

IF PLANNING A TRIP

PLEASE READ

IT'S ALSO ON EVOLVE

SHOREHAM ACADEMY POLICY

FOR

OFF-SITE EDUCATIONAL VISITS & RESIDENTIAL TRIPS

Info

Black- general info

Green – staff leader specific

Reviewed May 2023
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Policy for Outdoor Education and Off-site Educational Visits

1. Introduction

1.1 Shoreham Academy provides many opportunities for its students/children/young people to enrich and enhance their on-site learning through use of Outdoor Education and Off-site Educational Visits. This encompasses residential activities, environmental studies, sports, physical and cultural activities, business visits, conference, and adventurous activities. Many of these trips allow students to attain their Pledges.

1.2 The value of off-site educational visits is well recognised by the Governing body (**UL**) and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated, and responsibilities recognised.

1.3 This document outlines the specific policies and procedures for Shoreham Academy. It supplements and follows the advice and guidance contained within the following significant publications:

- UL Health & Safety policy (available on the EVOLVE site)
- Shoreham Academy Health & Safety Policy (available on the academy [website](#))
- West Sussex County Council Local Educational Authority's "Regulations and Notes of Guidance for Off-Site Activities".
- The Health and Safety Executive in conjunction with the Department for Education and Skills (DfES) published "Health and Safety Responsibilities and Powers" statutory document.
- The DfES document "Health and Safety of Pupils on Educational Visits" (HASPEV)
- The supplementary guidance published by the DfES.
 - Part 1 - Standards for LEA's in overseeing educational visits
 - Part 2 - Standards for Adventure
 - Part 3 - a handbook for Group Leaders

2. Roles and Responsibilities

2.1 UL satisfies itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential, abroad, or hazardous need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.

2.1 The Head Teacher has delegated Assistant Principal Claire Joyce to approve all off-site educational visits of a perceived low risk, local, daily, or regular nature. This is recorded through use of the Evolve system.

2.2 The Educational Visits Co-ordinator (EVC) The EVC ensures that all off-site activities follow the correct procedures. The person with these responsibilities will approve the group leader for every visit and monitor the written risk assessments to ensure good practice. In addition, the Principal and the EVC will ensure the following are undertaken:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers. ***(It is important to consider the continuing professional development needs of staff engaged in these activities)***
- Ensure that DBS disclosures are in place where necessary.
- Ensure Emergency Contact Staff are aware of procedure to be followed in case of emergencies.
- Keep records and make reports of accidents and “near misses” on the academy’s ARMS system.
- Review and regularly monitor procedures.
- Liaise with the LEA Outdoor Education Adviser where necessary to ensure the proposed visit complies with the LEA regulations.

2.3 **The Trip Leader** is responsible for identifying the purpose of the visit and following the checklist published in the LEA guidance. [A risk assessment is necessary for all off-site visits \(a copy of correct template is in the “Library” on evolve and on the staff shared folder – Trips/Evolve which can be adapted as required for each educational visit\).](#)

2.4 This will take account of:

- **Generic risks** as published in this document and the LEA Regulations and Notes of Guidance for off-site Activities. It is important that staff read this.
- **Event Specific Risks** as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader’s competence, the group, and other factors such as transport.
- **On-going risks** identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and the risk assessment control measures.

2.5 **Participants/students** are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose of the visit and understand expectations of behaviour.

2.6 **Other attending staff should be given direct instructions re their role on the trip, so everyone is clear.**

3. Guidance Notes for Off-Site Educational Visits

To ensure proper good practice and compliance with the necessary regulations it is expected that:

3.1 All group leaders will familiarise themselves with the published advice and guidance. Further information is available from the Outdoor Education Advisers' Panel (OEAP) website. [Click here](#) and search by role.

3.2 Staff should have experience of previous trips & should be aware of all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and know how to deal with an emergency.

3.3 If appropriate they can access further such training through the Outdoor Education Office (01243 777210)

3.3.1 In order to plan an off-site activity, the EVC (***or Head of Department/faculty/year***) should be involved in discussing plans at an early stage.

3.3.2 All trips must be submitted to HoD then EVC (& then SLT) for Pre-Trip Approval prior to organising formally. **No financial commitment, or letters sent out, until all relevant approvals have been achieved.**

3.3.3 Parental Consent. Copies must be available for the Group Leader to take on the visit and preferably on Arbor. The Emergency Contact at school must also be attached to the Arbor so they have the information - this is particularly important if trips are going on outside of school time.

3.4 Internal Approval – staff should check the date(s) of the trip to ensure other events do not clash e.g. exams/other trips/staff availability etc with the EVC/SLT & with the Cover Leader (Linda Westgate)

3.5 **The EVOLVE system. Once pre-approval has been agreed the Evolve form must be submitted. This must be completed for all visits out of school.**

Trips/visits need to be agreed by the EVC & the Principal and submitted to the LEA (Area Education Office) **one month in advance** (as much as possible) and before becoming financially committed.

Residential trips should be submitted as early as possible – **3 months** is recommended as they need the Governing body's approval.

3.6 **A Risk Assessment form** - should be completed by the LEADER and attached to the EVOLVE form. External providers will have their own risk assessment documents that can be used to help in this process & may **also** be attached. For certain activities an Adventurous Activity Licence is

legally required. (See the LEA guidance or www.aala.org.uk) If this is the case their licence number need only be quoted instead of requiring copies of their risk assessment documents. **Parental letters should also be attached to Evolve as County would like to see them.** Please note that staff cannot demand payment to cover trip costs if the trip is happening **during** term time but only ask for voluntary contributions.

SLT emergency contact, and the front desk should be left with an up-to-date student list on the day and an approximate “return time” with a telephone contact number for the staff.

On return from the trip staff should check students have all their possessions /coach etc is clear of rubbish and then let the emergency contact know they are back safely. They must ensure that all students are picked up/left the premises before leaving the school themselves.

3.7 Residential Trips – a daily contact should be made with the Emergency contact SLT – this could be via a Whatsapp account (all staff on the trip) or via email)- this group should be set up before the trip.

All residential Trips preparation, after the paperwork has been completed, should involve at least one meeting with parents/carers to organise any final plans e.g. meeting points, sleeping organisation e.g. rooming, special dietary requirements and schedule of the trip and give the parents a chance to answer any questions.

The trip should also be added to Firefly-parents-Trips (and Arbor where appropriate) so parents can find useful related information – e.g. letters sent out, special information e.g. there is a student with an allergy.

3.8 Evaluation Report: On return /once the trip has finished the Group Leader should report to the EVC and complete an evaluation on Evolve to show the learning and/or about any ‘near misses’ or where an incident took place but fortunately did not require the completion of the Accident/Incident report form HSW3. **If an accident report was completed at the venue, there is still a need to place such an occurrence on the record at the ‘home’ establishment using the UL Accident and Reporting System (ARMS).** A general evaluation of the visit will inform future visits and may be a useful check on the value of the risk assessments undertaken so they can be adapted and improved.