St Luke's Church School
Educational Visits and Off-Site Activities

Establishment type	*Voluntary Controlled*
Name of establishment	*Tiptree, St Luke's Church School*
Who is employer	*Essex County Council*
Responsibility for offsite visits (possibly EVC, or deputy head)	*Educational Visits Co-ordinator*
Date Trained	*October 2013* *Pending Training 17th May 2017*
Policy agreed	*Spring 2017*
Signed off by	*Governing Body*
To be reviewed	*Spring 2020*
Other Policies Related	*Child Protection/Safeguarding* *SEN incorporating inclusion* *Emergency Planning* *Critical Incident Plan* *Policy Statement from Essex County Council*
Other Paperwork Attached	*Headteacher responsibilities* *Headteacher and Managers' check list* *Visit Leader checklist/role and responsibilities* *Assistant Leader role and responsibilities* *Risk assessment guidance and form* *Parental consent forms* *Staff training* *School Incident Management* *Guidance for procedures in the event of a critical incident on off-site visits*

Offsite / Educational Visits Policy

1. **Authorisation – Legal Responsibilities**
2. **Types of Visits**
3. **Risk Assessment**
4. **Parental Consent**
5. **Staffing – competence and training**
6. **Supervision**
7. **Insurance**
8. **Emergency Planning**
9. **Summary checks**

Sign-Off system – Flow Diagram

1. Authorisation – Legal Responsibilities

- The headteacher, or senior member of staff authorised by the headteacher, in their absence must formally approve any educational visit or other off-site activity.
  The headteacher is currently St Luke's Church School's (the school) Educational Visits Co-ordinator (EVC).
- The governing body must be kept informed and residential visits must be individually authorised by the Governing Body.
- The EVC must:
  - Ensure educational visits meet the employer's and school's requirements.
  - Support the Head (if not the EVC) and Governors with approval and other decisions.
  - Assess the competence of prospective leaders and staff.
  - Ensure risk assessments meet requirements.
  - Organise training and induction.
  - Ensure parents are informed and give consent.
  - Organise emergency arrangements.
  - Keep records of visits, accidents or incident reports.
  - Review and monitor practice.
- The Visit Leader must be approved to carry out the visit and be suitably competent and knowledgeable about the school and LA's policies and procedures.

2. Types of Visits

Scheme of sign off	Hard copy support	Use online form	Agreed by Headteacher	Agreed by Governors	submit to ECC
Generic	This policy plus registration details with school office	N/A	YES	NO	NO
Everyday ad hoc	Ad hoc form with school office	NO	YES	YES	NO
Residential	Printed on-line form	YES	YES	YES	YES
Adventurous	Printed on-line form	YES	YES	YES	YES
Overseas	Printed on-line form	YES	YES	YES	YES
DofE Expedition with ECC	N/A	N/A	N/A	N/A	N/A

- All visits to comply with the Establishment Educational Visits Policy
- All visit to comply with the employer guidance www.essex.gov.uk/educationalvisits/reference (Advice,Guidance and Reference - ECC statement on the New Guidance)
- All visits require proven competence e.g. especially technical visits such as adventurous.
- All approval of visits will be made using the website based system for organising and seeking approval for educational or recreational visits which can be found at : www.essex.gov.uk/educationalvisits
- School approval can be made using submission forms attached as appendices, or online. County approval will be made using the on-line system.

3. Risk Assessment

All off site activity requires risk management

Risk management
- A risk assessment must be undertaken identifying foreseeable significant risks and the precautions that will be implemented to reduce these risks to an acceptable level.
- Where these risks are controlled by generic control measures i.e. 'codes of practice' or 'operating procedures' refer to the relevant sections of these documents.
- When using a 'provider', for example accommodation or adventurous activities, the school will contact them and obtain their risk assessments for these elements of the visit.
- One risk assessment may cover a programme of similar activities, provided it is reviewed at least annually and consideration is given to the needs of the individual pupils on each occasion.
- All staff must be encouraged to report any safety concerns they have regarding the conduct of the visit.

Generic assessments are available for regular off site activities and may be used repeatedly. Only registration of pupil names / staff offsite is required to be given to another competent individual.

4. Parental Consent

Signed parental consent must be obtained. It is recommended that this is proportionate. Parents have a right to see any information regarding the risk management of a visit if requested.

General Consent. One parental consent may cover a programme of similar activities over a maximum of one year. It is recommended that you outline in list form the likely sorts of activities so that there is no 'surprise for the parents. Parents are then treated as 'partners' as part of the school community. e.g. museum, libraries, local woods / ponds, sporting fixtures

Specific Consent. St Luke's Church School will supply detailed specific information regarding the visit – particularly for residential, adventurous & overseas. It must be sufficiently comprehensive for parents not to be in a position to claim after the event that they were misled or uninformed about any of the following:
- Venue(s) and travel arrangements
- Dates and times of departure and return where visits exceed beyond the school day
- The nature of activities planned (including plan B)
- Kit list
- Arrangements for supervision
- Code of conduct or standard of behaviour expected during the visit
- Financial contribution expected from parents
- Insurance arrangements

- Contact system in case of emergency
- Any expectations placed on parents, for example to resume responsibility for their child in the event his or her conduct requires sending home from a visit outside of school hours

5. Staffing – competence and training
- There must be a competent person in charge of a visit. He or she must oversee the selection of pupils, and the appointment and delegation of responsibilities to other staff.
- If the visit has educational outcomes then a qualified teacher (QTS) needs to be in charge.
- All staff should be assessed for competency and training provided for visit leaders.
- The staff-pupil ratio must be determined as part of the risk assessment. Staffing ratios for visits: Identify legal staffing ratios and appropriate supervision arrangements for types of visits taken: (may specify minimum school requirements based on generic codes, ECC guidance and establishment considerations)
- Considerations : SEN / behavioural / age / activity / location / transport / visits lasting longer than one Day / visits of one Day or less
- Staff may include teachers, teaching assistants, or other adult helpers. The visit leader must ensure that all staff understand their responsibilities and are competent to assume these.
- Staff with pastoral responsibility must satisfy establishment requirements, i.e. suitability / training / experience / common-sense; as well as national policy e.g. enhanced CRB checks
- If adults other than employees or volunteers engaged by the school take charge of pupils, their competency and suitability would need to be established
- Roles, responsibilities and training will be captured as part of staff policy.
- See the attached sample staff competence sheet (appendix 2)

6. Supervision
- Responsibility for pupils extends for the full duration of the visit, including any period of 'down time' when pupils are not engaged in structured activity
- The visit leader must determine when supervision must be 'direct' and when it may be 'remote'
- Direct supervision – pupils remain within sight and hearing of the member of staff in charge of their group. Group leaders must know for which pupils they are responsible, and pupils must know who is in charge of their group
- Remote supervision - pupils are allowed to operate unaccompanied in groups of 4. They must be given clear instruction as to where they may go, what they may do, and when they must return, and must have a means of making contact in case of an emergency
- A decision to permit remote supervision must be made on a careful assessment of the environment, the activity, the age and maturity of the pupils and any training they have received
- Any other school specific determined considerations must be adhered to

7. Insurance
St Luke's Church School purchases Essex County Council Insurance – this covers all pupils on Education and Off-site visits.

No forms of indemnity or 'insurance waivers' should be signed without reference to the ECC Legal Service or your own legal advisers.

8. Emergency Planning

- Robust contingency and emergency plans are in place in line with the St Luke's Church School's requirements. Refer to the Emergency Policy (stored in policies files in Headteacher's office). Further information is available on the Educational Visits website and CD Rom.

The list below details some of the main points to comply and ensure that the Emergency Plan can be followed effectively:

- Group leaders must have a means of making emergency contact with the Visit Leader at all times.
- Group leaders must have a means of making contact with the emergency services if required, plus access to a competent First Aid provider (This might be the venue e.g. the museum).
- If the visit extends beyond school opening hours, two emergency home contacts must be identified, normally members of the school's leadership team. The emergency home contacts must have means of contacting Council officers in the event of a serious incident that requires additional support.
- A list of pupils with parental contact and medical information must be held by the visit leader and emergency contacts.

9. Summary Checks

- Define roles and responsibilities of other staff and pupils.
- Plan and prepare for visit.
- Ensure effective supervision of pupils and what they do
- Complete a visit form.
- Competent person assesses foreseeable risks.
- Seek approval in principle from EVC / Line manager.

Related school policies

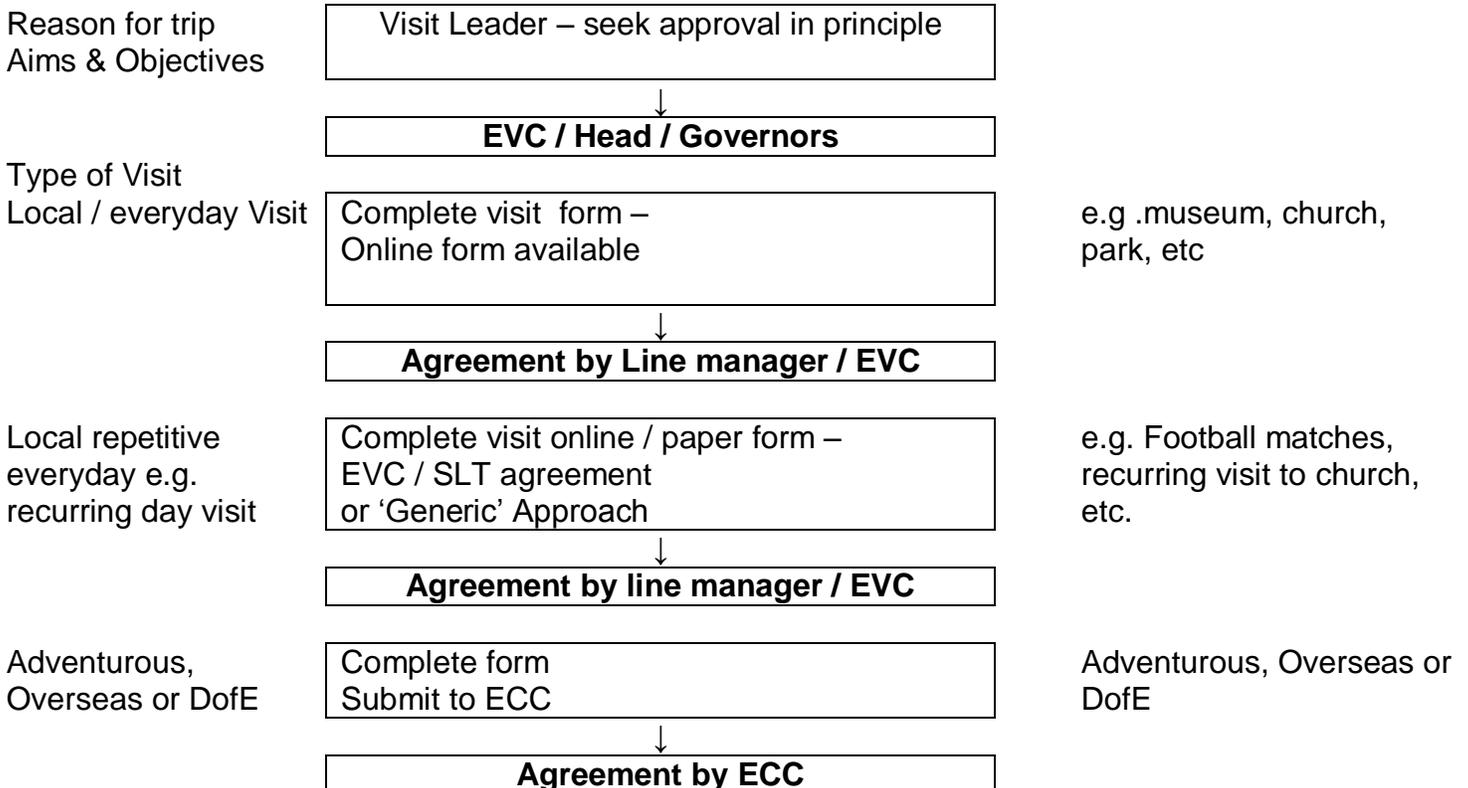| Possible related Policy Area	Person Responsible	Updated
Child protection	Headteacher	Spring 2017
Inclusion	SENDCo	Autumn 2014
Emergency planning	Headteacher	Spring 2017
Health and safety Staff development (training, qualification)	Business Manager / CPD Co-ordinator	Summer 2014
Extended Schools	Activities Co-ordinator	Summer 2013

Other related documents:

- Parental Consent forms
- Incident / Accident Report forms
- Educational visits register – Pupils / Staff lists
- School Emergency Plan
- Emergency Contacts at Essex County Council
- Generic Operating procedures used by the school

Exemplar Sign-Off system :

Before the Trip

Visit Leader	Aims and Objectives – Where?		
	Approval to proceed	→	**EVC / Head / Governors**
	Possible LA notification or approval - category of visit	→	**OEAP or** **EVC – for local visits**
Complete on-line form ?	Parental prior warning Programme inc. PlanB	→	**Consent forms etc.**
	Provider information		
	Kit List		
	Behaviour expectations		
	Finance – money strategy		
	Parental consent forms – Medical / Special Needs / Allergies / Diets		
	Emergency contacts packs – School / LA		
	Preliminary Visit required?	→	**Check out Provider**
	Transport	→	**Check out provider**
	Risk Assessment	→	**COP & Guidance**
	Inclusion Policy	→	**SEN Policy**

<div align="center">

Flow Chart

</div>

Reason for trip Aims & Objectives	Visit Leader – seek approval in principle	
	↓	
	EVC / Head / Governors	
Type of Visit Local / everyday Visit	Complete visit form – Online form available	e.g .museum, church, park, etc
	↓	
	Agreement by Line manager / EVC	
Local repetitive everyday e.g. recurring day visit	Complete visit online / paper form – EVC / SLT agreement or 'Generic' Approach	e.g. Football matches, recurring visit to church, etc.
	↓	
	Agreement by line manager / EVC	
Adventurous, Overseas or DofE	Complete form Submit to ECC	Adventurous, Overseas or DofE
	↓	
	Agreement by ECC	

Visit Leader Training Record : Staff competence (training, experience, qualifications, "judgement")

First Name	Surname	Experience / Qualification	Training	Date	Update Due	Approved by line manager
Anne	Other	Assistant VL on 4 local visits	VL B FA AW	09/2009 06/2007	06/2010	09/2009

Appendix

Sample risk assessments : Consider: Significant hazards, Competence / Experience of staff, Control measures to reduce risk to acceptable levels, Supervision, Specific group needs, Emergency Pack - backup support/contingency, Equipment.

1. Sample generic; - Off-site Swimming (appendix 3)
2. Sample generic; – Off-site Pond dipping (appendix 4)
3. Sample everyday visit; – ad-hoc sign off form (appendix 5)
4. Sample adventurous/ abroad; sign-off form (appendix 6)

Extra information available:

Document library – available on website: www.essex.gov.uk/educationalvisits
Support – Educational visits advisory team :
tel. 01245 430942   e-mail: educational.visits@essexcc.gov.uk

Sample Generic Risk Assessment 1   off-site Swimming including free sessions

Significant hazards / risks Examples:
- *Death or serious injury caused by near drowning.*
- *Injuries / supervision problems caused by overcrowding in pool.*
- *Slips / trips / falls around the poolside.*
- *Inadequate or inappropriate supervision.*
- *Health problems / medical needs of swimmers.*
- *Weak or non swimmers straying out of their depth.*
- *Diving into insufficient depth of water (leading to concussion, or injury to head or spine).*
- *Unruly behaviour and misuse of equipment.*
- *Unclear pool water, preventing casualties from being seen.*
- *Absence of, or inadequate response in an emergency.*
- *Communicable diseases caused by poor hygiene practices.*
- *Hypothermia / being cold.*
- *Entanglement of long hair in pool filtration systems.*
- *Strain, sprain or other injury caused by incorrect use of hoists (swimming for learners with impairments).*
- *Slips, trips and falls related to surface or weather*
- *Head injury or spinal damage from diving in water*
- *Injuries to or from other participants by inadvertently wandering in to the line of collision with other swimmers*

Who could be harmed?
- *Swimmers.*
- *Lifeguards / Supervisors.*
- *People who are poolside.*
- *Helpers, volunteers*

Competence Requirement:
Lifeguard must hold a current certificate in respect of one of the following qualifications when supervising free swimming session:
- *Valid National Pool Lifeguard Qualification, issued by Royal Life Saving Society. Unit 1 of the Qualification is valid for 24 months. Unit 2 is a one off and does not have to be renewed;*
- *National Rescue Standard for Swimming Teachers and Poolside Helpers – Level 2 Pool Lifeguard issued by Swimming Teachers Association (STA). Valid for 2 years.*

And:
- *Able to effect a rescue from the water and carry out CPR. Must practice resuscitation on an anatomical dummy termly during the swimming season.*

In respect of establishments own pool where lifeguard / instructor employed directly copies of certificates **must** be kept on file. Where attending public pools with lifeguards / instructors, verbal confirmation as part of the booking that the lifeguard / instructor is appropriately qualified will be sufficient.

Control measures which should be in place: Examples

General Controls / Procedures:

- *Maximum number set for swimmers allowed into pool (maximum number should be based on an assessment recorded in the Additional Control Measures below. The assessment should take into account people likely to be using pool, e.g. age, ability etc, size of pool.*
- *Lifeguard holds a current qualification from those listed in 'Competence Requirement' section.*
- *Clear notices / signs instructing pool users not to run around in the pool area and verbal warnings if pool users do.*
- *No swimmers allowed in pool until lifeguard is present at poolside.*
- *Lifeguard stays poolside and in a position where all swimmers can be seen at all times;*
- *Changing room floors cleaned regularly and kept as dry as possible.*

Equipment:

- *Minimum equipment which should be poolside or within pool area is: First Aid Kit and blanket, reach pole or throwing ropes, means of raising the alarm (phone, walkie-talkies, mobile phone). Number of pieces of equipment to be decided locally.*
- *The depth of the pool must be clearly indicated and no diving signs erected where appropriate.*
- *Reach poles, throw ropes, throw bags must be checked in situ before each session.*
- *Regular checks on other safety equipment (first-aid provision and emergency alarms) must be carried out regularly. A minimum checking period is the start, middle and towards the end of each term in which swimming is taking place or at least quarterly if the pool is not in a school setting.*

Swimming Pool:

- *Ensure that the clarity of the water is good enough. It should be clear enough for pool users to be able to assess the depth of the water before they get in and for lifeguards / observers to see a casualty below the surface of the water (as a minimum it would have to be possible to see the body of a small child if it were located on the floor of the deepest part of the pool).*

First Aid / Emergency:

- *Any supervising staff aware of where first aid box is located.*

Hints / tips for what needs to be considered as part of local /specific assessment:

e.g.

- Consider if any swimmers with impairments may be at increased risk and record any additional control measures put in place locally
- Means of raising the alarm, in an emerging situation

Date reviewed:					
Initials:					

Each time you leave the school gate you need to log the following information

Example :
Generic plan adopted
Day register with – leader / School Office, covering group & staff
Significant specific group, medical, behavioural, weather situations if different from generic plan need to have specific written solution

Sample Generic Risk Assessment 2	Off-site Pond Dipping in local field / park

Significant hazards / risks Examples :

- *Drowning*

- *Stings, bites, allergies*

- *Slips, trips and falls related to surface or weather*

- *Exposure*

Who could be harmed?

- *Employees, children, Adults Supporting Learning (ASL), volunteers*

Competence Requirement:

- *Teachers in primary schools deemed competent by the Headteacher*

Control measures which should be in place:

- Current Pond assessment - access and current condition – overgrowth / depth / additional foreseeable hazards etc.
- Supervision ratios appropriate to age/ability/nature of young people.
- Clearly defined signal to inform class to stop working and pay attention to teacher.
- Boundary working area clearly marked and defined for organised pond-dipping activity.
- Teacher able to see the whole class / group at all times and position self near area of greater risk. Support staff responsible for monitoring / supporting groups/individuals.
- Careful consideration of weather and surface conditions
- Pupils must wear appropriate clothing / sun protection
- First-Aid requirements for stings/bites/allergies

 Equipment:

Equipment to be visually checked prior to use to ensure appropriate for purpose.
Equipment stored safely and appropriately to minimise distance carried and children shown how to use and carry equipment safely and appropriately.

Hints / tips for what needs to be considered as part of local /specific assessment:
- *Surface type*
- *Pupils with medical or special needs*
- *Outdoors - protection from the sun, heat exhaustion*

Date reviewed:					
Initials:					

Each time you leave the school gate you need to log the following information

Example :
Generic plan adopted
Day register with – leader / School Office, covering group & staff
Significant specific group, medical, behavioural, weather situations if different from generic plan need to have specific written solution

Application for Visit Approval	For everyday type – ad hoc - *(other 'everyday' visits can be covered as a 'generic' approach within the School Visits Policy)*

Establishment Name	
Destination	
Objectives of Visit	

Leader Name	1		Mobile tel. No.	
	2		Mobile tel. No.	
	3		Mobile tel. No.	

Date of Visit		Time out		Time back	

Method of transport _____ Name of Provider _____

Group Details

	Male	Female
Teachers/youth workers		
Teaching assistants		
Parents/other		
Student Numbers		

Additional / Special Needs : covered by generic approach	Tick	
If not, add details as necessary :		

School Year or age	Year		Ages	

Day Programme

Time	Venue	Activity

Additional Information	

	Tick
Competent person in school aware of school emergency procedures, staff and student details /needs on visit	

- **Risk assessment for significant, foreseeable risks only.**
- **Mitigation of risk – proportionate to benefits**

Risk assessment:

Hazard List Significant hazards which may result in serious harm or affect several people	Control Measure List existing controls or note where the information may be found (e.g. information, instructions, training, systems or procedures	Acceptable? Y/N

Approved by: .... Date:..

Position: ....

<div align="right">Appendix 6</div>

Sample 4 :
Application for Visit Approval   Residential/Adventurous/Overseas

Establishment Name	_____
Responsible Person Name	_____
Destination	_____
Zone	_____
Objectives of Visit	_____
Leader Name	_____
Contact No. On Visit	_____
Type of Visit	_____
Departure Date	_____ Return Date _____
Repeat visit for Establishment	Yes/No
Repeat visit for Leader	Yes/No
Pre-visit completed	Yes/No
Method of transport	_____ Transport provider _____

Are staff family members taking part   Yes/No

Are any people with Special Needs taking part?   Yes/No

Party

	Male	Female
Teachers/youth workers		
Teaching assistants		
Parents/other		
Group Numbers		

School Year or age   Year _____   Ages _____

Does this conform to the correct staffing ratio for this type of visit?   Yes/No

Insurer _____   Policy number _____

Parental consent obtained?   Yes/No

Emergency contact 1   Name _____

Phone _____   Mobile _____

Emergency contact 2   Name _____

Phone _____   Mobile _____

Outline approval from:		
Board of Governors	Yes/No
Youth / Group Leader	Yes/No
Head teacher	Yes/No
Line Manager	Yes/No

Additional Information _____

_____

_____

Activity Provider 1 _____	Is the Provider LOtC Quality Badged?	Yes/No	ECC Registered	Yes/No
Activity Provider 2 _____	Is the Provider LOtC Quality Badged?	Yes/No	ECC Registered	Yes/No
Activity Provider 3 _____	Is the Provider LOtC Quality Badged?	Yes/No	ECC Registered	Yes/No

Programme

_____

_____

_____

_____

_____

_____

_____

_____

Extra additional information

_____

_____

_____

_____

_____

_____

_____

_____

Risk assessment

School ……………………………   Department/Centre: ……………………………   Visit to: ……………………………………………

Hazard List significant foreseeable hazards which may result in serious harm or affect several people	Control Measure List existing controls or note where the information may be found (e.g. information, instructions, training, systems or procedures	Acceptable? Y/N

<u>Visit Approval</u>
Additional requirements (e.g. staff training prior to visit)

……

Approved by: ……………………………………………………………   Date:……………………………………………………………

Position: …………………………………………………………