

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

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

<b>Date policy reviewed</b>	<b>October 2023</b>
<b>Produced by:</b>	<b>Mrs V Wood</b>
<b>Approved by SLT:</b>	<b>14.11.23</b>
<b>Next review date:</b>	<b>October 2024</b>

## Contents

1. Introduction	Page 3
2. The General Educational Aims of the Academy	Page 3
3. Policy Statement	Page 3
4. Inclusion and Entitlement	Page 4
5. Planning and Strategy	Page 5
6. Risk Assessments	Page 5
7. Responsibilities of the Principal	Page 6
8. Responsibilities of the Educational Visits Co-ordinator (EVC)	Page 6
9. Responsibilities of the Governing Body	Page 7
10. Responsibilities of the Trip Leader	Page 7
11. Responsibilities of additional members of staff taking part in visits and off-site activities	Page 8
12. Responsibilities of pupils	Page 8
13. Responsibilities of Parents/Carers	Page 8
14. The provision of training and information	Page 9
15. Action in case of an emergency	Page 9
16. Accidents and incidents	Page 9
17. Monitoring and review policy and practice	Page 10

## **1. Introduction**

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

The Governing Body endorses the Kirklees policy document Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE (the web-based planning, notification, approval, monitoring and communication system for off-site activities) as the basis for the Academy's health and safety policy for the management of visits and off-site activities. The Academy complies with the categorisation of visits in line with the LA's guidelines.

There are three 'types' of visit:

1. Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day, e.g. sporting activities.
2. Other non-residential visits within the UK that do not involve an adventurous activity e.g. visits to museums, farms, theme parks, theatres, etc.
3. Visits that are overseas, residential, or involve an adventurous activity.

## **2. The General Educational Aims of the Academy**

- 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.

## **3. Policy Statement**

All educational visits must have clearly identified aims and objectives and have an approved competent trip leader who is a member of academy 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, we are 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. The academy may however take out additional insurance as necessary, especially on foreign trips, to ensure insurance cover is maximised, particularly for possible occurrences of global pandemics.

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

#### **4. 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 Academy.

No student will be excluded from a trip, in-line with the Equality Act (2010). However, where a student's behaviour or social and emotional needs present a risk, parents will be contacted to discuss the suitability for the trip.

The Academy 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 Academy 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 will 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 will then be selected equitably by entering all names into a draw. The draw will be undertaken by a senior teacher who is unconnected to the trip.

Where there are serious reservations in relation to a child's suitability for a trip, the Principal reserves the right to remove the child from the trip or from the draw for an oversubscribed trip. The Principal will usually act on the recommendation of the trip leader and notify the parents in advance. Parents will be given the opportunity to discuss this with the Principal before the trip attendance is finalised.

Any parent who is not satisfied with the decision may use the Academy's complaints policy to advance their concern.

In cases where the family financial circumstances prevent a student participating in a curriculum trip, parents may approach the Academy for support 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 Principal and communication with parents and the student.

## **5. 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 trip leader, members of staff and volunteers, pupils and parents. The Academy 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 Academy health and safety policy.

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

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

## **6. 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, competency and availability);
- Equipment;
- Venue/Activities;
- Travel;
- Emergency Procedures.

Risk assessments should also state how the Academy staff will support the activity provider's risk assessments, which should be monitored throughout the trip.

Where practical, students will be involved in the compilation of a trip's risk assessment.

## **7. Responsibilities of the Principal**

- The Senior Vice Principal will initially authorise all low risk trips, ensuring that all off-site activities have specific and appropriate educational objectives; the Principal will give final approval for all high risk and residential trips through EVOLVE;
- All trip forms and risk assessments are available to governors through the Personal Development Behaviour and Welfare Committee;
- The Principal will ensure that adequate insurance arrangements have been made.

## **8. Responsibilities of the Educational Visits Co-ordinator (EVC)**

The EVC at Salendine Nook is split between 2 posts – the Director of Finance & Resources and a Finance/Admin Assistant. The Director of Finance & Resources has overall responsibility for this area, but the day to day practices will be maintained by the Finance/Admin Assistant. Admin support will assist the EVC and trip leader to complete the appropriate admin tasks involved with organising the trip.

The EVC will:

- ensure that all documents relating to a visit are completed satisfactorily;
- Ensure that the financial obligations of the Academy are fully met, including ensuring Best Value;
- Ensure appropriate letters are sent to parents using standard formats, including information about the trip, indicative costs and request for permission is given, together with medical needs.
- 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;
- Provide the LA Risk Management Team for Educational Visits with all information relating to a high-risk trip, so that advice and support is fed back on all these trips. This is done through the electronic system EVOLVE;

- Review trip evaluation forms post trip.

It is difficult to have exact costs until numbers have been confirmed. Therefore, the EVC will decide on the minimum number of pupils required for the trip to actually run and then work out the costs for that minimum number. This may be different when flights are involved, as in these circumstances, flights can become more expensive, as numbers increase.

Parents will be informed by letter, what has been included and the maximum cost it is anticipated they will have to pay. This will include that the costs may well go down if more pupils want to go on the trip. Equally the trip may be cancelled if insufficient numbers sign up.

A deposit will be required, but this will be reimbursed if the trip is cancelled.

The final costs will be confirmed after the closing date for deposits.

## **9. Responsibilities of the Governing Body**

All trip forms and risk assessments are available to governors through the Personal Development Behaviour and Welfare Committee.

## **10. Responsibilities of the Trip Leader**

The trip leader will:

- have overall responsibility for the supervision and conduct of the visit or activity, ensuring that students are accompanied by Academy staff wherever possible including during activities led by external providers;
- negotiate dates with the Senior Vice Principal for inclusion in the school calendar. Ideally this should be two months in advance. Annual trips will be discussed in the summer term and included in the school calendar;
- obtain approval before any off-site visit or activity takes place;
- follow policy and procedures of the LA and the Academy;
- ensure the appropriate forms are fully completed and submitted as soon as possible. This will actually be completed by the Admin support for trips;
- assess the risks involved, taking into account staff, as well as students, 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 Academy 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;
- Complete a post trip evaluation form to assist with future trip planning.

## **11. Responsibilities of additional members of staff taking part in visits and off-site activities**

Members of staff, volunteers and parent helpers should:

- assist the trip 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 Academy'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.

## **12. Responsibilities of pupils**

Whilst taking part in off-site activities pupils also have responsibilities about which they should be made aware by the trip 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.

## **13. 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 trip leader about any medical, psychological, dietary or physical condition relevant to the visit; (ParentPay)
- give consent, preferably on-line (ParentPay) (n.b. where verbal consent is received, this has to be witnessed by another member of staff)
- give consent for their child to take part in after-school sports activities during his/her time at this Academy;
- comply with arrangements for collection of their child after the visit. Please note failing to do so may limit future attendance on trips;
- provide a current UK GHIC card (Global Health Insurance Card) where necessary.;
- provide a passport or appropriate documentation (as requested) for a collective passport.

#### **14. 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 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 Academy health and safety priorities and educational priorities. The trip leader should seek advice relating to equipment requirements and details of emergency procedures relevant to the off-site activity.

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

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

#### **16. Accidents and incidents**

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

Accident forms are included in the trip leader's pack for all trips.

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

SLT will review this policy:

- annually;
- or at such times as there are significant changes to guidance from Kirklees or the government on the management of Outdoor Education, Visits and Off-site Activities;

- significant issues will be brought to the attention of the Governors;
- EVC will monitor a sample of trips in the year.

The specific considerations as listed in the sections 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.