

**WEST WITTERING
PAROCHIAL PRIMARY
SCHOOL**



**OUTDOOR EDUCATION
AND
OFF-SITE EDUCATIONAL
VISITS
POLICY**



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Policy for Outdoor Education and Off-site Educational Visits

1. Introduction

1.1 **West Wittering Parochial Primary School** provides many opportunities for its pupils to enrich and enhance their on-site learning through use of Outdoor Education and Off-site Educational Visits. This encompasses residential activities, environmental studies, sports, physical and cultural activities, and adventurous activities.

Aims – to foster learning through:

- First hand experiences which enthuse and motivate
- Gaining and extending knowledge about the environment, people, places, situations and related issues
- Practising and applying a range of practical investigative skills including questioning, exploration and research, making comparisons, and analysis
- Developing organisational, observational and recording skills

1.2 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, whilst acknowledging that an element of risk-taking in a managed situation, where risks are reduced, is beneficial to pupils. There is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.

1.3 This document outlines the specific policies and procedures for **West Wittering Parochial Primary School**. It supplements and follows the advice and guidance contained within the following significant publications:

- West Sussex County Council Local Educational Authority's "Regulations and Notes of Guidance for Off-Site Activities".
- The Department for Education (July 2011) "Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies".
- The Health and Safety Executive in conjunction with the Department for Education and Skills (DfES) published "Health and Safety Responsibilities and Powers" statutory document.
- The DfES document "Health and Safety of Pupils on Educational Visits" (HASPEV 1998)
- The supplementary guidance published by the DfES (2002)
- Part 1 - Standards for LEA's in overseeing educational visits
- Part 2 - Standards for Adventure
- Part 3 - a handbook for Group Leaders

2. Roles and Responsibilities

2.1 **The Governing Body** monitors Health and Safety including procedures linked to educational and residential visits. It satisfies itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed. It will challenge the EVC if any areas of the process are giving cause for concern. All off-site visits that are residential, abroad, or hazardous need to be approved by the Governing Body once they are satisfied that:

- i) they comply with WSCC regulations
- ii) that venues have been checked by the EVC
- iii) that activities will offer age appropriate experiences for all pupils wherever possible, with links to long term planning objectives

They should ensure that voluntary contributions or charges comply with the schools current Charging Policy.

Such approval must be recorded in the minutes of the Governing Body.

2.2 **The Head Teacher** is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature. This is usually through discussion with regard to suitability and educational value, and cross referencing with the Bursar to ensure funding is available, and that the visit is good value for money. No financial commitment should be agreed until all relevant approvals have been achieved.

2.3 **The Educational Visits Co-ordinator (EVC)** is the Headteacher, who will monitor the planning and preparation for all visits at an early stage and ensure 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 (Appendix B) which should be completed at least a week before a visit, 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, as contained in our staff induction pack
- Ensure that Criminal Records Bureau disclosures are in place where necessary
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event (See School Emergency Response Plan)
- Keep records and make reports of accidents and "near misses"
- Review and regularly monitor procedures
- Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC Regulations & Notes of Guidance for Off-site activities.

- Complete optional OE2 External Providers form (Appendix C) for residential visits (on the Evolve website), for LA approval. This optional form provides information on what WSCC expects an external provider to deliver. It should be sent to any provider being considered for the first time and attached to the evolve form as evidence of the planning process. Information is available through the Evolve website about other West Sussex Educational Establishments that may have used such a provider before.
- Ensure staff are aware of the resources available on the EVOLVE website – www.westsussexvisits.org
- Ensure that all transport used complies with safety checks. If parents are transporting pupils the paperwork (insurance, MOT and driving licence) should be checked by the School Secretary. A list of which pupils are travelling in which vehicle must be left at school as well as taken on the visit by the Group Leader.

2.4 **The Group Leader** is responsible for identifying the purpose of the visit and following the checklist published in the Local Authority guidance (Appendix D). 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 (on-line) form if the visit is out of County (available to registered staff on <http://www.westsussexvisits.com/>).

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 Grid for Learning. Training for group leaders will be arranged as necessary 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. Group leaders will ensure that all adults know which pupils they are responsible for. They will know which ones (if any) have medical or other needs, convey that information to the relevant adult and ensure all necessary medical kit is taken on the visit. They will support all pupils to gain the most they can from their visit, and be responsible for their safety at all times.

They will take account of:

- Generic risks as published in this document and the WSCC Regulations and Notes of Guidance for Off-site Activities.
- Event Specific Risks as identified from a pre-visit or thorough 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 the risk assessment control measures
- Evaluation Report On return the Group Leader must report to the EVC and, where necessary, an evaluation report should be completed (post-event review) in order to achieve any learning about a 'near miss' or where an incident took place but fortunately did not require the completion of the Accident/Incident report form HSW3. If such a form was completed at the

venue, there is still a need to place such an occurrence on the record at the 'home' establishment. A general evaluation of the visit will inform future visits and may be a useful check on the value of the risk assessments undertaken.

2.5 **Other adult helpers** should read risk assessments. They should support staff and group leaders so that pupils experience on the educational visit is positive, and safe. They should feedback for the post-event review if appropriate.

2.6 **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 Educational Visits

3.1 Parental Consent. Copies will be held in the school office. Parental consent forms will not normally be taken on the visit. (See Appendix A)

3.2 An Evolve Visit form must be completed for all residential visits and for those that are either visits abroad or for adventurous/hazardous pursuits. Out of County visits are also required to use this system. School Journey Insurance is purchased through the Local Authority.

3.3 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 the WSCC guidance or www.aala.org.uk) If this is the case their licence number need only be quoted instead of actually requiring copies of their risk assessment documents.

S. O'Boyle
November 2015

Review Date: October 2018

APPENDIX A

SAMPLE PARENTAL CONSENT FORM

South Downs Planetarium – Monday, 14th November 2011

I give permission for my child _____ to visit the Planetarium.

I enclose a £7 voluntary contribution towards the cost of this trip.

I will not hold the teacher in charge responsible for any injury, loss or damage related to my child unless due to professional negligence.

- I will take my child to the Planetarium for 9:30am and have spaces for ____ children.
- I am unable to take my child to the Planetarium. Please organise a lift.

Signed: _____ Date: _____

APPENDIX B

RISK ASSESSMENT FOR OFF-SITE ACTIVITY

Activity: Location: Date:

Name: Organisation/school: Class: Group Leader:			
Assessment undertaken (date): Signed:		Date: Assessment Review date:	
List of hazards here:	Lists of groups of people who are especially at risk from the significant hazards you have identified:	How will you control this risk? (You can append or refer to relevant documentation that explains your safety arrangements, eg letter to parents, booklet prepared for students, letter from residential centre, extract in safety manual etc.	Post event review (use this column to comment if you have a concern or an incident occurred)

RAOS1

APPENDIX C

PROVIDER STANDARDS FORM OE2



For completion by providers of outdoor education, visit venues and off-site activities to West Sussex schools and education establishments.

Name & address of provider/organisation: -

The provider named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed. Please tick all specifications you meet. Indicated by a cross any you cannot meet. Write N/A against any specification, which does not apply to your provision.

Section A should be completed for all visits. Section B (adventure activities) should be completed, if applicable.

Section A – ALL PROVIDERS

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and has a health and safety policy and recorded risk assessments which are available for inspection.
2. Accident and emergency procedures are maintained and records are available for inspection.
3. The staff have the experience, competence and professionalism to work with the age range and ability of prospective groups.
4. There are adequate and regular opportunities for the group leader to liaise with the provider and describe the activities to the staff.
5. The Centre has a Code of Conduct, which can be provided in advance of any booking and to which visiting groups should adhere.
6. All reasonable checks, including Criminal Record Bureau checks, are made on staff that have unsupervised access to young people.
7. There are adequate and regular opportunities for liaison between visiting staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to visiting staff.
8. The provider has public liability insurance for at least £10million. (please attach a copy of your insurance certificate of cover)
9. The provider will take all reasonable steps to allow inclusion and participation for any young people who have special needs or have a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001.
10. The provider encourages responsible attitudes to the environment as an integral part of the programme.

- 11. All vehicles are roadworthy and meet statutory requirements. Drivers are PCV qualified or operate with a small bus permit and local minibus driving assessment.
- 12. A current fire certificate covers all accommodation – or advice from a fire officer has been sort and implemented and a fire risk assessment has been completed.
- 13. Security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation.
- 14. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is suitably located to ensure adequate supervision.

Section B – PROVIDERS OF OUTDOOR AND ADVENTUROUS ACTIVITIES

- 15. The provider meets the requirements of the Adventure Activities Licensing Authority (AALA)

For AALA licensable activities the specification in this sections may be checked as part of an AALA inspection. However, providers registered with the AALA are also asked to consider the statements below with respect to any activities or aspects of their provision not covered by the licence.

- 16. The minimum ratios of staff to young people for the activities conform to those recommended by the appropriate National Governing Body or, in the absence of this, the providers Code of Practice and informed by a risk assessment.
- 17. The provider operates a policy for staff recruitment, induction and training which ensures that all staff with a responsibility for participants is competent to undertake their duties.
- 18. The provider maintains a written code of practice for each activity which is consistent with relevant National Governing Body guidelines or, in their absence, recognised national standards.
- 19. Staff competencies are confirmed by the appropriate National Governing Body qualification for the activity to be undertaken, or staff have had their competencies confirmed by an appropriately experience and qualified technical adviser.
- 20. Please list the adventurous activities you will be providing along with the minimum qualification or training an instructor will have. Where appropriate please give details of the nature of the location to be used:

ACTIVITY	MIN QUALIFICATION/TRAINING	LOCATION
<i>Eg: Canoeing</i>	<i>BCU Level 2 Coach</i>	<i>Sheltered Lake</i>
.....		
.....		
.....		
.....		

.....(continue on a separate sheet)

- 21. Visiting groups will have access to appropriate first aid. Centre based staff are practised and competent to respond to accidents and incidents.
- 22. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
- 23. All equipment used for activities is suited to the task and adequately maintained in accordance with current good practice.

If any of the above specification cannot be met or are not applicable, please give details:

Details of any accreditation with AALA, National Governing Body, Tourist Boards etc:

I certify that the organisation I represent complies fully with the requirements set out above. It will observe all the above conditions during the proposed visit.

Signed: Date:

Name: Position in Org:

Tel: Fax:

Email:

Website:

Thank you for completing this form. Please return it to:-

Martin Tomlinson Outdoor Education Adviser 40 North Street
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APPENDIX D

PLANNING CHECKLIST FOR OFF-SITE ACTIVITIES

This checklist is to help the Headteacher, Educational Visits Co-ordinator and the Group Leader to ensure:

- *The safety of the participants and staff*
- *The maximum educational benefit to participants*
- *Effective organisation and administration*
- *Issues related to access and conservation are addressed*

It may be used by the Head of establishment to decide whether final approval for a visit is given.

For any off-site educational visit, the party leader's responsibility is

to: the parents, guardians or carers

landowners, public agencies, the general public and to wildlife

through: the head of the establishment/Educational Visits Coordinator

the governing body

the County Council

for: the group members

1. GROUP LEADER *tick box:*

Is there a clearly identified group leader, familiar with the basic principles of safe practice?

Someone who is sufficiently experienced to assess the risks and manage the proposed activity?

2. PURPOSE

Have the purpose and objectives and learning outcomes of the visit been clearly identified, discussed with any other provider, and are they appropriate to the age and ability of the group? Does the activity fit within the overall programme of the establishment? Is it part of a progressive development for the group?

3. RISK ASSESSMENT

Have the risks involved in the activities you propose been fully considered?

Have you planned, and where necessary, recorded your control measures using the RAOSI form? (electronic version available on wsgfl)

(These Regulations and Notes of Guidance for Off-Site Activities provide a base, but leaders are expected to give further consideration to risk assessments. See Appendix F)

4. LOCATION

Is the location of the visit appropriate to the activity to be undertaken and manageable for the group?

(Is it the only and best venue which can be used to achieve the objectives?)

5. ADVICE AND APPROVAL

Have you discussed plans with any other suitably qualified and experienced staff?

(eg: the establishment's Educational Visits Co-ordinator.)

Does the proposed activity include adventurous activities or a hazardous pursuit?

(See definition in Section B in the WSCC Regulations and Notes of Guidance for Off-Site Activities)

Have you consulted the Outdoor Education Office? (01243-777210)

(See Section B and Form OE1 Appendix E1)

If you are using commercial or independent providers, have you sent a copy of the OE2

(See Appendix E2) form to them?

6. STAFF

Are the members of staff, instructors or adult volunteers leading activities suitably qualified and experienced, i.e. competent to do so?

(See Section B. N.B. Inexperienced staff will benefit from accompanying more experienced staff.)

Have all members of staff or adult volunteers been vetted, regarding child protection, where necessary? (List 99, Criminal Records Bureau checks.)

7. STAFF/PARTICIPANT RATIO

Will the group have acceptable staff/participant ratio necessary for the activities proposed?

Do plans and staffing ratios reflect the needs of people with disabilities?

Will this include male and female supervision where necessary?

(See Sections A and B in the WSCC Regulations and Notes of Guidance for Off-Site Activities)

8. PRELIMINARY VISIT

Has the group leader made a preliminary visit to the site or centre to be visited, to check arrangements?

(e.g. travel time, access including disabled members, and permission, facilities and equipment, leisure or recreational facilities for residential stays, staff support, guides or programmes of work, potential health and safety issues, shelter, toilets, costs, accommodation, contingency arrangements, references from previous users.)

If not, has action been taken to ensure the Group Leader is aware of potential hazards and opportunities?

9. PARENTAL CONSENT

Has the consent of parents/guardians/carers been obtained for the visit and for the activities which are planned?

(See Appendix A in the WSCC Regulations and Notes of Guidance for Off-Site Activities)

For significant visits, has a parents' meeting been arranged?

10. THE PROGRAMME

Do the participants and staff have the appropriate clothes and equipment necessary for the activities proposed and allowing for a range of weather conditions?

If not, will another provider be offering additional appropriate equipment?

Are the participants prepared for and physically capable of taking part in the proposed activity?

Is the programme suitable for all of the participants?

Is there an alternative programme ('Plan B') in the event of poor weather?

11. ORGANISATION

Do you have first aid available and staff who hold the minimum first aid qualification relevant to the working environment?

Are sufficient staff aware of dietary and medical needs of young people and staff?

Do you know and understand the insurance arrangements?

Do you need to take out additional cover?

Has a European Health Insurance card been acquired for trips to Europe for all participants, and the consular details obtained?

12. TRANSPORT

Is appropriate legal transport available?

Are there suitable and sufficient qualified drivers for any planned minibus journey?

Is there a contingency plan in the event of a delay or early return?

13. FINANCE

Have adequate arrangements been made to finance the visit and manage the finances through a school/youth centre account?

Are you aware of VAT regulations, particularly regarding criteria for VAT recovery?

14. BRIEFING FOR PARTICIPANTS

Will the participants be properly briefed on the activities they will undertake during the visit?

(The briefing may need to include:

- appropriate clothing and equipment*
- rendezvous procedures for lost participants*
- significant hazards*
- groups for study or supervisory purposes*
- safety risks of jewellery*
- a system of recall and action in emergencies*
- relevance to prior and future learning*
- agreed codes of conduct and behaviour*
- mobile phone policy)*

15. BRIEFING FOR STAFF

Will the leader also brief adults and voluntary helpers?

(The briefing may need to include:

- defining roles and responsibilities*
- careful supervision, to cover the whole time away*
- communications arrangements*
- anticipation of hazards and the nature of the programme*
- standards of participant behaviour expected*
- regular counting of participants*
- how much help to give to participants in their tasks*
- a list of names of people in sub groups*
- emergency procedures)*

16. EMERGENCY CONTACT

Has a named point of contact been identified at home or 'at base' in the event of an emergency. Does this person have a list of the group members, home contact numbers and a programme of the group's activities?

Are sufficient staff aware of procedures and relevant phone numbers in the event of an emergency? Is there an, up-to-date, Emergency Response Plan?

17. LEA MONITORING/SCHOOL JOURNEY INSURANCE

Has the Off-Site Activity Monitoring Form OE1 (Appendix E1) been completed online or sent to the Off-Site Team in Crawley or Worthing?

18. PREPARATION AND COMMUNICATION

Is there adequate time and opportunity to prepare for the visit or activity?

Have other staff and colleagues whose work may be affected been notified of planned arrangements?

19. FOLLOW UP

Have arrangements been considered for appropriate follow-up work, evaluation and contacts after the visit?

Have you considered the Post Event Review section of your Risk Assessment?

Has a report been provided for the Head and other colleagues, where appropriate, to share positive aspects of the visit and learn from problems or incidents?

Have financial records been completed?

(After the activity don't forget to thank colleagues and helpers - and participants if they have performed well! Inform others of your journey, results or activity including parents or governors. Consider a more formal presentation. Discuss with participants and colleagues how useful and enjoyable they found the whole activity.)