

Education Off Site Policy



November 2024

Review Date:
November 2026

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Introduction

Well planned and executed educational visits provide our pupils with valuable experiences that enhance their learning journey at school. Providing a variety of 'real life' opportunities for our pupils enables them to achieve a full understanding of the world around them.

To promote opportunities, positive attitudes and enthusiasm for all of the peoples and to inspire motivation and independence through adventure and outdoor extracurricular activities.

Guidance

The following guidelines support the planning and implementation of educational visits organised by Park Hall Academy. The academy adheres to the Guidance for the Management of Outdoor Learning (GMOL) document (May 2019) and all visit leaders are required to read this document.

All visits outside of school property are recorded, along with relevant risk assessments on the authorities system: E-Visit.

Principal's role is:

- Check that the role of the education visit leader EVC is suitably appointed.
- Ensure contingency planning is in place
- Advise the EVC when necessary
- Carry out the final check and assessment of the visit leaders planning and risk assessments for education visits on E-visit prior to a visit.
- Governing body or local authority have approved the visit if necessary
- Provide physical leaders with an out of office/emergency contact number.

EVC will:

- Ensure educational visits meets the employers and schools requirements.
- Assess competence of prospective leaders and staff
- Ensure risk assessments are completed and meet requirements (E-Visit) and send to Principal for final checks.
- Organise training and induction for staff.
- Ensure there is a system in place where parents are informed and give their consent.
- Ensure emergency arrangements are in place and staff are aware of these.
- Keep records of visits (E-Visit), accident or incident reports.
- Review systems and monitor practice.
- Ensure that the E-Visit has been completed in the adhered time frame.

E-Visit Notification

- For all standard trips across a day, and either visit form must be submitted a minimum of two weeks before the trip date.
- For a residential visit and visit form needs to be submitted three weeks before the date

Visit Leader

- The leader should refer to the 'Visit Leader Guidance'. They are responsible for the suitable planning of a visit and have overall responsibility for the supervision and conduct of the visit.

The visit leaders should:

- Ensure that they have read ' visit leader guidance' document
- Complete an E-Visit entry at least two weeks prior to a visit
- Inform parents and send out a trip letter via ClassDojo with consents to be obtained through school comes
- Complete all relevant risk assessments
- Agree all plans with the principal and inform all relevant staff (including updating school diaries).
- Appoint a deputy and organise staff appropriately
- Be suitably qualified if they are instructing an activity
- Undertake and complete planning and preparation for the trip - see busy leader guidance, risk assessment – a brief checklist and teacher checklist documents. Take into account medical./ SEN needs.
- Ensure they have first aid kits, appropriately labelled individual pupil medical medication, and a list of emergency contact numbers.
- Have upmost regard for health and safety of the group at all times regardless of the opinions of others.
- Aware of the peoples attending the visit and their suitability (including medical and SEN)
- Observe the guidance set out for teachers and other adults (see below)
- Ensure that pupils understand their responsibilities (see below)
- Ensure that all staff are aware of exit and meeting points in the event of an emergency.
- Travel times are shared with the office and a copy of the list of adults and children on the visit. If the party are travelling on two or more coaches it should be clear on the list of children and adults who are travelling on which coach.
- The school has the contact details of the venue and the local authority number (01782 234567)
- The school also has contact telephone numbers for all of the staff and adults on the visit, as well as records of consent and contact details for all of the parents/carers.
- A copy of emergency procedures (found in the visit folder) is taken on all visits.
- Where visits are taking place in the evening, the leader must hold the home telephone numbers of senior leaders.

Other teachers and adults involved in a visit

Teachers on school lead visits will be acting in the course of their normal employment during their normal hours
Any additional hours on specific terms will be agreed with the principal.

Teachers and other adults on the visit must:

- Do their upmost to ensure the health and safety of everyone in the group
- Care for each individual pupil as any responsible parent would (in loco parentis)
- Follow the instructions of the group leader and help with guidance and support (positive behaviour policy)
- Volunteers and/ or parents should not have so responsibility of pupils.
- Consider stopping the activity if they think there is a risk to health and safety.
- Along with the visit leader, ensure that the pupils are aware of their expectations for behaviour during the entire visit, including when using transport.

Responsibilities of pupils

The group leader (and other adults during the day) should make it clear to the peoples that they must:

- Behave in a safe and considerate way - not take unnecessary risks.
- All instructions of the leader and other adults at all times
- Behave responsibly and in a positive manner (in line without positive behaviour policy and Academy expectations)
- Informed the group leader or another adult if they think that's anything will affect their own or another group members health and safety or well-being.
- Follow instructions when using transport of any description

Parents

The group lead should ensure that parents are given information about the purpose of details of the visit and our invite to any briefing sessions (when appropriate for longer visits).

The group leader should also tell parents how they can help prepare their child with the visit, i.e. appropriate conduct, clothing, food et cetera.

Parents must:

- Provide the group leader with emergency contact number(s)
- Consent to the child attending the trip using SchoolComms
- Provide the group lead leader with any relevant information regarding their child's health or behaviour that the group leader may not already be aware of.

Communication

Clear information should be provided to parents/carers through letters and or briefing meetings for residential visits. Letters should include:

- dates and times of visit
- modes of travel
- details of accommodation applicable
- names of staff and other adults
- objectives and details of the activities
- any clothing equipment, food or money to be taken

Risk Assessment

A risk assessment should always be carried out before setting off on a visit, using EVISIT and the Trust's generic risk assessment form. The risk assessment must be communicated to all staff and volunteers involved and a receipt of communication obtained before the visit. The risk assessment will decide the adult: pupil ratio. It should include:

- The risks and the levels of risk (high, medium, low)
- Who is affected by the risk?
- The safety measures in place.
- The steps that need to be taken in an emergency.
- The type of activity and the level of which it is being undertaken.
- The location.
- The competence, experience and qualifications of all staff involved.
- The group members' age, competence and fitness.
- The quality and suitability of available equipment.
- Seasonal conditions, weather and timing.

The group leader and other supervisors should continuously reassess the risks throughout the visit and take appropriate action if the pupils or adults are in any danger.

If you are unsure, remember '**SAGED**' - Staff, Activity, Group, Environment and Distance.

Pre-Visit

Wherever possible and necessary the group leader should undertake a pre-visit to:

- Ensure that the venue is suitable to meet the aims and objectives of the visit.
- Assess potential areas and levels of risk.
- Ensure that the venue can cater for the needs of the staff and pupils and it's researched whether through the Internet or a phone call.
- Ensure that the group leader is familiar with the area before the visit.

If it is not feasible to carry out a pre-visit, then a minimum measure to contact the venue and seek further information, including obtaining their own risk assessment for the venue, if applicable. In addition, it may be worth seeking information from other schools who have attended the venue. If walking in remote areas, the tourist board can be contacted to obtain further information.

First Aid

First aid provision must be considered when assessing the risks of the visit. For adventurous activities and overnight stays, it is advisable to have at least one trained first aid in the group. The group leader must ensure that first aid bags are taken on each of the vehicles transporting the adults and pupils, and that all adults are aware of where first aid provisions can be located during the course of the visit. The contents of the first aid bag will depend on the planned activities.

Supervision

It is important to have a sufficient ratio of adult staff supervision. The following factors need to be considered:

- Sex, age and ability of the group
- special needs pupils
- nature of activities and their location (i.e. remote areas)
- experience of adults in visits
- type of accommodation
- competence of staff

As **general guidelines**, please refer to the following ratios 'under normal circumstances':

Nursery. 1:5 (1:4 if possible)

Reception. 1:10

KS1. 1:15

KS1, visits off-site on foot 1:10

KS2, visits off-site on foot. 1:15

Regardless of these ratios, visits must be assessed individually. These ratios do not include residential visits.

Where a high adult: pupil ratio is required, it is not always feasible to use school staff alone, students and volunteers with appropriate clearance may be used to supplement the supervision ratio. The group leader must have an awareness of all adults supervising the visit.

For the protection of both adults and pupils, all adult supervisors should ensure they are not alone in a one to one situation with a pupil.

Visit leaders need to use their professional judgement when visits involve public transport and reconsider ratios to ensure the safety of all individuals.

Participation

Pupils should not be coerced into activities that they fear. Pupils whose behaviour is such that the group leader is concerned for their, or others' safety, should be removed from the activity. On residential visits, it should be considered as to whether the pupil should return home early. This decision would be taken by the Principal in collaboration with the visit leader.

Coastal Visits

Group leaders and other teachers should be aware that many of the incidents affecting school pupils have occurred by or in the sea. At Park Hall Academy, the group leader needs to consider the following:

- Tides and sandbanks are potential hazards, so timings and exit routes must be checked through local information and research.
- Ensure group members are aware of warning signs and flags.
- Establish a meeting point on the beach if separated.
- Look out for hazards such as glass.
- Decide on a zone area for recreational time.
- Are coastal paths safe for walking or bike riding, particularly on cliff tops?
- In case of an emergency, meeting points should be set up as an active running risk assessment for the pupils and staff to adhere to.

Swimming

Swimming and paddling in the sea or other natural waters are potentially dangerous activities. Swimming in the sea on a coastal visit, will **not** be allowed for pupils from Park Hall Academy. Paddling will only be allowed as part of a supervised activity. Pupils should always be in sight of their teachers with at least one teacher supervising out of the water.

Farm Visits

Park Hall Academy recognises that farms can be highly dangerous, even for the farm workers. Risks assessed on such a visit include the misuse of farm machinery and E-Coli 0157 food poisoning and other infections.

The proposed farm will be checked to ensure that it is well managed, has a good reputation for safety and animal welfare, as well as maintaining good washing facilities. A pre-visitor is recommended. The group leader and supervisors must ensure that pupils wash their hands after feeding or handling animals, not ingest any animals food stuffs, drink from taps ride on tractors or machinery or play in the farm area that is not a designated play area/ playground.

Emergency Procedures for Visit Leader (LA Guidance)

- Call emergency services
- call School link person (Principal /SLT /EVC)
- call LA - 01782 235186 and ask for the Director on call.
- manage the situation to the best of the abilities await instructions
- do not talk to the press - emergency services will make an initial statement.

Accident Reporting and Recording

Any accidents or near misses need to be reported in writing electronically, on 'Every'. This must be completed in the event of a serious injury or the people being sent off to hospital from the school. Keep all relevant documents relating to the visit (including consent forms for those involved) and ensure the incident is recorded on 'Every'. This is the same in the event of a near miss within the school.

If staff have any questions or queries regarding this then please speak with a member of SLT.

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