



KING JAMES'S SCHOOL, KNARESBOROUGH

## POLICY STATEMENT



# Educational Off-site Visits and Adventurous Activities Policy

## 1 STATEMENT OF INTENT

Each year King James's School organises a wide variety of educational off-site visits and adventurous activities locally, across the country and abroad.

The range of educational visits varies from a walk in the local area to residential experiences in Europe and beyond. The type of activity is similarly broad, from on-site adventurous activities, local sports fixtures and cultural day visits to adventurous activities, expeditions, foreign exchanges and musical tours.

The purpose of this policy and supporting documentation is to set out the policy, procedures and additional guidance and advice for the management of educational off-site visits and all adventurous activities involving young people whilst they are in the care of, and are the responsibility of, King James's School.

Off-site visits and activities often provide exciting and life-enhancing opportunities which are simply not available within the classroom or other setting. They help develop self-esteem and can stimulate social, environmental and emotional development as well as achieving other educational and curriculum aims.

Whilst there can be no doubt as to the benefits gained, we must also have regard to the risks involved. It is essential that off-site visits and all adventurous activities are carried out with the highest regard for the health and safety of both the young people and adults involved.

The Governing Body and Headteacher are committed to providing Education Visits and adopt the policy and procedure detailed in The Handbook for Educational Off-site Visits and all Adventurous Activities September 2014.

## 2 RATIONALE

It is recognised that young people can derive great benefit from participating in educational visits, residential trips and adventurous activities. In particular, they offer wonderful opportunities to extend young people's learning and enrich their appreciation of themselves, others and the world around them.

The aim of this policy and the Handbook for Educational Off-site Visits and all Adventurous Activities is to set out the parameters under which all employees and volunteers must operate when taking responsibility for off-site visits and all adventurous activities with young people and visits abroad involving staff.

The Policy and Procedures must be used for the management, planning and completion of all educational off-site visits and all adventurous activities with young people and visits abroad involving staff.

## 3 HEADTEACHER ROLE

In order to fulfil their responsibilities as an employer, Heads of Establishments must ensure that:

- the Policy and Procedures are followed.
- a policy for their establishment is determined, approved, reviewed and followed.
- staff are appropriately trained and are competent in the tasks they are to carry out.
- staff are entered on the Visits and Activity Leadership database.
- an EVC is appointed (or role retained) and Visit Leaders are approved.

- initial approval is given for all visits and activities.
- all visits and activities have sound educational aims and objectives.
- all visits and activities are suited to the age, aptitude and experience of the young people and are planned and managed appropriately.
- suitable SEND, medical and welfare provision and appropriate immediate first aid provision is arranged.
- all possible assurances are obtained, including Provider Statements and evidence of licensing or accreditation.
- visits are compliant with LA contractual, insurance and finance & charges requirements.
- young people are suitably and sufficiently supervised and safeguarded.
- risk management is suitable and sufficient.
- each visit or activity has a Plan B, risk managed where appropriate.
- 24/7 emergency arrangements are in place and that a nominated member of staff is on-call.
- fully informed parental consent is obtained.
- final approval is given for all visits and activities.
- all visits and activities are notified to the LA.
- accidents, incidents and near misses are reported to the LA.
- all visits and activities are reviewed.
- an adequate range of visits and activities are monitored.
- all records are retained according to the relevant LA Retention of Records Policy.

#### 4 EVC ROLE

Each establishment must appoint an Educational Visits Co-ordinator (EVC). The Head of Establishment may retain this role, or delegate it to another member of staff. EVCs **must**:

- follow The Policy and Procedures when planning or approving a visit or activity.
- follow the establishment policy when planning a visit or activity.
- be the main point of contact with the LA Adviser and other appropriate LA staff.
- have attended EVC training and revalidation.
- ensure that appropriate training for staff is arranged.
- be appointed by the Head of Establishment and have a clear list of delegated responsibilities.
- give initial approval for visits and activities if delegated to do so.
- have a sound understanding of the educational benefits of off-site visits and activities.
- assist Visit Leaders in appropriately planning and managing visits and activities if required.
- assist Visit Leaders in ensuring suitable SEND, medical, welfare and appropriate immediate first aid provision if required.
- assist Visit Leaders in choosing suitable providers and gaining assurances if required.
- be competent to assist Visit Leaders to carry out suitable and sufficient risk management if required.
- ensure the Visit Leader has all participant contact details and establishment contacts are carried on each visit or activity.
- **give final approval for visits.**
- review accidents, incidents and near misses if delegated to do so.
- monitor a range of visits and activities.

#### 5 VISIT LEADER ROLE

Visit Leaders **must**:

- follow The Policy and Procedures when planning a visit or activity.
- follow the establishment policy and procedures when planning a visit or activity.
- have attended VL or PEV training.
- have appropriate training, qualifications and competence for the visit or activity.
- be approved by the Head of Establishment, appoint a deputy where appropriate and define roles and responsibilities of accompanying adults.
- be in sole charge of a visit or activity.
- gain initial and formal approval for all visits and activities and keep the EVC informed at each stage of the planning process.
- determine sound educational aims and objectives for each proposed visit or activity.

- appropriately plan and manage all visits and activities with regard to their suitability for the age, aptitude and experience of the young people.
- ensure suitable SEND, medical and welfare provision and appropriate immediate first aid provision and that all adults are aware as appropriate.
- ensure that insurance arrangements are suitable and adequate.
- gain assurances from external providers including Provider Statements and evidence of licensing or accreditation and share appropriate emergency details.
- ensure that young people are suitably and sufficiently supervised and safeguarded and have been involved in the planning process where appropriate.
- carry out suitable and sufficient risk management before and during the visit or activity, including a preliminary visit if appropriate or required by policy.
- ensure, and implement if required, where appropriate a risk managed Plan B or cease visit or activity.
- ensure that all participant contact details and establishment contacts are carried on the visit or activity and accompanying adults are appropriately briefed.
- gain fully informed parental consent .
- report accidents, incidents and near misses to the Head of Establishment.
- review each visit or activity.
- notify EVC of an accident on the day it occurs completing ARF1 – Appendix 8.

## 6 ACCOMPANYING STAFF AND VOLUNTEER'S ROLE

Accompanying staff and volunteers **must**:

- not be left in sole charge of young people unless previously agreed during the planning and risk assessment process or because it is the only reasonable way to deal with an unanticipated emergency situation.
- follow the Visit Leader's instructions.
- bring to the Visit Leader's attention any risk they feel is not acceptable.
- report immediately to the Head of Establishment if they feel their concerns are justified but are being ignored.
- not be accompanied by their own children without the specific agreement of the Head of Establishment. Where staff are accompanied, their children should normally be of the same age, aptitude and experience as the rest of the group.

## 7 PARENTS AND CARERS ROLE

Parent and carer must:

- be fully informed about the visit or activity including rules and procedures and asked to ensure that their children understand and will follow the rules and procedures.
- be asked to give written informed parental consent for their child to participate and acknowledge their own and their child's responsibility to support the disciplinary, health, safety and welfare arrangements for the visit or activity.
- provide emergency contact details to the Head of Establishment and Visit Leader.
- be asked to provide all relevant details regarding their child's emotional, psychological and physical health to the Head of Establishment and Visit Leader.
- be told that they may need to take responsibility for collecting their child if illness or unacceptable behaviour occurs during a visit or activity.

## 8 YOUNG PEOPLE

Young people **must** be instructed to:

- behave sensibly and responsibly otherwise arrangements may be made to return them to their establishment or home.
- not take unnecessary risks.
- follow the instructions of the Visit Leader and other supervising adults, including those at any venue.
- report anything that may harm anyone to the Visit Leader or supervising adult.
- dress as requested and be sensitive to local codes and customs, especially abroad.

## 9 APPROVAL OF VISITS

THE EVC may give Formal Approval for all types of visit or activity **EXCEPT**:

- all visits abroad
- all outdoor and adventurous activities which are **NOT** included in the Adventurous Activities Leadership Matrix set out in The Handbook for Educational Off-site Visits and all Adventurous Activities September 2014.
- all outdoor and adventurous activities which are **BEYOND THE REMIT** of those included in the Adventurous Activities Leadership Matrix.

## 10 PLANNING AN EDUCATIONAL OFF-SITE VISIT OR ACTIVITY

When planning an educational off-site visit or activity there are a number of questions to consider ensuring that suitable educational aims and objectives have been set.

Aims and objectives encompass broad aspects of the wider education of young people and will not be restricted to formal educational learning outcomes.

- a) What learning outcomes are the young people going to achieve?
- b) Where and when should the activity take place?
- c) How will you make it a valuable learning experience?
- d) How will you evaluate the impact of the visit or activity?

### Planning and Approval

The Evolve trip system will be used for the planning and approval of trips.

## 11 SEND

The Equalities Act 2010 imposes a duty on establishments to make reasonable adjustments in order that where provision or physical features puts a disabled person at a substantial disadvantage in relation to persons who are not disabled, to take such steps as it is reasonable to have to take to avoid the disadvantage.

## 12 HEALTH & WELL-BEING

As part of the planning process for any off-site visit or activity, the Visit Leader should carefully consider a range of issues which may include:

- the necessary and authorised use of medicines
- the possession, use and consumption of tobacco, alcohol and drugs
- other risk-taking behaviour

Whilst these are issues that may affect some young people the Visit Leader should also recognise, and plan accordingly including the fact that they could also apply to some adults participating in a visit, activity or residential experience.

## 13 FIRST AID PROVISION

Immediate appropriate first aid **MUST** be available on every educational off-site visit and activity. In determining an appropriate level of qualification, Heads of Establishments, EVC's and Visit Leaders need to take into account, the activity, group, environment and distance from the establishment. Visits involving large numbers of young people may require a number of people appointed as first aiders, especially if smaller sub-groups are independent and remote from each other.

## 14 FINANCIAL TRANSACTIONS

All financial transactions are subject to the Schools Finance Manual regulations. The following guidelines cover the general responsibilities and procedures:

- The Governing Body is responsible for ensuring that there are safe and efficient systems in place for the

control and custody of visits funds.

- Visit leaders should discuss the trip details with the Finance Manager to ensure sufficient funds are requested.
- All monies collected or expended must be paid into and accounted for through the school's BAFS account or School Fund account.
- All income received must be recorded on Parent Pay.
- All income must be banked intact without any deduction of payments.
- Parents should be encouraged to pay by Parent Pay or cheque not cash – all cheques should be payable to the school, not the Visit Leader or any other adult .
- Blank cheques should never be signed. Where a payment total is uncertain it is permissible to sign a cheque provided that the payee's name is completed and a receipt obtained.
- If cash is required during a visit or activity the float must be authorised by the Head of Establishment.
- Receipts must be obtained for all expenses and the float accounted for within 48 hours of return.
- When all expenses have been met, the visit leader should account for all funds and any surplus returned to parents.
- Quotes for visits or activities should be obtained from reliable tour operators.
- Visit Leaders or other adults must not request or receive inducements, excessive hospitality nor other favours.
- Accounting records must be regularly reviewed by the Head of Establishment and the Business Manager.
- It is good practice to keep accounts on an individual visit or activity basis.
- Records should be kept according to the Schools Retention of Records Schedule.
- If the trip runs at a loss, it may be charged to the capitation of the department.

## 15 SUPERVISION AND SAFEGUARDING

The legal framework and national guidance does not lay down specific ratios for educational off-site visits and activities. The responsibility for ensuring effective supervision rests with the Head of Establishment. Suitable ratios and the choice of specific competent staff and other adults are a matter of judgement for the Head of Establishment and EVC in consultation with the Visit Leader as part of the risk management process. Supervision ratios depend entirely on the risk management for the visit or activity for the particular young people on a particular day.

Factors to consider will include:

- **STAFF** (All the adults on the visit).
- **ACTIVITY** (Including the nature, duration and type of the visit or activity).
- **GROUP** (Including age, aptitude, experience, behaviour, SEND).
- **ENVIRONMENT** (Including access to assistance, weather, phone/radio coverage).
- **DISTANCE** (Including distance from the establishment and type of transport).

A general rule for normal activities is 1:15-20 students.

## 16 RISK MANAGEMENT

Risk management is the process of ensuring that all young people and adults on educational off-site visits and activities are kept as safe as they should be. This involves not just risk assessment, but the whole planning process from trained and appropriately appointed people, through choosing providers and venues to systems to ensure suitable emergency procedures and contacts.

The process of risk assessment is central to an effective health and safety management system.

Risk Assessment is a legal requirement under health & safety legislation and in terms of civil courts can be used to demonstrate that effective controls were in place or not, before an accident occurred. In addition to the legal necessity of completing risk assessments, there are many other important reasons for ensuring a comprehensive risk assessment programme is in place before any educational off-site visit or activity and these include;

- To identify previously unrecognised hazards and introduce controls to reduce the likelihood and/or severity of an accident occurring.

- As a communication tool to inform employees, young people and other participants of risk and control measures in place that must be adhered to.
- As a communication tool to inform the Head of Establishment and EVC of risks that may need further control through additional resources, time and effort.
- As reassurance to parents and enforcement bodies that risks have been effectively identified and controlled.

#### **Risk Assessments should be:**

- clear and concise
- proportional and practicable
- suitable and sufficient
- recorded and reviewed

#### **Key Terms**

Hazard:	What could reasonably be expected to cause harm.
Risk:	The extent of possible harm from the hazard.
Control Measure:	What can be reasonably done to reduce the risk.

## **17 PARENTAL CONSENT**

Fully informed parental consent **MUST** be gained for all educational off-site visits and activities. Parents **MUST**:

- Have sufficient information about each individual visit or activity in order to give fully informed consent.

Parents should;

- Ensure that their children understand the rules and procedures and that they will adhere to them.
- Provide all relevant details regarding SEND, health, and welfare to the establishment.
- Provide emergency contact details to the establishment. Consent from parents can be gained in two ways.

#### **Annual consent**

Annual consent can be gained for a one year period from 1<sup>st</sup> September for:

- rolling programme of local visits involving only walking from an establishment
- sports fixtures
- swimming programmes
- rolling programme of family visits for Residential Schools and Children's Social Care establishments only

#### **Individual visit or activity consent**

Individual consent **MUST** be gained for all other visits and activities:

- discreet one-off visits or activities
- multiple visits or activities of a largely identical nature

The establishment must ensure that all records can be fully audited and kept secure for the relevant period of time prescribed in the appropriate records retention schedule.

## **18 ACCIDENTS, INCIDENTS**

Accidents, incidents and near misses must be reported by Visit Leaders to Heads of Establishments.

Heads of Establishments **MUST** investigate any accidents, incidents and near misses and report them to the LA using the standard ARF1 and near miss forms.

## **19 TRIP DOCUMENTATION**

**The following documents should be completed for all trips by the visit leader:**

1 Planning Approval and Trip Leader Agreement form.

2 Trip Costing Breakdown (without final approval from the EVC, the trip cannot run).

**3 The Evolve trips system should be completed for trip authorisation – minimum 5 days notice before departure.**

4 At least one of the following documents should be completed by the visit leader from appropriate risk assessment / risk management templates below:

- A. Event Specific Risk Assessment – low risk.
- B. Off-site Visits and Activities, Non Direct Supervision, Residential Visits Accommodation, Transportation of young people, Activity or Site Risk Assessment.
- C. Local on foot visits.
- D. Further Residential Risk Analysis.
- E. Provider generated risk assessment.