

THAKEHAM PRIMARY SCHOOL

'Small School, Big Opportunities, Great Achievements'



Outdoor Education and Off-Site Educational Visits Policy

Thakeham Primary School

Date approved by The Resources and Strategic Organisation Committee:
11.02.2021

Review Date: July 2024
Signed

Headteacher: *S. Norton*

Chair of Governors: *Stockwell*

1. Introduction

1.1 Thakeham Primary School provides opportunities for its children to enrich and enhance their on-site learning through Learning Outside the Classroom (LOtC). This encompasses both on-site and off-site learning, Forest School sessions, residential activities, environmental studies, sports, physical and cultural activities, business and community visits and adventurous activities. The aim of our outdoor and off site learning is to provide children with opportunities that will inspire their learning, enrich and embed it in line with our Curriculum Drivers 'Inspired Learners' and 'Learning for Life'.

Objectives:

- To further enhance the children's learning and depth of understanding through first-hand experience.
- To enable children to pursue their learning beyond the boundaries of the school.
- To take part in activities with children from other schools.
- To make effective comparisons between differing environments known and unfamiliar.
- To develop the confidence of children in a setting beyond their normal experiences.
- To develop and extending children's key skills of communication, problem solving, leadership and teamwork.

1.2 The value of Learning Outside the Classroom 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. Learning Outside the Classroom must be well managed with information communicated and responsibilities recognised as with any other learning that takes place within the school.

1.3 This document outlines the specific policies and procedures followed by Thakeham Primary School. It supplements and follows the advice and guidance contained within the following significant publications:

- WSCC's Learning Outside the Classroom and Off-Site Educational Visits Regulations and Notes for Guidance;
- OEAP National Guidance.
- 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 and Responsibilities

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 LotC activities and off-site visits that are residential need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.

2.2 The Headteacher 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 EVOLVE and the Internal Permission/Cover Arrangements/Checklist form.

2.3 The Educational Visits Co-ordinator (EVC) ensures that all LOtC activities follow the correct procedures. The person with these responsibilities (Headteacher) will approve the Visit Leader for every visit and monitor the written risk assessments to ensure good practice. In addition the following responsibilities and duties are undertaken:

- Providing training for staff on use of EVOLVE, visit planning and risk assessments
- Supporting the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers. Such visits are normally linked to the curriculum and or support the school's vision statement and School Strategic Development Plan priorities.
- Support the Visit Leader in identifying the purpose and outcomes 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;
- Ensure that Disclosure and Barring Scheme disclosures are in place, where necessary;
- Checking the travel arrangements and relevant insurance documents etc. are in place in line with the Driving Policy. Reference should be made to the National Guidance Documents 'Transport: General Considerations', 'Transport in Private Cars' and 'Transport in Minibuses.'
- Arranging an Emergency Contact Duty Officer on the visit and draw up proper procedures to be followed in such an event.
- Keeping records and make reports of accidents and "near misses"
- Reviewing and regularly monitoring procedures
- Liaising with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC policies for Learning Outside the Classroom.
- Keep up to date with all national and local issues that may affect off-site visits and LOtC e.g. pandemics/lockdowns etc

2.4 The Visit Leader is responsible for identifying the purpose of the visit and outcomes for the visit. A robust risk management process is necessary for all LOtC activities and visits. Significant risks and their control measures will need to be recorded and attached to the EVOLVE online visit form (available on <http://www.westsussexvisits.org/>).

See appendix 1 for the Internal Approval form to be completed as part of the planning and approval process. The visit will be planned and submitted to the EVC/Head using EVOLVE. The Visit Leader should take with them a completed copy of the Thakeham Emergency card (see appendix 2)

This will take account of:

- Generic risks;
- Event Specific Risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, competence of the staff team, 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, outcomes and the risk management processes.

2.5 Participants are encouraged to consider hazards involved in LOtC activities and off-site educational visits and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose and outcomes of the visit and understand expectations of behaviour.

3. Guidance Notes for LOtC Activities and Off-Site Educational Visits

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

3.1 All Visit Leaders will familiarise themselves with the published advice and guidance.

Further information is available from the EVOLVE web-site (www.westsussexvisits.org)

Training for staff and Visit Leaders will be arranged by the school 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 Adviser.

3.2 In order to plan an LOtC activities and visits the EVC (Head) should be involved in discussing plans at an early stage. Routine or local visits such as games matches also need to be planned ahead. 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.

3.3 Parental Consent and contact details must be available for the Emergency Contact and the Visit Leader to take on the visit.

3.4 Internal Approval Form. See appendix 1. This local form is used to achieve any necessary organisational arrangements.

3.5 An EVOLVE Visit form must be completed for all residential visits, visits abroad, out of county and or for adventurous activities whether on-site or off-site. The form will need to be submitted to the LA four weeks in advance of the activity of visit date and before becoming financially committed. Residential visits need the Governing body's approval. School Journey Insurance should be purchased for educational visits and evidence should be attached to the EVOLVE form. Visit Leaders should avoid duplicate of cover being provided by a tour operator, or external provider.

3.6 The OE2 form (see appendix 4) provides information on what WSCC expects an external provider to provide and 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. Please note WSCC 'check' a number providers who are regularly used by WSCC establishments, these providers are listed on EVOLVE as 'checked' in addition providers who hold the LOtC Quality Badge are considered as suitable to offer activities and have achieved a nationally recognised accreditation.

3.7 On return the Visit 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.

In addition it is highly recommended that an evaluation of the visit's purpose and outcomes is carried out to review the learning achieved and educational value. It is possible, within 28 days, to record this through the EVOVE visit form.

3.8 Risk Assessment forms (see appendix 3) 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.hse.gov.uk/aala). If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.

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

4.0 Staff to pupil ratios - for educational visits the Local Authority states the following:

- Ratios for Early Years are specified and must be adhered to; see Statutory Framework for the Early Years Foundation Stage
- Under 8s (Years 1-3) - Maximum number of children to 1 adult = 6
- Under 12s (Years 4-6) - Maximum number of children to 1 adult = 15

Volunteers e.g. parents can be used as supervision in addition to school staff. Ideally volunteers should hold a DBS certificate. If they do not, supervision of the adult must be ensured at all times. Volunteers should read and agree the 'Volunteers Code of Conduct.'

4.1 Inclusion & Equalities

Under the Equality Act 2010, it is unlawful to discriminate against participants because of their disability, without material or substantial justification. We make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Disability Discrimination Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity. Reference should be made to WSCC document: Educational visits - Inclusion of pupils with disabilities or challenging behaviour and National Guidance chapter on inclusion.

4.2 Critical Incident Management

Should a critical incident occur, the group leader should take charge of the situation following the school's Emergency Plan and:

- Take control, establish order and reduce the risk for other members of the group.
- Assess the situation and establish priorities.
- Make sure all adults understand their role.
- Contact the emergency services and summon help giving a clear account of the events and the injuries incurred (School staff should carry mobile phone on visit).
- Attend to the casualties and provide first aid (if trained) and support for the victims.
- Remove the group to a secure, safe place.
- Telephone the school and report the incident
- Contact the Area Support Team at the Area Office on **01243 642104** (8am -6pm Mon –Fri) or out of hours on **01444 411738**

See also our Emergency Plan.

4.3 Charging

Education in the UK is free. The Local Authority has issued a full statement outlining its policy on charging. It covers what a governing body may and may not charge for when activities take place either during or outside of school hours, including residential activities. The need to have charging and remissions policies and requests for voluntary contributions are also addressed. Please see our school's Charging Policy.

4.4 First Aid

As a minimum there must be a school First Aider on the visit. Checking of first aid kit to be taken on a trip will lie with one of the Appointed Persons for First Aid (Mrs Younger/Mrs Bowbrick) which will also involve ensuring contents of the kit are in date and fit for purpose.

For EYFS outings, there must always be at least one member of staff present who holds a current Paediatric First Aid certificate. A first aid kit appropriate to the visit should be carried.

INTERNAL APPROVAL FORM

To be completed once the Trip Approval Form has been agreed with Headteacher

A copy of this completed pack is to remain in the school in the Risk Assessment File in the office.

A photocopy of this pack is to be taken on the visit by the Visit Leader.

Visit To:	
Date:	

PRELIMINARY APPROVAL (to be completed by teacher)

Company/Agency Name (if applicable)			
Contact Name		Phone No.	
Teacher In Charge			
Purpose Of Visit			
Has this trip/Activity taken place before?		If YES, when?	
Venue Address			
Proposed Date & Time of Trip			
<i>Number of pupils</i> Year group(s)		Number of pupils requiring Individual support	
Preliminary Approval by Headteacher		Date:	

Planning Details for Off-Site Activities

To be completed by Teacher in Charge after Headteacher has approved trip/activity.

Visit to:	
Group Leader:	
Purpose of Visit:	
Address of Visit Location:	
Staff on Visit:	
Other Adults:	
Number of Children	
Year Group	
Adult/child ratio: Yr R: 1 adult – 5 children (min) Y1-3: 1 adult – 6 children (min) Y4-6: 1 adult – 10 children (min)	
Total number of People on Visit (adults + children):	
Date of Preliminary Visit:	
Site visited by:	
Method of Travel to Site:	
Travel Time to Site:	
Toilet Arrangements:	
Lunch:	
Nominated First-Aider(s):	
Nature of Site: (indoor, outdoor, exposed, rural, urban, walking surfaces)	

Following to be completed by SBM:

Cost of Coach (+ parking?):	
Cost of Entrance (children + adults)	
Cost of Tour/Workshop:	
Other Costs:	
Total Cost:	
Cost Subsidised by School:	
Charge to Parents:	
Date Coach Booked:	
Coach Booked by:	
Parents Informed by Letter Dated:	
Parental Consent Obtained:	

Emergency Details for Off-site Activities

School Number:	
Headteacher:	
West Sussex Emergency Team:	
Coach Company:	
Coach Company Number:	
Coach Driver Contact Number:	

Members of Staff on Trip (*To be completed by Teacher in Charge*)

Name	

In the Event of an Emergency

1. ***Assess the situation***
2. ***Reduce risk of further injury***
3. ***Call emergency services***
4. ***Apply first aid***
5. ***Inform the site management at the location of the incident***

6. ***Contact the school***
Be prepared to give:
 - Your name
 - Your telephone number
 - Your location
 - Names of the individuals involved
 - A brief description of the incident
 - Location and condition of any injured including which hospital they have been sent to and which staff have gone with them
 - Details of any assistance required
7. **Remember:**
 - A member of staff must accompany each ambulance to hospital with copies of consent forms.
 - To ensure that the school has your contact number and that your mobile phone is switched on to receive calls
 - To report any further developments as they happen: contact the school at 10 minute intervals

Off-Site Visit Planning, Organisation and Risk Assessment


Visit Organisation Checklist *(for completion by Teacher in Charge & Bursar)*


Tick off the following points as they are undertaken:

Pre-Visit	
▪ Outline visit proposals discussed with headteacher with basic costings for entrance, travel and insurance.	
▪ Pre-visit undertaken wherever possible	
▪ Risk analysis undertaken and forwarded to Headteacher for approval	
▪ Visit approved by Headteacher and Curriculum Committee of Governing Body	
▪ Coach and site bookings confirmed	
▪ Parents informed about purpose, cost, date and organisation of trip	
▪ Additional adult help arranged	
▪ All adults accompanying trip informed of purpose of trip, associated risks and their role on the trip	
▪ Consent forms copied for visit leader with originals kept in school office	
▪ Class list/groups prepared for registration/organisational purposes	
▪ Children are prepared for the visit in terms on aim/purpose and organisation	
Day of Visit	
▪ Children have been registered and register returned to office	
▪ Accompanying adults have group lists, timetable for the day, organisational details and maps of the site if appropriate - children with specific medical needs should be grouped with a school member of staff and medical details not included in general information pack for adults	
▪ First aid kit and medication including inhalers and epi-pens collected from office/staffroom	
▪ Coach kits ('sick bucket') assigned per coach	
▪ Children reminded of purpose of trip and expectations	
▪ Children have used the toilets	

▪ Staff have school phone and emergency contact numbers	
▪ All adults have exchanged mobile numbers	
▪ Visit leader has copies of consent forms	
▪ Children have coats and lunches if appropriate	
▪ Children have worksheets, clipboards and pencils if appropriate	
▪ Group leader has pre-signed school cheque if required	
On the Coach	
▪ Children correctly seated and seatbelts secured	
▪ Numbers counted and confirmed	
▪ Name, registration and mobile number of coach collected, recorded on Emergency Details form with a copy left in the school office	

Appendix 2

<p>Emergency Contact Numbers</p> <p>Give your name and telephone number, where you are calling from and details of what has happened and where, & details of those involved.</p> <p>Emergency services (including Mountain rescue)</p> <p>UK: 999</p> <p>Europe: 112</p> <p>For support from WSCC:</p> <p>In hours (8am-6pm Mon-Fri)</p> <p>+44 (0) 1243 642104</p> <p>Out of hours:</p> <p>+44 (0) 1444 411738</p>	<div style="text-align: right;">  </div> <p>24 Hour Emergency Contact Numbers</p> <p>Give your name and telephone number, where you are calling from and details of what has happened and where, & details of those involved.</p> <p>In hours (8.00am – 6.00pm Mon-Fri)</p> <p>.....</p> <p>Out of hours</p> <p>.....</p> <p>Alternative contact</p> <p>.....</p>
--	--

<p>Emergency Contact Numbers</p> <p>Give your name and telephone number, where you are calling from and details of what has happened and where, & details of those involved.</p> <p>Emergency services (including Mountain rescue)</p> <p>UK: 999</p> <p>Europe: 112</p> <p>For support from WSCC:</p> <p>In hours (8am-6pm Mon-Fri)</p> <p>+44 (0) 1243 642104</p> <p>Out of hours:</p> <p>+44 (0) 01444 411738</p>	<div style="text-align: right;">  </div> <p>24 Hour Emergency Contact Numbers</p> <p>Give your name and telephone number, where you are calling from and details of what has happened and where, & details of those involved.</p> <p>In hours (8.00am – 6.00pm Mon-Fri)</p> <p>.....</p> <p>Out of hours</p> <p>.....</p> <p>Alternative contact</p> <p>.....</p>
---	---

APPENDIX 3 THAKEHAM PRIMARY SCHOOL RISK ASSESSMENT AND RISK MANAGEMENT RISK ASSESSMENT FOR OFFSITE ACTIVITY

Activity		Location		Date of Activity	
Completed by		Assessment Undertaken (Date)		Assessment Review Date	
Signed		Date shared with staff			
LIST HAZARDS HERE	List of groups of people who are especially at risk from the significant hazards you have identified:	How will you control this risk? (You can append or refer to relevant documentation that explains your safety arrangements, e.g. letter to parents, booklet prepared for students, letter from residential centre, extract in safety manual etc.	Post event review (use this column to comment if you have a concern or an incident occurred)		



PROVIDER STANDARDS

FORM OE2

For completion by providers of outdoor education, visit venues and off-site activities to West Sussex schools and education establishments.

Name & address of provider/organisation: -

The provider named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed. Please tick all specifications you meet. Indicated by a cross any you cannot meet. Write N/A against any specification, which does not apply to your provision.

Section A must be completed for all visits. Section B (adventurous activities) must be completed if applicable.

Section A – ALL PROVIDERS

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and has a health and safety policy and recorded risk assessments which are available for inspection.
2. Accident and emergency procedures are maintained and records are available for inspection.
3. The staff have the experience, competence and professionalism to work with the age range and abilities of prospective groups.
4. The Centre has a Code of Conduct, which can be provided in advance of any booking and to which visiting groups should adhere.
5. All reasonable checks, including Criminal Record Bureau checks, are made on staff that have unsupervised access to young people
6. There are adequate and regular opportunities for liaison between visiting staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to visiting staff.
7. The provider has public liability insurance for at least £5million, ***(please attach a copy of your certificate of public liability insurance cover)***
8. The provider will take all reasonable steps to allow inclusion and participation for any young people who have special needs or have a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001.
9. The provider encourages responsible attitudes to the environment as an integral part of the programme.
10. All vehicles are roadworthy and meet statutory requirements. Drivers are PCV qualified or operate with small bus permit and local minibus driving assessment.

If any of the above specification overleaf cannot be met, or are not applicable, please give details:

Details of any accreditation e.g.: **'Learning Outside the Classroom' Quality Badge** Award, AALA license number, National Governing Body, BAPA, Tourist Board etc.:

*I certify that the organisation I represent complies fully with the requirements set out above, **except where I have deleted or crossed out the item.** The organisation will observe the above conditions during any visit from a West Sussex establishment*

Signed:

Date:

Name:

Position in Org:

Email (general):

Website:

**Thank you for completing this form.
Please return it, along with a copy of your Public Liability Insurance Certificate, to the school/establishment that sent it to you, or alternatively send it to:-**



Simon Whitmore
Outdoor Education Adviser
Room 215, East Wing North