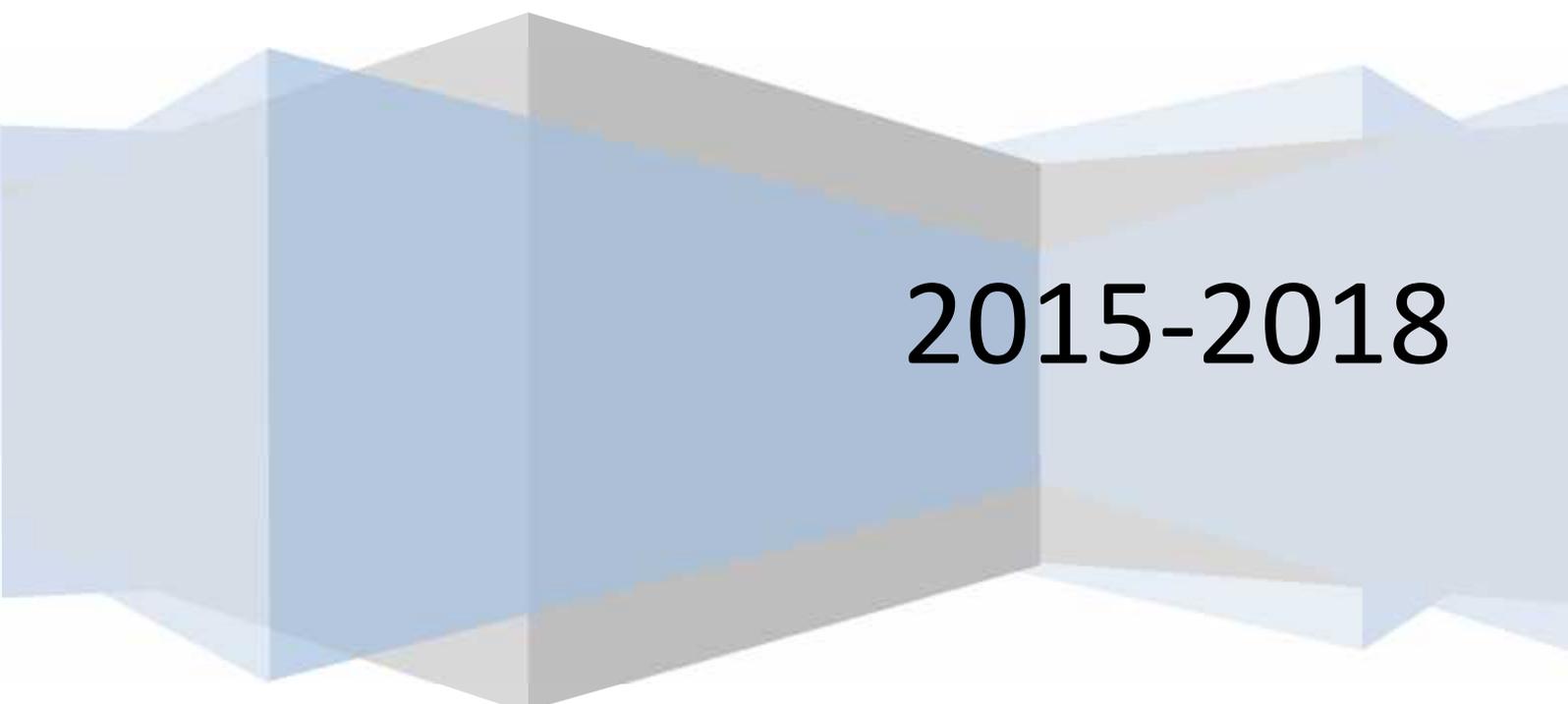


Castle Wood School

**The Management of Trips, Visits and out
of the Classroom Learning**

2015-2018



Section	Title	Page
1	Provision of Guidance	3
2	Scope and Remit	3
3	Ensuring Understanding of Basic Requirements	4
4	Approval And Notification	4
5	Risk Management	4
6	Emergency Planning and Critical Incidents	5
7	Monitoring	5
8	Assessment of Leader Competence	5
9	Role Specific Requirements	6
10	Charges for Off site activities and visits	6
11	Vetting and CRB checks	6
12	Effective Supervision	6
13	EYFS	6
14	Checking Providers and Venues	7
15	Insurance	7
16	Inclusion	7
17	Including parents within the staff team	8
18	Transport	8
19	Planning	8
20	The Value and Evaluation of LOtC and visits	9
Appendices		
A	Summary of Insurance Cover	10

Castle Wood School Policy for the Management of Visits, Trips and Learning Outside of the Classroom

Provision of Guidance

Castle Wood School has adopted the Coventry City Council "*Outdoor Education Advisers' Panel National Guidance (OEAP NG)*" to replace the "*Policy and Guidance for Educational Visits 2007*". The school adopts the guidance and procedures issued from the **Coventry City Council**

It is a legal expectation that all staff, volunteers and students **must** work within the requirements of this guidance; therefore employees within Children Learning and Young People (CLYP) **must** follow the **requirements** of "OEAP National Guidance", as well as the requirements of this Policy Statement. Staff are also advised to follow any **recommendations** contained in OEAP EG.

Curriculum Visits

As a school we acknowledge the great value of Off School Visits in broadening and enhancing the learning and social experiences of our pupils. To enable children and staff to gain a full and enjoyable educational visit it is essential that the following guidelines and policies are adhered to:-

Visits and activities usually take place within the school day, and the governing body approves all such visits in advance. We follow the Coventry City Council guidelines relating to health and safety, and we ask parents to give written permission for their child to take part in any activity that takes children off the school site. If we do not receive this written permission, the child will be unable to participate. When joining the school, each parent is asked to sign a document giving permission for their child to take part in activities, visits and residential during their time at the school.

- J Out of school visits at Castle Wood School should be viewed as one of many teaching methods. They should be used to support teaching and learning within a particular programme of study. The planning of visits should be included as part of termly plans.
- J Any member of staff leading a visit must have read the Coventry City Policy for Educational Visits (copies in the staffroom)
- J A member of staff must make a pre-visit to the intended location and carry out a risk assessment – even when a visit is made regularly, risks should be reassessed from time to time. When undertaking a risk assessment, a number of variables need to be taken into account :
 - check suitability of the place for the work areas to be covered (any hazards)
 - assess what the location can offer for individual children's objectives
 - check access for wheelchair users, walking frames etc.
 - emergency procedures
 - how to cope when a pupil becomes unable or unwilling
 - seasonal weather conditions
 - possible 'Plan B' activities
 - the quality and suitability of available equipment

Scope and Remit

This guidance applies to any activity or visit led by full/part time staff or volunteers acting on behalf of the City Council regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

As an employer, Coventry City Council is required to ensure that its employees are provided with:

A. Appropriate guidance relating to visits and LOfC activity.

- The appropriate guidance for the management of outdoor learning and LOfC in Coventry is the OEAP National Guidance web site.

B. Training to support the guidance to ensure that it is understood.

- For those involved in managing and leading visits the relevant training courses are:
 - 1) **Educational Visit Coordinator (EVC) Training – all establishments operating under this policy are required to have a current, Coventry-trained EVC in post.**
 - 2) **Visit Leader Training – this course is recommended for all those who lead trips or visits** Currently there is no revalidation requirement. However, to ensure that leader competence remains current periodic refresher training is recommended.

C. Suitable systems and processes to ensure that those trained are kept updated.

- For the purposes of day-to-day updating of information, EVCs and Visit/Activity Leaders are directed to the periodic EVC updates and notes on the EVOLVE visit notification and approval website: www.coventryvisits.org.uk

D Access to advice, support and further training.

- If a member of staff experiences problems with finding the material they are looking they need to contact the school's Educational Visits Coordinator (EVC) who will seek further guidance from **the Local Authority Outdoor Education Adviser:**

Sarah Atkins
Plas Dol-y-Moch
Maentwrog
Blaenau Ffestiniog
Gwynedd LL41 3YT (01766 510200 - 07825 272116)

Approval and Notification

Castle Wood School uses the Coventry City online system for notification and approval called EVOLVE. A key feature of this system is that visits and LOtC activities requiring Local Authority approval are automatically brought to the attention of the Local Authority. Those visits and activities not requiring approval may be viewed, sampled or monitored.

The Local Authority retains to itself approval for all visits involving adventure activities or overseas travel. Such visits must be submitted to the Local Authority, via EVOLVE, at least 28 days before the departure date.

Approval for all other visits is by the headteacher (Yvonne McCall) or the Educational Visits Coordinator (Rachel Ward) – all visits require prior authorisation – a form must be submitted in advance of any visit. Approval then will be decided.

Approval for Visits

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the Educational Visits Co-ordinator (Rachel) or Headteacher, who will ensure that the planning and supervision of all visits meet the DfE requirements and LA guidelines.

Regular repeated visits may receive block annual approval subject to parents being made aware of every visit – parents should always be made aware when their children are off the school premises.

Before A Visit - Pre-visits

In order to undertake a full and comprehensive assessment of risks, a pre-visit is essential; even where the visit is made regularly, risks should be re-assessed from time to time. It is the responsibility of the visit leader to carry out a pre-visit.

Risk Management

The risk management of an activity/visit should be informed by the benefits to be gained from participating. Coventry City Council strongly recommends a "Risk-Benefit Assessment" approach, whereby the starting point for planning should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained, through participation, provides

some objectivity to a decision that any residual risk (i.e. the risks remaining after control measures have been put in place) is "acceptable". HSE endorse this approach through their "*Principles of Sensible Risk Management*" and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is a legal requirement for the risk assessment process to be recorded and for suitable and sufficient control measures to be identified for any significant risks. There is no legal or Coventry City Council requirement to produce this risk assessment record in a particular format – the RA format for Castle Wood School is located in the Educational Visits Folder 'R' drive.

Emergency Planning and Critical Incidents

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

Castle Wood has an emergency plan in place to deal with a critical incident during a visit. Contacts details are tested periodically.

When an incident overwhelms the establishment's emergency response capability; where it involves serious injury or fatality or where it is likely to attract media attention then assistance should be sought from the local authority.

To activate support from Coventry City Council, the following telephone numbers should be used:

Normal office hours: 02476 831 500

Outside normal office hours: 02476 833 333

These numbers are carried by both school base contacts and visit leaders, at all times during an off-site activity but should only be used in the case of a genuine emergency.

When calling you should state that you need support from CLYP senior management; say who you are; which school and give brief details of the incident, the group, the location and a phone number you can be called back on.

The school will inform Coventry City Council Health and Safety section immediately following any serious injury or fatality.

Monitoring

Coventry City Council will undertake sample monitoring of the visits and LOTC activities undertaken by its establishments. While Local Authority officers undertake some monitoring Castle Wood off site visits are monitored in keeping with the recommendations of OEAP EG. The SLT monitors all visits.

Refer to OEAP NG document: [3.2b Monitoring](#)

Assessment of Leader Competence

It is an expectation of this Policy that all Coventry City Council leaders and their assistants have been formally assessed as competent to undertake such responsibilities as they have been assigned, in line with the OEAP national guidance.

When assessing the competence of a prospective Visit / Activity Leader, (or Assistant Leader where they may take sole responsibility for a sub-group) the Head Teacher and EVC makes judgements about:

-) The level of relevant experience
-) Any relevant training undertaken

-) The emotional and leadership ability to make dynamic risk management judgements and take charge of any emergencies that may arise.
-) The level of knowledge of the group, the staff, the venue and the activities to be undertaken.
-) Knowledge and understanding of the LA and establishment procedures
-) In some circumstances (e.g. first aid, adventurous activities) a formally accredited qualification may be required (see below).

Staff participating in off-site activities and visits must be aware of the extent of their duty of care and are only given such responsibilities as are in keeping with the above guidance. The school places particular importance and careful consideration of competence issues to both newly qualified and newly appointed staff. Any member of staff leading groups on an adventure activity will be specifically competent - demonstrated either by:

- a. Holding an appropriate National Governing Body (NGB) Award or
- b. Gaining Local Authority leader approval. This may be given to those with proven personal and leadership experience at a comparable standard to the NGB - application should be made to the Outdoor Education Adviser using EVOLVE.

Role Specific Requirements and recommendations

OEAP National Guidance sets out clear and detailed responsibilities and functions of specific roles to be found within Coventry City Council's CLYP management structures. It also sets out clear and detailed responsibilities and functions for specific roles to be found within school.

Charges for off-site activities and Visits

Castle Wood School will take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449 to 462 of the Education Act 1996. [3.2c Charges for Off-site Activity](#)

Vetting and Disclosure and Barring Checks

Adults forming part of the staff team for a visit, who will work *frequently* or *intensively* with, or have *regular access* to young people or vulnerable adults, must undergo an enhanced Disclosure and Barring checks before the visit.

For the purposes of this guidance:

-) *frequently* is defined as "once a week or more";
-) *intensively* is defined as 4 days or more in a month or overnight.

However, it must be clearly understood that a Disclosure and Barring check (or other vetting procedure) in itself is no guarantee as to the suitability of an adult to work with any given group of young people at Castle Wood.

Checks will be ongoing with the placement of an adult within a situation of professional trust (where young people could be vulnerable to physical or mental exploitation or grooming)

OEAP NG document: [3.2g Vetting and CRB Checks](#) plus HR recruitment guidance for employees

In general terms, the Law does not prescribe activity-specific staffing ratios; but it does require that the level of supervision and group management is "effective".

Effective supervision should be determined by proper consideration of:

-) age (including the developmental age) of the group;
-) gender issues;
-) ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics etc);
-) nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions,
-) staff competence.

However, as an exception to this see below about EYFS.

EYFS

All staff working within the EYFS will ensure that the requirements of the Statutory Framework are met. Of particular note here are the requirements for a qualified paediatric first aider to accompany any visit and the requirements for staffing ratios and qualifications.

Checking Providers and Venues

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. Establishment policy should clarify the circumstances where a preliminary visit is a requirement.

It is good practice for Visit Leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy.

Examples of such schemes include:

-) AALA licensing
-) LOTC Quality Badge
-) Adventuremark

Castle Wood School staff must be aware under what circumstances an AALA licence is a legal requirement, and ensure that in this case only licensed providers are used. Leaders are reminded that the AALA license is an assurance of safety, it does not accredit educational or activity quality.

Coventry City Council takes the view that where a provider holds one of the above accreditations, there should be no need to seek further assurances. **Where a provider of activities does not hold one of these accreditations they should be required to complete the National Guidance Provider Questionnaire (document 8p).**

OEAP NG document [4.4h Preliminary Visits and provider Assurances](#)

OEAP NG documents: [4.2a Group management and Supervision](#) and [4.3b Ratios and Effective Supervision](#)

Emergency action checklists (EDVIS 15 and 16) should be replaced by National Guidance documents 4.1d-f. As always if this raises any questions please contact Sarah at Plas Dol-y-Moch

Insurance

The usual insurance arrangements for public liability and employers' liability insurance will apply to off-site activities and visits as will the personal accident covers where these have been selected as part of the service level agreement.

A copy of the summary of cover for the Council's arrangements can be found at [Insurance Cover Summary](#).

Inclusion

Castle Wood School ensures that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or

religion. If a visit needs to cater for young people with special needs, every *reasonable* effort will be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

Castle Wood will take all *reasonably practicable* measures to include all young people. The principles of inclusion should be promoted and addressed for all visits and reflected in establishment policy, thus ensuring an aspiration towards:

-) an entitlement to participate
-) accessibility through direct or realistic adaptation or modification
-) integration through participation with peers

All staff, EVCs and Visit Leaders should be aware of the extent to which Inclusion is or is not a legal issue.

-) The Equality Act 2010 states that the responsible body of a school must not discriminate harass or victimise a pupil (to whom one of the protected characteristics applies Disability; Gender reassignment; Pregnancy and maternity; Race; Religion or belief; Sex and sexual orientation) in the way that it affords the pupil access to a benefit, facility or service or by not affording the pupil access to a benefit, facility or service. There is a duty to make reasonable adjustments.

OEAP NG document: [3.2e Inclusion](#)

Including the Parents within the staff team

All staff and helpers must be competent to carry out their defined roles and responsibilities (see section 8 above).

Where a member of the leadership team (staff or volunteer) is a parent of, or otherwise in a close relationship to, a young person taking part in the visit they will be made aware of the potential for their relationship to compromise the safety management plan (particularly in the event of an accident). This will be addressed as part of the Risk-Benefit assessment.

Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it and establishments must follow the specialist guidance provided in Coventry City Council's transport policy.

The level of supervision necessary should be considered as part of the risk management process. Due consideration must be given to issues of driver-distraction when considering the required level of supervision for a specific group of passengers.

The Visit Leader should ensure that coaches and buses are hired from a reputable company. Transporting young people in private cars requires careful consideration. Where this occurs, there should be recorded procedures (RA and parental permission) – Checks are made re insurance and MOT documents.

OEAP EG documents: [4.5a Transport: General Considerations](#), [4.5b Transport in Minibuses](#) and [4.5c Transport in Private Cars](#)

Planning

Planning should reflect the consideration of legal and good practice requirements, ensuring:

-) The plan is based on establishment procedures and employer guidance.
-) All staff (including any adult volunteer helpers) and the young people to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process.
-) Those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained.
-) Proportionate assurances have been obtained from any providers.

-) Designated emergency contact(s) have been identified that will work on a 24/7 basis where required.
-) All details of the activity provision are accessible to the emergency contact throughout the period of the activity.

It is strongly recommended that at a very early stage of the planning process, the staff team identify the benefits and learning outcomes that the activity (or range of activities) might achieve. A record of these outcomes will help keep the plan focussed and also be a vital part of the risk management process in providing some objectivity in a "Risk Benefit Analysis".

To reduce bureaucracy and encourage activity. When an activity is part of a planned curriculum in normal curriculum time and no parental contributions are requested, then a formal consent is not necessary. However, in the interests of good relations between the school and the home, staff will inform parents/carers by the diary system or short letter. Visits that require parental permission (20+miles) written consent will be asked for. If permission has not been received consult with the SLT.

The degree of complexity of a particular plan will need to reflect the nature and complexity of the several variables that can impact on any given activity. These variables can be remembered as "**SAGED**":

-) **S**taffing requirements – trained? experienced? competent? ratios?
-) **A**ctivity characteristics – specialist? Overnight / accommodation issues? 'down' time? near water?
-) **G**roup characteristics – prior experience? ability? behaviour? special and medical needs?
-) **E**nvironmental conditions – like last time? impact of weather? water levels? Other people?
-) **D**istance from support mechanisms in place at the home base – transport? residential?

OEAP EG documents: [1d The Radar Introduction](#) and [5.2b Planning Basics](#)

The Ofsted report "[Learning Outside the Classroom – How Far Should You Go?](#)" (October 2008) makes statements in the strongest terms to support the value of LOTC, including the fact that it raises achievement.

OEAP EG document: [2.4a Ofsted and LOTC Summary](#)

Of particular note is the finding that '*even where LOTC is highly valued and provided to a high standard, it is rarely evaluated with sufficient rigour*' – i.e. in the way that classroom learning is evaluated – and a methodology to address this is provided within OEAP EG document: [5.1c Rigorous Evaluation of LOTC: Meeting Ofsted Expectations and Assuring Quality](#).

Appendix A – Summary of Insurance Cover

Insured /Persons:	Pupils or any Child authorised to travel, School Teachers, Volunteers, Assistants and Helpers of Participating Educational Establishments administered by the Insured		
Operative Time:	NSOT22 - Travel - education establishments (See Non Standard Operative Times Section for full definitions)		
Section A:	Personal Accident Cover		
Item		Sum Insured	Max Individual Limit
1	Death	£20,000	
2	Loss of one eye or one limb	£20,000	
3a	Loss of both eyes or two or more limbs, or loss of one eye and one limb	£20,000	
3b	Loss of speech	£20,000	
3c(i)	Loss of hearing in both ears	£20,000	
3c(ii)	Loss of hearing in one ear	25% of	
4a	Permanent Total Disablement	3c(i)	
4b	Continental Scale	£20,000	
5	Temporary Total Disablement	Yes	
	Deferment Period Nil week(s) Benefit Period Nil week(s)	Nil	
6	Temporary Partial Disablement		
	Deferment Period Nil week(s) Benefit Period Nil week(s)	Nil	
7	Medical Expenses incurred in connection with a valid claim under items 1 - 6 of the Policy not exceeding 15% of the compensation paid under items 1 - 4b or 30% under items 5 and 6 whichever is the greater but subject to a maximum of £15,000 per person.		
Section B:	Travel		
Item		Sum Insured	Max Individual Limit
1.1	Medical and emergency travel expenses	Unlimited	
1.2	Rescue expenses	Unlimited	
1.3	Assistance	Unlimited	
1.4	Legal expenses	£ 50,000	
1.5	Personal liability	£ 5,000,000	
2	Personal property	£ 5,000	
3	Money	£ 5,000	
4	Cancellation, curtailment, travel disruption,	£ 10,000	
5	replacement & travel delay	£ 25,000	
6	Hi-jack	£250,000	
7	Kidnap, Kidnap for Ransom or Hostage (aggregate limit)	£50,000	
	Political Evacuation (aggregate limit)		

Emergency contact and advice number:

020 8762 8326 (from UK)

+44 (0)20 8762 8326 (from overseas)

Website: www.chartisinsurance.com

Our 24/7 Emergency Helpline is answered by one of our multi-lingual assistance co-ordinators all of whom are experienced in dealing with hospitals and clinics worldwide and backed by medical consultants and nursing staff.

Review date Nov 18

RISK ASSESSMENT EDVIS 19

Venue: **Where are you going?**

Date: **...and for how long?**.....

Activity:

Castle Wood visits requests.....

Pre visit undertaken by group leader when?.....

You will need to answer the question prompts in **RED**

Hazards & harm which may occur (Consider staffing, equipment, emergencies)	Who will be affected	Control measures to reduce the risk, including relevant sources of guidance TEAM LEADER TO IDENTIFY CONTROL MEASURES
Minibus – Car: Refer to RA for travelling with children in cars and mini bus	All children/Staff	
Medical and emergencies: Have you completed a Medical Risk Assessment for your Group EV1a? First Aid requirements, i.e. EYFS- Paediatric – travel first aid kit – ensure this is taken with you at all times Staff have copy of Emergency contacts phone numbers for school, children and parents	Children	
Venue and Activities: Is this visit planned for? Complete Castle Wood visits request Has the group leader made a prior visit and ensured that activities are accessible and are available? Suitability of places; access for wheelchair users – knowledge of children's ability to take part etc. Has the venue provided you with a RA? Ask if unsure	All	
Group: Lost child: – Check school policy - what are the arrangements for regrouping? Staff responsibilities etc. groupings/1:1 Behaviour: What are the arrangements for a child who becomes unable and unwilling? Staff MUST have knowledge of all children in their group and have read, discussed any individual strategies prior to visits.	All	
Equipment: Have checks been made for venue and purpose of visit ?	Children	
Fire and evacuation procedures: Are you aware of the procedures for emergency evacuation at the	All	

venue you are visiting?		
Plan B: What are you going to do if cancellations are made from a provider – staffing changes – no mini bus – children without permission to go on a trip etc?if there are any changes which affect any of the above the visit must not take place you must see the Head or a member of the SLT		
Evaluation If any unexpected hazards experienced		

Team leader has discussed Visit RA with staff team .

Team leader's signatureDate

Staff members have had a copy of the RA and children identified with specific staff

Staff members' signatures.....

Authorised by EVC/Head:Date:.....

I agree to follow procedures within the Educational Visits Policy and procedures

Name.....

Date.....

Signature