



Dovelands Primary School

Off-site Visits/Trips and Outdoor Learning Policy

Reviewed: September 2023

Ratified:

Next Review: September 2025

The value and benefits of undertaking off-site visits and outdoor learning

At Doveland's Primary School we acknowledge the great value of educational visits in broadening and enhancing both the learning and social experience of our pupils. Visits enrich the curriculum and impact positively on the development of children's skills. All children will have opportunities to take part in a variety of activities during their time at Doveland's.

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time or outside the normal school day. In addition to this Educational Visits Policy, Doveland's Primary School:

1. Adopts the Leicester City Council (LCC) document: Offsite Visits and Adventure Activities Health & Safety Management Standard Issue 6 (October 2022).
2. Adopts National Guidance www.oeapng.info (as recommended by LCC).
3. Uses EVOLVE, the web-based planning, notification, approval, and monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy (i.e. this document), Local Authority policy and National Guidelines.

Purpose of Offsite Visits

- To enrich learning inside and outside the school and the classroom.
- To widen pupils' social and cultural experiences.
- To increase awareness of the community and environment.
- To encourage personal development and independence.
- To develop and promote teamwork skills.
- To develop a sense of responsibility.
- To develop high quality relationships between staff and pupils.
- To learn new skills and have fun.

Roles and Responsibilities

Visit Leaders are responsible for the planning of their visits, and for entering these on EVOLVE. All phase leaders have completed online visit leader training. They should always obtain permission for a visit from the Head Teacher or EVC prior to planning and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Coordinator (EVC) will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters and will check final visit plans on EVOLVE before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE.

The Head Teacher has overall responsibility for authorising all visits and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

Staff Competence

In deciding whether a member of staff is competent to be a visit leader, the head teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Risk Assessment (RA)

A comprehensive risk assessment must be carried out by the trip leader before the proposed visit can go ahead. The RA should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

At Dovelands an '**All Visits**' RA and an '**Individual Child**' RA is always undertaken for any visit. If a residential activity or overnight stay is taking place an '**Accommodation**' RA must also be completed.

All RAs are located on the staff drive in the folder '**Evolve Trips and Visits Documents**' or on the Evolve Leicester City Schools webpage.

Approval and Notification of Outdoor Learning and Off-Site Visits

Every off-site visit or outdoor activity must be approved by the Head or EVC.

The current EVC at Dovelands is **Roberto Amoroso**. EVCs must undertake a formal revalidation every 3 years.

For the purposes of approval, off-site visits are classified into 3 categories:

Category A – Includes Local and regular trips/visits that require the need for transport. These visits must be submitted on Evolve and require both the EVC and Head teacher approval. For these trips to proceed an all visits RA and an individual child RA must be completed. One application can cover a range of visits or activities over a term. There may be occasions where some trips/visits take place within the schools local area (walking distance). These visits will come under our **Local Learning Area Policy**, will not require a risk assessment, but follow a set of operating procedures. Trips and visits of this nature must still be entered on Evolve using the local area visit tab and need the authorisation of the Head teacher to proceed. We also have a **Sports Fixtures and Physical Activity Policy** that covers all sport and physical activity events taking place within the city. Again, these events will need to be recorded onto evolve, will not need a risk assessment but will follow a set of operating procedures.

Category B – Includes visits to farms, annual visits to attractions or locations beyond the city or county boundary e.g. the seaside, major visitor attractions and UK cities. Again an all visits RA and individual child RA' must be completed along with the visit also being submitted on EVOLVE. For these trips to proceed both the EVC and Head Teacher must approve the visit.

| Category of Visit | Latest date for submission to EVC and Head teacher before the visit proceeds: |
|--------------------------|--|
| A | 2 weeks (recommended) |
| B | 2 weeks (recommended) |
| C | 4 weeks (mandatory) |

Category C – Includes all residential visits, visits abroad and activities in hazardous environments or involving 'adventurous' activities. Again an all visits RA and individual child RA must be completed along with the visit being submitted onto EVOLVE. The trip will require the approval of the EVC, Head Teacher and the local authority before the visit can proceed.

Financing Visits

We strongly believe in the value of educational visits. Unfortunately, with a limited school budget, it is not possible to provide many of these activities free of charge. Parents may be asked to pay a voluntary contribution towards the cost of such trips if they wish their child to take part.

The law is quite clear and states that a child should not be prevented from taking part in an activity or visit because the parents are unable or unwilling to pay. However if insufficient numbers of parents contribute towards the cost of the trip, it may not be able to go ahead.

Governors Charging Policy

The Governors state that where it is necessary to ask for a voluntary contribution, the school will;

- Notify parents of the amount of the voluntary contribution necessary for the event to take place.
- Notify parents in advance of the trip, giving the opportunity to pay by installments if the amount is large e.g. for a residential visit.
- Make special arrangements through the Head Teacher in cases of financial hardship.

Parental Consent

Schools are not required to obtain consent from parents for pupils to participate in off-site activities that take place during school hours and which are a normal part of a child's education

such as local studies and visits to a museum or library, etc. (Education Act 2002 section 29). While parents do not have the option to withdraw their child from the school curriculum, it is good practice to inform parents that a visit or activity is to take place. Consent is needed by schools for visits taking place outside school hours for example residential visits and also for activity taking place both during and outside school hours where it is perceived to involve a higher level of risk, such as an adventure activity.

Supervision on Visits

It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit to be able to supervise young people effectively. The factors to take into consideration include:

- The nature and duration of the visit and the planned activities.
- The location and environment in which the activity is to take place.
- The nature of the group, including the number of young people and their age, level of development, gender, ability and needs (behavioural, medical, emotional and educational).
- Staff competence.
- The consequence of a member of staff being indisposed, particularly where they will be the sole leader with a group for any significant time.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly.

Parents/Carers Accompanying Visits

When additional adults are needed to support a trip we encourage parent /family helpers to assist. Parents or other adult helpers do not have to hold a current CRB check to attend a day trip as they will not be left alone with a group of children.

Additional adults such as parents or volunteers are not trained, therefore do not have the necessary knowledge or skills to deal with many situations that arise. They should be provided with an itinerary of the day and given clear guidance as to the expectations of their own and pupils' behaviour. Parents/Carers under no circumstances will be allowed to lead a group on their own.

First Aid

There is always one member of staff who is first aid trained and holds a recognised first aid certificate on any visit/trip that takes place.

Behaviour

We have high expectations of children's behaviour at Dovelands whether they are in school or on a trip. Prior to the trip, children will be made aware of what is expected from them.

As a general rule children should not be excluded from participating on a trip. However, there will be certain occasions when individual children's participation may provoke a serious cause for concern for either the safety of themselves or others. In such cases, discussions must be held with the EVC, Head teacher and/ or parents (where applicable) before any decision about

inclusion is made. Every effort will be made to ensure inclusion is achieved, although there will be infrequent occasions where a child's participation will not occur.

Emergency Procedures

Staff involved in a visit must be aware of and adhere to their establishment's and employer's policy and emergency procedures. Staff should carry relevant contact numbers when they undertake visits, in order that they can access appropriate support.

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office, Head teacher, a senior SLT member e.g. deputy head or EVC).
2. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
3. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
4. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
5. For all trips and visits that take place, the visit leader and other attending staff members will carry an 'Emergency Procedures Action Card' which is saved on the staff drive in the folder Evolve Risk Assessments (See Appendix 1 below).

These model procedures listed on the emergency action card are based on the guidance in Offsite Visits and Adventure Activities Health & Safety Management Standard Issue 6 (October 2022) and OEAP National Guidance document 4.1c "Emergencies and Critical Incidents – Guidance for Leaders". *"These procedures include copyright material from a model document published by OEAP National Guidance at oeapng.info."*

For residential activities the nominated base contact will have access to a 'Home Contact Emergency card' which is also saved on the staff drive in the folder Evolve Risk Assessments (See appendix 2 below).

6. For any serious incident make an accurate record of all details as soon as possible to inform any investigation (See appendix 3 below).

Monitoring and Review

Visit leaders are encouraged to review visits and evaluate them, taking into account the successful and less successful parts of the visit and consider ways in which the visit could have been improved. Informal conversations might take place between the visit leader and the EVC or Head Teacher regarding the outcome of the visit. There is also the opportunity for the Visit leader to evaluate their trip/visit on the evolve portal.

This policy is monitored by the governing body and will be reviewed every two years.

Appendix 1

IMMEDIATE ACTION

Assess the situation:

- Try to remain calm and ensure your own safety.
- Deal with immediate danger to self or other group members.
- Account for all members of the group.
- Call the emergency services if necessary: Dial 999 for Ambulance, Police, Fire Brigade, Mountain Rescue or Coastguard as required.
- Give Your name
- The name of the Group
- Location
- Nature of emergency and number of injured persons
- Action so far

FIRST AID

Administer first aid: As appropriate, remembering priorities ABC.

- Airway
- Breathing
- Circulation (bleeding)

Make any casualties as comfortable as possible, but only move them if absolutely necessary (e.g. to maintain airway if unconscious).

URGENT ACTION

Take stock and plan, delegating where possible.

Inform school office 0116 285 7716/emergency contact so that support can be activated – the emergency contact (Jenny Slinger - Head teacher) will decide if Crisis Line should be activated. If unavailable, your employer's Emergency Contact which is Crisis Line should be contacted if any of the following apply:

You need support;

The emergency services are involved;

The incident is serious;

The press/media are involved.

They could need the following information:

Who you are, which establishment you are from and what your role is within the group;

The number you can be called back on;

The nature of the emergency and details of the incident;

What help you need;

Whether the emergency services are involved;

How many casualties there are and their status;

The number of people in your party;

Your location, and whether you plan to move.

Local Authority Crisis Line Telephone Number: 0116 254 4344 (24 Hours).

Establish a contact point and identify a member of staff to liaise with the emergency services.

Arrange for someone to travel with casualties to hospital.

Make arrangements for non-casualties to return to school/setting.

Make an accurate record of all details as soon as possible – do not leave this until later when your memory of details may be confused.

Appendix 2

Emergency Card (Home Contact) for visits that take place outside normal establishment hours

This 'card' or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.

The establishment's Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number (s) at which the caller can be contacted back on.
- Note their location.
- Determine the nature of the emergency.
- Determine the type of help required.

If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts who may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention:

- Inform the Visit Leader that someone will phone them back within 30 minutes and ensure they have sought emergency service support;
- Contact the Head of Establishment – Jenny Slinger.

It is the responsibility of the Head of Establishment to ensure the LA is informed. If you are not 100% positive that the LA has been contacted, please contact Leicester City Council's emergency number on 0116 254 4344 - when prompted press option 1) then option 5) and when answered say I am calling regarding a School Crisis issue and please refer to your Crisis Line Call handling procedure and state that you require immediate support. Give brief details of the incident.

The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.

- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;

- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

| NAME | HOME | MOBILE |
|-------------------------------------|---|---------------|
| Jenny Slinger – Head teacher | | |
| Katy Williams – Deputy Head teacher | | |
| Leicester city council crisis line | 0116 254 4344 - when prompted press option 1) then option 5) and when answered say I am calling regarding a School Crisis issue and please refer to your Crisis Line Call handling procedure) | |
| Other / EVC | | |

Appendix 3 Incident Log Sheet

| | |
|--------------------------|--|
| Time of incident | |
| Date | |
| Brief description | |
| Location | |
| Witnesses | |

