

# **Salendine Nook High School (Academy)**

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

<b>Date policy reviewed</b>	<b>September 2017</b>
<b>Produced by:</b>	<b>Mrs V Wood</b>
<b>Approved by Governing Body:</b>	<b>FGB 28.9.17</b>
<b>Next review date:</b>	<b>September 2019</b>

## **1. Introduction**

This 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 endorses the Kirklees policy document “Health and Safety Guidance note No 21 Off-Site Visits” and the Guidance for Educational Visits as the basis for the School’s health and safety policy for the management of visits and off-site activities. The School complies with the categorisation of visits in line with the LA’s guidelines.

### **The General Educational Aims of the School**

To create a purposeful atmosphere for learning where all children may develop their potential, individual talents, skills and interest as fully as possible.

To develop pupils who become independent learners and responsible citizens who may take an active role in society.

To provide all pupils with a broad, balanced and appropriate curriculum.

### **Policy Statement**

All Educational Visits must have clearly identified aims and objectives and have an approved competent Visit Leader who is a member of staff. Well planned visits lead to successful visits. Staff will set appropriate learning challenges, responding to students’ diverse learning needs. Provision, with well-planned reasonable adjustments will be made to support students, enabling them to participate effectively in all educational visits.

We recognise that the benefits for students engaged on educational visits include:

- Raising achievement through organised experiences and opportunities outside the classroom;
- raising self-esteem, confidence and independence;
- experiencing a range of environments, extending their cultural awareness and widening horizons;
- participating in challenging physical activity and encouraging healthy lifestyles;
- being involved in teamwork and problem-solving through residential experiences

As an academy, the school is fully responsible for all aspects of educational visits and a comprehensive insurance policy covers staff and student participation on all educational visits where procedures have been followed.

All documentation relating to educational visits is updated regularly and can be found on the school shared area.

### **Inclusion and Entitlement**

The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupil’s education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

The school may not impose a charge on parents for any visit or activity that occurs during school hours. A voluntary contribution may, however, be asked for. Parents should be made aware that the contribution is not compulsory and the children of parents who do not contribute will not be discriminated against. The contribution will be made clear and will not exceed the actual cost of providing the activity.

However, in the last resort if sufficient contributions cannot be raised and the shortfall cannot be made up, the visit or activity may have to be cancelled.

The school may however, charge parents rather than ask for voluntary contributions for costs for residential visits or trips when it is deemed to be an 'optional extra'.

An optional extra:

- Falls wholly or mainly outside of school hours
- Does not form part of the National Curriculum
- Is not part of a syllabus towards a Prescribed Public Examination
- Is not in scope of statutory requirements relating to religious education

*e.g. Under the above definition a skiing trip during the school holidays would be an optional extra*

Where the number of students wishing to participate in a trip could exceed the number of places available, there needs to be a fair process for selecting students, especially if a financial deposit is required. Reasonable time (ideally one week) should be allowed between letters being issued to students and the deadline for parental responses. Once the deadline has passed, students from whom responses have been received should then be selected equitably (e.g. a ballot).

In cases where the family financial circumstances prevent a student participating in a curriculum trip, parents may appeal to school for assistance towards the cost of the trip. Decisions will rest with the Principal.

Risk assessments must take account of the requirements of individual students. It is likely that there will need to be additional staff allocated to trips which include students with significant behavioural or medical needs.

In the case of students who may suffer from medical issues, there will need to be sufficient numbers of trained staff allocated to the trip who are prepared to administer medication as authorised. All planning for students with medical needs should include parents, medical support staff and outreach teams who have the specific knowledge and resources to support the needs of the trip.

Exclusion from a trip should only happen in very extreme circumstances and only after consultation with the EVC/Principal and communication with parents and the student.

## **Planning and Strategy**

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, the 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. The policy on visits and off-site activities therefore complements the wider school health and safety policy.

A school planning checklist (attached) needs to be completed and signed off by relevant personnel.

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

## **Risk Assessments**

Thorough preparation for a visit must be undertaken, including a preliminary staff visit if deemed necessary. Any significant risks to pupils, staff and members of the public will need to be identified and control measures that will be put in place need to be outlined. The six main considerations when undertaking risk assessments are:

- Type of Group
- Staffing (ratios and competency)
- Equipment
- Venue/Activities
- Travel
- Emergency Procedures

## **2. Responsibilities of the Principal**

- The Principal will give initial approval for all visits (Category A - low risk, B - residential & C - high risk) and ensure that all off-site activities have specific and appropriate educational objectives;
- The Governing Body will delegate to the Principal the responsibility for approving visits in Category A, subject to the visit leader having completed and submitted the EV1 and associated risk assessment to the Educational Visits Co-ordinator (in practice this will be the Finance Assistant);
- Details of these visits will be included in the Principal's report to governors;
- The Principal will ensure that adequate insurance arrangements have been made.

## **Responsibilities of the Educational Visits Co-ordinator (\*in practice this is the Director of Finance & Resources**

The EVC at Salendine Nook is split between 2 posts – the Director of Finance & Resources and the Finance Assistant. The Director of Finance & Resources has overall responsibility for this area, but the day to day practices will be maintained by the Finance Assistant.

The EVC will:

- ensure that all documents relating to a visit are completed satisfactorily and are processed and recorded in accordance with LA guidelines and timescales (the School has adopted the LA's EV1 and EV1A forms as the basis of the documentation but has adapted them for the purposes of this School);
- Ensure that the financial obligations of the school are fully met.

**3. Responsibilities of the Educational Visits Co-ordinator (\*in practice this is the Finance Assistant)**

- collate and maintain a register of relevant and up to date qualifications and relevant experience of staff who may be involved in off-site activities. This will be held on staff personnel records within SIMs;
- Reconcile financial commitments before, during and after the event.

**4. Responsibilities of the Governing Body**

The Governing Body has delegated the approval of all school visits to the Principal as a management responsibility.

**5. Responsibilities of the Party Leader**

The party leader will:

- have overall responsibility for the supervision and conduct of the visit or activity, ensuring that students are accompanied by school staff wherever possible including during activities led by external providers;
- obtain the Principal's approval before any off-site visit or activity takes place;
- follow policy and procedures of the LA and the School;
- ensure the EV1 or EV1A is fully completed and submitted as soon as possible, and in the case of visits in Category B and C in line with the timescale required to be able to have the visit approved by the LA at least six weeks prior to the visit;
- assess the risks involved and amend as appropriate any previous risk assessment;
- use the school planning checklist to ensure all procedures have been followed;
- reassess risks while the visit or activity takes place;
- ensure there is a contingency plan should a significant change to the programme be necessary due to weather etc.;
- any member of school staff who is leading an adventurous activity (caving, hill walking, canoeing etc.) must have the appropriate National Governing Body (NGB) Award and current First Aid certificate and must be registered with Kirklees. The Basic Expedition Leaders Award (BEL) is included in this.

**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;
- The Principal will determine at the outset of planning the trip if the trip is to be deemed a non-alcohol trip in entirety;
- At all times during the trip, there should be at least one person who remains alcohol free. This person should also be a driver (and available in the event of an emergency);
- Students must be informed who the designated responsible person is at all times throughout the trip;
- The alcohol principles to be followed are based on the assumption that there is an acceptance that in certain countries it is cultural to have an alcoholic drink during a main meal and this would be deemed to be acceptable, it is unacceptable to be under the influence of alcohol to the extent that judgement could/may be impaired at any time of responsibility during a school trip. The only exception would be during agreed staff free-time, where any staff not required given the staff to student ratios could leave the group and therefore any responsibility. However, on return, the expectation is that these staff will be ready to take responsibility again and should therefore not be under the influence of alcohol. The trip organiser would be responsible for team members to ensure that any alcohol consumption is within this framework. At no time should the school's reputation be placed in a possible position of disrepute. A risk assessment must be completed for the covering of any staff members not on duty during the trip.

## **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;
- Students should only be using their mobile phones during their free time whilst on a school trip or unless otherwise instructed by the trip leader;
- inform a member of staff of significant hazards.

## **8. Responsibilities of Parents/Carers**

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, dietary or physical condition relevant to the visit; (Parent Pay)
- Give consent, preferably on-line (parent pay)
- give consent for their child to take part in after-school sports activities during his/her time at this School;
- comply with arrangements for collection of child after the visit;
- provide a current EHIC card where necessary;

- provide a passport or appropriate documentation (as requested) for a collective passport.

## **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.

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 visit leader should seek advice relating to equipment requirements and details of emergency procedures relevant to the off-site activity.

## **10. Action in case of an emergency**

The Principal will ensure that emergency arrangements are in place, known to staff and in line with Kirklees policy. This will include emergency contact numbers for designated senior members of staff and LA Emergency Planning. First aid provision and training of staff will be in accordance with Kirklees expectations.

## **11. Accidents and incidents**

Any accidents and incidents that occur during off-site activities will be reported and recorded in accordance with the school health and safety policy. Kirklees will be informed of notifiable accidents and incidents. Accidents and incidents will subsequently be reviewed within the School to identify any amendments needed for risk assessments.

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

The Governors will review this policy:

- every two years;
- as such time as there are significant changes to guidance from Kirklees 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 Principal.

The specific considerations as listed in Sections 2 – 8 above for the various parties concerned with any visit should not be regarded as exhaustive, but merely actions to be undertaken/considered in every case.

## **GLOSSARY**

EV1A Application for approval for off-site Visit in Category A

EV1 Application for approval for off-site visits in Category B & C

EVC Educational Visits Co-ordinator

EHIC European Health Insurance Card