



## Chailey School

# Off Site Activities and Educational Visits Policy

Date Policy Amended: October 2018

Date of Governing Body's Approval: October 2018

Chair of Governors 

Head Teacher 

Date due for Review: October 2021

# **Offsite Activities and Educational Visits Policy**

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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 and onsite outdoor activities

Chailey School provides many opportunities to enrich the curriculum for its students through off-site activities and educational visits. These include theatre trips, residential activity weeks, ski trips, and visits to **European and other** countries. We also have a thriving Duke of Edinburgh Award scheme.

1. The value of Learning outside the classroom are fully understood by the school 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.
2. The safety of students and staff on offsite visits is paramount and Chailey School will follow the requirements and guidance from ESCC offsite activities and educational visits policy and also refer to National Guidance produced by the Offsite Education Advisors Panel.

East Sussex County Council Offsite and Education visits policy: Appendix G

OEAP National Guidance: <http://oeapng.info/>

## 2. Roles and Responsibilities

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer.

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

- The health, safety and welfare of all employees, volunteers and all young people

Role	Responsibilities
<b>Governors</b>	<ul style="list-style-type: none"> <li>• Have 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 for all relevant staff</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 'read only' access on Exeant allowing an overview of offsite visits</li> </ul>
<b>Head Teacher</b>	<ul style="list-style-type: none"> <li>• Ensure offsite activities comply with ESCC policy and National Guidance produced by the OEAP</li> <li>• Ensure visits receive appropriate approval before they take place</li> <li>• Ascertain all staff involved in offsite visits are competent to carry out their role</li> <li>• Ensure there is a designated EVC that meets employer requirements and has undertaken training</li> <li>• Ensure suitable child protection procedures are in place, including vetting at an appropriate level of all voluntary helpers</li> <li>• Be assured that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained and competent</li> <li>• Ensure visits support the principles of inclusion</li> </ul>
<b>Educational Visits Co-ordinator</b>	<ul style="list-style-type: none"> <li>• Have experience of leading visits, or qualifications or leadership experience and be an experienced visits leader</li> <li>• Receive EVC training</li> <li>• Support staff to ensure visits are planned and prepared appropriately following the ESCC Offsite Activities and Educational Visits Policy</li> <li>• Ensure 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>• Ensure all visits have an appropriate emergency contact</li> <li>• Ensure staff evaluate visits and report accidents and near misses appropriately</li> </ul>
<b>Visit Leader</b>	<ul style="list-style-type: none"> <li>• Must have experience of leading offsite visits</li> <li>• Be inducted 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 involvement with the risk assessment, ensure visit 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>
<b>Assistant Visit Leader</b>	<ul style="list-style-type: none"> <li>• Be specifically competent and knowledgeable about establishment and employer policies/procedures as they affect the responsibilities that have been assigned to them</li> <li>• Be sufficiently involved in the planning and preparation for the activity/visit, including contributing to the organisation of risk management.</li> <li>• Understand the role and responsibilities assigned and how these integrate with other staff, especially that of the activity/visit leader</li> <li>• Contribute to the visit evaluation, reporting and recording of accidents and near misses</li> </ul>

### **3 Specific Requirements**

All visit leaders will familiarise themselves with the procedures and requirements as outlined in the OEAP National Guidance: <http://oeapng.info/>

All visits to be discussed with the EVC at an early stage and follow the procedures as outlined in the 'visit check list' (Appendix C).

Parental consent / agreement must be obtained for every visit

#### **Staffing / supervision ratios**

Local, non-hazardous day visits: **1: 15**

Residential and / or hazardous ie Geography river study visit: **1: 10**

### **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 in conjunction with the Education visit co-ordinator and 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 up to 3 months and then reviewed. For example: PE department away fixtures, repeated visits to a local venue.

### **5 Appendices**

Appendix A	Visit proposal / approval form
Appendix B	Risk Assessment (example is for a day visit)
Appendix C	Check list for local / day visits
Appendix D	Consent form for local / day visits
Appendix E	Emergency procedure for visit leader
Appendix F	Emergency procedure for home contact