



## Offsite Activities and Educational Visits Policy

<b>SLT responsible:</b>	Sue Wilkinson
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<b>Ratified by Governors:</b>	N/A

This policy reflects the procedures and processes for planning and approving offsite trips and educational visits at Hailsham Community College Academy Trust. Please refer to East Sussex County Council (ESCC) [policy for Offsite Activities and Educational Visits 2013](#), which can be located on Czone and the [National Guidance](#), produced by the Offsite Education Advisors Panel (OEAP), which has been adopted by ESCC. These documents help employers carry out their duty under the health and safety at work act 1974

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### **1 Introduction**

This policy applies to most situations where adults acting in the course of their employment take responsibility for children and young people taking part in offsite activities and visits, as well as when taking part in on-site outdoor activities.

- Hailsham Community College Academy Trust, provides a number of offsite activities and educational visit opportunities for all young people within the establishment. These include theatre trips, sporting related visits and residential visits, both abroad and in the UK
- The benefits of Learning outside the classroom are fully understood by Hailsham Community College Academy Trust and each visit will set out a clear purpose and learning objectives, which will be reviewed at the end of each visit to see if they have been achieved.
- The safety of pupils and staff on offsite visits is paramount and Hailsham Community College Academy Trust, will follow the requirements and guidance from ESCC offsite activities and educational visits policy 2013 and also refer to National Guidance produced by the Offsite Education Advisors Panel.

### **2 Roles and Responsibilities**

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Who this is varies with the type of school. It is critical that employees understand “who is my employer”.

Employers, have duties to ensure, so far as is reasonably practicable:

- The health, safety and welfare of all employees and volunteers
- The health and safety for all young people for whom the Director of Children’s Services is responsible under the Children Act 2004.

The establishment needs to ensure that roles and responsibilities are clearly set out. There should be a named Governor or Trustee to take responsibility for Offsite Activities and Educational Visits. The Educational Visits Coordinator (EVC) should be named and have received training to ensure they can fulfil their role.

Below is a generic set of roles and responsibilities which Hailsham Community College needs to ensure it fulfils and add to as necessary. Refer to National Guidance for additional responsibilities referenced in brackets.

Role	Responsibilities
Governors (3.4f)	<ul style="list-style-type: none"> <li>• Knowledge of who the employer is.</li> <li>• Ensure there is a policy in place for offsite activities and educational visits.</li> <li>• Ensure there is a trained EVC in place for the establishment.</li> <li>• Ensure there are training opportunities provided.</li> <li>• Ensure the establishment has a visit approval procedure in place and follows ESCC policy for approving visits.</li> <li>• Ensure there is a monitoring system in place.</li> <li>• Ensure visits support the principles of inclusion.</li> <li>• Can have a read only access on exeant to have an overview of all the offsite visits taking place.</li> </ul>
Head Teacher (3.4g)	<ul style="list-style-type: none"> <li>• Offsite activities comply with ESCC policy and National Guidance produced by the OEAP.</li> <li>• Visits receive appropriate approval before they take place.</li> <li>• Ascertained that all staff involved in offsite visits are competent to carry out their role.</li> <li>• That there is a designated EVC that meets employer requirements and has undertaken training.</li> <li>• Suitable child protection procedures are in place, including vetting at an appropriate level of all voluntary helpers.</li> <li>• You are assured that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained and competent to carry out such tasks as they are allocated.</li> <li>• Ensure visits support the principles of inclusion.</li> </ul>
Educational Visits Co-ordinator (3.4j)	<ul style="list-style-type: none"> <li>• Should have experience off leading visits, or qualifications or leadership experience. They should be an experienced visits leader.</li> <li>• Should have received EVC training.</li> <li>• Supports staff to ensure visits are planned and prepared appropriately following ESCC Offsite Activities and Educational Visits Policy 2013.</li> <li>• Ensures staff have access to training to support their role in Offsite Activities and Educational Visits.</li> <li>• Approve visits that comply with establishments and ESCC policy.</li> <li>• Check that all visits have an emergency contact and the emergency contact is an appropriate person.</li> <li>• Ensure staff evaluate visits that have taken place and report accidents and near misses appropriately.</li> </ul>
Visit Leader (3.4k)	<ul style="list-style-type: none"> <li>• Must have experience of leading offsite visits.</li> <li>• Must be inducted by the establishment and have knowledge of the establishment's and ESCC policy and procedures for offsite visits and crisis management.</li> <li>• Be approved as competent by the establishment.</li> <li>• Liaise with the EVC.</li> <li>• Plan and prepare for the visit, including the risk assessment, ensure it is in line with ESCC policy and the establishment policy.</li> <li>• Define the roles and responsibilities for other staff on the visit.</li> <li>• Evaluate the visit and report and record any accidents and near misses.</li> </ul>

Assistant Visit Leader (3.41)	<ul style="list-style-type: none"> <li>• Be specifically competent and knowledgeable about establishment and employer policies/procedures, in so far as they affect the responsibilities that have been assigned.</li> <li>• Ensure that you have been sufficiently involved in the planning and preparation for the activity/visit, including contributing to the organisation of risk management.</li> <li>• Ensure that you understand the role and responsibilities that you have been assigned and how these integrate with other staff and especially that of the activity/visit leader.</li> <li>• Contribute to the visit evaluation, and reporting and recording of accidents and near misses.</li> </ul>
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### 3 Establishment Specific Requirements

An educational visit includes any organised activity where students are given permission to be off site.

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

- All group leaders will familiarise themselves with the published guidance and attend training when appropriate which is available through the EVC.
- The EVC should be involved in discussing plans for any off-site activity at an early stage. All off-site visits need to be planned including local and routine visits e.g. for games matches. No non-returnable financial commitment should be agreed until all relevant approvals have been gained. The approved centre list (P:\Staff\College Visits\Policy) should be consulted and if the provider for a hazardous activity is not listed, the Offsite Education Advisor should be contacted.
- Parental consent needs to be obtained and details of the medical/dietary requirements and emergency contact details should be recorded on a central record, which should be taken on the visit by the group leader. A copy will need to be held by the emergency contact person for residential visits.
- The Exeant visits management system should be used for all visits
- Off-site Visit Risk Assessment forms should be completed for all aspects of the visit e.g. the journey, activities and down time if a residential. Several example risk assessments are available for all types of transport and several frequently needed risk assessments; these are kept P:\Staff\College Visits\Risk Assessments. These should be used as a starting point from which detailed risk assessment is made for the specific visit being planned. External providers may have their own risk assessments that will need to be seen by the group leader.
- A pre-visit is highly recommended to support the risk assessment process and should be carried out whenever possible.
- If volunteers are being used for the visit, they will need to be fully briefed and a CRB check must be carried out if they are used regularly and if the visit is residential.
- The parents will be informed of the type of transport used. When private cars are used various checks will need to be carried out and guidance provided to volunteer drivers. When coaches and minibuses are used the leaders should ensure the students are wearing seat belts. A current East Sussex Minibus permit is required to drive a minibus.
- If the visit is mainly within school hours or for the curriculum, a voluntary contribution may be requested. Other visits may be charged for. Please consider how students in receipt of pupil premium will be able to access the visit. The college has a small amount of funding for certain educational visits.
- School Journey Insurance is arranged by the college as part of a block policy. Certain activities may be excluded by the insurance. Please check with the Business Manager that your trip is covered.

- The supervision ratios need to meet the requirements summarised in the table below though these are minimum ratios and the group leader must consider the students involved, the type of activities, the site and the experience and competency of the supervising adults.

### Supervision ratios and qualifications guidance for non-hazardous ventures

Activity	Qualifications/ staffing	Ratios	Notes
<b>Local visits</b> – in the local area, close to support at the base	an experienced group leader other qualified leader(s) (numbers as required) other responsible adult(s) in support <b>a minimum of two leaders required, unless in exceptional circumstances</b>	1 adult for every 15-20 students in school year 7 onwards	A minimum of one qualified leader is needed for every group or class. They can then be supported by other qualified leaders or responsible adults.  Leaders should reflect the gender of the group.
<b>Day visits</b> – more than 60 miles or one hour from base	an experienced group leader other qualified leader(s) (numbers as required) other responsible adult(s) in support <b>a minimum of two leaders required</b>	1 adult for every 15-20 students in school year 7 onwards	
<b>Residential visit, UK or abroad, and visits abroad</b>	an experienced group leader other qualified leader(s) (numbers as required) other responsible adult(s) in support <b>a minimum of two leaders required</b>	1 adult for every 10 students in school year 4 upwards  These ratios <b>do not</b> include the centre/residential base staff	As above, however it is recommended that the ratio of qualified leader to responsible adult support is low, at 1:1 or 1:2.  <b>Leaders must reflect the gender of the group.</b>

### Process for approval:

If the planned visit is not on the College Calendar then:

- Discuss feasibility with Natalie Clarke, who will check the calendar.
- Post the proposed visit on the Exeant visits management system
- Obtain approval for planning from Sue Wilkinson, who will take to SLT for discussion.

If the planned visit is on the calendar or subsequent approval has been obtained then:

- Ensure that the visit has been posted on the Exeant system
- Complete a financial plan with Maggie Wright.

- Ensure guidelines are read and adhered to. Seek further guidance if unsure as to interpretation of guidelines.
- Draft letter to parents.
- Pass to Print Room for typing.
- Sue Wilkinson approves letter.
- Letter printed and issued.

#### **For Non Hazardous Visits:**

- All documentation to be posted on Exeant *at least* two weeks prior to date of visit.
- Ensure all staff have necessary CRB clearance.
- Ensure the issue of first aid has been addressed.
- Complete all necessary risk assessments.
- Upload all documents to the Exeant system for Sue Wilkinson to check and submit for final approval
- Prior to visit ensure Kitchen is informed of numbers of each year going on visit. The kitchen will estimate the adjustment to meals produced.
- Ensure that you take risk assessments and medical and contact details with you on the visit. A list printed from Sims is suitable.

#### **For Hazardous Visits:**

- All documentation to be posted on Exeant *at least* 6 weeks prior to the visit.
- Complete all necessary risk assessments.
- Ensure all staff have necessary CRB clearance.
- Ensure the issue of first aid has been addressed.
- Upload all documentation to Exeant for checking.
- Submit the visit for final approval
- Prior to visit ensure Kitchen is informed of numbers of each year going on visit. The kitchen will estimate the adjustment to meals produced.
- On the visit take with you all documentation.

## **4 Risk Assessment**

Risk assessments must be submitted as part of the approval process. These must be specific and relevant to the young people, staff, environment and activity. The risk assessment should be completed by the visit leader with support from other staff attending the visit. Foreseeable hazards should be listed with reasonable control measures put in place and a risk rating generated.

After a visit, the risk assessment should be reviewed if there were any issues, incidents or near misses. If a risk assessment is covering the same group, with the same staff carrying out the same activity it can remain in place for 3 months and then reviewed. For example: every Thursday Year 5 will attend swimming lesson. Generic risk assessments for college visits can be found here: <P:\Staff\College Visits\Generic Risk Assessments>.

#### **Documents:**

##### <P:\Staff\College Visits\Policy>

- Visits Policy 2015
- Guidance for seeking approval for educational Visits at HCC
- Exchange Visits Guidance
- Approved Coach Companies
- Drugs and Alcohol

##### <P:\Staff\College Visits\Documents & Forms>

- Blank Risk Assessment Form.doc
- Medical Information Abroad.doc

- Medical Information UK.doc
- Use of Private Cars

[P:\Staff\College Visits\Generic Risk Assessments](#)

- Air journey
- Coach journey
- Ferry journey
- Minibus journey
- Private car journey
- Public Bus journey
- Train journey
- Underground journey
- Down time at hotel or centre
- Camping and down time
- Farm visit
- Euro tunnel
- Theatre