



CAMPUS OFF SITE VISITS AND ACTIVITIES POLICY

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INTRODUCTION

This Policy document has been developed from information contained in the DFE, Health and Safety Advice and Guidance (February 2014) document and guidance from the Outdoor Education Adviser Panel (OEAP) guidance via Bradford Schools Online and the HSE.

Aims of Policy:

- To ensure that when children are taken out on school visits there is suitable attention paid to their safety through appropriate leadership and adequate staffing ratios.
- That sufficient planning of visits has taken place and the correct procedures have been followed.
- That staff understand the additional guidelines related to taking a school trip abroad.
- That all visits conform to the school's Equal Opportunities statements. Account should be taken of appropriate access and facilities for all children in view of their gender, physical abilities, race, religion and social background.

Objectives of young people participating in off-site activities:

Learning outside the classroom has positive benefits for all groups of young people, including those underachieving or not sufficiently motivated by mainstream provision.

- Memorable activities lead to memorable learning.
- The place where activities happened often add to their value.

All off site visits and outdoor activities are monitored after the visit/activity. The Group Leader and Extended Learning Administrator will complete the Off Site Visits and Outdoor Activities Evaluation Form, which can be found on Office 365 or T:\campus\1.OFF SITE VISITS - STAFF INFO.

Principles underpinning school trips:

1. The aims and objectives of the visit/outdoor activity conform to the school's curriculum aims.
2. All planning and documentation is completed and checked by Kim Rose - Extended Learning Administrator, prior to the trip. Any issues or concerns will be escalated to EVCs, Tom Darling (Beckfoot) and Jo Dowson (Hazelbeck). Discrepancies will be resolved prior to the trip or reported to the Headteacher/Head of School who will approve the appropriate course of action.
3. The organisation of the trip includes a contact point for parents.
4. The financial procedures that are used for the trip are clearly stated.
5. The level of supervision required is in line with national guidance.
6. That staff are suitably qualified to lead and supervise activities within the trip.
7. If the trip involves specialist instruction beyond the scope of the party leader, suitably qualified instructors lead the activity.
8. The code of conduct expected of students is made clear to students prior to the trip and is fully enforced.
9. That parents, Headteacher/Head of School are fully informed about what is taking place within the trip.

10. Staffing cover has been approved by the Gill Halls (Beckfoot) or Beth McPhail (Hazelbeck).
11. That all insurance requirements have been adhered to as is practicably possible in accordance with the school journey policy.

Approval Principles

Category of Trip	Type of Approval
<ul style="list-style-type: none"> • Forest Schools • Outdoor Learning Cards • Local sports fixtures during school hours • Weekly swimming lessons • Local learning area visits such as to local parks, libraries, museums etc. • Regular curriculum-based adventure activities (e.g. climbing as part of the PE curriculum) • 14 -19 multi-site curriculum delivery • Activities/visits outside normal school hours, where blanket consent is appropriate, such as local sports fixtures out of school hours 	<ul style="list-style-type: none"> • Annual approval from: • Parents • Headteacher/Head of School
<ul style="list-style-type: none"> • Occasional Day Trips/Visits 	<ul style="list-style-type: none"> • Approval for each visit from: • Headteacher/Head of School • Parents • Approval based on this school policy from:
<ul style="list-style-type: none"> • Residential Trips, Trips Abroad and All other trips 	<ul style="list-style-type: none"> • Approval for each visit from: • Headteacher/Head of School • Parents

ROLES AND RESPONSIBILITIES

The Board of Directors

The Board of Directors delegate responsibility for approving school visits and journeys to the Headteacher/Head of School.

The Headteacher/Head of School

The Headteacher/Head of School has overall responsibility for ensuring that there is appropriate supervision and planning and may delegate tasks to the Educational Visits Co-ordinator (EVC), Group Leaders and other designated employees who will undertake the majority of the planning and organisation.

The Headteacher/Head of School must ensure that any proposed school visit complies with:

- National guidance, procedures and policy e.g. DFE, HSE, OEAP
- Insurance requirements;

- The schools own health and safety policy and associated policies.

The Headteacher/Head of School must also:

- be satisfied that the visit has been planned effectively and that any risks identified by a risk assessment are minimised;
- be clear about their own role if they are going on the visit as a group member/supervisor. In these circumstances they must follow instructions of the group leader who is in sole charge of the visit;
- ensure that all staff accompanying the visit are appropriately selected and have the expertise, experience and qualifications relevant to the activities;
- ensure that the group leader has experience in supervising the specific age of the pupils on the visit and is able to organise the group effectively;
- ensure that the group leader, or an accompanying teacher, is familiar with the venue and is suitably competent to instruct the activity;
- ensure that the group leader is given sufficient time to plan and organise a visit properly;
- ensure that the ratio of adults: pupils is appropriate and suitable;
- ensure that child protection procedures are in place;
- ensure that the Headteacher/Head of School and Insurance Company have approved the visit if appropriate;
- ensure that parental consent forms including medical declaration have been issued and returned signed;
- ensure that suitable arrangements have been made for the medical and special needs of all pupils;
- ensure that first aid provision is available;
- ensure that the mode of transport is appropriate and that outward/inward journey times are clear;
- ensure that there is relevant insurance cover;
- ensure that medical conditions are notified to insurers for approval and doctor approval is sought where necessary;
- ensure that they have details of the venue including address, telephone number and contact name;
- ensure that a school emergency contact has been nominated and that the group leader has these details;
- ensure that the group leader has the LA emergency contact information available;
- ensure that the group leaders, supervisors and school contact have a copy of the agreed emergency procedures and the names of ALL members of the group, with emergency contact details of parents/guardians or next of kin;
- ensure that there are contingency plans in place for delays or alternative arrangements should the original visit have to be cancelled e.g. bad weather;
- ensure unforeseen events are considered during the trip planning and risk assessment noted e.g. terror attacks, emergency incidents and natural disasters;
- “Ensure that where appropriate, the LA have been informed of any trips/visits outside the Bradford District and residential trips.

The Educational Visits Co-ordinator (EVC)

Each school must have an EVC; in many cases, this may be the Headteacher/Head of School. However, it may also be a teacher or another member of school staff – in which case the EVC will be appointed by and act on behalf of the Headteacher/Head of School. The formal recognition of an EVC will help the school to fulfil its health

and safety obligations for off-site visits. If there is no EVC then the duties will pass by default to the Headteacher/Head of School. The EVC will be involved in the planning and management of visits including adventurous activities led by other members of school staff. The functions of the EVC are to:

- liaise with their employer to ensure that all educational visits meet with the employer's requirements, including those of risk assessment;
- support the Headteacher/Head of School with approval and other decisions;
- assign suitably competent and adequately trained people to lead or supervise a visit;
- assess the competence of leaders and other adults proposed for a visit.
- ensure leaders of visits are adequately trained i.e. first aid, hazard awareness etc.; (Hazelbeck – a first aid trained member of staff is always present on a trip/visit, generic risk assessments are carried out for each pupil and site risk assessments are carried out).
- ensure risk assessments are reviewed for the specific circumstances and group of students, especially where using a venue's own risk assessment or a template;
- ensure that DBS disclosures are in place as necessary (no-one should have unsupervised access to children unless fully DBS cleared);
- work with the group leader to provide parents with full details of the visit enabling parents to accept or refuse consent on a fully informed basis;
- organise the emergency arrangements and ensure there is an emergency contact for each visit;
- review systems and, on occasion, monitor practice.

The EVC must be competent to fulfil the role in relation to the size of the school and the extent and nature of the planned visits. The Headteacher/Head of School and the EVC must agree the delegation of tasks and the way in which the role of EVC will work within the school.

The EVC for **Beckfoot School is Tom Darling** and the EVC for **Hazelbeck School is Jo Dowson**. The EVCs are supported in the administration and organisation of trips and visits by the Extended Learning Administrator, Kim Rose.

The Group Leader

The Group Leader in charge of a group of children under the age of 18 is acting in "loco parentis" (in the place of the parent). The duty of care expected is that of a reasonably careful and prudent parent applying his or her mind to the school situation. This duty is continuous during the whole period of the visit and cannot be delegated to anyone else.

The group leader is the teacher whom the Headteacher/Head of School has approved to take overall responsibility for the supervision and conduct of the visit, and for the health and safety of the group.

The group leader must:

- ensure the trip planning process is followed working with the Extended Learning Administrator, Kim Rose to ensure the correct timescales and documentation are used;
- ensure approval has been obtained by the Headteacher/Head of School before any visits take place;
- follow all the LA / School regulations, guidelines and policies;

- define accompanying supervisors roles and ensure tasks are assigned;
- have the ability to control and lead pupils of the relevant age group;
- be suitably competent to instruct pupils in the activity and be familiar with the venue;
- be aware of child protection issues;
- ensure that there is adequate provision for first aid provision;
- undertake and complete the planning and preparation, brief all group members and parents;
- **prepare risk assessments; however, if s/he is not competent in this area then assistance should be sought from the EVCs, Tom Darling (Beckfoot) and Jo Dowson (Hazelbeck).**

Teachers

Teachers on school visits act as employees of the Beckfoot Trust by agreement with the Headteacher/Head of School.

Accompanying teachers must:

- do their best to ensure the health and safety of everyone in the group;
- act as any reasonable parent would in the circumstances;
- take reasonable steps to avoid exposing pupils to dangers that are foreseeable and beyond those that the pupils can reasonably be expected to cope with;
- Consider stopping the visit or the activity and notify the group leader if s/he thinks there is an unacceptable risk to the health and safety of the pupils in their charge.

Volunteers

Non-teacher adults must be adequately briefed about their roles and responsibilities.

Volunteers must not be left in sole charge of pupils except where they are DBS cleared and it has been previously agreed as part of a risk assessment.

They must follow the instructions of the group leader and teachers and assist with control and discipline.

Pupils

All pupils in particular have a part to play in avoiding risk to health and safety, they must:

- not take unnecessary risks;
- follow instructions of the group leader, teachers, instructors and people within the venues;
- follow the schools dress and behaviour conduct;
- when abroad, be sensitive to local customs;
- be aware of anything that may cause themselves or others harm, speak to their group leader or teacher if they are concerned;
- be aware that incidents of poor discipline can lead to accidents and behaviour sanctions.

Parents

Parents have the responsibility of ensuring that their child is following the school dress code, preparing their child for participation and accepting that a child who is a risk to the health and safety of either him/herself or others may be sent home early.

Parents must inform the school about any medical needs / allergies / special dietary needs etc. of their child. Our insurance company require us to notify them of certain medical conditions and injuries and may require Doctor's approval before confirming cover. The school will contact parents if this applies to their child.

When children are going on a residential trip, parents must supply an emergency contact name and telephone number; this contact must be available for the duration of the trip.

The school must inform the parents about all aspects of the visit to enable them to make an informed choice as to whether or not they want their child to participate.

GUIDELINES FOR GROUP LEADERS

Ratios and Effective Supervision

Activity and Visit Leaders must ensure that young people are supervised in accordance with the principles of "Effective Supervision", requiring them to take account of:

- The nature of the activity (including its duration).
- The location and environment in which the activity is to take place.
- The age and gender (including developmental age) of the young people to be supervised.
- The ability of the young people (including their behavioural, medical, emotional and educational needs).
- Staff competence.

This means that arrangements for supervision must take into account the nature of a group and the individuals in it. It is therefore important that, when planning a repeat visit or a series of activities, the previous plan (no matter how well it worked in the past) is reviewed to ensure it meets current group needs.

Ratios are a risk management issue, and should be determined through the process of risk assessment. It is not possible to set down definitive staff/student ratios for a particular age group or activity.

Some guidance documents do set out ratios, but these should be regarded as starting points for consideration rather than being definitive, as they may be appropriate only where the activity is relatively straightforward and the group has no special requirements. For example, the DfES publication HASPEV (1998) suggested the following "starting points":

- School years 1 - 3, 1:6
- School years 4 - 6, 1:10/15
- School years 7 onwards, 1:15/20

Without special safeguards or control measures, these ratios will **not** be adequate to meet the needs of most residential or more complex visits. The Early Years Foundation Stage (EYFS) Statutory Framework* no longer sets out different

requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be lower than the legal minimum that applies otherwise (for children aged three and over in early years settings either 1:8 or 1:13 and 1:30 in infant school reception classes in maintained schools). It is not unusual for a ratio of 1:1 to be necessary.

A useful framework for assessing requirements for ratios and effective supervision is **SAGE**:

- **Staffing:** who is needed/available? The plan must work within the limits of available numbers, abilities and experience.
- **Activities to be undertaken:** what do you want the group to do and what is possible?
- **Group characteristics:** prior experience, abilities, behaviour and maturity, any specific or medical/dietary needs.
- **Environment:** indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; and the ease of communications between the group and base. Do not overlook environments to be passed through between venues. For residential visits consider the accommodation and surrounding area. For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions.

For further information visit <http://oeapng.info>.

Planning a trip

Kim Rose – Extended Learning Administrator, is available to assist the Group Leader in preparing for visits and outdoor activities with necessary administration and will provide procedural advice if you have any concerns. Any issues or concerns will be escalated to EVCs, Tom Darling (Beckfoot) and Jo Dowson (Hazelbeck).

Please refer to the school's 'Procedure for Planning off Site Visits and Activities' on the staff page trip section of Office 365 or T:\campus\1.OFF SITE VISITS - STAFF INFO.

There are two types of trip:

1. Those for which an annual rolling approval is provided by the Headteacher/Head of School and Parents. This includes local frequent activities of PE sports fixtures and curriculum walks from school.
2. All other trips for which specific approval and a medical declaration is required from parents and the Headteacher/Head of School. (this includes day trips, residential and trips overseas)

Trips with Rolling Annual Approval

The following form (or similar) will be used as part of the Student Planner for Beckfoot students to obtain rolling annual approvals for frequent off site visits.

Beckfoot School - Rolling Approval for Frequent Off Site Activities

Supporting Enrichment

Rolling Approval for Frequent Off Site Activities

Student Name _____ Tutor Group _____

I give consent for my child to take part in:

- Official PE sports trips during and after school
- Walks from school as part of a timetabled lesson
- Sponsored walks from school
- Alternative curriculum provision as agreed previously
- Organised team activities e.g. debating and maths challenge events at local schools.

I understand that:

- Such trips/visits/activities will be arranged at least 24hrs in advance and my child is to advise me if they are taking part. They will also write details of the trip/visit/activity in their planner.
- Such trips/visits/activities will be led by Beckfoot staff working to Bradford Council Guidelines for Off Site Visits and Activities.
- Transport for trips to and from Beckfoot will be arranged and supervised by the school unless notified otherwise.
- To comply with school insurance requirements my child should be fit to travel and capable of taking part in the trip/visit/activity described above and I understand that I must notify the school of any medical conditions or recent injuries prior to a trip/activity.

YOUR PARENT/CARER MUST CHECK AND SIGN ONE OF THE STATEMENTS BELOW:

I give rolling approval for my child to take part in frequent off site activities and can confirm that I have parental responsibility for this student.

Signed _____ Date _____

OR

I only want my child to take part in a trip from school if I specifically approve each trip and can confirm that I have parental responsibility for this student.

Signed _____ Date _____

Hazelbeck School - Rolling Approval for Frequent Off Site Activities				
Please place a tick (✓) to indicate yes or no box against each statement and sign and date the form				
I give permission for my child to be involved in everyday off-site visits associated with the curriculum (e.g. shopping activities, visits to local places of worship, visits to museums). * Note: visits involving an extended day will require a separate permission request.	Yes		No	
To comply with school insurance requirements my child should be fit to travel, capable of taking part in the activities described above, and I understand that I must notify the school of any changes to medical conditions or recent injuries prior to a trip/activity.				
If this form is not returned we will assume that permission is given in respect of all the above.				
Signed:				
Name: (Please print)				
Date:				
Relationship to child:				
(The person completing this form must have parental responsibility)				

Hazelbeck Staff can check with the Admin Office or Parental Consent Section of SIMS to check whether we hold rolling approval for a Hazelbeck child.

These trips are covered by standard school visit risk assessments.

The Headteacher/Head of School agree that if the procedure above has been followed, such trips can take place without specific individual approval.

All other Trips

There are a number of key tasks to complete in order to ensure trips are both successful and safe – Please refer to the school's 'Procedure for Planning Off Site Visits and Activities' on the staff page, trip/visits section of Office 365 or T:\campus\1.OFF SITE VISITS - STAFF INFO folder.

The Group Leader should ensure the latest health and safety guidelines are checked for the visit or activity. Guidance can be found at <http://oeapng.info>.

Beckfoot School

- **Visit Planner** - A visit planner must be completed by the Group Leader to ensure health and safety, resources and staffing requirements have been considered in the organisation of the trip.
- **Activity Proposal Form** - the Group Leader must complete an activity proposal form and the Head of Faculty signature must be obtained. In doing so this provides all the necessary prompts to ensure the Group Leader fulfils all the planning requirements (including staff cover if during school hours). The signed proposal Form must be handed to Kim Rose, Extended Learning Administrator, when complete to enable Headteacher/Head of School approval to be obtained.
- **Risk Assessment** - The Group Leader must complete a risk assessment for the trip (see Ratios and Effective Supervision section above).
- **Insurance** – all trips and activities must be within the permitted activities of the Trust Travel Insurance. All staff and students must be fit and able to take part in trips and activities and any pre-existing medical conditions must be notified to the insurers as soon as possible so that travel can be authorised. **Letter to Parent/Guardian and permissions slip** - The Extended Learning Administrator will help the Group Leader prepare a standard letter to go to parents with all relevant details of the visit/activity. A signed permission slip and medical declaration from every parent/guardian is essential before any student is allowed to travel. In the event of certain medical conditions being brought to the school's attention, the school is required to obtain Insurer's approval prior to travel.
- **Activity Finances** - the Group Leader must agree the principles of the funding arrangements for the trip and the cost of a visit/activity should be worked out before the letter to parents is given out. The Student Facilities Office will collect and keep records of funds received.

Hazelbeck School

- **Going Out Form** – the Group Leader must complete a Going Out Form and approval must be obtained from Jo Dowson. In doing so this provides all the necessary prompts to ensure the Group Leader fulfils all the planning requirements (including staff cover if during school hours). The signed proposal Form must be handed to Jo Dowson, EVC, when complete to enable Headteacher/Head of School approval to be obtained.
- **Risk Assessment** - The Group Leader must complete a risk assessment for the trip (see Ratios and Effective Supervision section above).
- **Letter to Parent/Guardian and Permission/Medical Info Slip** – the Extended Learning Administrator will prepare a standard letter to go to parents with all

relevant details of the visit/activity. A signed permission slip and medical declaration from every parent/guardian is essential before any student is allowed to travel. In the event of certain medical conditions being brought to the school's attention, the school is required to obtain Insurer's approval prior to travel.

- **Activity Finances** - the Group Leader must agree the principles of the funding arrangements for the trip and the cost of a visit/activity should be worked out before the letter to parents is given out. The Student Facilities Office will collect and keep records of funds received.

Please note that our insurance policy lists certain activities that are not included in the Trust insurance policy. Please see Suzanne Wahed, Campus Business Manager for further details.

Accidents

All accidents and incidents should be reported to the Beckfoot School Health carer or Hazelbeck Care Team as soon as practically possible, even if an accident form was completed by the venue. Serious accidents and incidents should be notified to the Headteacher/Head of School immediately.

First Aid

The group leader needs to evaluate the level of first aid training required for the trip, ensure conclusions are recorded on the trip's risk assessment and ensure there are adequate first aid resources. To comply with insurance obligations, students should be fit to travel and fit to take part in planned activities. Medical conditions should be communicated to Kim Rose to enable the school to seek insurer's approval where necessary.

First Aid Kits can be obtained from the Jackie Drew, the Beckfoot School Health carer or Hazelbeck Care Team.

Fatality or Serious Injury

Action to be taken in this event –

- Assess the situation
- Protect the party from further injury or danger
- Call the emergency services (999 or other as appropriate)
- Render first aid
- **Follow the Bradford Council Fatality/Serious Injury Incident Procedure (POCKET CARD TO BE IN LEADER'S POSSESSION)**
- Contact School link person for support
- Emergency Assistance Card.