

Hadrian Learning Trust

Policy for the Management of Educational Visits

1. Introduction

This policy covers all off-site visits and activities organised through the school and for which the Trust Board and Headteacher are responsible.

As the basis for the school's policy for the management of visits and off-site activities, The Trust Board has adopted the following:

- the Outdoor Education Advisers Panel's (OEAP's) 'National Guidance'
- use of the Evolve educational visits administrative system, with external checking by the Trust's H&S advisers

The Trust Board seeks to ensure that every pupil has access to a wide range of educational experiences as an entitlement. As part of this entitlement the Trust Board recognises the significant educational value of visits and activities which take place away from the immediate school environment.

This Trust Board aims to provide an educational environment in which all members of the school 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. They also encourage co-operation, promote team work and help with the application of problem solving skills and the development of 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 them 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 Trust Board, Executive Headteacher, the visit leader, members of staff, volunteers, pupils and parents. The school also has responsibilities to other members of the public and to third parties. This guidance on visits and off-site activities therefore complements the wider school health and safety policy.

It is the aim of this school to ensure that all visits and off-site activities are safe, well-managed and educationally beneficial.

2. Roles and Responsibilities

The roles and responsibilities of the various interested parties are dealt with individually below.

Executive Headteacher

The Executive Headteacher will:

- ensure all visits and off-site activities have specific and appropriate educational objectives
- approve all visits and activities in line with OEAP National Guidance and the guidance of the Trust's H&S advisers
- 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
- verify that the staffing ratio is suitable for each visit
- ensure visit leaders have access to a planning checklist, based on the OEAP National Guidance, and adapted as necessary to meet the particular needs of the school
- ensure that risks have been assessed, significant risks recorded and any appropriate safety measures are in place.
- bring significant issues to the attention of the Trustees at meetings or via a formal report

Educational Visits Co-ordinator (EVC)

An EVC is required to facilitate the transference of visit forms via the EVOLVE system from visit leaders to the Executive Headteacher for approval or authorisation.

To undertake the role of EVC, the Executive Headteacher may delegate the task to a suitably experienced and competent member of staff. However, the Executive Headteacher will be considered the EVC (and will need to be identified as such on EVOLVE) where no member of staff has been chosen.

In order to carry out the specific tasks required of the EVC it is imperative that the chosen representative attends an initial EVC training course and refresher sessions as required.

Visit Leader

The visit leader will:

- have overall responsibility for the supervision and conduct of the visit or activity
- obtain the Head of School's approval before any off-site visit or activity takes place
- follow policy and procedures of the Trust
- assess the risks involved and amend, as appropriate, any previously recorded risk assessment
- use the 'visit planning checklist' to ensure all procedures have been followed
- ensure that the correct checks on the external 'Provider' have been made
- inform parents fully about the visit and gain their consent, where appropriate
- reassess 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 inclement weather or other adverse events.

Other members of staff

Members of staff, volunteers and parent helpers should:

- assist the visit 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
- be appropriately checked and vetted where required.

Parents

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 or physical condition relevant to the visit
- provide an emergency contact number
- sign the consent form having received a letter outlining the visit proposals which gives the parent sufficient information to give informed consent.

Pupils/students

Pupils/students should:

- avoid unnecessary risks
- follow instructions of the visit leader and other members of staff
- behave sensibly, keeping to any agreed code of conduct
- inform a member of staff of significant hazards.

3. Approval of Off-site Activities

The Executive Headteacher is responsible for approving all off-site activities. This includes approving the competence of the visit leaders to lead each visit or off-site activity.

A fully completed on-line visit form, which includes a visit programme, event specific plan and letter to parents, must be forwarded to the Outdoor Education Adviser via the EVOLVE system for approval for the following visit types:

- hazardous outdoor and adventurous activities
- residential visits in the UK
- visits abroad
- activities where there is significant concern about health, safety and welfare.

The Executive Headteacher will monitor off-site visits and activities and will provide an annual report to the Trust Board about the off-site activities which have taken place.

4. Information and Training

A copy of this code of practice and associated school procedures must be made available to all staff within the school who are responsible for leading off-site visits. Any parent requesting a copy should be furnished with one.

The EVC will refer staff to relevant documents such as OEAP National Guidance to ensure that the safe management of off-site activities is adhered to when planning visits. In addition, all persons involved with school visits must be provided with their own account to enable them to access EVOLVE.

Appropriate training will be made available to leaders and other adults taking part in off-site activities.

The EVC will encourage staff to upload copies of their outdoor qualifications (including first aid) to their EVOLVE account. The qualifications of volunteers involved in outdoor activities (including those for first aid, life-saving, minibus driving and undertaking specific hazardous activities) must also be added to their accounts.

5. Accidents and Incidents

Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the Trust's accident reporting procedures.

6. Emergencies

The Executive Headteacher will ensure that emergency arrangements are in place, are known to staff and comply with the Code of Practice and cover the range of off-site activities undertaken. This will include a minimum of two contact telephone numbers for designated senior members of staff or members of the Trust Board.
