



Safeguarding Educational Visits & Extra Curricular Trips Policy

Document Name	Meeting Submitted	Summary of Changes	Date for next Review
Educational Visits policy	SLT April 2020	New policy	April 2022

Introduction

At Mount Tamar School our vision is to enable every young person to experience the world beyond the classroom as an essential part of their learning and personal development through learning opportunities outside the classroom. We aim to raise achievement and create aspirations through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn and development takes place. We want the children in our care to be healthy, stay safe, enjoy and achieve, make a positive contribution and to develop aspirations that will lead to achieving future economic wellbeing. Activities have to be carefully planned, well supervised with excellent delivery of teaching objectives. They should extend learning through careful preparation before, and follow-up activities after the event. Just as important as the quality of individual activities, is planning learning outside the classroom into the curriculum map, and teaching and learning more widely so that it can provide a regular and frequent diet from 4 to 16 years. In this way knowledge, skills, development and understanding can be progressively built up.

The role of this policy

This information sets out how staff at the school plan and manage learning out of the classroom and off the school site. Following these procedures provides guidance as to what is required at each stage and where decisions are drawn from. It identifies that best practice has been used as a model wherever it exists. This adaptation is based upon the policy and guidance produced by Plymouth City Council and by the DfES in its publication Health and Safety of Pupils on Educational Visits (HASPEV).

Pre-visits

In order to undertake a full and comprehensive assessment of risks, a pre-visit is essential for when any off site venue is used for the first time. In rare cases information can be obtained from another user school or from a trusted provider when the costs or practicalities of a pre-visit are arguably prohibitive. Risks should be reassessed from time to time on an agreed frequency. It is the responsibility of the visit organiser to ensure that a pre-visit is carried out or that suitable information on both quality and safety is obtained as a part of the risk management planning. Staff undertaking a pre visit should make up a list of questions in advance of the visit to make best use of the time. Pre-visits are a part of a visit and the cost of them should be included within the voluntary contributions sought from participants or other funders.

Gaining Informed Consent

For visits and activities that usually take place within the school day, the governing body approves all such visits in advance. We follow the Local Education Authority's 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 (where required), 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 within the locality, and not including transport, during their time at the school. We call this a 'Local Visits Consent Form'. We also have a system for collection of information on changes to medical history and contact details for use in an emergency. We commit to providing parents with the necessary information that will enable them to give an informed consent and further to ensure that they are aware of any risk that is naturally present. We will endeavour to make this information available in a variety of ways that will give it the best possible chance of being seen. Furthermore, the school will offer parents the opportunity to come into school to speak to staff directly. (it is best to make an appointment for this.) For more major events, such as residential trips, a meeting will be arranged well in advance to enable all the information to be presented. The school's definition of locality is the catchment area defined by PCC, extended to walking routes, of up to 30 minutes duration, and the adjacent sites of the following:

- Local schools Allotments
- Local park/woodlands
- Community buildings

Some activities are planned that naturally require higher levels of risk; continue on after the school day or normally active period; some overnight. When this is the case a specific risk assessment is carried out that forms the basis of the briefing to parents and is therefore an integral part of the consent they give.

Risk Assessments

The school follows the guidelines on Risk Assessment in the LA supported EVOLVE system. A risk

assessment is used to help plan all educational visits and off-site activities. The Head Teacher and Educational Visits Coordinator [EVC] delegates this responsibility to the member of staff organising the visit or activity. This must then be approved before the visit/activity is allowed to go ahead. The risk assessment will include the SEN/medical needs of the specific group of children participating. In completing a risk assessment consideration will be given to the risk management information provided by companies and organisations.

Risk assessments that we use are:

- Pupil risk assessments
- Activity risk assessments stored on the school drive
- Venue risk assessments

Trip categories:

Category	Description
Educational, Therapy, Pre-Approved trips:	A trip and location which is colour coded green. The trip will be within the local area or to an approved location. Able to be run by the class teacher and adequate support in line with the student’s Risk Assessments
On-site activity:	Visit is taking place exclusively on your establishment / school grounds. Colour Coded Green
Overseas visit:	The group travels outside the UK mainland. Colour Coded Red
Residential visit/activity:	A residential visit includes any visit where the young people are being supervised by establishment/school staff for a period that includes the times outside the normal school hours. Colour Coded Red
Adventurous Activity:	An adventurous activity includes all activities that require the use of specialist equipment or knowledge in order to make them safe. It can also include potentially dangerous environments that would not normally be encountered by the young people and/or require greater thought with regard to group control e.g. around water. The age, ability and special needs of the young people may also make an activity adventurous for one group but not for another. Colour coded orange

2.0 Context

This policy should be read in conjunction with the Use of Own Vehicle Policy and Educational Visits process and procedures which relate predominantly to Administration and Finance.

3.0 Responsibilities

3.1 Management

The Management of Health and Safety at Work Regulations 1999 require that employers introduce measures to plan, organise, control, monitor and review their management of health and safety. Assessments must be made of risks to which employees and others are exposed in order that appropriate measures are taken to control and minimise risks.

Common Law expects people acting in ‘Loco-parentis’ to take all of the necessary steps to protect and care for those students partaking in an activity. Common law indicates that the age, mental capacity

and physical ability of the student and the nature and location of the activity are factors in determining the degree of supervision required.

Managers responsible for trips.

Overall responsibility: Head Teacher; Brett Storry

Leaders must:

- Liaise with SLT of appropriate department to ensure all aspects have been thoroughly planned, contingencies in place and learning links in place
 - Liaise with governors and outside agencies where applicable
 - Make sure that procedures and protocols are followed in all departments
 - To delegate and hold meetings where applicable so that all staff understand their role
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1. **Colour coded green, pre-approved, or to a location where standard activities are to be undertaken where no specialist qualifications are needed apart from a minimum first aid certificate.**
Trips checked by EVC and forwarded to Tania Sargent

 2. **Colour coded orange/ specialist environments/ Activities**
Whole school; EVC Tom Thorpe
Head: Brett Storry

 3. **Colour coded red/overseas/extended trips/ high cost**
Whole School: Brett Storry and LA (Mark Collings)

The employer is legally responsible for the health and safety of employees and students.

Offsite visits should:

- Ensure that a competent group leader has been appointed
- Be organised at least two weeks prior to the visit taking place and 1 month for overseas visits
- Ensure that the organiser states the visits specific and stated objective[s]
- The organiser through liaison with the Educational Visits coordinator should ensure that this procedure is followed

3.2 Educational Visits Coordinator, Tom Thorpe (EVC)

- Liaise with the Organiser to ensure that educational visits meet the School requirements including those of risk assessment.
- Assist the group leader in completing all relevant forms, where necessary
- Assist the organiser with the logging of the visit on the EVOLVE system
- Assess the competence of leaders and other organisers of a proposed visit
- Organise the training (in cooperation with SLT and Finance department) of leaders and others going on a proposed visit. This will commonly involve training such as First Aid, policy training etc

- Assist in the emergency arrangements for visits
- Review systems and procedures and generic risk assessments
- Ensure detailed and appropriate, bespoke risk assessments are attached to each visit registered

3.3 Group Leader

An external trip should have a single designated group leader, responsible for ensuring this procedure is followed and the planning and execution of the visit are correctly carried out.

The leader must:

- Ensure their Line Manager is aware of their intent to apply for an educational visit and obtain his/her consent for the visit to go ahead
- Ensure that they complete all the necessary planning and organising at least one week prior to the educational visit-taking place (General Green and Orange), one month prior (Red)
- To obtain permission from a designated line manager for a Pre-Authorised trip
- To complete a thorough risk assessment or read a risk assessment for each separate visit and attach to the Evolve visit log
- Obtain parental consent for students under 18 and keep for 6 months after the visit
- Make sure that all medication is kept, registered and administered in line with policies and advice
- To provide a detailed itinerary of the visit (EVOLVE)
- All staff on an offsite trip should carry their name badge on them at all times, the badge should be visible if possible however it is understood that there are activities and environments where this is not possible

3.4 Students

Students must:

- Understand the purpose of the trip, Behaviour expectations, Schedules, Distances
- Not take unnecessary risks or jeopardise the safety of themselves or others
- Follow instructions
- Be aware and encouraged that they can inform the group leader of any issues

3.5 Parents

Parents must:

- Be aware of the trip and sign a consent form where required
- Provide emergency contact number
- Provide any special needs for their son/daughter

3.6 Drakes View, Extra Curricular, Holiday Clubs

Responsibility

Head: Brett Storry

Responsible Manager: Jackey Cook

All of the Extra Curricular staff should adhere to the same procedure as the rest of the school with the exception of learning links, linked to set curriculums. Trips should aim to link to the social and emotional aspects of learning, social skills, manners and physical exercise. Ratios will be in line with Care plans, student risk assessments and the trip itself. Care staff may be required to assist the education team in areas such as residential trips, medication and student counselling.

4.0 Planning

Pre-planning is vital. The need to assess the educational visit well in advance is a priority. To help in this process a system is in place that must be followed.

5.0 RISK ASSESSMENT

Before explaining about risk assessment it is best to give some definitions of their common aspects:

HAZARD	RISK
A hazard is anything that has the potential to cause injury or harm.	The likelihood of that hazard being realised and the severity of its consequences.
REASONABLY PRACTICABLE (Can be justified)	
This is the act between the risk as described above and the cost in money, time disruption, effort etc. and of the precautions need to avoid the risk or reduce it to an acceptable level.	

Five Easy Steps To Risk Assessment

As defined by the Health and Safety Executive:

- 1 Identify the hazard.
- 2 Assess the risk, who will be affected and how seriously.
- 3 Evaluate measures of control.
- 4 Record findings.
- 5 Monitor and review periodically.

A risk assessment form is available on google drive. For most visits risk assessments can be found both on the google drive and Evolve system.

6.0 ACCIDENTS AND EMERGENCIES

An emergency is any incident which cannot be dealt with at that time by yourself, you need assistance internally or from external organisations, harm or injury has occurred or there is a risk of injury happening as an immediate result. It may be a fracture, food poisoning or a fatality, or any illness requiring immediate medical treatment. It may on the other hand, be missing children or a coach crash in which no serious injuries are sustained. The following notes are for guidance.

The procedures listed will not apply to all emergencies:

- 1 Ascertain the nature and extent of the emergency.
- 2 Make sure all other group members are accounted for, safe from danger and are well looked after.
- 3 Administer first aid or delegate an assistant member of staff
- 4 Call the emergency services as required. The police will take any statements. An adult from the party should accompany any casualties to hospital.
- 5 Collect the remainder of the group and arrange for their return to base.
- 6 Arrange for one adult to remain at the incident site to assist or liaise with the search/rescue/emergency services.
- 7 Contact the School reception, or a designated senior member of staff. Give the following information:-

- Your Name
- Nature, date and time of incident
- Location of incident
- Details of injuries
- Names and telephone numbers, if necessary, or individuals involved
- Action taken so far

- 9 The School contact should contact a member of the SLT (Brett Storry or on duty member of SLT) and give details as above. Identify action required, which may include financial assistance. Alternative and additional telephone lines may need to be identified at an early stage.
- 10 The SLT will designate a person to contact parents/careers of those involved as soon as possible. For serious incidents they should contact parents of all party members. It is also the responsibility of this person to act as a link between the groups involved, the staff, the Chair of Governors and parents.
- 11 The SLT will designate a person to liaise with the media. The designated person should act, as the ongoing point of contact with the media to whom all involved should direct questions and requests. This person will need to liaise with the emergency service, attending site.
- 12 Write down all relevant details whilst still fresh in the memory. Other group leader may be asked to do the same. A record should be kept of names and addresses of any witnesses. Keep any equipment involved in its original condition.
- 13 Restrict access to a telephone until you have informed the School and there has been sufficient time for the School to contact those directly involved.
- 14 Legal liability should not be discussed or admitted.
- 15 Refer requests from the media to the designated individual as identified above.
- 16 Complete all accident forms.

7.0 FIRST AID ISSUES

Under the Health and Safety [First Aid] Regulations 1981, minimum first aid provision is defined as:

- A suitable stocked first aid container;
- An appointed, qualified person to take charge of first aid arrangements;
- Information for employees on first aid arrangements.

First aid provision must be available at all times whilst people are on educational visits. This can be provided by school or by the organisation where the visit is to take place. Information on first aid arrangements must be obtained from the organisation prior to the visit taking place. If non available then first aid provision must be provided by the School.

An appointed person onsite and offsite is someone who:

- Takes charge when someone is injured or becomes ill.
- Looks after first aid equipment e.g. first aid box.
- Ensures that an ambulance or professional help is summoned when appropriate.
- Controls and records medication

A first aider is someone who:

Has taken part in a certificated, recognized, minimum eight hour course. A qualified First Aider would have the skills in the following areas:

- Resuscitation;
- Wounds and Bleeding;
- Breathing Difficulties;
- Dealing with Shock;
- Dealing with an unconscious casualty;
- What to do in an emergency.

Before undertaking off site activities the Group Leader should assess what level of first aid provision is needed.

8.0 Transport: Key Issues

Any member of staff driving the school minibus must have the appropriate license. Listed here are some issues that need to be taken into consideration when assessing risks. Current legislation and school policy should be checked during planning.

- Passenger safety.
- The capacity of the driver to maintain concentration.
- Driver competence and training.
- Driver license type.
- The type of journey [long or short distance].
- Traffic conditions.
- Weather conditions.
- Appropriate insurance, staff should confirm that they are insured to transport children if they are using their own car.
- Journey time and distance.
- Breaking the journey at regular intervals.
- Supervision.
- Emergency arrangements.
- Vehicle permits.

The above list is not an exhaustive one and must be considered when transporting students in other vehicles.

Mini Buses

School mini buses are to be driven by drivers with a D1 entitlement. There is also an option for drivers to drive mini buses if they have undergone the Plymouth city council relevant course.

Personal Cars

Personal cars can be used if all of the relevant safety checks have been completed. The driver and vehicle must have the correct business insurance, they must also have a valid UK driving licence. Mount Tamar school has insurance in place to cover staff on a third party basis.

9.0 Visits Abroad – Key Issues

Listed below are additional issues relating to risk assessments for visits abroad. The significance of these depends upon the size of the group and the nature of the students involved:

- Greater complexity and distance;
- Different language, culture, legislation;
- Forward planning, passports, Ehic;
- Insurance (although the school's insurers cover all visits, a check should be made by the organiser that the visit is covered);
- Use of reputable tour operators;
- Pre-visits, if possible or good alternative means of obtaining information;
- Improved staffing ratios;
- Health and welfare abroad;
- Food and drink;
- Making home contact;
- What to do in the event of an emergency;
- Use of phones, currency;
- Vetting and security

RESIDENTIAL/ INTERNATIONAL VISIT CHECK LIST

Complete this form for all residential/International visits with students and submit to line manager along with Educational Visits application form

All Residential Visits		Y/N	Comments
1	Has the status of the tour operator being used been checked		
2	Does the Tour Operator specialise in educational visits for Schools/Colleges		
3	Have you checked out background information on the area and the hotel for suitability [e.g. hotel is not situated in areas renowned for violence/muggings/prostitution etc]		
4	Have you checked that student rooms have individual locks to ensure personal safety		
5	Is the ratio of tutors to students adequate for the visit and complying with the conditions set out in the Educational Visit procedure		
6	Have you drawn up an itinerary, including details of activities and any free time allowed		
7	Have you made clear arrangements for the supervision of free time including contact arrangements [i.e. checklist of names and intended destinations of students, agreed curfew times, safety of money, keeping in groups]		
8	Are any of the party qualified First Aiders? If not who is the appointed person taking responsibility for First Aid box		
9	Are you taking a First Aid Kit and Accident Report forms, Emergency Action advice and Emergency contacts		
10	Have arrangements been made for special needs incl. Access during travel and accommodation [eg disability/diet/medical etc]		
11	If additional hazardous activities are included in the schedule have specific risk assessments been done to cover the activities [eg Skiing/Sailing/Swimming/Mountain walking etc]		
12	Have you provided a written briefing to both the students and their parents/guardians to cover the above, and provided them with appropriate contact numbers		
13	Have you obtained Parental Consent/Self Consent Forms		
14	Has planning for inclement weather/protection from Sun been accounted for		

Additional risk controls for International visits		Y/N	Notes
1	Have students been briefed about local customs and behavioural, dress codes etc		
2	If vaccinations are necessary, have arrangements been made		
3	Are Tutors clear on how to contact any Emergency Services and British Embassy in the country of visit		
4	Have the students obtained and completed form E111 [available from Post Office] to ensure sufficient medical cover		
5	Have you verified that all passports are valid		

Signed [Group Leader]:

Date:

Supervision Ratios

It is important to have a high enough ratio of competent adult supervisors to students for all visits. Suitable ratios are a matter of judgment for the Headteacher and EVC after consultation with the visit leader and as part of the risk assessment. Advice is also available from the Outdoor Education Adviser. Factors to take into account include:

- Age, ability and maturity of students.
- Special educational and/or medical needs.
- Nature of journey, venue(s) and activities.
- Experience and competence of staff.

It is recommended that 1:1 trips are avoided and two members of staff work with a larger group, this increases protection for both staff and students.

Factors to consider when arranging appropriate supervision ratios

Schools should assess the risks associated with the visit and arrange an appropriate supervision ratio for the particular group, venue and activities. Students with special needs or very young students may need very high ratios through the support of parents and other adults. Ratios will need to be increased for certain outdoor activities. Ratios may be reduced for short local routine visits.

Number of Teachers

A minimum number of two teachers/adults with each group is good practice. However, for small groups in certain circumstances the Headteacher/EVC and visit leader may agree that only one supervising teacher is required. On residential visits it is usually necessary that both male and female adults accompany a mixed party though parties of younger students can often be adequately supervised by female adults. There should always be a male and female adult with any mixed group abroad

Pre-Approved trips list and locations:

1:1 and 2:1 trips

Some educational packages involve travel and visiting locations offsite

FARM

The farm operates as another classroom and school site.

DROP-OFFS

Drop offs and pickups are authorised and logged in reception

MEDICAL

Trips to hospital and appointments are authorised and logged in reception

AQUARIUM

Trips to the aquarium are pre approved to fit without partnership and curriculum. The aquarium operates as a venue and as an external provider.

DARTMOOR ZOO

Trips to Dartmoor Zoo are pre approved to fit without partnership and curriculum. Dartmoor Zoo operates as a venue and as an external provider.

Mount Tamar Activity Risk Assessment Levels

These risk assessments are to be collaborated and used as pairs or groups. For example if a trip leader was taking a group to the skatepark, in a school vehicle, the relevant RAs would be: 1, 2, 60, 75

1	Read Offsite Procedure	49	Orienteering
2	Vehicle	50	
3	Aquarium	51	
4	Art And Craft	52	Play Park
5		53	Public Transport
6		54	Personal Dogs
7	Body Boarding	55	
8	Bouldering (outdoors)	56	
9	Basketball	57	Plungepooling SITE SPECIFIC RAs
10	Beach Trip	58	Sailing
11	Boat Trips	59	Scouts/Cadets
12	Bowling	60	Skatepark, Skateboarding, Skooter, Roller Blades
13		61	Shopping
14	Camping	62	Snorkelling
15	Caving	63	Surfing
16	Coasteering SITE SPECIFIC RAs	64	Swimming Pool
17	Cinema	65	Swimming Open Water
18		66	Slackline
19		67	Trampoline
20	Climbing (Indoor)	68	
21	Climbing (Outdoor)	69	Walking Coastal
22	Cooking Offsite	70	Walking Footpaths, Bridal Ways.
23	Crabbing/Rockpooling	71	Walking Moorland
24	Cycling/Mountain Biking	72	Walking Mountains
25	Canoe/Kayak SITE SPECIFIC RAs	73	Walking Night
26	Dry Ski Slope	74	Walking Waterside (River, Canal. Lake, Res')
27	Diving (From Boards)	75	Walking Roads and Towns
28		76	Walking Woodlands

29		77	Weaselling
30	Eating Out	78	
31	Fire (Camp Fires)	79	
32	Fishing (Tidal/Non Tidal)	80	Zoo
33	Forest Skills/Schools		
34	Football Offsite		Overseas trips
35	Foraging (Picking fauna for consumption)		Overnight trips
36			Hostels and accommodation
37	Gym		Flights
38	Go Kart		Cities
39	Gorge Walking/Ghyll Srambling SITE SPECIFIC RAS		
40	Go Ape	LOW RISK Any staff can run with offsite training Authorisation from designated SLT members	
41	Hospital Trip		
42			
43	Ice Skating	HIGH RISK Staff will need to have activity specific training, experience or qualifications. Either in house or externally trained. Authorised by EVC	
44			
45	Long Distance Journeys		
46		AUTHORISATION REQUIRED FROM THE HEAD AND/OR LA	
47	Museums		

The Mount Tamar Visits planner

