

WEST PARK CE PRIMARY SCHOOL



Off-Site Educational Visits including Sports Activities & Matches Policy

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Approved by	Full Governing Body

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Policy Statement

- 1.1. West Park CE Primary School provides many opportunities for its children 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, business visits, conference and adventurous activities.
- 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 and 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 Park CE Primary School. It supplements and follows the advice and guidance contained within the following significant publications:

West Sussex County Council's Regulations for Educational Visits and the use of EVOLVE and national Guidance: August 2015. See: <https://www.westsussex.gov.uk/learning/west-sussex-grid-for-learning/curriculum/outdoor-education/off-site-activities/regulations-and-guidance-for-o.aspx>

Department for Education advice on "Legal Duties and Powers for Local Authorities, school leaders, school staff and governing bodies, available at: <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

The Health and Safety Executive statement: "School Trips and Outdoor Learning Activities – Tackling the Health & Safety myths" available at: <http://www.hse.gov.uk/services/education/school-trips.pdf>

2. Roles of Headteacher, Trip Leader, Supervisors and Children

2.1 The Governing Body satisfies itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential, abroad, or hazardous need to be approved by the Governing Body. 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 recorded through use of the Internal Permission/Cover Arrangements/Checklist form.

2.3 The Educational Visits Co-ordinator (EVC) ensures that all off-site activities follow the correct procedures. The person with these responsibilities (Mrs Watkins) will approve the group leader for every visit and monitor the written risk assessments 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. ***(It is important to consider the continuing professional development needs of staff engaged in these activities. Resources will need to be made available.)***

- Ensure that Vetting & Barring Scheme / DBS checks are in place where necessary
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event. **(see appendix 8)**
- 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 policies for Learning Outside the Classroom.

2.4 The Group Leader is responsible for identifying the purpose of the visit and following the checklist published in the Local Authority guidance. 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 visit form (available on <http://www.westsussexvisits.org/>).

This will take account of:

Generic risks as published in this document and the WSCC Regulations for Educational Visits and the use of EVOLVE March 2013 and Section B (Adventurous Activities) of the Regulations & Notes of Guidance for Off-site Activities 2007.

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

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.

3. **Planning Visits**

Guidance Notes for Off-Site Educational Visits

To ensure proper good practice and compliance with the necessary regulations it is expected that :

3.1 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 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. Access to such training is also available through the Outdoor Education Office (0330 222 8344)

3.1.1 In order to plan an off-site activity the EVC (**or Head of Department/faculty/year**) should be involved in discussing plans at an early stage. Routine or local visits such as games matches need to be planned ahead also. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.

3.1.2 Parental Consent. Copies must be available for the Emergency Contact and the Group Leader to take on the visit. **See Appendix 5.**

3.1.3 Internal Approval Form. **See Appendix 3.** This local form is to achieve any necessary cover arrangements.

3.1.4 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. The form will need to be submitted to, and approved by, the Head of Establishment (or EVC) one month in advance and certainly before becoming financially committed. These types of off-site activity also need the Governing body's approval. School Journey Insurance is automatically covered by the Local Authority unless the establishment has 'opted-out' of the WSCC arrangement with Chartis. (NB: this cover is not included within a Service level Agreement with academies.) Off-site Group Leaders should check to see if such cover is already being provided by a tour operator, or external provider. A refund may be possible. The details are published at Appendix Z in the WSCC Regulations and Notes of Guidance for Off-site Activities 2007 and are available on the Evolve website.

3.1.5 OE2 form: 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.

3.1.6 Evaluation Report: On return the Group Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near miss' or where an incident took place. A new on-line accident reporting procedure is now available. If such a form was completed at the venue, there is a need to place such an occurrence on the record at the 'home' establishment. A general evaluation of the visit is possible, within 28 days, through the EVOVE visit form. This can inform future visits and may be a useful check on the value of the risk assessments undertaken.

3.1.7 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 www.aala.org.uk.) If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.

3.1.8. Providers that hold a LOTC (Learning Outside the Classroom) Quality Badge have been externally assessed and are acceptable as a 'checked' provider on the EVOLVE site.

4. **Meetings**

It is important that the headteacher and all people participating in a trip are briefed at the relevant stages. Such meetings will include:

4.1. With headteacher:-

- initial proposal
- risk assessment
- final full discussion

4.2. With teaching staff:-

- initial planning
- detailed planning
- risk assessment
- final full detailed briefing covering all aspects of safety, supervision and emergency procedures

4.3. With volunteers and small group leaders (depending on the activity)

- a briefing before the visit with a written copy of the Risk Assessment
- briefing before departure

4.4. With children:-

- giving objectives, dealing with behaviour, discussing risk assessments
- behaviour, objectives, emergency plans, travel policies, curriculum briefings

4.5. With Governors:-

- permission from full governing body for the academic year in September

Details of what should be covered in these briefings are outlined in the appropriate sections of:-

- the WSCC guidance
- HASPEV
- Handbook for Group Leaders

5. **Travel**

5.1. Follow the school policy for coach travel (Appendix 6)

- WSCC guidance sections A12, A13, A14, A15
- HASPEV Chapter 6 pages 23-26 inclusive
- Handbook for Group Leaders page 5

Pupils must always be seat-belted for car and coach transportation.

5.2. Travel by Car

Cars must be insured at the level of fully comprehensive and have a current MOT. Children must be rear seat passengers unless a parent who is driving a specific car volunteers to allow his/her child to travel as a front seat passenger. Ensure that booster seats are provided by parents for their own child if required.

Teachers will need business use insurance if they are willing to transport pupils.

Parents must have a current driving licence.

5

Trip leaders should obtain a signed statement from each parent car driver that attests to the currency of his/her driving licence, for the MOT and insurance level of the car that he/she is using.

A parent driver must not be put in the position that he/she is alone with a pupil in a car except for where it is his/her own child.

Also see WSCC Guidance section A15 and HASPEV paras 136, 137 and 138.

5.3. Outside Visits – Children as Pedestrians

Children should be fully briefed about appropriate behaviour required and reminded of any rules which the trip leader feels are required. These may include – walking in pairs, not blocking pavements for other pedestrians, staying away from the road side of the pavement, etc. Ideally adults should be walking on the roadside of the children and spaced at distances which allow for full supervision of the group. Different year groups will require different guidance for children and need to be considered as part of the risk assessment.

When crossing a road children should wait to be told when to cross by an adult supervisor. When crossing a road not by a controlled pedestrian crossing, priority should be given to the traffic and traffic must not be held up for any significant period. Adults should wear high visibility jackets on any walking journey of a significant distance.

6. **Types of Visit**

Additional information needs to be considered where pupils are close to water and other hazards. Swimming must be dealt with separately (including paddling – see HASPEV paras 187-189 inclusive and WSCC guidance, pink sheets para 3.11 for swimming other than in pools.) It must be noted that no swimming should occur without the permission of the headteacher and the governing body.

There is specific guidance now for farm visits. When these visits are planned the group leader must read the relevant advice (HASPEV paras 190-193 inclusive; WSCC guidance, section A10).

It is the trip leader's responsibility to ensure that children and supervisors are well briefed on this advice before departure and where necessary during the visit itself.

7. **Policy for Charging**

Refer to school policy on Charging.

8. **Risk Assessments**

Risk assessment is a process for looking at what can cause harm, how likely and severe the harm could be, and what can be done to prevent it. There is

no such thing as zero risk - risk assessment is a way of deciding what must be done to allow an activity to proceed, reducing the risks to an acceptable level, so the benefits of the activity far outweigh the risks. Written risk assessments should be completed before the visit and approved by a member of the SLT.

6

How to do a risk assessment

This is only a basic guide, as there is no best way to do each of these steps. Try to choose the most straightforward, practical, structured way to follow them, which fits the circumstances.

- Identify the hazards. You can ignore anything inconsequential or trivial. It can help to involve others in this process.
- Identify who will be exposed to the hazards. Think about anyone or groups who will be more vulnerable.
- Work out how likely each hazard is to cause harm and how bad the consequences could be. Again, think about how it could affect different groups. Take into account the control measures that are already in place.
- Find out about any specific legal requirements relating to the hazard e.g swimming
- Introduce control measures that reduce the risks. You should aim to reduce the risks as far as is reasonably practicable and always do whatever is necessary to meet any legal requirements.
- Specify how these control measures will be put in place, monitored and reviewed to make sure they will be effective, and stay effective.

It is important to remember that risk assessments occur throughout the visit as circumstances change. A blank Risk Assessment form is available. (Appendix 7)

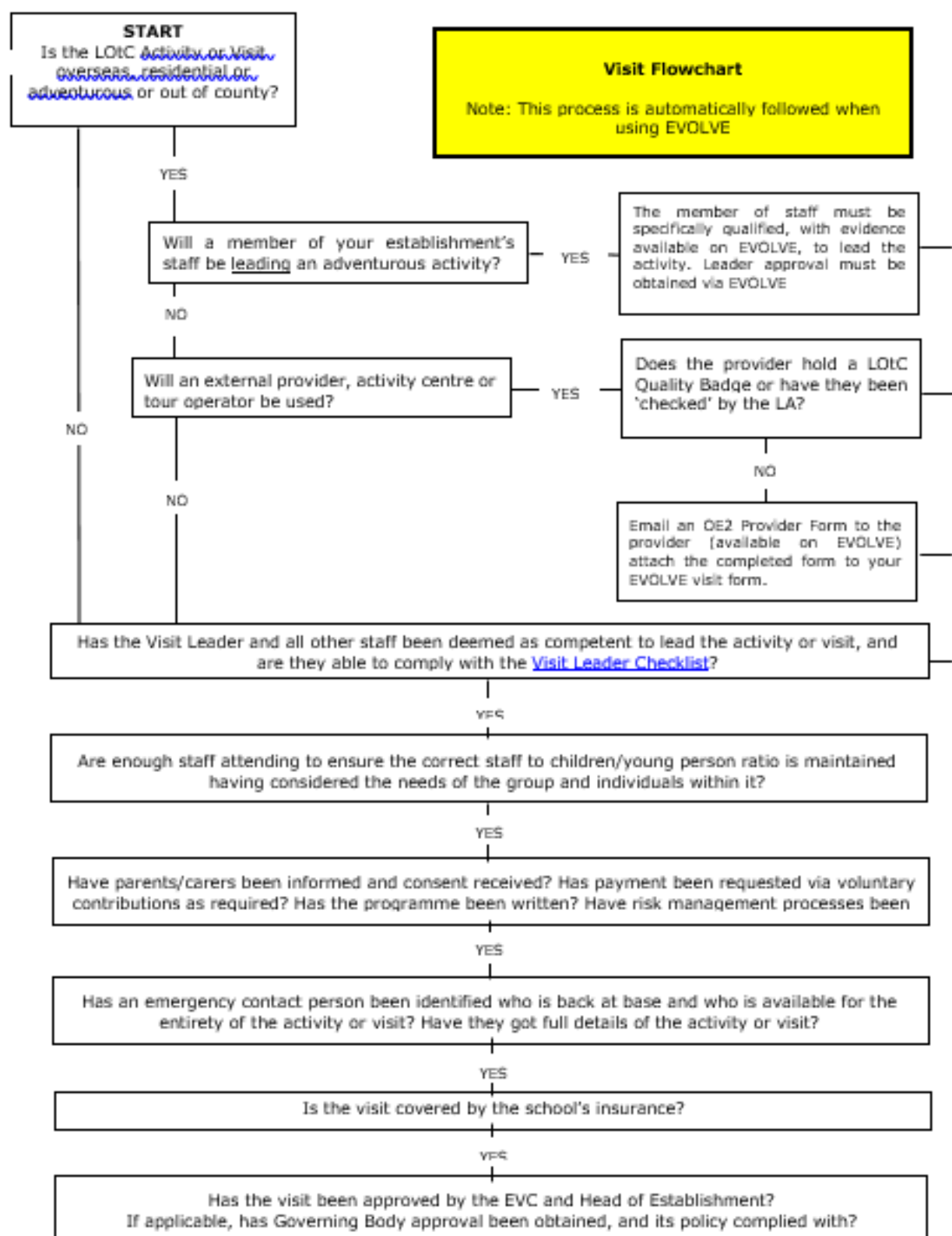
9. Post-Trip Evaluation and Accident Forms

On his/her return to school the trip leader must fill in an accident form for any pupil/adult who has had any accident other than minor cut or grazing. The form can be obtained from the school business manager. Once checked by the headteacher, it must be forwarded to the LA with a copy to the Off-Site Visits office.

An evaluation of the risk assessment should be made on the risk assessment form by the trip leader.

Appendices to the Off-Site and Educational Visits Policy

1. Planning Checklist Off-Site Activities Flowchart
2. Trips Checklist at West Park School
3. Internal Approval Form
4. Final Details Form
5. Parent's Consent Form
6. Coach and bus travel guidance
7. Risk Assessment blank planning sheet
8. Flow Chart for Emergency Procedures
9. Farm Visit Guidance



TRIPS CHECKLIST AT WEST PARK CE PRIMARY SCHOOL

(Please also refer to the LA's Flow Chart (Appendix 1) to ensure all steps have been completed)

1. **Trip Leader** to discuss possible visit with Headteacher and to confirm with Heads' PA suitable dates for visit
2. **Trip Leader** to visit Site
3. **Trip Leader** to liaise with EVC to arrange transport provisionally
4. **Trip Leader** to complete Internal Approval Form (appendix 3)
5. **Headteacher** to authorise and return form to **EVC to record details and return a copy to Trip Leader.**
6. **EVC** to check with Head's PA that date of visit has been recorded in school diary.
7. **Trip Leader** to write letter to parents stating details such as
 - Date, time and purpose of visit
 - Cost/charging policy
 - Clothing
 - Packed lunch requirements
 - Pocket money
 - Request adult helpers when needed
 - Consent slip**(draft seen by Headteacher)**
8. **EVC** to confirm booking with coach company
9. **Class teacher** to send money to Office staff who record payments received. Inform Headteacher/School Business Manager (SBM) of non-payers and concerns about financial viability of the trip.
10. **Trip Leader** to liaise with SBM regarding availability of First Aiders
11. **Trip Leader** to ensure all consent forms and payments received **at least three days before the visit** so that parents can be contacted where necessary.
12. **Admin staff** to arrange for first aid equipment to be ready
13. **Trip Leader** to organise cheque if required (at least 3 days before) with SBM
14. **Trip Leader** to hold prior meeting with adult helpers if possible.
15. **Admin staff** to photocopy class set of consent forms

ON THE DAY

1. **Class teachers** to complete normal class register
2. **Trip Leader** to complete Final Details Form (Appendix 4)
3. **Trip Leader** to collect school mobile phone if required.
4. **First Aiders** to collect First Aid Kits and medical information
5. **Trip Leader** to collect cheque(s) if required
Trip Leader to discuss arrangements with adult helpers
6. **Trip Leader** to complete coach passenger lists if more than one coach booked and children from different classes are mixed on coaches.

West Park CE Primary School
INTERNAL APPROVAL FORM

MEMORANDUM TO HEADTEACHER FROM PARTY LEADER

Proposed visit to
Date
Purpose of visit
Number of pupils
Classes involved

If in school time will there be any pupils left behind? YES/NO
If YES, please attach list of names and reasons.

Name of party leader
Names of accompanying adults
.....
.....
Means of transport
Time and place of departure
Recommended dress
How many pupils who would normally have a school meal will not do so on account of the trip?
.....

Total anticipated costs:

i. transport	Total:
ii. entry charge – no. of pupils/adults @ £	Total:
iii. insurance – no. of pupils/adults @ £	Total:
iv.	
v.	

Total of all costs
Cost per child:
Total of anticipated receipts
Total subsidy requested from school
Approved (signed) (Headteacher)
Date

Headteacher to return form to EVC

West Park CE Primary School
Educational Visits
FINAL DETAILS FORM

Please complete for school records and place in the office on the morning of departure. *Please ensure that all details are accurate.*

Year Group/Class:

Teacher in charge:

No. of children:

Teachers or adults
who will accompany
them

Venue:

Date:

Depart:

Return:

Travelling by train/coach/minibus/private car

Name of coach hire firm

Telephone No

Insurance Arranged

Parents Informed

Names of children not taking part and arrangements that have been made for them:

.....
.....
.....
.....

WEST PARK C.E. PRIMARY SCHOOL

PARENT/CARER CONSENT FORM



CLASS:

VISIT TO:

DATE:

I give permission for to take part in the above mentioned educational visit, and having read the accompanying letter, agree to his/her taking part in any or all of the activities described.

I have ensured that my child understands that it is important for his/her safety and for that of the group, that any rules and instructions given by the staff in charge are obeyed.

I understand that, while the school staff and helpers in charge of the party will take all reasonable care of the children, unless they are negligent, they cannot be held responsible for any loss, damage or injury suffered by my son/daughter arising during or out of the journey. Insurance cover is taken out for all class visits.

Please delete and complete the following as appropriate:

PLEASE INCLUDE ALL INFORMATION THAT IS CURRENTLY RELEVANT TO YOUR CHILD EVEN IF IT HAS BEEN FORWARDED TO THE SCHOOL ON ANOTHER OCCASION e.g. The information given when your child started at West Park School.

My child has a) no illness, allergy or physical disability*
b) the following illness, allergy or disability*

.....

which requires the following treatment

My child is currently taking the following medication:

.....

Please complete the following as appropriate:	YES	NO
I consent to any emergency treatment necessary during the course of the visit		
In the event of my child being travel sick I give permission for the First Aider to give my child a Travel Sickness Pill		
I enclose £..... voluntary contribution		
I have paid £..... voluntary contribution online		
I am able to help with the visit		
I am CRB checked		

Please note that you will be contacted by a member of staff by (date)..... if your help is required.

Signed: (Parent/Carer)

Please give a contact name and telephone number **for the day of the visit**

Name: Tel. No:.....

TRAVEL BY BUS OR COACH (also refer to LA Guidance)

Long Journeys

Long journeys by bus or coach should be avoided especially with younger children.

Seating Capacity

Under no circumstances should a bus or coach be loaded beyond its recognised capacity. In vehicles where seatbelts are fitted, each child must have a seatbelt available for use, i.e. one child to one seat.

Supervision

The middle place on the back seat(s) of a bus or coach should be reserved by an adult before youngsters board. This is in order that good overall management of behaviour is maintained from a position with a suitable field of view. Additionally this will ensure that an adult is in close proximity to the emergency exit.

Another adult should sit close to the driver. The leader should have tissues, sick bags and litter sacks.

Generally children should not be travelling on the front seats. Adults should be placed throughout the coach in order to manage behaviour and illnesses etc.

Behaviour

Under no circumstances should youngsters be allowed to stand or kneel on seats while the bus or coach is moving. Singing and undue noise may distract the driver.

Games

On longer journeys children may be allowed to bring small personal music players and hand-held game consoles at the discretion of the trip leader. On shorter trips a decision can be made to allow the children to bring books and card games for pairs to play.

Food and drink

Generally children should not eat any food, including sweets, or drink whilst a vehicle is in motion.

- If children need to consume a snack meal then it should be arranged with the coach driver that he or she should pull up at a safe area off the road as judged by the coach driver so that the children can consume their food.
- As far as sweets are concerned, unless this is a medical need, sweets should not be consumed at any time when the vehicle is in motion. As far as the decision as to whether medical need is concerned this can be judged following information from the child's parent, by the first aider on the coach or, of course, by the trip leader.
- If drinks are allowed these should generally be non-fizzy and ideally in a plastic water bottle.
- On longer journeys, such as the residential trip to France, a judgement will be made by the trip leader about sweets, food and drink and communicated to the other adults and children. Chewing gum is not to be allowed.

Planned Rest Stops

In consultation with the driver, the trip leader should plan toilet and refreshment stops. The leader must be prepared to give directions to the driver as appropriate.

Contingency Fund

The leader should carry sufficient money or school cheque to cover the costs of alternative transport home (for residential trips only) in case of a youngster requiring medical treatment or being otherwise delayed at the site. In such cases one adult must stay with the child. Phone the school contact immediately and allow the bus or coach to depart as soon as possible.

First Aid

A suitably trained first-aider should travel on each coach and carry an appropriate first-aid kit and supplies to deal with illness, etc. This will be organised by the first –aider with support from the admin staff. Ideally, a plastic bottle of water is carried by the first-aider on longer journeys.

Litter

A litter clearance of the bus or coach should be undertaken on returning home, along with a check for lost property.

Risk Assessment for Year **trip to.....**

DATE(S) OF TRIP.....

TRIP LEADER

SECTION 1

Areas of concern	Those concerned	Control of risk	Post event review
1.1. The Coach			
1.2. Supervision			
1.3. Supervisors of Groups			
1.4. Behaviour			
1.5. Insurance			
1.6. Medical			
1.7. Other relevant info			
1.8. Walkie Talkies			

SECTION 2 - HAZARDS SPECIFIC TO THIS VISIT

2.1.			
2.2.			
2.3.			

Risk Assessment for Year.....trip to.....

Areas of concern	Those concerned	Control of risk	Post event review
2.4.			
2.5.			
2.6.			

BACK UP PLAN IF ANY PROBLEM

SECTION 3 - Possible related hazards

3.1.			
3.2.			
3.3.			
3.4.			

Written by:

Approved by:
SLT Member

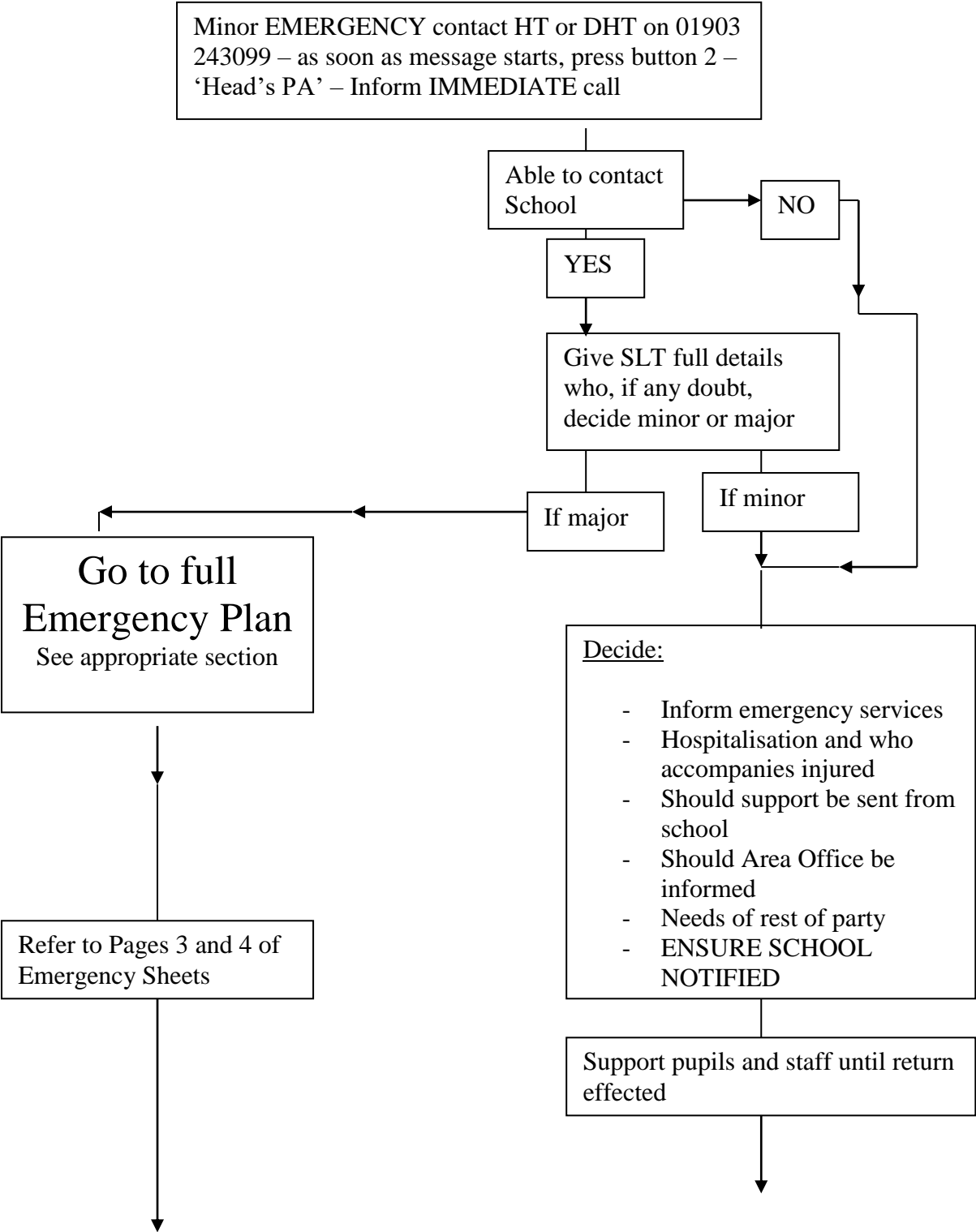
Date:

WEST PARK CE PRIMARY SCHOOL
EMERGENCY PLAN

Definitions: **Major** – severe injury or death to any person(s) involved with the party or continued absence of person after thorough search and need to inform emergency determined.

Minor – any occasion where a group leader feels he/she needs to consult SLT, requires additional support, person injured or short-term lost.

MINOR
EMERGENCY



Minor Incident cont'd

