

## **Policy for the Management of Outdoor Education, Visits and Off-Site Activities**

**Name of school: St. Andrew's Primary Chardstock**

### **1. Introduction**

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

The Governing Body endorses the Devon County Council /Torbay Council policy document "Outdoor Education, Visits and Off-Site Activities Health and Safety Policy" as the basis for the academy's health and safety policy for the management of visits and off-site activities.

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 value of visits and activities which take place away from the immediate school environment.

The Governing Body aims to enable this academy to become an educational environment in which all members of the academy 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 Governing Body, Head of School, the party leader, members of staff and volunteers, pupils and parents/carers. The academy 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 academy that all visits and off-site activities are safe, well-managed and educationally beneficial.

### **2. Responsibilities of the Head of School**

The Head of School 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 Council /Torbay Council 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 staffing ratio is suitable for each visit;
- ensure party leaders have access to a planning checklist, based on the Devon /Torbay 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.

### **3. Responsibilities of the Educational Visits Co-ordinator**

In order to carry out the above responsibilities effectively the Head of School may delegate specified tasks to a suitably experienced and competent Educational Visits Co-ordinator (EVC). The Head of School will be considered to be the EVC where tasks are not delegated to a named member of staff. The EVC will be responsible for carrying out agreed tasks and attending relevant training provided by the Council.

Name of EVC:.....Cara Gilmour - White .....

### **4. Approval of off-site activities**

The Head of School (or the EVC on his /her behalf) will be responsible for approving all off-site activities. This includes approving the party leader for each visit or off-site activity.

Approval of visits is the responsibility of the Head of School.

An Evolve visit form and risk assessment will be completed for the following categories of visit:

- hazardous outdoor and adventurous activities (except those taking place at Babcock LDP 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 Evolve visit form for these types of visit will be sent, via Evolve, to the Adviser for Outdoor Education for endorsement.

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

### **5. Responsibilities of the party / visit leader**

The party / visit leader will:

- have overall responsibility for the supervision and conduct of the visit or activity;
- obtain the Head of School's approval (or the EVC on his /her behalf) before any off-site visit or activity takes place;
- follow policy and procedures of the Council and the academy;
- assess the risks involved and amend as appropriate any previously recorded risk assessment;
- use the academy 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/carers fully about the visit and gain their consent, where appropriate;
- re-assess 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.

### **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 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/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 parents/carers 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 academy procedures will be made available to all staff within the academy who may be responsible for leading off-site visits and activities and to any parent/carer requesting a copy.

The Head of School 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](http://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 administration hub office for the Multi Academy Trust 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 of School 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 academy 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 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 academy health and safety policy. Devon County Council /Torbay Council will be informed of notifiable accidents and incidents which occur in DCC or Torbay maintained schools. Accidents and incidents will subsequently be reviewed within the academy to identify any learning points.

## **12. Management of specific provision**

The following arrangements apply to the management of specific provision for off-site visits and activities:

Category A Visits: school specific arrangements.

e.g.

- visits to the village hall
- visits to local area
- visits to the church

## **13. Monitoring and review policy and practice**

The 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
- Should significant issues be brought to the attention of the Governors through the report of the Head of School.

**This policy has been agreed by the Local Governing Body on: July 2016**