



# Langley Mill C of E (Controlled) Infant School and Nursery

## OFF-SITE VISITS POLICY

This policy has been assessed in the light of all other school policies and the Equality Act 2010.

Written / Reviewed by	Date	Approved by GB	Minute Number	Next Review Date
Local Authority	October 2009			September 2010
Karen Scrivens	September 2010			September 2011
Karen Scrivens	September 2011			September 2012
Karen Scrivens	September 2012			September 2013
Karen Scrivens	December 2012	26/06/2013	GB/2013/45	September 2013
Karen Toft	November 2013	03/12/2013	GB/2013/79	November 2014
Karen Scrivens	November 2014	03/12/204		November 2015
Claire Jones	September 2015	TLC 12/11/2015	TLC/2015/22	September 2016
Claire Jones	September 2016	21/09/2016	GB/2016/68	September 2017
Claire Jones	October 2017			October 2018
Claire Jones	April 2018			April 2019

# **Langley Mill C.E. (Controlled) Infant School & Nursery Offsite Visits Policy**

## **1. Introduction**

Langley Mill C.E. (Controlled) Infant School & Nursery acknowledges the immense value and many benefits of outdoor learning and is committed to supporting off-site visits and activities that enrich the learning opportunities of children and young people.

The School (and any contracted external providers where an activity has been commissioned) works within the requirements set out in Derbyshire County Council's Offsite Visits and Adventure Activities Guidance and the Outdoor Education Advisers' Panel 'National Guidance' (both accessible via EVOLVE).

All establishment staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

## **2. Roles and Responsibilities**

### **Headteacher**

The Headteacher is responsible for ensuring off-site activities and visits comply with the LA Guidance and this Visit Policy and are notified or submitted for formal approval as required, that all visits approved can be accommodated within the planned provision and that the ethos of each visit is one with which the Establishment wishes to be associated.

The Headteacher will ensure that the Educational Visit Co-ordinator (EVC), Visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

The nominated deputy to approve offsite visits in the absence of the Head is Miss Claire Jones (Assistant Headteacher).

### **Educational Visit Co-ordinator**

The Educational Visit Co-ordinator (EVC) in this School (Miss Claire Jones) has received relevant training and induction and is delegated with the following tasks:

- To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
- To check and approve that the planning and risk management for visits follows employer policy and guidance, and to liaise with the LA as required.

- To ensure that there is sample monitoring of visits in keeping with the recommendations of employer policy and guidance

The EVC is competent and has practical experience in leading and managing a range of visits similar to those typically run by the establishment.

The designated EVC for Langley Mill C.E. (Controlled) Infant School & Nursery is Miss Claire Jones who received training in the role.

### **Visit Leader**

Visit Leaders will have over-all charge of the visits they lead, which will be effectively supervised with an appropriate level of staffing. They are responsible for ensuring relevant visit information is shared with parents / carers and consent is sought where necessary.

Visit Leaders, assisting staff and voluntary helpers will be appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

Details related to a visit and its participants (including staff) will be accessible to a designated 24/7 emergency contact in case of emergencies.

Refer to the [Visit Leader Checklist \(Appendix 1\)](#).

### **Governing Body**

Under Health & Safety law the employer has primary responsibility for Health, Safety & Welfare of employees and students.

In establishments where the LA is not the employer the Governors will normally hold this responsibility and should be fully aware of the responsibility this entails.

Along with the Headteacher, the Governing Body is responsible for ensuring visits are approved as required by the establishment visit policy, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

The RMC is responsible for monitoring this policy on behalf of the full governing body.

## **3. Procedures**

Staff wishing to plan and undertake a visit (prospective Visit Leaders) will first seek permission from the Headteacher/EVC to plan a visit. The [Visit Planning Flowchart](#) can be referenced as required ([Appendix 2](#)).

Staff should follow the LA and establishment guidance if undertaking 'home

visits'. This does not form part of this policy.

### **Finance**

The Headteacher/EVC and Visit Leaders should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act 1996 and detailed in the [Charges for Off-Site Activity](#) guidance document ([Appendix 3](#)).

See the School's Charging Policy for off-site visits ([Appendix 4](#)).

### **Staff Induction and Training**

All new staff will as part of their induction into the establishment, be familiar with the local policy for off-site visits and activities and understand their role in managing, planning, leading or assisting with organising off-site visits. All staff will have access to County and national guidance.

The HT/EVC will identify any specific training needs and requirements and ensure staff can access relevant learning and development opportunities as appropriate and as required by Derbyshire County Council.

### **Visit Approval**

Langley Mill C.E. (Controlled) Infant School & Nursery has adopted the Derbyshire County Council system for approval of visits which is based on these being categorised into three broad types:

1. Local low risk single day visits that are regular and routine.
2. Day visits and programmes that require enhanced planning.
3. Higher risk visits, further field that require detailed planning and leader competence.

The [Visit process flowchart](#) provides further detail ([Appendix 2](#)).

### **Category 1:**

These visits will be regular, routine day activities that are organised in and around the locality, usually on foot.

Regularly repeated visits can be covered by a block **annual** consent subject to parents/carers being made aware of every visit, especially any involving a return time outside the normal day.

Visits and activities included in this category for this establishment are:

- On-site activity (excluding adventurous activities listed in category 3);
- Transporting young people between multi-site establishments or other local schools/venues;
- Regular curriculum delivery at off-site learning provider venues;
- Visits in and around your base setting on foot (churches, parks, urban centres. etc);
- Sports fixtures (involving transport);

These visits should be planned using the establishment specific local visits

risk assessments and with approval by the HT/EVC. Activities can be covered by an [annual blanket parental consent \(Appendix 5\)](#).

Where there are local activities that are a planned part of the curriculum/routine programme but are dependent upon the right conditions on the day, then the visit leader will sign out before departure leaving relevant information with the base contact.

The specific establishment off-site visits risk assessment (that may also include road transport) covers general supervision of these visits. A review will be required rather than completed a new document each time. Any additions can be documented using the [Event Specific Note form \(Appendix 6\)](#).

### **All other visits:**

All other visit must be planned and submitted using EVOLVE. Based on the visit types, EVOLVE automatically directs the flow of approval for Category 2 and 3 visits.

### **Category 2:**

These visits are single “one off” day visits or a programme of visits that take place off-site but further field than your base locality and with no element of adventurous activities (as defined in Category 3). These opportunities will usually require transport and could also require some enhanced planning and risk assessment. Example visits are:

- Visits requiring use of transport (urban areas, theatres, social events, places of interest)
- Swimming (excluding open water)
- Fieldwork visits (not in open/remote country)
- Activities at Water Margins (coastal locations & inland waters)
- Farm visits
- Forest school programmes

These activities will be entered onto EVOLVE and submitted to the HT/VC at least a week prior to departure. Approval is delegated to Mrs Karen Toft and visits should be covered by a [specific parental consent \(Appendix 7\)](#).

For a programme of regular visits to similar destinations, one single visit form can be completed, with the relevant dates selected and can be covered by an [annual blanket parental consent \(Appendix 5\)](#).

The specific establishment local visits risk assessment (that also includes road transport) will cover general supervision of the visit. A review will be required rather than completed a new document each time. Any additions can be documented using the [Event Specific Note form \(Appendix 6\)](#).

If a visit is planned to a higher risk environment, the appropriate Safe Working Procedure document should be reviewed, amended and completed for your specific visit. This will then be attached to the EVOLVE record, prior to submitting to your HT/VC for approval.

Certain activities will require staff to hold specific qualifications or

competencies before being able to deliver sessions. e.g. forest school. Please refer to the [activity qualifications matrix](#) for further information ([Appendix 8](#)). Relevant qualifications will be added and uploaded to EVOLVE. These activities will not be undertaken unless there is a sufficient number of suitably qualified staff to deliver them.

### **Category 3:**

Approval from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment lead. The EVOLVE system will automatically pass such identified visits to the LA for approval after first being checked and authorised by Miss Karen Scrivens. Specific consent will be required for each visit.

Overseas visits and DofE expeditions will be submitted to the LA **four working weeks** before a visit is set to take place, and before anyone is financially committed. **Other visits requiring LA approval require two working weeks notice.** Approval notification via email will automatically be sent out (from EVOLVE) as soon as possible up to two working weeks after receipt of the visit form.

A member of staff intending to lead an adventurous activity, must be specifically approved by the LA to do so via the EVOLVE Leader Approval Request function.

When external providers are used it is a requirement for their safety management to have been verified either by completion and return of a Provider Form or verified by holding an appropriate national accreditation. Providers will not be used until they have been 'vetted' by the LA.

## **4. Risk Management**

The risk management of an activity is normally carried out by visit leader and assistants with the support of EVCs as required. Risks are expected to be reduced to an acceptable or tolerable level, but not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity.

Langley Mill C.E. (Controlled) Infant School & Nursery recommends a 'risk-benefit assessment' approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes.

This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is 'acceptable'. HSE endorse this approach through their 'Principles of Sensible Risk Management' and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is no legal requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual or harm several people.

Langley Mill C.E. (Controlled) Infant School & Nursery staff will adopt and adapt the risk management materials available through EVOLVE to ease the burden of bureaucracy that might otherwise discourage leaders from making full use of educational visit learning opportunities.

A copy of the establishment generic visits risk assessment is located in the Off Site Visits File and a blank copy of the Event Specific Notes form is also in the file or available from the EVC.

## **5. Monitoring**

The arrangements for monitoring off-site visits within Langley Mill C.E. (Controlled) Infant School & Nursery are agreed as the group leader reporting back to the Head Teacher on the trip undertaken and complete the evaluation form which can be found in the Off Site Visits file. This will be fed back to the Governors via the Head Teacher's report at termly Governing Body meetings.

## **6. Insurance**

Appropriate insurance must be in place for all visits. The responsibility for arranging adequate insurance cover rests with Miss Karen Scrivens in conjunction with the organiser of each journey.

For visits abroad, additional journey insurance **must** be taken out.

As an employer, in addition to the standard public liability cover which all establishments will have in place, Derbyshire County Council offers LA Schools the opportunity to buy into an annual 'blanket' personal accident cover / travel insurance, provided through CHUBB, covering any off-site activities and overseas travel ventures.

It is the responsibility of the Governing Body, Headteacher/EVC to determine whether any additional insurance should be taken out.

Academies and other non-school based establishments must make their own insurance arrangements.

Insurance in Langley Mill C.E. (Controlled) Infant School & Nursery is provided by Derbyshire County Council ([Appendix 9](#)).

## **7. Inclusion**

Under the Equality Act 2010, it is unlawful to treat a young person less favourably and/or fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

Langley Mill C.E. (Controlled) Infant School & Nursery endorses the principles of:

- a presumption of entitlement to participate
- accessibility through direct or realistic adaptation or modification
- integration through participation with peers

Adjustments made to include a disabled child or young person should not impinge unduly on the planned purpose of the activity.

Expectations of staff must be reasonable, so that what is required of them (to include a given young person) is within their competence.

### **Behaviour**

Langley Mill C.E. (Controlled) Infant School & Nursery encourage the use of codes of behaviour conduct as a means of establishing appropriate expectations of young person's behaviour. Such codes will be explained to both young people and those with parental authority prior to a visit, so reducing the opportunity for misunderstanding both expectations and the sanctions that may be invoked where a code is breached.

A [model code of conduct](#) can be adapted by visit leaders ([Appendix 10](#)).

Whilst inclusion of young people and adults on offsite visits will be the norm at Langley Mill C.E. (Controlled) Infant School & Nursery, this will not be the case where health and safety of the individual or other group members would be significantly compromised. Visit Leaders will ensure that they consult the LA and parents well in advance of the visit where inclusion is an issue.

## **8. Evaluation**

To ensure rigorous evaluation of each visit can take place, visit leaders must have reached a clear understanding of the learning outcomes they hope to achieve. Given that most outdoor learning, off site visits and activities have the potential to deliver a very wide range of benefits and outcomes, the visit leader and staff team to agree how the Learning Outcomes are to be **prioritised**, in the early stages of the planning process and documented on the EVOLVE record. Each identified outcome can be evaluated and record using EVOLVE. The schools off site visit evaluation form which can be found in the Off Site Visits file, must be completed at the end of each visit and given to the EVC.

## **9. Emergency Procedures**

The risk management for each visit will identify the relevant emergency procedures during the visit. For any off-site visit a home contact will be designating by the establishment who may be needed as a link between the party, the parents/carers, the establishment and the County Council in the event of an emergency. The home contact must be an employee, be unrelated to anyone attending the visit and be confident in providing support in a crisis.

For visits that take place outside normal establishment hours:

- A completed [Emergency Card – Visit Leader](#) (or equivalent) must be with the Visit Leader at all times, ([Appendix 11](#)) **and**
- A completed [Emergency Action Card – Home Contacts](#) (or equivalent) must be with the emergency home contact(s) at all times, where access to EVOLVE is not possible.
- A [First Contact Emergency Action Card](#) can be used when taking an initial a call from a Visit Leader in an emergency.

In the event of a delay in returning (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the establishment must be contacted as soon as possible to inform Miss Karen Scrivens or designated deputy so that they can decide: -

- A. If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the Visit Leader will be designated to undertake this task.
- B. If the incident is very serious to contact Derbyshire County Council using the emergency contact phone number and details given below:

*The emergency contact phone number for Derbyshire County Council during office hours is 00-44-1629-538364 or outside office hours 00-44-1629-533085. This is the number for Call Derbyshire. Upon connection, please ask for the Emergency Planning Duty Officer. Please note that calls to the numbers above are to be used only in extreme circumstances, such as serious injuries and/or fatalities. Under no circumstances should these numbers be given to young people or to their parents or guardians.*

## **10. Accident Reporting**

All accidents will be handled in line with Derbyshire's County Council's [Accident Reporting Procedures](#). Accident Forms and other related documents are available in the Resource section of EVOLVE – Guidance.

Academies must ensure they have equivalent procedures to meet the requirements of the law and good practice.

Where an incident or accident occurs on an activity led by a Provider, please ensure this is reported to the LA Visits Team.

**Chair of Governors/Management Board**

**Signature:** .....

**Name:** .....

**Date:** .....

**Headteacher/Manager**

**Signature:** .....

**Name:** .....

**Date:** .....

## Educational Visits Coordinator

1. It is good practice for each school to have an **educational visits coordinator (EVC)**. This may be the head teacher. It could equally be a teacher or other member of school staff – in which case the EVC will be appointed by and act on behalf of the head teacher. This does not mean that the school should create and fund a new post. Rather, the formal recognition of the EVC function will help the school fulfil its health and safety obligations for visits. The EVC will be involved in the planning and management of educational visits including adventure activities led by school staff.

### General Functions of the EVC

2. The functions of the EVC are to:

- liaise with the employer to ensure that educational visits meet the employer's requirements including those of risk assessment;
- support the head and governors with approval and other decisions;
- assign competent people to lead or otherwise supervise a visit;
- assess the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience;
- organise the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc;
- organise thorough induction of leaders and other adults taking pupils on a specific visit;
- make sure that Criminal Records Bureau disclosures are in place as necessary – see paragraph 82-86;
- work with the group leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis;
- organise the emergency arrangements and ensure there is an emergency contact for each visit;
- keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses');
- review systems and, on occasion, monitor practice.

### *EVC Competence*

3. The member of school staff designated as the EVC should be specifically competent. The level of competence required will relate to the size of the school and the types of educational visits proposed.

4. Evidence of competence may be through qualification and/or the experience of practical leadership over many years of outdoor education.

### *Role of LA in relation to EVCs*

5. These roles will work best when the LA outdoor education adviser:
- works with the head teacher to assign a member of staff to EVC duties and then to arrange the induction of that person;
  - gives advice and guidance to the EVC;
  - gives the EVC access to appropriate training;
  - helps the EVC give access to specific training for staff leading or otherwise supervising educational visits;
  - ensures relevant risk assessments are complete, up to date and in accordance with LA guidance and that the EVC is aware of their findings;
  - monitors the work of the EVC.