Arrangements should be in place to enable contact with the school's Designated Safeguarding Officer outside normal school hours if necessary. Contact details should be communicated to all staff/volunteers on the trip (as well as the visit leader) in case the safeguarding concern is about the visit leader.

11. The provision of training and information

A copy of this policy, along with the overall OEVOSA document, will be made available to all staff within the school who may be responsible for participating in off-site visits and activities and to any parent / carer requesting a copy. Access will also be made available to the overarching OEVOSA policy, and additional guidance information, via the Babcock LDP website: www.babcock-education.co.uk/ldp

The Principal (overseen by the Head Teachers of each school site) will ensure that staff leading or participating in visits are competent for the activities involved. When required, specific training will be undertaken and competencies maintained in accordance with the

requirements of OEVOSA. This process will be overseen by the EVC and records of qualifications will be uploaded to the Evolve system.

12. Action in the case of emergency

The EVC will ensure that emergency arrangements are in place before approving visits. The Visit Leader will identify these arrangements via a process of risk assessment as described in section 8 above. Where necessary, this assessment must include the identification of contingency plans. It will also include the identification of sufficient First Aiders, as well as emergency contact details which must include a school contact for outside normal hours if necessary. Any accidents and incidents that occur during off-site visits and activities will be reported. An accident / incident form to be completed and given to Health & Safety Coordinator and any notifiable accidents and incidents will be recorded on OSHENS informing Devon County Council. Accidents and incidents will be subsequently reviewed within the school to identify any learning points.

13. Management of specific provision

Category A Visits (Day visits not involving adventurous activities) are also recorded via the EVOLVE system.

Refer to appendix 1 '**When Taking A Trip Out You Should**' for detailed information.

14. Safety and Supervision on school journeys

Marland has a number of vehicles which are used regularly for school journeys. These vehicles are used across the 24 hour curriculum. School vehicles are also used for transport on school outings, to sports fixtures and to collect and return students to railway stations and to home.

All vehicles are subject to regular and stringent maintenance checks. All school vehicles have MOT certificates and comprehensive motor insurance, said documents being held by the school administration team.

The school provides booster seats where appropriate.

15. Procedure for members of staff to drive school vehicles and/or their own vehicles on school business

- Documentation the Health & Safety Coordinator must see on annual basis of members of staff who intend to drive a school vehicle:
- Driving licence – this is done via Driver & Vehicle Website where drivers entitlements and any endorsements are held.
- Completed declaration form

In addition if a member of staff uses their own vehicle on school use that includes transportation of students or other staff:

- Insurance certificate that includes cover for work or business use.

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- MOT certificate where applicable.
- All members of staff must disclose any physical/mental illness, condition or impairment which may prevent them from safely discharging their responsibilities as a driver.
- All members of staff must disclose any and all driving convictions, whether noted on the driving licence or pending. If a member of staff, who drives school vehicles, receives, or is due to receive, a driving conviction whilst at Marland, they must disclose said conviction/pending conviction to the SFM as soon as possible and may not drive a school vehicle until they have received clearance from the SFM.
- All members of staff are personally liable for any infringements of laws relating to the use of a vehicle whilst driving a school vehicle.

16. Procedures for school transport

- All students are supervised getting in vehicles, they should not be allowed in vehicles without staff supervision.
- The driver will not commence any journey until all students are seated with their seatbelts securely fastened.
- Regular disruptive behaviour may lead to the withdrawal of school transport facilities for the students for a fixed period of time.
- All drivers will have a mobile telephone and a First Aid kit is carried on all school vehicles.
- The driver has ultimate responsibility for safety on school journeys and will take all reasonable precautions to ensure the safety of students whilst on school transport.

17 Monitoring and review

The Governors will review this policy:

- Every two years.
- After any significant changes to the management of outdoor education locally
- After any significant changes to the OEVOSA document
- After an incident

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Chair for the Governing Body

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Date

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Principal

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Date

APPENDIX A – SECONDARY SCHOOL

GUIDANCE - USING GENERIC STANDARD OPERATING PROCEDURES

The following Standard Operating Procedures (SOP) are designed to make the risk assessment process more straightforward for visits which are 'routine and regular'. The generic document below has been pre-populated with typical hazards and their associated control measures which would apply in routine visits and off-site activities undertaken in the primary phase.

The Educational Visit Coordinator should review these generic controls against the specific needs and circumstances of the schools 'routine and regular' visits and activities and amend/edit them accordingly. Specifically:

- delete anything that does not apply
- add anything local that you have in place but is not listed
- amend each bullet point so that it describes exactly your situation

The final SOP document represents the control measures which should be applied by staff in work practices for all 'routine and regular' visits and should be included as an Appendix to the school's Outdoor Education, Visits and Off-Site Activities Policy document. Staff should be briefed in the content and purpose of these SOP.

Copies of the SOP should be made available to Visit Leaders to review and possibly amend ahead of any planned visit/activity. In assessing the risks of any upcoming 'routine and regular' visit/activity, the Visit Leader needs to judge if the SOP adequately control the risks. For example, this could be individual medical issues relating to a pupil or a concern about the behaviour of a specific class. If the SOP are judged sufficient, then no further actions are required beyond confirming the statement at the top of the document. The visit/activity should then proceed in accordance with the SOP. On the other hand, if the SOP are deemed inadequate, then the right hand 'enhanced risk assessment' column must be completed with any additional control measures required.