

The Hamble School

Educational Off-Site Visits Policy

Rationale

The Hamble School provides many opportunities for its students through off-site activities and educational visits. These include planned recreational visits to sports venues, curriculum based visits at local, national and international levels, as well as social and cultural events.

Purpose

The value of off-site activities and educational visits is well recognised by the Governing Body/school leadership and is fully supported. Safety is recognised as important, and careful planning and adherence to statutory procedures is required. Off-site activities and educational visits must be well managed and responsibilities recognised.

Guidelines

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 Outdoor Education, PE and DoE Services.
- First an internal approval form will need to be completed for all visits and signed by the Headteacher and Assistant Headteacher responsible for Trips and Visits (also the EVC). Please see Appendix 1.
- The Governing Body will be provided with a list of any trips that are not day visits or local visits for the following academic year. Any trip that meets these criteria planned during the academic year will be raised at the earliest possible Governors' meeting.
- It is essential that the school EVC be involved for all first visits in discussing plans for any off-site activity at an early stage. The EVC should continue to be involved in all further routine off-site visits. All off-site visits need to be planned including local and routine visits e.g. art galleries. No non-returnable financial commitment should be agreed until all relevant approvals have been gained. The approved centre list should be consulted and, if the provider is not listed, the Outdoor Education, PE & DoE Service should be contacted.
- Parental consent needs to be obtained and copies of the medical/dietary requirements and emergency contact details should be taken on the visit by the group leader. A copy will need to be held by the emergency contact person and one left in the school office.
- Once internal approval has been gained, the visit leader will use the online EVOLVE to complete the application for the off-site activities and education visits, at least 8 weeks prior to the date of the visit.
- The governors will be provided with a list of all educational visits by the Educational Visits Coordinator.

Roles and Responsibilities

The Governing Body will:

- Ensure that arrangements are in place and the County Council regulations and guidance are being translated into working systems.
- Ensure that the Governing Body dedicates discussion and review time at meetings to approve education visits.
- Have the ability to act on behalf of the parents to ascertain if the specific event arrangements and risk assessments are in place and appropriate.

All off-site activities and educational visits that are residential, hazardous or overseas will need the approval of the Headteacher and Governors.

The Headteacher will:

- Ensure that the management of visits and venture meets the regulations and guidance offered by the County Council, DFE and others, as well as conforming to the establishment's own Health and Safety Policy.
- Ensure that the Governing Body are kept appropriately informed and accreditation or verification of providers has been checked.
- Ensure that arrangements are in place for the educational objectives of the visit to be inclusive and that issues identified in exploratory visits have been satisfactorily resolved within the risk assessment.

All off-site activities and educational visits will need the approval of the Headteacher, EVC and Assistant Headteacher. This must first be discussed with the line manager prior to the off-site activity taking place.

The Educational Visits Co-ordinator must:

- Liaise with the Outdoor Education, PE and DoE Services where appropriate
- Be involved in educational visit management in order to ensure that the County Council's guidance and regulations are followed and to confirm that adequate risk assessments have been carried out.
- To be able to confirm that the leadership of the visit is appropriate and to check staff qualifications, this to include accompanying staff and volunteers.
- To organise the training of leaders and volunteers and organise thorough induction of staff and volunteers new to the visit.
- Ensure that procedures for DBS disclosures are in place and necessary.
- Ensure that the establishment has robust emergency procedures in place and knows how to liaise with the County Council team should an emergency occur.
- Ensure that the establishment complies with County Council requirements for reporting incidents and accidents (including 'near misses').
- Use and apply suitable record keeping practices for both children and young people.
- Learn from previous experience, recording successful practice and contacts and be able to use them and move on, in particular staff personnel change.
- Monitor and review what is going on, establishing a clear picture of current practice. Be able to both report on successes and set targets for

improvement. Be ready to intervene where practice is incorrect or unsatisfactory.

The Group Leader must:

- Obtain the Headteacher's approval for the visit.
- Be approved to carry out the visit, suitably competent and knowledgeable about the establishment and LEA's policies and procedures.
- Inform parents of aims, organisation, procedures and finances of the visit.
- Plan and prepare for the visit and assess the risks with the EVC on EVOLVE.
- Define the roles and responsibilities of other staff and children/young people and ensure effective supervision of what they do.
- Have enough information on the children/young people taking part in order to risk assess their suitability for the visit or specific activity.
- Consider stopping the visit if the risk to the Health and Safety of the children/young people is unacceptable and have in place procedures for such an eventuality.
- Ensure the leaders have details of the establishment base contact.
- Ensure the leaders and others have details of the children/young people's special educational or medical needs which will be necessary for them to carry out their tasks effectively.
- Learn from previous experience, recording successful practice and contacts and be able to use them and move on, in particular when staff personnel change. Provide evaluation for the Headteacher, including value for money.
- The leaders need to know that in an emergency they should:
 - Ensure the children/young people are safe
 - Contact their emergency contact person and give them the details
 - Follow the procedures given in the event of a serious accident/incident or fatality.
- On return from the visit, the group leader should report to the EVC where necessary e.g. when the visit involved an external organisation/was notable in terms of positive outcomes/gave rise to significant concerns. If there has been an incident, then the appropriate report form must be completed. To complete post evaluation report on EVOLVE.
- All the planning of the visit is to be supported by the use of a checklist.

Parents/Carers must:

- Provide the school/EVC with emergency contact number(s), sign the consent form and medical form.
- Provide the school/EVC with any other information about their child/young person's emotional, physiological and physical health which might be relevant to the visit.
- Agree the arrangements for sending a child/young person home early and who will meet the cost.

The Children/Young People must:

- Not take any unnecessary risks.

- Follow the instructions of the leader and other supervisors including those at the venue of the visit.
- Dress and behave appropriately and responsibly.
- If abroad, be sensitive to local codes and customs.
- Look out for anything that might threaten him/herself or anyone in the group and inform the group leader or supervisor.

Practice and Procedures

- Full guidance is within the EVOLVE and guidance documents.
- Using EVOLVE: complete the off-site visit risk assessment, including all aspects of the visit e.g. the journey, activities and down time if a residential. External providers may have their own risk assessments that will need to be seen by the group leader and attached to EVOLVE.
- A pre-visit is compulsory for first time visits and highly recommended to support the risk assessment for any future visits to the same venue.
- If volunteers are being used for the visit, they will need to be fully briefed and a DBS 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, DBS checks will need to be carried out and guidance provided to volunteer drivers; these vehicles must have the appropriate insurance. When coaches and minibuses are used, the leaders should ensure the children/young people are wearing seat belts. A current Hampshire Minibus permit to drive a minibus must be held by the driver(s). Staff using their own vehicles must have the appropriate insurance.
- School journey insurance may need to be arranged depending on the nature of the visit e.g. if deposits are paid, the children/young people are taking belongings and the visit is abroad parents should be provided with HCC insurance.
- Parents will be charged for visits. A letter informing parents about the visit will clearly show how much parents need to contribute and that their child's place could be cancelled if there are insufficient funds. All deposits are non-refundable and if a child is removed from a visit due to poor behaviour or lack of funds, then all money paid up till this point is non-refundable.
- School trips are only subsidised if the trip is a curriculum trip and parents request help with payment. It must be noted this is only a subsidy and will be a small percentage of the trip's cost. The trip organiser must ensure that they inform parents on low income of the availability of the subsidy.
- The supervision ratios need to meet the requirements set in the HCC/Evolve *Guidance Notes* though these are minimum ratios and the group leader must consider the children/young people involved, the type of activities, the site and the experience and competency of the supervising adults. The ratios may also be dictated by the Tour Co-ordinator for your visit, based on their own regulations.
- Following return to school, an evaluation of the visits to be completed by the visit leaders and the document to be given to EVC, must be kept for 1 year plus current year.
- Documents in the Appendix to be used in the planning- including
 - Appendix 1 - Ratio Guidance
 - Appendix 2 - Internal Approval Checklist
 - Appendix 3 - College Approval and Planning

- Appendix 4 - Emergency Procedure
- Appendix 5 - Trip Information
- Appendix 6 - Staff on Visits
- Appendix 7 - Evaluation Form

Title of Policy	Educational Off-Site Visits Policy
Review Cycle	3 Years
Policy prepared by/Reviewed by	DGS/MBE
Committee responsible	FP&S
Statutory/Discretionary/College	School
Date of last review by committee	N/A
Date of last review by FGB	22 Mar 2016
Date of next review by FGB	March 2019