

Outdoor Education and Offsite Educational Visits Policy

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| Date | Version | Comment | Ratified by | Reviewer |
|--------|---------|--|--------------------------------|------------|
| 4.7.17 | 1 | 4.2 The academy will always endeavour to support families in financial need access such visits/trips and will make a confidential mechanism available for parents to raise their difficulties. | Board of Trustees (12.7.17) | R Stoneley |

Authorised by: Jonathan Morris_____ Date: 4.7.17_____

Approved by: Jonathan Ash Edwards_____ Date: 17.7.17_____.

Custodian: EVC in each academy_____

WPSA Date: 4.7.17_____

OUTDOOR EDUCATION AND OFFSITE EDUCATIONAL VISITS POLICY

1. INTRODUCTION

- 1.1 Our academies provide many opportunities for our students and pupils to enrich and enhance their on-site learning through use of outdoor education and off-site educational visits. This encompasses residential activities, fieldwork, sports, physical and cultural activities.
- 1.2 The value of off-site educational visits is well recognised by the Trustees and Governing bodies and fully supported accordingly. A culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.
- 1.3 This policy outlines the specific procedures for our academies. It supplements and follows the advice and guidance contained within the following significant publications:
 - 1.3.1 West Sussex County Council Local Authority 'Regulations and Notes of Guidance for Educational Visits'.
 - 1.3.2 Department for Education 'Health and Safety: advice for schools' (first published June 2013, updated February 2014).
- 1.4 The purpose of this policy is to ensure all governors, party leaders and accompanying staff are aware of their responsibilities in ensuring the safety of all students participating in educational visits.

2. ROLES AND RESPONSIBILITIES

- 2.1 The Board of Governors has delegated the consideration and approval of offsite visits to the Headteacher, who may, in turn authorise an Educational Visits Coordinator (EVC), trained by the local authority to ensure all guidance and statutory duties are enforced. The EVC should be line managed by a member of the academy Leadership Team who has extensive experience in organising offsite visits.
- 2.2 The EVC will:
 - 2.2.1 Ensure that all educational visits follow the correct procedures.
 - 2.2.2 Approve the group leader for every visit and monitor the risk assessments to ensure good practice.
 - 2.2.3 Support the group leader in identifying the purpose of the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers. Consideration will be given to the continuing professional development needs of staff engaged in these activities.
 - 2.2.4 Provide guidelines for staff in the administration of educational visits.
 - 2.2.5 Ensure that DBS checks and disclosures are in place where necessary.
 - 2.2.6 Provide clear guidelines for staff in the administration of educational visits in line with West Sussex County Council local authority 'Regulations and Notes of Guidance for Educational Visits' and Department for Education 'Health and Safety: advice for schools June 2013' (updated February 2014).
 - 2.2.7 Maintain records and make reports of 'incidents' or 'accidents'.
 - 2.2.8 Bring to the attention of group leaders the need for effective and robust safeguarding measures, applicable to both students and staff.
 - 2.2.9 Liaise with the local authority Outdoor Education Advisor where necessary to ensure the proposed visit complies with the local authority regulations.

2.3 **The group leader will:**

- 2.3.1 Familiarise him/herself with local authority guidance and individual academy guidelines for staff in the administration of educational visits. They will liaise closely with the EVC as appropriate.
- 2.3.2 Identify any significant risks and take appropriate steps to ensure all participants are safe. Risks to be recorded as part of the risk assessment and filed with the EVC.
- 2.3.3 Complete EVOLVE and submit to the EVC at least two weeks before the visit date.
- 2.3.4 Ensure students are fully aware of the purpose of the visit and understand expectations of behaviour. Identify and communicate appropriate risk management strategies that support their learning.
- 2.3.5 Make appropriate checks where external contractors are involved in organising all or part of the visit. This will include seeking assurances about health and safety and any accreditation and licensing. Wherever possible the academy will seek to use holders of the 'Learning Outside the Classroom Quality Badge' for which no providers' contracts or other assurance checks are required.
- 2.3.6 Be aware of safeguarding issues applicable to both students and staff.

2.4 **Parents will:**

- 2.4.1 Provide written consent for activities taking place offsite or that need a higher level of risk management. As part of the parent consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary or organisation of the visit including risk management.

3. **EMERGENCY PROCEDURES**

- 3.1 A member of the academy Leadership Team will be nominated as the emergency contact for each visit. All major incidents must be relayed to this person immediately. All incidents and accidents occurring on a visit will be reported back and recorded following normal academy procedures for reporting and investigating accidents.

4. **CHARGING FOR ACTIVITIES AND VISITS**

- 4.1 The academy may invite, but not require, parents to make voluntary contributions for trips/visits deemed part of the national curriculum or part of a syllabus (eg geography fieldwork) in order to enhance what is otherwise provided. There is no obligation on parents to contribute and students will not be treated any differently according to whether or not their parents have made a contribution.
- 4.2 The academy will charge for trips/visits outside of school time which are either not (a) part of the national curriculum or (b) part of a syllabus for a prepared public examination that the student is being prepared for at the academy. Any charge made will not exceed the actual cost of providing the activity, divided equally by the number of students participating. It will not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. The academy will always endeavour to support families in financial need access such visits/trips and will make a confidential mechanism available for parents to raise their difficulties.