

Welburn Hall School



Educational Off-site Visits Policy

February 2017

For Welburn Hall School, the term 'educational visit' includes all off-site visits, be they educational or recreational.

Adopted by Governing Body:
Review:

Chair of Governors:

Date:

Policy

Welburn Hall School has adopted the Policy, Procedures and Guidance detailed within the Children and Young People's Service Handbook for Educational Off-site Visits and all Adventurous Activities (September 2013). The Handbook reflects the requirements of Health and Safety legislation and guidance from other sources.

All Welburn Hall staff and volunteers must work within the terms of the Policy, Procedures and Guidance. It is recognised that all young people, but especially our pupils with special educational needs, can derive great benefit, both educational and personal, from participating in educational trips, residential visits, recreational and social activities, and adventurous activities.

This policy statement and the CYPS Handbook, supported by thorough preparation and rigorous procedures, provide a framework for off-site visits to ensure they can continue with the highest possible levels of safety and quality.

Responsibilities

The CYPS Handbook sets out the responsibilities of the Governing Body, Headteacher, Educational Visit Coordinator, Visit Leaders, Staff, Parents and Young People and these are reproduced below:

Local Authority

In managing the health and safety of young people and adults on educational off-site visits and adventurous activities, as the employer the LA will:

- determine, approve and review The Policy and Procedures
- provide named staff for support & advice
- provide appropriate training for staff
- maintain a register of Visits and Activity Leadership qualifications
- initially approve visits abroad and off-matrix adventurous activities
- provide a framework for risk management of templates and generic risk assessments
- provide 24/7 emergency response contacts
- give final approval for visits abroad and off-matrix adventurous activities
- provide a system for notification of all visits and activities to the LA
- review reported accidents, incidents and near misses
- monitor establishments arrangements and their visits and activities

Governing Bodies where the LA is the employer

(Community or Voluntary Controlled schools)

To fulfil its responsibilities for the health and safety of young people and adults on educational off-site visits and activities, the Governing Body must:

- adopt the Policy and Procedures contained in the Children and Young People's Service Handbook for Educational Off-site Visits and all Adventurous Activities (September 2013).
- approve and periodically review a policy for their school
- monitor the implementation and operation of the policies

Head of Establishment

A Head of Establishment is either a Headteacher of a school or the person in charge of any other kind of establishment.

In order to fulfil their responsibilities as an employer, Heads of Establishments must ensure that:

- the Policy and Procedures are followed
- a policy for their establishment is determined, approved, reviewed and followed
- staff are appropriately trained and are competent in the tasks they are to carry out
- staff are entered on the Visits and Activity Leadership
- an EVC is appointed (or role retained) and Visit Leaders are approved
- initial approval is given for all visits and activities
- all visits and activities have sound educational aims and objectives
- all visits or activities are suited to the age, aptitude and experience of the young people and planned and managed appropriately
- suitable SEND, medical and welfare provision and appropriate immediate first aid provision
- all possible assurances are obtained including Provider Statements and evidence of licensing or accreditation
- visits are compliant with LA contractual, insurance and finance & charges requirements
- young people are suitably and sufficiently supervised and safeguarded
- risk management is suitable and sufficient
- each visit or activity has a Plan B, risk managed where appropriate
- 24/7 emergency arrangements are in place and that a nominated member of staff is on-call
- fully informed parental consent is obtained
- final approval is given for all visits and activities as described in Part 6 of the Policy and Procedures contained in the Children and Young People's Service Handbook for Educational Off-site Visits and all Adventurous Activities (September 2013)
- all visits and activities are notified to the LA
- accidents, incidents and near misses are reported to the LA
- all visits and activities are reviewed
- an adequate range of visits and activities are monitored
- all records are retained according to the relevant LA Retention of Records Policy

Educational Visits Co-ordinator

Each establishment must appoint an Educational Visits Co-ordinator (EVC). The Head of Establishment may retain this role, or delegate it to another member of staff.

EVC's must:

- follow The Policy and Procedures when planning or approving a visit or activity
- follow the establishment policy when planning a visit or activity
- be the main point of contact with the LA Adviser and other appropriate LA staff

- have attended EVC training and revalidation
- ensure that appropriate training for staff is arranged
- be appointed by the Head of Establishment and have a clear list of delegated responsibilities
- give initial approval for visits and activities if delegated to do so
- have a sound understanding of the educational benefits of off-site visits and activities
- assist Visit Leaders in appropriately planning and managing visits and activities if required
- assist Visit Leaders in ensuring suitable SEND, medical, welfare and appropriate immediate first aid provision if required
- assist Visit Leaders in choosing suitable providers and gaining assurances if required
- be competent to assist Visit Leaders to carry out suitable and sufficient risk management if required
- ensure the Visit Leader has all participant contact details and establishment contacts are carried on each visit or activity
- give final approval for visits if delegated to do so as described in Part 6 of the Policy and Procedures contained in the Children and Young People's Service Handbook for Educational Off-site Visits and all Adventurous Activities (September 2013)
- review accidents, incidents and near misses if delegated to do so
- monitor a range of visits and activities

In addition:

- Staff will be briefed regularly and trained periodically by the EVC regarding the policy and its practical implementation.
- The EVC will report to the Governing Body annually in the spring term regarding the operation of this policy to assist with the monitoring of its implementation.

Visit Leader

A Visit Leader is a person whom the Head of Establishment has approved to lead a particular educational visit or activity.

Visit Leaders **must**:

- follow The Policy and Procedures when planning a visit or activity
- follow the establishment policy and procedures when planning a visit or activity
- have attended VL or PEV training
- have appropriate training, qualifications and competence for the visit or activity
- be approved by the Head of Establishment, appoint a deputy where appropriate and define roles and responsibilities of accompanying adults
- be in sole charge of a visit or activity
- gain initial and formal approval for all visits and activities and keep the EVC informed at each stage of the planning process

- determine sound educational aims and objectives for each proposed visit or activity
- appropriately plan and manage all visits and activities with regard to their suitability for the age, aptitude and experience of the young people
- ensure suitable SEND, medical and welfare provision and appropriate immediate first aid provision and that all adults are aware as appropriate
- ensure that insurance arrangements are suitable and adequate
- gain assurances from external providers including Provider Statements and evidence of licensing or accreditation and share appropriate emergency details
- ensure that young people are suitably and sufficiently supervised and safeguarded and have been involved in the planning process where appropriate
- carry out suitable and sufficient risk management before and during the visit or activity, including a preliminary visit if appropriate or required by policy
- ensure, and implement if required where appropriate a risk managed Plan B or cease visit or activity
- ensure that all participant contact details and establishment contacts are carried
- on the visit or activity and accompanying adults are appropriately briefed
- gain fully informed parental consent
- report accidents, incidents and near misses to the Head of Establishment
- review each visit or activity

Accompanying staff and volunteers

Accompanying staff and volunteers **must**:

- not be left in sole charge of young people unless previously agreed during the planning and risk assessment process or because it is the only reasonable way to deal with an unanticipated emergency situation
- follow the Visit Leader's instructions
- bring to the Visit Leader's attention any risk they feel is not acceptable
- report immediately to the Head of Establishment if they feel their concerns are justified but are being ignored
- not be accompanied by their own children without the specific agreement of the Head of Establishment. Where staff are accompanied their children should normally be of the same age, aptitude and experience as the rest of the group

Parents

Parents and carers **must**:

- be fully informed about the visit or activity including rules and procedures and asked to ensure that their children understand and will follow the rules and procedures
- be asked to give written informed parental consent for their child to participate and acknowledge their own and their child's responsibility to

support the disciplinary, health, safety and welfare arrangements for the visit or activity

- provide emergency contact details to the Head of Establishment and Visit Leader
- be asked to provide all relevant details regarding their child's emotional, psychological and physical health to the Head of Establishment and Visit Leader
- be told that they may need to take responsibility for collecting their child if illness or unacceptable behaviour occurs during a visit or activity

Young people

Young people **must** be instructed to:

- behave sensibly and responsibly otherwise arrangements may be made to return them to their establishment or home
- not take unnecessary risks
- follow the instructions of the Visit Leader and other supervising adults, including those at any venue
- report anything that may harm anyone to the Visit Leader or supervising adult
- dress as requested
- be sensitive to local codes and customs, especially abroad

Procedures

It is recognised that due to the unique nature of Welburn Hall School and the learning needs of our pupils, there are likely to be more frequent visits and off-site activities, aiming to enrich education and personal development.

The following points from the Policy and Procedures contained in the Children and Young People's Service Handbook for Educational Off-site Visits and all Adventurous Activities (September 2013) are therefore highlighted:

1. Planning

- Visits leaders must use appropriate forms to record their planning and gain approval for their visits. Standard forms in use should reflect the procedures overview on pages 22/23 of the CYPS Handbook.
 - 14 days' notice of each visit should be given.
 - A visit cannot take place if no approval has been given.
 - The Visit form must be submitted to the school office for on-line notification to NYCC and diary entry / correspondence etc.
 - Visit Leaders should communicate with other parties involved, eg catering.
 - On return, the review page of the form must be completed and the form given to the Headteacher and signed off.
 - All visit forms will be retained by the EVC for evaluation and in accordance with the *Retention and Disposal schedule*
- Normally school minibuses will be used for transportation, but where staff use their own vehicles, a *Validation for Voluntary Vehicle Use form* must be completed (page 30 of the Handbook). A file of these forms will be retained in the Admin Office.

- Supervision ratios will differ in some circumstances, the Visit Leader and EVC will consider the appropriate supervision levels before approval.
- Visit Leaders should consider completion of the *Provider Statement for Educational Off-Site Visits and Activities Form* (page 58 of the Handbook) in order to ensure that appropriate checks are made regarding qualifications, insurance and other important details.
- The EVC refers to a record of first aid qualifications and will consider first aid staffing requirements when approving trips and events. The Visit Leader is responsible for ensuring that a first aid box appropriate to the activity is carried on all visits.
- Safeguarding and child protection issues must be a priority and risk assessment arrangements must reflect this.
- Visit Leaders must carry out necessary planning and familiarisation and the Headteacher will facilitate this.
- All visits and activities will be fully risk assessed by appropriate competent staff who have been suitably trained. Appropriate *Activity / Event / Site Specific / Generic templates* will be used. (Part 9 of the Handbook refers)
- Parental consent will be gained annually for rolling programmes or sporting fixtures, but discreet trips or events will require individual consent. Activity details and emergency contact details should be provided where appropriate, for example, residential trips.
- Unlike off-site learning during the school day, visits for boarders are often ‘family’ type events - visiting cinemas, going bowling etc., as well as clubs and other forms of community engagement; the kind of activities to which a parent would typically take their child.
- As above, the consent of parents/carers for rolling programmes must be gained at enrolment and annually, at which times the current list of such activities should be supplied. Rolling programmes will include:
 - Walking from the school site into local villages
 - Swimming
 - Trips to watch organised sporting events
 - Woodland/countryside activities
 - Theatre and cinema trips
 - Meals in restaurants
 - Shopping trips, eg: for life skills training

Whenever a new rolling programme is developed, a copy of the standing plan should be provided to all relevant parents/carers of boarding students.

All ‘rolling’ activities must be detailed in regard to purpose, procedure, risks, precautions and contingencies. They must exist within a bank of ‘standing plans’, each with a specific risk assessment attached, which may be used only following Head of Care authorisation and should be made available to parents/carers at any time on request.

- Organisers of Duke of Edinburgh activities should refer to and follow procedures specifically in Section 2 of the Handbook.

2. Accidents, Incidents and Emergency Procedures

- There are established emergency procedures in place which should be clearly understood by all. In the case of an emergency or accident away from school, the Visit Leader is responsible for:
 - Accounting for all members of the group
 - Establishing who may be injured
 - Directing another adult to call the emergency services
 - Directing another adult to escort any injured pupil to hospital
 - Contacting the designated SLT member / Headteacher
 - The SLT member / Headteacher will then notify others as required, including parents, NYCC and Chair of Governors and instigate incident proceedings.
 - The Headteacher / Health and Safety Officer will investigate all accidents, incidents or near misses which are reported by Visit Leaders.
 - Staff should refer to the *Managing Critical Incident Policy* or *Schools Emergency Response Guide* where appropriate, especially with regard to media relations.
- A school mobile telephone must be taken when groups are away from the school site. It is important that the number is recorded on the visit sheet left back at school. Short wave radios are also available if more suitable. Staff may need to use personal phones for emergencies but these should not be used for photography.

3. Charging

- All charging and requests for contributions must adhere to the Charging and Remissions Policy.
- Visit Leaders will ensure best value principles are used when selecting providers or services.
- No compulsory charges may be requested for educational activities and visits which form part of the school or residential curriculum. A voluntary contribution may be sought and a planned activity will be cancelled through lack of financial support.
- A charge can be made for the board and lodging element of a residential visit. Certain pupils may be eligible for financial support.
- All monetary contributions collected for visits must be passed to the Office Manager who will keep records in accordance with the School Finance Manual.

Further Information

This Policy Statement needs to be read in conjunction with other policies, including:

1. Charging and Remissions Policy
2. Managing Critical Incidents Policy
3. Health and Safety Policy

4. Child Protection Policy
5. E-Safety Policy
6. Children and Young People's Service Handbook for Educational Off-site Visits and all Adventurous Activities (September 2013).