



Educational Visits and Off Site Activities

Believing in Excellence means that the Trust has key values that all members of our schools' community live by.

These are:

- Respect;
- Resilience;
- Responsibility.

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Date agreed by Trustees	March 2022
Date of next review	March 2025

Cavendish Education Trust (Eastbourne) is an exempt charity and a company limited by guarantee, registered in England and Wales with Company Number 8135372. Its registered office is at Eldon Road, Eastbourne, East Sussex BN21 1UE

Purpose

The purpose of this policy is to set out clearly the Trust's expectations and arrangements for educational visits and off-site activities, including the statutory and other obligations placed on staff, in line with government legislation and guidance.

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1. Introduction

Cavendish Education Trust Schools' provide many opportunities to enrich the curriculum for its pupils through off-site activities and educational visits. Educational Visits enhance learning and provide realistic situations to use and develop knowledge, understanding and physical, emotional and social skills.

The value of off-site activities and educational visits is well recognised by the Trustee Board and Senior Leadership Team. Safety is recognised as important and careful planning and adherence to statutory procedures is required. Off-site activities and educational visits must be well managed and responsibilities recognised.

The trust is provided by guidance from East Sussex County Council and from Outdoor Education Advisers Panel (OEAP) <https://oeapng.info/>

2. Parental consent for off-site activities/educational visits and outside UK Overseas visits (please also see parents/carers roles below)

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the trust schools' (with the exception of pre-school age children) as most of these activities take place during school hours and are a normal part of a pupil's education at the school. However, parents will be advised where their child will be at all times and of any extra safety measures required.

Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. The Trust's Schools' will request consent for trips, which can be completed in different ways, these are;

- Consent form completed on-line via the trust's system or as a separate consent form for a particular visit
- Completion of a 'one off' consent form when their child enrolls at the school. This will cover a pupil's participation in any of these types of activities throughout their time at the school. These include adventure activities, off-site sporting fixtures outside the school day, and all off-site activities for which take place at any time (including during school holidays or at the weekend).

For overseas residential visits, overseas non-residential visits and UK residential visits a separate consent form will be requested.

Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form.

3. Roles and Responsibilities

The Local Governing Board must:

- ensure that arrangements are in place and any regulations and guidance are being followed
- ensure there is a trained EVC (educational visits co-ordinator) in place

- have the ability to act on behalf of the parents ('critical friend') to ascertain if the specific event arrangements and risk assessments are in place.
- ensure that any overseas residential visit is signed off by a nominated governor.

The Chief Executive Officer or Primary Executive Headteacher;

- will sign off any UK residential visit and any non-residential overseas visit

The Chief Executive Officer, Primary Executive Headteacher, Heads of Phases/Schools' must:

- ensure that the management of visits and activities meets the regulations and guidance offered by the County Council and DfE, as well as conforming to the trust's own health and safety policy
- ensure that the Trustee Board are kept appropriately informed
- ensure that arrangements are in place for the educational objectives of a visit to be inclusive and that issues identified in visits have been satisfactorily resolved within the risk assessment
- ensure that approvals have taken place before the trip takes place
- ascertain that all staff involved in off-site activities and visits are competent to carry out the role

The Educational Visits Coordinator (EVC) must:

- liaise with the Senior Leadership Team of the trust where appropriate
- Liaises with the ESCC Outdoor Education Adviser where appropriate
- Manages the Trust's Exeant system
- be involved in educational visit management in order to ensure that the DfE guidance and regulations are followed and to confirm that adequate risk assessments have been carried out
- to be able to confirm that the leader/s of the visit are appropriate and to check staff qualifications, this to include accompanying staff and volunteers
- to organise the training of leaders and volunteers, ensure that procedures for Disclosure and Barring Service checks are in place as necessary
- to ensure that liaison with parents and obtaining consent are effective
- ensure that the school has robust emergency procedures in place and knows how to liaise with the school's leadership team should an emergency occur
- ensure that the trust complies reporting incidents and accidents (including 'near misses')
- support the leadership in the management of and evaluation of educational visits:
- use and apply suitable record keeping practices for both pupils and leaders off-site
- learn from previous experience, recording successful practice and contacts, and be able to use them and move on, in particular where staff personnel change
- monitor and review what is going on, establishing a clear picture of current practice. Be able to both report on successes and set targets for improvement. Be ready to intervene where practice is incorrect or unsatisfactory.

The Visit Leader must:

- be suitably competent and knowledgeable about the trust's policies and procedures
- plan and prepare for the visit and assess all the risks, ensuring a detailed risk assessment has been completed (see point 6 below)
- Use the ESCC educational visits system (Exeant)
- define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do
- obtain the necessary approval for the visit
- have enough information on the pupils taking part in order to risk assess their suitability for the visit or specific activity
- consider stopping the visit if the risk to the health and safety of the pupils is unacceptable and have in place procedures for such an eventuality
- ensure the leaders have details of the school base contact, any emergency number and parents emergency contact numbers
- ensure the leaders and others have details of the pupils special educational or medical needs which will be necessary for them to carry out their tasks effectively
- produce a business plan for the trip and ensure the trip or activity is financially viable where applicable
- provide an outcome and evaluation report. This will enable the Senior Leadership Team to evaluate the trip or activity in terms of its educational value for the future

Parents/Carers must:

- provide the Visit Leader with emergency contact number(s)
- sign any consent form/s. Where a 'one off' consent form has been completed, the parent/carer must notify the school/s of any changes.
- give the Visit Leader information about their child's emotional, physiological and physical health which might be relevant to the visit
- agree the arrangements for sending a child/young person home early and who will meet the cost
- authorise a member of the trust staff, in the event of their child being taken ill or injured, to sign on their behalf any written consent required by medical authorities for emergency treatment;
- Parents will be invited to give feedback on the activity or visit to the Visit Leader who will discuss this with the Senior Leadership Team for the same or similar trips in the future.

The pupils must:

- not take any unnecessary risks
- follow the instructions of the visit leader and other trust staff including those at the venue of the visit
- dress and behave appropriately and responsibly

- if abroad, be sensitive to local codes and customs
- look out for anything that might hurt or threaten himself or herself or anyone in the group and inform the visit leader or supervisor

4. Guidance Notes for Off-site Activities and Educational Visits

To ensure good practice and to comply with the necessary regulations it is expected that:

- 4.1 All visit leaders will familiarise themselves with the published guidance and attend training when appropriate which is available through the EVC.
- 4.2 The EVC should be involved in discussing plans for any off-site activity at an early stage. All off-site visits need to be planned including local and routine visits e.g. to the church or for games matches. No non-returnable financial commitment should be agreed until all relevant approvals have been gained. The approved centre list should be consulted and if the provider for a hazardous activity is not listed, the County Council should be contacted.
- 4.3 Parental consent needs to be obtained and copies of the medical/dietary requirements and emergency contacts details should be taken on the visit by the visit leader. A copy will need to be held by the emergency contact person for residential visits.
- 4.4 The Exeant visits management system (see point 5 below) should be used for all visits except routine offsite visits such as PE fixtures which are not required to be put on the Exeant system and can be covered by a generic risk assessment.
- 4.5 Off-site Visit Risk Assessment forms should be completed for all aspects of the visit e.g. the journey, activities and down time if a residential. External providers may have their own risk assessments that will need to be seen by the visit leader.
- 4.6 A pre-visit is highly recommended to support the risk assessment process and should be carried out whenever possible.
- 4.7 If volunteers are being used for the visit, they will need to be fully briefed and a DBS check must be carried out if they are used regularly and if the visit is residential.
- 4.8 The parents will be informed of the type of transport used. When private cars are used various checks will need to be carried out and guidance provided to volunteer drivers. When coaches and minibuses are used the leaders should ensure the pupils are wearing seat belts. A current East Sussex Minibus permit or a pass certificate from minibus provider within the last 3 years is required to drive a minibus.
- 4.9 If the visit is mainly within school hours or for the curriculum, a voluntary contribution may be requested. Other visits may be charged for.
- 4.10 School Journey Insurance is arranged by the trust as a block policy.
- 4.11 The supervision ratios need to meet the requirements summarised in the table below Though these are minimum ratios, the visit leader must consider the pupils involved, the type of activities, the site and the experience and competency of the supervising adults.

4.12 Supervision. There are no legally set ratios to abide by in respect of staff to pupil ratios for offsite visits. It is important to consider:

- Staff – experience, competencies, rapport with children, skills, qualification
- Activity – skill level, duration, equipment, prior experience
- Group – Age, gender, ability, behaviour, SEND, maturity, medical needs
- Environment – remote setting, easily accessible, crowds, time of year
- Distance from base – transport arrangements, driver hours, time for support to arrive

The following are suggested starting points.

Activity	Staffing	Ratios (staff : pupils)
Local and Day visits	<ul style="list-style-type: none"> • an experienced visit leader • an assistant leader • other responsible adult(s) in support • a minimum of two leaders required, unless in exceptional circumstances 	<ul style="list-style-type: none"> • Early Years - 1:4 • Years 1-3 – 1:6 • Years 4-6 – 1:10/15 • Year 7+ - 1:15/20
Residential visits, UK or abroad	<ul style="list-style-type: none"> • an experienced visit leader • another experienced visit leader • other responsible adult(s) in support • a minimum of two leaders required <p>Any ratios do not include the centre/ residential base staff</p>	<ul style="list-style-type: none"> • Years 4-6 – 1:8 • Year 7+ - 1:10

The visit leaders need to know that in an emergency they should:

- Ensure the pupils are safe
- Contact their emergency contact person and give them the details
- Follow the procedures to be followed in the event of a serious accident/incident or fatality.

It is recommended that on off-site visits there is a trained first-aider and a first-aid kit is carried, check with the EVC about how this will be arranged.

5. Exeant offsite approvals software

This is the web based system for recording and approving offsite visits. Exeant links to National Guidance and includes hyperlinks to relevant documents to assist in the completion of the online form.

The system will:

- notify the **EVC** of intended visits, allow them to make comments and approve or decline a visit application
- inform the **Offsite Education Advisor** where ESCC approval/advice is required,

Trust staff responsible for leading visits will need to register and are responsible for submitting visit details onto Exeant, ensuring they upload:

- Relevant risk assessments
- A Copy of the letter to parents
- A completed provider questionnaire for centres providing adventure activities or tour operators that do not have a Learning Outside the Classroom (LOtC) Quality Badge

Other documents you may wish to upload could include: expedition route-cards (DofE), trip itinerary, finance records (for establishment use), register.

The EVC has a responsibility for ensuring staff changes are managed on the system such as staff who leave should have their accounts terminated.

Visits that require ESCC approval cannot take place until approval has been granted.

6 Risk Assessment

The trust has a legal duty to ensure that risks are managed and reduced to an acceptable level. This requires proportional risk management systems to be in place.

Risk Assessment templates are available (shared drives or from EVCs) and visit leaders should adapt these and use to make the process easier and more consistent.

The Visit Leader must complete and sign the risk assessment; these signatures can be electronic if using exeant as the visit leader will have their own login to the system. The EVC and when required the Head Teacher, should check the risk assessment as part of the approval process.

The Health and Safety Executive's 5 steps to a risk assessment is;

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record your significant findings
- Review your assessment and update if necessary

An important aspect of a Risk Awareness approach is to take into account the benefits to be gained from participating in a particular activity and weigh them against the risks. This would mean any residual risk (i.e. risk remaining after control measures) is 'acceptable'. HSE endorses this approach and also acknowledges the importance of young people being educated in risk management and taking responsibility for the outcomes of their own actions

7. Duke of Edinburgh's Award

In order to deliver the DofE award the trust will need to hold a Direct Licence.

All expeditions are subject to the same criteria as an off-site activity and exeant should be used where possible.

Advice and guidance on DofE is available from ESCC and it is recommended that DofE visit leaders read the ESCC DofE expedition regulations which are available on the ESCC Educational Visits Information webpage

<http://visitsafety.eastsussex.gov.uk/>

Appendix 1

OUTINGS AND VISITS (Pre-School)

Policy statement

Cavendish Pre-school takes necessary steps to safeguard and promote the welfare of children.

Procedures

Transport

- Mini buses and coaches should have forward facing seats with seat belts.
- Booster seats will be used if required by law.
- Drivers should have undergone formal assessment of their ability to drive a minibus. Coach drivers must be employed by the coach company.
- Evidence of current driving licence and drivers name should be held by the school. Coach companies should be asked to ensure that their driver has a current, legal driving licence.
- Insurance certificate should indicate drivers allowed to drive for the school if using a minibus.
- Details of vehicles used will include registration number, MOT details and tax details, unless hired from a coach company whereas details of the company will be sufficient.
- A registered member of staff will accompany all children.
- Parents will always be asked for permission if an outing involves transport.
- No child will be left in a vehicle unattended.

Staffing levels

- A minimum of two staff from the pre-school must accompany the children on outings.
- Children aged two years of age are taken out on a ratio of 1:2 and for older children a ratio of not more than 1:4, depending upon the trip and staff awareness of the children.
- Where possible, parents will be invited to accompany their own children on day trips to help staff meet the necessary ratios. For insurance purposes, no siblings will be allowed to attend.
- Qualified staff will be those deemed responsible on outings if parents or volunteers make up part of the adult contingent.
- Individual staff will be allocated a small group of children for whom they are responsible during the entire trip.
- All staff on the trip should be aware of emergency procedures, and carry at least one fully charged mobile phone with emergency contact details for the children and adults. In addition, they should take a small first aid kit, any prescribed medication needed by a child, spare clothing and plastic bags.
- Staff should also ensure that children are dressed suitably for the trip e.g. jackets, hats, sunscreen etc. and that drinking water is made available.
- Staff will ensure that regular headcounts are taken.

Plan of activities

- A plan to show how the outing fits into the overall programme and the activities which will be used to prepare children for the outing beforehand, the activities to be carried out during the outing and the follow up activities to promote children's learning after the outing will be written down and read by all adults involved in the setting.

Risk assessment

- Before taking the children on any outing, a member of staff or the manager will visit the venue and carry out a risk assessment for the journey and location. If this is not possible then the venue will be contacted, requesting a copy of their risk assessment.
- A full risk assessment will be conducted for each outing. This will include the nature of the outing and adult / child ratio.

Parental permission

- A consent form will be completed by parents giving the responsible person authority for their child while on the outing.
- Parental consent for short trips such as to the post box, local shops, park or seasonal walks will be recorded as part of the initial registration paperwork, when their child starts.

Emergency procedures

- Contact telephone numbers for parents will be taken.
- A fully charged mobile phone will be carried at all times. This number will also be left with a responsible person at the setting.
- A qualified paediatric first aider will be present for all outings.
- If an accident requiring medical assistance occurs to a child, an ambulance will be called, the parent will be asked to meet their child and a member of staff at the destination hospital.
- In the event of a child being lost, the 'missing child procedure' will be followed.
- Any incidents must be recorded in writing.
- Ofsted will be contacted and informed of any serious incidents.

Information and equipment to be taken on all trips

- A list of children, parents phone numbers, special needs including any allergies.
- Mobile phone (fully charged).
- First aid kit and any necessary medication, accident book.
- Spare clothes, plastic bags.
- Activity plan.
- Programme including time expected back to setting.