



## ESHER CHURCH OF ENGLAND HIGH SCHOOL TRIPS AND VISITS POLICY

Status: **UNDER REVIEW**

Date of Next Review:

Responsibility: Efficiency Committee

Date of Approval: Committee: 9 June 2014

Local Governing Body: 18 Jun 2014

### 1 Rationale

Esher Church of England High School provides many opportunities for its students to enrich and enhance their on site learning through the use of Outdoor Education and Offsite Educational Visits.

This policy should be read in conjunction with the Surrey County Council Guidelines for Educational Visits and Outdoor Education Activities 2004.

The value of off site educational visits is well recognised by the governing body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.

This document outlines the specific policies and procedures for the school. It supplements and follows the advice and guidance contained within the following significant publications.

- SCC Guidelines for Educational Visits and Outdoor Education Activities
- The Health and Safety Executive in conjunction with the DfE published 'Health and Safety' responsibilities and Powers' statutory document.
- The DfE document 'Health and safety of pupils on Educational Visits'
- The supplementary guidance published by the DfE
- Part 1-Standards for LA's in overseeing educational; visits
- Part 2 Standards for Adventure
- Part 3 A Handbook for Group Leaders

**Definition:** The term 'offsite activity' is used to embrace all educational visits and outdoor educational activities.

This includes residential activities, pre-inspection visits, environmental studies, sports, physical and cultural activities, business visits, careers, conference and adventurous activities and all other offsite visits involving students.

### Educational Principles

Esher High School aims for its programmes of Trips and Visits to be fully inclusive.

Off site visits must:

- Have significant educational value (academic and / or social)
- Be consistent with the school aims and values
- Be suitable to the young people involved having regard to their ages, abilities, needs and aptitudes
- Be linked to work within the school by preparation and follow up activities.

## **2 Roles and Responsibilities**

### **Esher Learning Trust**

As an academy school, Esher Learning Trust has overall responsibility for all offsite activities. As the 'employer' Esher Learning Trust is responsible for Health and Safety. All off-site visits that are residential, abroad or hazardous need to be approved by Esher Learning Trust well in advance. On all such approved activities, leaders and participants will be indemnified by Esher Learning Trust against claims made against them arising from the activity. Esher Learning Trust reserves the right to contract out risk assessment approval services and emergency support services relating to off site activities to a service provider with the relevant experience and skills, to be reviewed on an annual basis.

### **The Governing Body**

All off-site visits that are residential, abroad or hazardous need to be approved in advance by the Governing body. The Governing Body satisfies itself that the appropriate procedures, risk assessments and control measures are in place and that the documented guidance notes are being followed.

### **The Headteacher**

The Headteacher is delegated by the Governing body to approve all off-site visits of perceived low risk, local, daily and / or regular nature. The Headteacher should be satisfied with the purpose, planning and proposed staffing of the offsite activity.

### **The Educational Visits Co-ordinator (EVC)**

The EVC ensures that all off-site activities follow the correct procedures. They will liaise with the Headteacher, make recommendations including approval of the group leader. They will monitor the written risk assessments to ensure good practice. In addition they will:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- Ensure that DBS disclosures are in place where necessary.
- Ensure an Emergency Contact Duty officer is arranged and ensure proper procedures are in place to be followed in an emergency.
- Keep records and make reports of accidents and 'near accidents' in line with school reporting procedures
- Review and regularly monitor practices and procedures and compile data to ensure equitability and inclusion
- Liaise with the LA Outdoor Education Advisor where appropriate to ensure the proposed visit complies with current regulations

### **The Group Leader**

The group leader has overall responsibility for the control and leadership of staff and students throughout the duration of the trip or visit. The leader is responsible for identifying the purpose of the visit and following the checklist (Appendix B) published in the Surrey County Council guidance. The leader is responsible for completing a thorough risk assessment for all off site activities. (see below re. Risk Assessments)

A full list of responsibilities is detailed in Appendix D.

### **Participants** – accompanying staff

All participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support students learning.

### **Participants** – students

All participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design and implementation of appropriate risk management strategies that support their learning.

*A full list of all responsibilities is detailed in the Surrey County Council Guidelines for Educational Visits and Outdoor Education Activities 2004*

### **3 Guidance notes for off-site Educational Visits**

- 3.1. To ensure proper good practice and compliance with the necessary regulations it is expected that all group leaders will familiarise themselves with the published advice and guidance. Training for group leaders will be arranged to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency.
- 3.2. In order to plan an off-site activity the Group Leader and other relevant staff should be involved in discussing plans with the EVC at an early stage. See Appendix B. Routine or local visits such as games matches or church visits need to be planned ahead also. It may be possible to approve a series of events on a termly basis. **No financial commitment should be entered into until all relevant approvals have been achieved.**
- 3.3. **Internal Approval Form.** This must be completed in advance and signed by the Headteacher for every offsite activity. Appendix A
- 3.4. **External Risk Assessment Service Provider Application for approval for educational visit form.** This must be completed and signed off by the EVC, Headteacher and Chair of Governors for all residentials, visits abroad and for any hazardous pursuits. It will need to be submitted to the external service provider **at least 6 weeks** in advance, and before becoming financially committed where appropriate.
- 3.5. **Parental consent and Medical forms (staff and student).** Copies must be available for the appointed Emergency Duty Officer and the group leader to take on the visit. Appendices E and F
- 3.6. **Risk assessments** A risk assessment is necessary for **all** off-site visits. The school form (Appendix C) should be completed and lodged with the EVC **for every off site activity**. All risks and their control measures will need to be recorded. External providers will have their own risk assessment documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required (see Surrey County Council guidance or [www.aala.org.uk](http://www.aala.org.uk)). If this is the case their licence number need only be quoted instead of actually requiring the documents.

A copy of the Risk Assessment must be taken on the visit by the Group Leader.

Risk Assessments will take account of:

Generic risks as published in the Surrey County Council regulations and Notes of Guidance for Offsite activities.

Event specific risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leaders' competence, the group and other factors such as transport.

On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed of the purpose and the risk assessment control measures.

- 3.7. **Payment for Trips/visits.** In a majority of cases a financial payment may be requested to be made towards the cost of the visit. Reference **must** be made to the school Charging and Remissions Policy.

- 3.8. **Evaluation Report.** On return the Group Leader must complete an evaluation report. This should include any 'near miss' or where an incident took place but fortunately did not require completion of an accident / incident report form. Even if a form was completed at the venue, this does not remove the need to place such an occurrence on the record at the 'home establishment'. A general evaluation of the visit will inform future visits and may be a useful check on the value of the risk assessments undertaken. This will form part of the EVC monitoring process.  
Appendix J.

This policy must be read in conjunction with the following policies:

Charging and Remissions Policy  
Curriculum Policy  
Equal Opportunities Policy  
Disability Equality  
Drugs Policy  
Safer Working Practices  
Child Protection

## **List of Appendices**

- A. Internal approval form
- B. Planning check list
- C. Risk assessment
- D. Group leader responsibilities
- E. Parent consent forms {x3 – residential, and non-residential (in curriculum time and non curriculum time)}
- F. Medical forms (x2 Student and Staff)
- G. Standard Letter
- H. Terms and Conditions
- I. Trips Finance Guidance and finance planning sheet
- J. Evaluation report
- K. *Emergency response plan (to be confirmed)*