



THE TOWERS

OUTDOOR EDUCATION AND OFF-SITE EDUCATIONAL VISITS POLICY

Date Approved:	By SLT May 2019
Ownership:	Assistant Headteacher Pastoral\Academic
Next Review:	May 2020

Legal Status

- WSCC's Learning Outside the Classroom and Off-Site Educational Visits Regulations and Notes for Guidance 2018;
- OEAP National Guidance.
- Departmental advice on health & safety for schools, regularly updated. See:
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
- The Health and Safety Executive statement: "School Visits and Outdoor Learning Activities – Tackling the Health & Safety myths. available at:
<http://www.hse.gov.uk/services/education/school-visits.pdf>

Related Documents

This policy should be read in conjunction with:

- Safeguarding and Child Protection policy
- Health & Safety Policy

Policy Statement

The Towers School provides many opportunities for all of the pupils (including EYFS) to enrich and enhance their learning through use of learning outside the classroom including Off-site Educational Visits. This encompasses all learning outside the classroom in our school grounds and local areas as well as: residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities. The value of learning outside the classroom is recognised by the Governing Body and fully supported throughout the school. At The Towers we develop ambition and independent spirit, valuing each individual's abilities, aspirations and desire to explore and create. We recognise that "a life without adventure is likely to be unsatisfactory but a life without limits on adventure is likely to be short!" Bertrand Russell.

This document outlines the specific policies and procedures for The Towers. It supplements and follows the advice and guidance contained within the aforementioned publications.

Roles and Responsibilities

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 meetings.

The Assistant Headteacher Pastoral\Academic is the Educational Visit Coordinator (EVC) and 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 presented to The Governing Body at Governors' meetings and recorded in such minutes of the particular meeting.

Laura Blackmore-Saunders ensures that all off-site activities follow the correct procedures. The Assistant Headteacher Pastoral\Academic will approve the Trip Leader for every visit, ensure the Proposed Educational Visit Form is completed see **Appendix A** and monitor the written risk assessments to ensure good practice. In addition, the following responsibilities and duties are undertaken:

Support the Trip Leader in

- Identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers
- Ensuring that DBS disclosures are in place where necessary
- Keep records and make reports of accidents, errors and "near misses"
- Review and regularly monitor procedures
- Appointing a deputy trip leader in case of emergency
- Ensuring the visit is staffed by suitably qualified adults in line with the ratios recommended by WSCC. At least two members of staff must attend all visits, unless in the local vicinity.
- Ensuring that all off site activities include an appointed person first aider who takes responsibility for all aspects of first aid on the visit. EYFS pupils must be also accompanied by a Paediatric First Aider. In the case of visits to local venues the Trip Leader must ensure a First aider is available at the venue.
- Communicating with parents/carers about the planned visit
- Completing a risk assessment. This should be completed by the Trip Leader.
- Collating responses from parents and informing the Trip leader of all special and medical/dietary needs of individual pupils.
- Ensuring permission has been granted for emergency medical treatment if the parents cannot be contacted.
- Ensuring all pupils know what to do in an emergency.
- Ensuring emergency contact details are available for all staff members of the party, the school office, the emergency contact person for the visit and SLT.
- Ensures all parental consents associated with the visit are obtained, including collection arrangements at the end of the visit. See Appendix F (Collection from a Venue Consent form)
- Establishing whether the centre has the LOTC (Learning outside the classroom) badge.
- Check that the provider of adventurous activities is licensed and the individual instructors possess a recognised qualification from a national body, such as the Adventure Activities Licensing Authority,
- Obtain a clear statement from the venue/centre about their responsibilities for the safety of the pupils before making any commitment.
- Ask for copies of the venue/centre's risk assessments.
- Check the school's insurance cover.
- If parent volunteers participate in the trip, arrange for any who may have unsupervised responsibility for children to obtain an enhanced DBS disclosure.

- Check that the tour company/airline is ATOL/ABTA bonded to provide cover in the event of the bankruptcy of the provider.
- Where possible carry out a reconnaissance trip if the location is not one that the school has visited before. When this is not possible seek advice from the EVC.
- Ascertain the medical and visa requirements

Staff should ensure that they adhere to the Visit Flow Chart procedure as set out in Appendix B

The Trip Leader is responsible for identifying the purpose of the visit and following the procedures set out in this policy and in accordance with the Visits Flow Chart see Appendix B. A risk assessment is necessary for all off-site visits. The trip leader must ensure that the pupils are aware of the behaviour expectations. All pupils are expected to exhibit exemplary behaviour. Significant risks and their control measures will need to be recorded and filed with the Assistant Headteacher Pastoral\Academic.

This will take account of:

- Generic risks as published in this document and the LEA Regulations and Notes of Guidance for Off-site Activities. See Appendix C
- Event Specific Risks as identified from a pre-visit or thorough knowledge experience of the environment, accommodation, the Trip Leader's competence, the trip 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/pupils 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 safely. They will be fully aware of the purpose of the visit and understand expectations of behaviour.

Guidance Notes for Off-Site Educational Visits

To ensure proper good practice and compliance with the necessary regulations it is expected that: All trip leaders will familiarise themselves with the published advice and guidance. Further information is available from www.teachernet.gov.uk/visits Training for trip 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 available through the Outdoor Education Office (01243 777210)

In order to plan an off-site activity the EVC should be involved in discussing plans at an early stage.

Guidance for Offsite Routine Sports Fixtures

Routine Sports Fixtures such as matches and competitions need to be planned ahead also. Visit Proposal forms are not necessary, however Trip Leaders should ensure that the generic risk assessment is suitable. In the case that additional risks are identified these should be recorded on the Generic Risk Assessment or Sports Fixture Risk Assessment and approved by the The Assistant Headteacher Pastoral\Academic in advance of the event. See Appendix C & D

General guidelines

- Parents should not be informed about educational trips until approval has been given by the EVC/LG.
- No money should be collected until a trip has been approved by the EVC or Governing Body in the event of a residential/foreign trip.
- No payment must be made to a travel company until payments have been received from parents.
- Staffing for any trip must be organised prior to paying monies to the travel company.

- Teachers must not sign contracts with any travel company without permission from the EVC/Headmistress/Bursar.

Parental Consent.

Emergency Contact details must be available for the Trip Leader and others responsible for the pupils on the visit to take with them on the visit.

Under certain conditions, staff may be able to drive pupils to/from venues in their own cars. The staff member must;

1. have business motor insurance, MOT, TAX.
2. have written permission from the parents to transport their child
3. not be alone in the car with just 1 student at any stage of the journey (unless it is their own child)
4. All children travelling in cars, who are less than 1.35m or 12 years of age must have a highbacked booster seat.
5. In the event that a parent is requested to transport pupils on behalf of the school, staff obligations as outlined above will apply.

Risk Assessment forms must be completed and lodged with LBS. External providers will have their own risk assessment documents which can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required. (See www.aala.org.uk). The Trip Leader should check the Risk Assessment.

WSCC recommended staff to pupil ratio

EYFS under 3 year olds the ratio is 1:2
 under 4 year olds the ratio is 1:4
 under 5 year olds the ratio is 1:4

In order to keep the children safe our ratios for day visits are as below. However every visit is risk assessed and depending on the perceived hazards steps are taken to remove, minimise or manage them, which may involve a higher adult to child ratio.

KS1 1:6
 KS2 1: between 10 and 15
 KS3/4 1:20

For residential visits the guidelines are a minimum of 1:10 so, if 42 children are on the visit it must have 5 adults accompanying it. As these guidelines are a **minimum** the ratio may be much higher for some visits depending on the activities planned. Please consult with the Assistant Headteacher Pastoral/Academic to ascertain the necessary ratio to ensure the safeguarding of the pupils on the visit.

To ensure the safeguarding of our pupils all residential visits must include at least three adults.

Staff attending a visit with their own child

Staff may attend a visit if their own child is present, providing they ensure that due care and diligence in supervising all children at all times.

Monitoring

Monitoring is a legal requirement. Trip leaders are required to evaluate visits to ensure that educational visits add value, meet their learning objective(s), and meet the safeguarding requirements as risk per the assessment. Pupils should, where possible be involved in this process. This evaluation should be completed with 5 days of the visit completion.

The Assistant Headteacher Pastoral\Academic should monitor these evaluations and make recommendations for future visits.

Illness or minor accident

If a pupil has a minor accident or becomes ill, the Trip Leader or another member of staff will take them to the local hospital or clinic. If the trip is outside the UK, s/he will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. We expect the Trip Leader to phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment - as opposed to minor cuts and bruises.

Emergency Procedures

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Trip Leader's first priority would be to summon the emergency services and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured pupil(s) to hospital. The Trip Leader will ensure that the rest of the trip are safe and looked after, informing the Headmistress or on-call member of staff of the incident. S/He would need to give as full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Headmistress are maintained. S/he would also need to arrange (perhaps using the Deputy Leader or another member of staff) for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas. A full record should be kept of the incident, the injuries and all actions taken.

Depending on the nature of the incident, we may implement our own model communications plan for informing as swiftly as possible both the families of the injured and the families of those who are unhurt. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. We will use mass communication methods (SMS, email, messages on our website, local radio) for communicating with those whose children are not affected.

Where possible communication with the media should be left to the Headmistress. The Trip Leader should refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge. Pupils should be actively discouraged from talking to the media.

Delayed Return

If a trip is delayed, the Trip Leader should phone the school office or the emergency 24hr contact in the UK who will in turn phone all the parents on their contact numbers to alert them to the delay and the revised time of arrival.

Appendix B

Visit Flow Chart (April 2019)

- All residential visit proposals must be submitted to the Governing Body for ratification.
- All paperwork and requests for day visits should be presented to the Assistant Headteacher Pastoral\Academic half a term before the intended date.
- All relevant letters must be sent to parents at least two weeks before day visits.
- Parents must be given at least 2 weeks notice of any pre-visit information evening

All teachers to email LC to check for dates

LC confirms date to teacher. NB this is not approval of visit

Trip Leader liaises with LBS with the Proposed Educational Visit Form (Appendix A) and any perceived risks over and above those in the Generic Risk Assessment (Appendix C) so she can check costings, obtain transport quotes and pass to MS for approval by SLT

Once approved by SLT, Trip Leader should finalise the Risk Assessment and pass to MS for final approval and sign off

LBS to confirm transport booking, prepare letter (MS to approve) and email to parents, set up gateway for payments, publish SIMs emergency contact, medical and SEN report for teachers, order lunches and check parental permission and payments made (politely chase if necessary)
LBS to advise AL of staff members involved for cover purposes.
LBS to advise staff of pupil names who are out on trip.

Week following visit

Teacher to complete Trip Evaluation Form (Appendix E)

Bursar to apply charges and write off profit or loss

MS – Michelle Syred
LC – Louise Crick
LBS – Laura Blackmore-Saunders
AM – Ange Martyn
JR – Jason Relf

Appendix C

GENERIC RISK ASSESSMENT FOR OFF SITE ACTIVITY 2019

ACTIVITY:

LOCATION:

DATE:

TRIP LEADER:

Deputy

Signed _____ Assistant Headteacher Pastoral\Academic
Assessment undertaken

Description of Hazard	What is the Risk?	Who is at Risk?	Degree of Risk (H, M, L)	Existing Risk Control Measures	Further Risk Control Action Required
Transport in minibuses/coach to and from trip site	Accidents boarding / disembarking minibus/coach (school and venue).	Pupils and Staff	M	Pupils briefed on expectations and supervised boarding / disembarking minibuses, particularly at destination. If possible stop minibuses/coach just outside the venue entrance so staff can alight first and guide pupils where to go. On a coach ensure a member of staff sits by the emergency exit.	
Accidents on road,	Injury or death.	Pupils and Staff	M	All minibuses/coach drivers are qualified with full licences. All staff and pupils to wear seatbelts and sit facing forwards. Emergency contact details carried by all staff and left in school office in case of delay / accident. First aid kit and mobile in each minibus and on the first aider if the journey is in a coach.	
Minibus/coach breaking down	Delay in arrival / return to school.	Pupils and Staff	L	Emergency contact details carried by all staff. If breakdown occurs on major road, evacuate pupils and staff from minibus/coach onto edge of hard shoulder or out of harms way. In case of a breakdown or delay, contact the school so alternative transport can be organised. Most girls also have mobiles to contact parents in the event of a delay at the end of the day.	

Minibus/coach transport	Travel sickness	Pupils and Staff	L	Keep sick bags in the first aid kit and seat those prone to this in the front seats if possible. Advise those prone to sickness to take a travel remedy if possible before the trip and again for the return journey.	
Pre existing medical condition (asthma, epilepsy, diabetes etc)	Death, injury or separation from group	Staff and Pupils	H	Ensure details of medical needs and medication (inc asthma and allergies) are obtained prior to the trip. Each staff member has the list of medical needs and emergency contact details for all pupils. Make sure the designated first aider is aware. Take first aid kit and any medication required.	
Allergic reaction to food or drinks given	Illness or death	Pupils		Awareness of the students with dietary intolerance and medical dietary issues. Inform the venue staff prior to visit of dietary requirements and ensure that the student with specific food intolerance isn't given anything they will react too. The Towers has a no nut policy.	
Knowledge of group	Death, injury or separation from group	Staff and Pupils	L	<p>Awareness of those with special needs, medical conditions and personalities in group listed on the medical needs and emergency contact list</p> <p>For girls suffering with anxiety give a detailed explanation of what activities are planned and reassure to reduce their stress. Offer calming mindfulness techniques if necessary.</p> <p>Dyspraxia – be aware when planning physical activities coordination may be impaired.</p> <p>Slow processing – be mindful when giving clear instructions not to overwhelm</p> <p>Chronic fatigue syndrome – allow rest breaks.</p> <p>Autistic spectrum disorder – give detailed explanation of what activities are planned and facilitate a quiet time out. If a separate room is required for this ensure the staffing numbers reflect this.</p>	

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Group management and Competency of staff on the trip.	Death, injury or separation from group	Staff and Pupils	M	<p>Ensure staff are specifically competent to supervise activities undertaken. Awareness that medical conditions, either pre-existing or recent may impact on the staff member's ability to supervise and safeguard pupils on the trip. Staff must declare any pre-existing medical conditions or other medical condition that would affect their ability to supervise pupils on fixtures to the Trips Coordinator (MS).</p> <p>Ensure pupils take a register on the minibuses at the beginning of the trip and that all pupils are accounted for before return to school. Provide sound pupil briefings on standards expected</p>	
Behaviour, code of conduct	Death, injury or separation from group	Pupils	M	All staff, pupils briefed about code of conduct and expected standards of behaviour (parents / guardians have been fully informed in writing beforehand and given their consent on required standards and expectations)	
Safeguarding, pupils needing to use the facilities in a public places at the venue.	Stranger danger or separation from group	Pupils	L	A member of staff to escort girls to the facilities or instruct girls to go in groups and stick together.	

Appendix D

Sports Fixture Risk Assessment

See Sports Fixture Risk Assessment 2019

THE TOWERS

SPORTS FIXTURE RISK ASSESSMENT 2019

Assessors: LS/ER

Date: March 2019

Travel by Minibus

Review: If incident occurs/annually

What are the hazards Or potential harm?	Who might be harmed?	What is already being done to control this hazard?	Does anything else need to be done to manage the risk?	Action by whom?	Action by when?	Date Done
<p>Minibus breaking down</p> <p>Accident on the way to and from the venue</p> <p>Seatbelts not being worn</p> <p>Delay in arrival at venue or return to school</p> <p>Injury at fixture</p>	<p>Students and staff</p> <p>Students and staff</p> <p>Students and staff</p> <p>Students and staff</p>	<p>Jason Relf keeping minibus maintenance up to date.</p> <p>Awareness by driver, up-to-date minibus license</p> <p>Driver to make sure all passengers are wearing their seatbelts and facing the front.</p> <p>Mobile telephone to be carried by driver</p> <p>First Aid box taken to all fixtures</p>	<p>Safely evacuate the minibus, telephone AA, school, keep students together and away from the minibus and road. Carry mobile telephone for emergency services and school</p> <p>Medical consent from parents to administer first aid. Make sure used items are replaced</p>	<p>Jason Relf and driver</p> <p>Driver</p> <p>Driver</p>		

<p>Knowledge of group</p>	<p>Students and staff</p>	<p>Awareness of those with special needs, medical conditions and personalities in group listed on the medical needs and emergency contact list</p>	<p>and all supplies for first aid are available and in date.</p>	<p>Trip Leader or uninjured student</p>		
	<p>Students and staff</p>	<p>For girls suffering with anxiety give a detailed explanation of what activities are planned and reassure to reduce their stress. Offer calming mindfulness techniques if necessary. Dyspraxia – be aware when planning physical activities coordination may be impaired. Chronic fatigue syndrome – allow rest breaks. Autistic spectrum disorder – give detailed explanation of what activities are planned and facilitate a quiet time out. If a separate room is required for this ensure the staffing numbers reflect this.</p>	<p>Look at the SEN list and medical needs information to be aware of the specific needs of individual girls</p>	<p>Trip Leader</p>		
<p>Competency of staff on the trip.</p>		<p>Awareness that medical conditions, either pre-existing or recent may impact on the staff member's ability to supervise and safeguard pupils on the trip.</p>	<p>Staff must declare any preexisting medical conditions or other medical condition that would affect their ability to supervise pupils on fixtures to the Trip Coordinator (MS).</p>			
<p>Trip / collision hazard during team games and activities.</p>	<p>Students and staff</p>			<p>Trip Leader</p>		
	<p>Students</p>	<p>Ensure pupils have correct clothes and are supervised according the rules and equipment regulations</p>				

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GUIDELINES FOR COMPLETING AN ASSESSMENT

DEFINITIONS :-

- a **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer, etc; and
- the **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

1. Identify the hazards:

2. Decide who might be harmed and how:

3. Evaluate the risks and decide on precautions

4. Record your findings and implement them

5. Review your assessment and update if necessary

RISK ASSESSMENTS ARE INTENDED TO ACHIEVE A SAFE WORKING ENVIRONMENT WITH SAFE SYSTEMS OF WORK THAT WILL PROTECT EVERYONE CONNECTED WITH THE WORK

Hindsight always has perfect vision and it is important that we try to be as honest and predictive as we can. If we take no risks we offer our children little, if any, opportunities for learning. Going ahead with an activity without giving any consideration to the potential risks is reckless. Our task is to consider all the information thoroughly and reach a decision that could

Appendix E

Trip Evaluation Form

Trip Name: _____

Date of Trip: _____

What were the educational objectives of this trip: _____

Were the educational objectives of the trip met? _____

Detail any factors that you identified that may improve the educational value if this trip is repeated:

Did you experience any difficulties relating to the transport provision? _____

Detail any improvements that you would like to put in place should the trip be repeated: _____

Was the overall conduct of the students in line with school behavioural expectations? _____

If 'No', detail any incidents, accidents, near misses that occurred: _____

How could your experiences of the trip help inform other teachers who may lead school trips: _____

Collection from a Venue Consent Form

If it is more convenient to collect your daughter at the venue (or for her to make her way home from the venue – only applicable for Year 11s) please print out and complete the attached reply slip by _____(date) at the latest and hand into Reception. School policy dictates that girls may not be left unaccompanied (unless parental permission is given prior to the excursion - Year 11 only) and in the instance of a parent/guardian being late to collect at a venue, students will be brought back to school for collection there. Please specify who will be collecting and make sure they are at the venue by _____(time) and report to _____(Trip Leader) specifically. Only when their identity has been verified will the pupil be released into their custody.

At no point may a visitor take it upon him/herself to locate his/her own child.

Pupil name: _____ Form: _____

Will be collected from the venue

Name of the person collecting: _____

I give permission for her to make her own way from the venue - Year 11 only

Signed _____ Parent / Guardian

Date _____

ONLY return this reply slip by _____ (date) if alternative return travel plans are required.