



# **Windsor Park C.E. Middle School**

## **Educational Visits Policy**

Governors:	HR committee
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Date of issue:	January 2016
Review Date:	January 2017

## **Policy Statement.**

Windsor Park Middle School acknowledges the many benefits of learning outside the classroom and is committed to supporting educational visits and activities that enrich the learning opportunities of all children and young people.

### **1. Provision of Employer Guidance.**

- Staffordshire County Council has formally adopted Outdoor Education Advisers' Panel Employer Guidance [EG] as its guidance for the management of off-site visits and learning outside the classroom [LOtC]. This guidance can be found on the following website – <http://oeapeg.info/>.
- It is a legal expectation that all employees MUST work within the requirements of their employer's guidance and therefore at Windsor Park Middle School we must follow the requirements of EG and the policy statement.
- If an employee commissions LOtC activity he/she must ensure that any agent commissioned has either adopted EG or has systems and procedures in place of standards no less than those required by EG.

### **2. Scope and Remit**

Employees needing to use the guidance include -

- Those having direct supervision of young people undertaking experiences outside the boundaries of their normal operational base.
- Direct supervision of pupils undertaking LOtC.
- Facilitating experiences for young people undertaking experiences beyond the boundary of their normal operational base.
- Deploying staff who will supervise or facilitate experiences beyond the boundary of their normal operational base.

This applies whether the activities take place within or outside normal school hours.

### **3. Approval and Notification of Activities and Visits using the Evolve System.**

- Head Teacher: Mr. P. Slack has final approval for all visits/activities.
- Educational Visits Co-ordinator [EVC]: Miss EP Bull gives initial approval and checks all plans and risk assessments for the visits on Evolve before they are passed to the Head Teacher for final approval. Where a visit involves additional, high risk activities or residential/foreign visits then additional approval will be needed [through Evolve] from the County EVA.
- Visit forms must be submitted on Evolve SIX WEEKS before a visit is due to take place and before anyone is financially committed.

### **4. Planning and evaluation.**

- The plan is based on school procedures and County guidance.
- All participants have a clear understanding of their roles and responsibilities including their role in the risk management process.
- All parents/guardians of pupils involved on the trip/activity have been fully informed and consents obtained.
- Appropriate assurances have been obtained from any providers.
- Designated emergency contacts are in place.
- All details of the trip/activity are accessible to the emergency contact during the period of the activity.

## 5. Risk Management

- All visits/activities will be carefully risk assessed so that the risk to participants is reduced to an acceptable or tolerable level.
- Staff will consider and assess risks beginning with assessing what are the targeted benefits and learning outcomes of the visit or activity.
- All risk assessments will be checked and appraised by the EVC and by the County EVA for additional and higher risk activities.
- A file of risk assessments which have previously been assessed is available for use on Evolve.

## 6. Emergency Planning and Critical Incident Support.

- **During the school day:** A list of all participants of a visit/activity is left with the main Reception Office and they have contact phone numbers for all parents/guardians. This office acts as main point of contact during the school day; should an accident/incident occur then the trip leader would contact them.
- **Out of normal school day/week-ends/holiday periods:** For all trips a member of staff [usually a member of the SLT] is designated as “emergency contact” and their phone number [mobile/home] is kept by the trip leader; should an accident/incident occur out of normal school hours then they would be contacted and they would be expected to contact parents/guardians if needed and provide emergency assistance.
- **County Emergency number: 01785 278499.** This number [Staffordshire Fire and Rescue Service Fire Control] connects staff to the Director on call and should always be carried by staff on off-site activities and particularly on residential or overseas visits and used when a major incident/accident occurs which they and the school cannot deal with i.e. serious injuries or fatalities

## 7. Monitoring

- All staff taking part in visits/activities will have been DBS checked.
- All staff taking part in LOtC activities/visits have been assessed for their competence and knowledge of the venue and activity to take place. Only those suitably qualified are allowed to lead activities involving additional or high risks.
- Staff are expected to review each visit/activity and complete the appropriate form on Evolve.

## 8. Charges for visits and Off-site Activities

Windsor Park Middle School follows the recommendations and legal framework relating to charging, voluntary contributions and remissions as set out in the 1996 Education Act [sections 449-462].

## 9. Supervision Ratios.

Visit leaders must take into account

- Pupils – their age, fitness, behaviour and ability
- The Venue – degree of danger, availability of help/shelter if an incident should occur
- Activities – the degree of risk, need for extra supervision, need to reduce group size to enable effective supervision.

when deciding upon the supervision ratio; a trip to a theatre will obviously need less supervision than a visit to a farm due to the increased risks on a farm.

OEG support a starting point of 1:15 for years 9 to11, 1:20 for years 12+ 13.

## **10. Preliminary Visits and Provider Assurances.**

- All visits must be thoroughly researched to assess their suitability and the availability of services from the third party provider. This is important in assessing the supervision ratio.
- Wherever possible a preliminary visit should be made particularly where there is additional or high risk involved.
- Wherever possible leaders will make use of one of the nationally accredited provider assurance schemes such as the LOtC Quality Badge, AALS Licensing, Adventure Mark or the NGB Centre Approval Schemes. County takes the view that if one of these schemes is involved then no further assurance is required.

## **11. Insurance**

- Employers' statutory liability insurance is a statutory requirement and County holds a policy that indemnifies it against all claims for compensation for bodily injury suffered by anyone employed by it where negligence attaches. This will also cover volunteers taking part.
- Public liability insurance is held by County and indemnifies it against all claims for bodily injury from persons not in its employ as well as for the accidental damage caused to or loss property where negligence attaches. This covers participants on off-site activities, and visits where the County is the employer and responsible. Where a provider is used it is essential that they hold Public Liability Insurance cover with a minimum limit of indemnity of £5,000,000
- School Journey Insurance Scheme – optional – gives benefits that exceed those given by the majority of tour operators and also provides excellent phone support and assistance in the event of a claim.

## **12. Inclusion.**

- Visits and learning activities are available and accessible to all.
- Windsor Park Middle School will take all reasonably practicable effort to find venues which are suitable and accessible in order that all participants may be actively involved.

## **13. Good practice requirements.**

- To be deemed competent a visit leader or assistant leader must be able to operate to the current standards of recognised good practice for that role.
- All staff and helpers must be competent to carry out their defined roles and responsibilities.
- All staff must be fully aware of the extent of their duty of care and they must only be given responsibilities that fall within County guidance and their own ability/experience.
- Careful consideration of competence should be applied to new qualified or newly appointed staff.
- The school must verify any leader's qualifications before allowing a visit or activity to take place.
- Leaders must ensure that any parent volunteer relationship with a pupil on the trip does not compromise the plan/risk assessment already prepared.

## **14. Transport.**

Statistics prove that the journey to a venue is more dangerous than the activity/venue itself and as such careful consideration must be paid to the County Transport Policy.

- Coaches and mini buses must be hired from operators who are on the County's list.
- School mini buses must be driven by a driver who has passed the County's mini bus assessment/test.

- Staff using their own cars to transport pupils must sign a Volunteer driver Declaration and ensure that they have the appropriate business insurance to cover their journey.
- Any risk assessment must consider the supervision ratio when travelling i.e. staff driving a mini bus during a visit must have another member of staff accompanying them.

**15. Accident reporting. ALL ACCIDENTS WHETHER ON OR OFFSITE MUST BE REPORTED.**

The leader must report any accident to the H+S Co-ordinator [EPBull]. A HSF40 Accident report form will be filled in and sent to County, Evolve and also a copy sent to the Medical Room where a notation will be made in the school's Accident Book.