

Burnt Tree Primary School

Burnt Tree has formally adopted, through its Governing Body, the Sandwell 'Policy & Procedures for Off-Site / Out of Hours Educational Activities' and www.oeapng.info as outlined on EVOLVE www.sandwellvisits.org.uk and where relevant, DFES document **Health and Safety of Pupils on Educational Visits (HASPEV)**. Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits as well as considerations of value for money.

Aims and purposes of Educational Visits

The school has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits

Approval Procedure

The Governing Body has delegated the consideration and approval of Educational visits and activities to the Headteacher. The Head teacher has nominated Jayne Bayliss as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The EVC has received training by the LA.

Before a visit is advertised to parents the Head teacher and EVC will approve the initial plan. The Headteacher/EVC will also approve the completed plan and risk management for the visit before departure.

This will be undertaken using EVOLVE as the planning and approval system.

Procedures

The School has agreed a policy for categorising its visits in line with Sandwell Policy & Procedure for Offsite and out of Hours Educational Activities i.e.:

Overseas, Residential or Adventurous Activities -

Visit Leader - Record application on EVOLVE

EVC - Check application and either request additional information or Submit through to Head.

Head - Check application and either request additional information or Authorise for onward submission to the LA (if required)

LA - Check application and either request additional information or Approve

n.b. An exception to the above is where a Sandwell Residential Centre is being used AND centre staff are running the activities, in these circumstances delegated approval has been given to the Head and the visit does not need to be submitted to the LA.

Local regular day visits

Visit Leader - Record application on EVOLVE

EVC - Check application and either request additional information or Submit through to Head.

Head - Check application and either request additional information or Approve.

n.b. Approval for this type of visit has been delegated. This visit does not need to be submitted to the LA for approval.

Procedures for staff to follow

- 1.1 Staff wishing to plan and undertake a visit apply through the EVOLVE system to the educational visits co-ordinator (EVC) outlining plans of the visit.
- 1.2 Once the sections of EVOLVE have been completed a message will be sent to the EVC to inform of the request, the EVC will check that the forms have

- been filed in correctly (E.G Ratio, staffing, risk assessments).
- 1.3 The EVC then submits the request to the Head teacher.
 - 1.4 Outline permission will be granted when all practical elements have been considered, the visit can be accommodated within the school timetable and the ethos of the visit is appropriate.
 - 1.5 When the visit involves additional or high risk activities, foreign travel or is a residential visit then details of the visit will also be sent to the LA automatically through the EVOLVE system. The LA will notify the Head Teacher through the EVOLVE system as to whether the trip has been confirmed.
 - 1.6 Local short walks and visits will receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day. All after school clubs will also be registered on EVOLVE.
 - 1.7 Following each visit the leader will undertake an evaluation. Any incidents or accidents will be reported in accordance with the school's health and safety reporting requirements.
 - 1.8 All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

Responsibilities

- 2.1 The head teacher is responsible for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is appropriate.
- 2.2 The Educational Visit Co-ordinator has received relevant training and induction and is delegated with the following tasks: -
 - To grant initial permission for the planning of each visit.
 - To receive forms and check all visit details are completed and to ensure the annual record of visits is maintained. (Through EVOLVE)
 - To check that the further requirements for residential or foreign travel and additional or high risk activities have been undertaken.
 - To liaise with the LA Educational Visits Coordinator on any visit involving residential or foreign travel and additional or high risk activities.

The Head Teacher will grant final permission for a visit when all organization and planning are complete and to signify this using the EVOLVE system.

- 2.3 The designated visit leader is in overall charge of the group and remains responsible throughout the visit.
- 2.4 **SAFEGUARDING and CHILD PROTECTION procedures.** The policy and procedures that are in place and for which all school staff have had at least level 1 training (16.9.2014) must be adhered to on school visits. Staff on visits will have contact numbers for the DSL and Deputy DSL in school who they should contact for advice ASAP.

Emergency Procedures

- 3.1 The paperwork for each visit will identify the relevant emergency procedures.
For visits extending beyond the school day this includes designating a home contact from the school who may be needed as a link between the party, the parents, the school and the LA in the event of an emergency.
- 3.2 In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the head teacher or designated deputy so that they can decide: -
 - A. If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.
 - B. However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the head teacher, deputy or the home contact will inform the designated senior officer of the Education Service. See separate school policy on Emergency planning.
- 3.3 In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may,

where appropriate, need to involve the police.

Risk Management

Burnt Tree will follow the Sandwell Policy & Procedure for Offsite and Out of Hours Educational Activities. They will also identify any possible risks and attach relevant risk assessments to the evolve form. This includes identifying any risks to certain groups of children and when required individual risk assessments will be completed. Any medical needs will also be identified for individual children and attached to the evolve form.

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for Educational visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with Educational activities and visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list kept by the School. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that DBS screening is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses,

reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments. The Visit Leader will have received Visit Leader training endorsed by the Outdoor Education Advisers Panel (OEAP).

External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing.

Parental Consents

Burnt Tree use the one-off consent form available within the Sandwell Policy & Procedure for Offsite and out of Hours Educational Activities. This form will be sent to parent(s) (or those with parental responsibility) on enrolment of their child in a school.

For visits which contain any element of the following:

- Adventurous activities
- Residential visits
- Visits abroad

Additional consent will be requested in the form of a Specific Consent form which parent(s) (or those with parental responsibility) will need to complete prior to the activity/visit.

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents may be asked to cover any costs of the journey home early.

The Governing Body

This policy has been written with regard to Circular 297/06 from which the following is quoted :
Governing Body Approval for Offsite Activities

In Circular 238 (Friday, 13 October 2006) the Governance and School Support Unit advised schools that it is a legal requirement for Governor approval to be sought for all offsite activities.

It was never the intention that this advice should limit the full and varied range of offsite activities currently taking place in our schools and, as a result, we are issuing the following clarification:

4.1 Activities relying on either the SS12a or AB form for parental consent

need only be **identified** to either the full Governing Body or a Committee, delegated to take that responsibility by the full Governing Body, eg Curriculum Committee, Health & Safety Committee. This should be done in advance **wherever possible**, on a regular basis, eg termly, and as such could be included as part of the Head Teacher's report or as a standing item on the agenda.

4.2 Activities relying on the AC form for parental consent or those that would require Local Authority approval should be **presented** to either the full Governing Body or the appropriate Committee of the Governing Body in advance. **The Chair of the Governing Body or delegated Committee Chair may approve activities available at very short notice or in other extenuating circumstances, where it is not practicable to call a meeting.** However, details of this action **must** be reported to the next meeting of either the full Governing Body or the Committee as with any other "Chair's Action".

4.3 The Chair of the FGB will be given access to the EVOLVE system in a read only capacity.

Any queries can be answered by Christina Grange, Offsite and Out of Hours Health and Safety Co-ordinator on 0121-569 8152 or Kerry Penn, Governance Services Manager on 0121-569 8108.

Signed by Chair of Governors	
Date	January 2016 (Original policy amended to include safeguarding statement and Sandwell guidelines)

Due For Review

January 2017