

# Balcombe C E (C) School

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## Managing Off-site Activities Policy

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Adopted by Governors: Nov 2011

Reviewed: Nov 2014

Next Review: Nov 2017

The governing body of Balcombe Church of England Primary School is very much in favour of learning outside the classroom and recommends that it should be an integral element of long term curriculum planning.

The overall responsibility for the health and safety of people involved in educational visits lies with WSCC. However, WSCC assigns some tasks to the following:

#### Governing Body or delegated Governors Committee

1. Ensure guidance is available to inform the school's policies, practices and procedures relating to health and safety of pupils on educational visits (including measures to obtain parental consent, investigate complaints and review procedures including emergency management).
2. Support the headteacher and EVC in matters relating to off-site visits and enable appropriate time and expertise to be available.
3. Agree what types of visits they should be informed about and approve. This is usually all residential visits and hazardous activities. The governing body can also authorise the headteacher to approve off-site visits that are non-hazardous, lasting less than 24 hours and do not involve a trip abroad. These approvals / authorisation need to be recorded in the meeting minutes.
4. Ask questions about the educational objectives of visits and how they will be met.
5. Ensure that visits are approved where necessary by WSCC before bookings are confirmed.
6. Ensure external providers comply with the necessary assurances.
7. Check all practicable measures have been taken to ensure inclusion.
8. Agree the maximum voluntary contribution the school would request from parents towards the overall cost of any trip. Any contributions should be in line with the school's charging policy.

#### Headteacher

1. Appoint and delegate to an EVC where appropriate.
2. Approve all trips as required when notified via automated email from EVOLVE, the WSCC website which records, manages and approves all school trips.
3. Inform the governing body and enable questions to be asked.
4. Ensure inclusion policy.
5. Achieve best value.
6. Ensure that issues identified in preliminary visits have been satisfactorily resolved.
7. Check accreditation or verification of providers (as per information available on EVOLVE).
8. Seek approval/advice from County for any proposed visit to an unlisted provider or one that has been flagged on EVOLVE as having had an issue which has resulted in their accreditation being lifted – liaise with WSCC's Outdoor Education Advisor Martin Tomlinson Tel: 01243 777210 [Martin.Tomlinson@westsussex.gov.uk](mailto:Martin.Tomlinson@westsussex.gov.uk)
9. After the visit ensure an evaluation has been performed to inform future visits.
10. Encourage liaison with WSCC.
11. Check contingency plans are in place including an emergency response plan.
12. Ensure accidents and incidents are reviewed.

Educational Visit Coordinator (EVC) – usually the headteacher or senior staff member

1. Support the headteacher and governing body with approval and other decisions.
2. Provide training for all staff.
3. Ensure CRB checks are carried out.
4. Work with visit leader in obtaining parental consent.
5. Organise emergency arrangements.
6. Provide a completed Visit Form relating to each trip to enable the trip to be entered on EVOLVE.
7. Keep copies of accident reports, near misses reports, etc. related to each trip
8. Monitor and review existing visit procedures and keep updated with enhancements and changes to EVOLVE to ensure adherence to WSCC policy.

Trip Administrator - an employee of WSCC, usually a member of office staff

1. Ensure that all visits are entered on EVOLVE and in this way, ensure all necessary procedures are followed, risk assessments are done, only approved providers are used and the full authorisation process, appropriate to the particular visit, is followed in accordance with WSCC guidelines.
2. Maintain and update records on Evolve i.e class lists, CRB approved helpers, staff etc. and all establishment details.

Visit Leader – an employee of WSCC, usually a member of teaching staff

1. To exercise a higher duty of care for the young people under his / her supervision.
2. To ensure that he/she has the appropriate knowledge, experience and understanding of the group, staff, volunteers, the activity and the venue.
3. To ensure that an adult in the group holds an accredited qualification in first aid (6 hour course).
4. Work with the EVC in planning the visit and obtaining parental consent.

## **Planning**

When a visit is organised, the following checklist may be useful:

1. A group leader is selected.
2. The aims of the LOTC activity are clearly defined.
3. The programme of activities has been planned.
4. Appropriate finances are in place.
5. Appropriate advice and approval have been sort (e.g. parental and governors consent).
6. Staff are selected to assist with the LOTC activity.
7. An appropriate adult-to-child ratio is in place that is within the legal limits.
8. A pre-visit has been performed (if appropriate) to identify potential problems and enhance the educational value of the activity.
9. Participants are briefed.
10. Contingency plans are in place.
11. A list of emergency contacts has been drawn up.
12. Evidence that risk assessments have been performed.
13. A review of the visit has been done afterwards.

## **Risk Assessments**

Some generic risk assessments are available and published by WSCC on EVOLVE. However, site and activity-specific risk assessments are also required which should be uploaded to the EVOLVE website as part of the trip set up process. These are usually done by the EVC and visit leader. There are many styles of risk assessment. For example, a list of kit that students require for a field trip can be counted as a type of risk assessment. However, there must be a specific risk assessment completed that takes into account reasonably foreseeable dangers and possible actions that would be required to limit the degree of risk. A standard form is available from the school office to aid this process.

## **Review of Policy**

The full governing body delegates responsibility to its curriculum committee to review this policy. It recommends that the policy is reviewed every three years. Any amendments or updates should be reported to the full governing body. The head teacher is responsible for informing staff, pupils and parents (where appropriate) of any amendments or changes.